

INTERACT HANDBOOK



ROTARY INTERNATIONAL®



About Rotary

Rotary International is a worldwide service organization for business and professional people, with more than 1.2 million members in over 32,000 Rotary clubs.



About Interact

Interact is a service club for youth ages 14-18. Clubs benefit from sponsorship by individual Rotary clubs, which provide support and guidance.



Interact has a membership of over 250,000 youth in more than 11,000 clubs worldwide. It's one of Rotary's fastest growing programs.

Interact clubs are self-governing and self-supporting and can be either school or community based.

Interact's name is a combination of the words *international* and *action*. With clubs in over 120 countries and geographical areas, Interact is truly an international phenomenon.

Interact's global youth network is dedicated to community and international service. Every Interact club project, great or small, has a lasting impact on society worldwide.

Brazil, India, the Philippines, and the United States boast the highest number of Interact clubs.

Isn't it time for you to

- Reach out to a community in need?
- Work with youth in another country to develop a service project?
- Learn about the customs and culture of a faraway place?
- Serve your local community?

This is the 2007 edition of the *Interact Handbook*. The information in this publication is based on the Constitution and Bylaws of Rotary International and the Rotary Code of Policies. Please refer to those documents for exact RI policy. Changes to the documents listed above by the RI Board of Directors override policy as stated in this publication.

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Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

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The *Interact Handbook* is designed to help Rotarians, faculty advisers, and young people establish and operate an Interact club. You'll find information on

- How to start and organize an effective Interact club
- How Interactors can identify service projects and conduct fundraising activities to support their projects
- How Rotarians can stay connected to Interact clubs
- Resources available to Interact clubs

WHERE IT ALL BEGAN

Since its earliest days, Rotary has been committed to helping children in need. But in 1960, the organization took a new approach to youth service. Recognizing the untapped potential of young men and women, RI President Harold T. Thomas urged Rotary clubs around the world to find ways to encourage service among youth, foster their active interest in the community, and offer opportunities for them to develop as leaders.

Two years later, 23 students at Melbourne High School in Melbourne, Florida, USA, came together to form the first Interact club. Now, Rotarians were not just helping youth but empowering them to serve locally and internationally with their Rotary club sponsors.

Ever since, thousands of communities around the world have benefited from the service of Interact clubs. Interactors have discovered a program that offers fun, meaningful service activities while providing a chance to develop leadership skills and meet new friends. In turn, sponsor Rotary clubs have gained increased support for projects and fresh ideas for service while helping to develop future Rotarians.



1 STARTING AN INTERACT CLUB

This chapter is primarily intended for Rotarians looking to start an Interact club.

Interact clubs are self-supporting and self-governing, and they receive guidance from a local sponsor Rotary club. Before sponsoring an Interact club, Rotary clubs should research the program. By reviewing this handbook and speaking with Rotarians and Interactors involved with the program, Rotary clubs can get a firsthand perspective on Interact and its benefits.

The following steps will help ensure that new clubs are established on a solid foundation and properly chartered by Rotary International. Rotarians, young people, and faculty advisers are encouraged to refer to this checklist throughout the organization process.

SIX STEPS TO A SUCCESSFUL CLUB

Step 1: Establish Rotary club support.

If your Rotary club is interested in sponsoring an Interact club, it should form an Interact subcommittee to study the requirements of sponsorship. Be sure to talk with the district Interact chair, who can provide information about how other Interact clubs operate in your district.

Once it has compiled all the necessary information for sponsorship, the subcommittee should present its findings to the Rotary club. Here are some tips for making a persuasive presentation:

- Highlight the rewards of sponsoring service-minded young people.
- Emphasize the importance of Rotarian involvement and support to an Interact club's success.
- Invite current Interactors to share their positive Interact experiences.

After the Rotary club board approves the sponsorship of an Interact club, the club must decide whether its Interact club will be community or school based.

- A community-based club draws its members from several schools from the Rotary club's area. The Rotarian adviser must attend all of the Interact club's meetings.
- A school-based club draws its members from one school, and the Rotarian adviser is required to attend only the club's board meetings.

GOOD TO KNOW When a Rotary club decides to sponsor a school-based Interact club, a member of the Interact subcommittee should meet with school officials to explain the program and its advantages. Rotarians and school officials should work together to determine membership requirements, club policies, the time and location of Interact club meetings, and the faculty adviser.

Joint Sponsorship of an Interact Club

An Interact club can be organized and sponsored by more than one Rotary club if all the following conditions are met:

- The district governor approves the arrangement in writing.
- Sponsor clubs demonstrate that organizing separate Interact clubs, each sponsored by a single Rotary club, would divide what is essentially a single body of young people within a school or community.
- A joint Interact committee is formed with members from each of the sponsor Rotary clubs.

Step 2: Identify potential Interactors.

Brainstorm to develop as wide a membership pool as possible. In a school-based club, ask the faculty adviser to offer suggestions for possible club members. Sources of potential Interactors include:

- Community centers, churches, athletic clubs and teams, secondary schools
- Sons, daughters, and other young family members of Rotarians in the area
- Rotary Youth Exchange students and attendees at Rotary Youth Leadership Awards (RYLA) events

Step 3: Invite prospective members to an informational meeting.

In addition to prospective Interactors, you'll want to invite these people:

- Interact subcommittee members
- Rotary club president
- District Interact chair
- Faculty adviser (for a school-based club)
- Interactors from nearby clubs who can share their experiences and answer questions

At the meeting:

- Give students a general idea of Interact's history, as well as Rotary's history and commitment to young people.
- Distribute copies of *Rotary Basics* (595-EN) and show a segment from a recent issue of *RVM: The Rotarian Video Magazine*.
- Explain the policies and goals of Interact, including a description of some recent Interact service projects. (Some examples can be found on the back cover of this handbook.)
- Highlight the program's internationality, including the potential to partner with youth in other parts of the world.
- Have copies of the *Interact Brochure* (600-EN) available for prospective Interactors to give to friends who might be interested in joining.
- Allow plenty of time for prospective Interactors to ask questions. Solicit ideas for club projects from these future members.

At the end of the meeting:

- Take a vote to confirm that there's enough interest to establish an Interact club. Keep in mind that a minimum of 15 charter members is recommended but not mandated.
- Set a date for the first organizational meeting.



Step 4: Hold organizational meetings.

Now that you've identified a group of prospective Interactors, it's time to get the club organized. Keep enthusiasm high by encouraging the Interact club to schedule organizational meetings no more than two weeks apart. Have the Rotarian adviser and, if the club is school based, the faculty adviser, keep a list of everyone who attends these meetings, along with their phone numbers and e-mail addresses. Encourage attendees to invite friends to meetings.

Although there's no specific number of organizational meetings required before a club can be chartered, you'll need to ensure that the Interactors complete the following tasks before applying for a club charter:

- Hold elections for president, vice president, secretary, treasurer, and other members of the Interact club board.
- Develop a membership plan to ensure the club includes a balanced number of male and female members, as well as students from each grade level or age group.
- Discuss and establish annual club dues.
- Determine where and when club meetings will be held. Clubs must meet at least twice a month.
- Begin planning for service activities, fundraising events, and the inaugural ceremony.
- Familiarize club members with the constitutional documents.

GOOD TO KNOW Before a prospective club can be chartered, it must adopt the Standard Interact Club Constitution and all its amendments, then adopt bylaws consistent with the constitution and policy established by Rotary International (see chapter 5). These bylaws are subject to the approval of the sponsor Rotary club.

Step 5: Complete paperwork.

Once a prospective Interact club has achieved a strong membership base, the club can be chartered by RI. The sponsor Rotary club should work with Interactors to finish the following tasks:

- Complete the Interact Club Certification Form (see chapter 5), listing all charter members who have agreed to attend a minimum of 60 percent of the club's service and social activities.
- Obtain the signatures of the sponsor Rotary club president and the district governor on the form.
- Send the form to RI World Headquarters or the appropriate international office (see the inside back cover for addresses).

Once the Interact club has been chartered, which typically takes about two to four weeks, the sponsor Rotary club will receive the club's Certificate of Organization from RI.

Step 6: Plan an inaugural ceremony.

The chartering of an Interact club is a meaningful and exciting event. The sponsor Rotary club may wish to host an inaugural ceremony where sponsoring Rotarians can welcome Interactors as partners in Rotary service. Invite Rotary district leaders, such as the governor, Interact chair, and Interact representative, to this celebration to introduce the new Interact club to the district.

Every inaugural ceremony is unique, but modeling it after the sponsor Rotary club's traditions is a good way to begin. Here are some other ways to put together a memorable ceremony:

- Create an inauguration ceremony program book that lists club members' names.
- Briefly explain Rotary and The Four-Way Test.
- Describe how the new Interactors are now part of the family of Rotary.
- Review the history of Interact and how the new club was formed. (Consider including a humorous story or anecdote.)
- Induct members individually, and announce board members and officers.
- Include school- or community-related themes, mottoes, and traditions.
- Present each member with an Interact pin.
- Take photos to commemorate the event.

2 OPERATING YOUR INTERACT CLUB

This chapter is primarily intended for Interact club officers.

Now that your club is official, begin pursuing the projects and activities that inspired you to become an Interactor. Your club's government can help you accomplish these goals. Their roles and responsibilities are described below.

THE BOARD

The governing body of an Interact club is its board of directors. The board consists of the president, vice president, secretary, treasurer, and any additional officers, depending on the size of the club. The board is required to meet at least once a month and report any action taken at the next Interact club meeting.

During its meetings, the board reviews and approves the club's plans and projects. The Rotarian and faculty advisers must attend all board meetings. Club members may also attend these meetings as observers.

The Interact club's board of directors should be familiar with the Interact constitutional documents. In addition, incoming Interact club officers must participate in leadership training. Learn more about district leadership training in chapter 3.

Board members should think of project ideas, encourage club members to participate, and delegate responsibilities. At the end of the year, the board prepares a final report that describes the major actions taken over the past year. It should keep the original on file and send a copy to the sponsor Rotary club.

President

The president's primary role is to lead the club, making sure it functions effectively. Responsibilities before taking office include:

- Study the Interact constitutional documents.
- Meet with the board of directors to plan club activities.
- Appoint all standing and special committees with board approval, and serve as an ex officio member of all committees.
- Appoint committee chairs based on their experience, and talk with them about their choices for committee members.

Additional responsibilities for established Interact clubs:

- Meet with the outgoing president and board of directors to review the club's records and discuss its current activities.
- Decide which of the existing committees should be kept for the upcoming year, and consider ideas for new committees.

Responsibilities in office include:

- Conduct effective meetings by preparing a detailed agenda that outlines what will be covered and for how long, allowing enough time for reports from officers and committee members.
- Plan creative programs for club meetings well in advance, and arrange for speakers, panel discussions, trips, and entertainment that appeal to a wide range of interests.
- Delegate responsibility to help other members develop their leadership skills and to avoid getting overwhelmed with details.
- Identify members' skills and interests, and harness them in club projects.
- Work to ensure that the club's activities and service projects are successfully promoted and carried out.

- Pay attention to membership growth and development, and maintain a balance among age and gender groups.
- Communicate and collaborate actively with the Rotarian or faculty adviser and the district Interact chair.

Vice President

The vice president's primary role is to support the president. Some clubs may choose to have the incoming president serve as vice president before taking office. The vice presidency is not an automatic stepping stone to the presidency, but it provides excellent training for a future club leader. Responsibilities include:

- Preside over meetings when the president is absent.
- Serve as a member of the board of directors.
- Work with the president to handle special assignments.
- Stay up-to-date on all the club's goals and ongoing activities.

Secretary

The secretary's primary responsibility is to help the club function effectively. Responsibilities include:

- Maintain all club records, such as:
 - Membership
 - Committee appointment worksheets
 - Attendance
 - Dues payments
 - All important club papers, including the club's Certificate of Organization, budget documents, and reports
- Take minutes — a clear, concise written record of what was said at a meeting and any actions taken — at all club meetings. Minutes shouldn't detail every word that was said or how the decisions were reached but should cover these points:
 - Type of meeting (board, club, or committee meeting)
 - Date, time, and place
 - Presiding officer
 - Attendance
 - Approval and correction of last meeting's minutes
 - Treasurer's statement
 - Summary of reports from officers and committees
 - Summary of agenda (including old and new business) and actions taken
 - Announcements
 - Adjournment

The secretary can also be responsible for notifying RI of successful projects by submitting the Interact Project Data Form (see chapter 5) and for annually updating the club's officer and contact information with RI.

Treasurer

The treasurer works with the secretary to maintain accurate financial records. This officer should be a responsible, detail-oriented person. Responsibilities include:

- Collect membership dues.
- Deposit dues and all proceeds from fundraising projects.
- Handle most of the work of preparing and administering the budget.
- Prepare a monthly report that accurately details:
 - Money on hand at the beginning and end of the month
 - Income, with its source (such as membership dues or fundraising) clearly indicated
 - Payments, indicating for what and to whom
- Prepare an end-of-year report summing up the impact of the past year's activities on the budget.

The outgoing treasurer should give the end-of-year report to club members and the incoming treasurer. All the treasurer's reports form part of the club's permanent record.

Keep RI in the Know

Don't miss important Rotary communications!

Update your club contact information annually with RI. Submit the Incoming Interact Officer Data Form (see chapter 5) by mail or fax, or complete the club contact update form at www.rotary.org.



Officer Installation

Hold installation ceremonies annually to introduce new officers and to recognize past officers for their dedicated work. It can be a serious occasion or a celebration. Consider recognizing all club members at this ceremony with a certificate of recognition.

Invite the incoming president and officers of the sponsor Rotary club to this event so that they can get acquainted with the new Interact club officers.

Other Officers

The club may decide to include additional officers on the board. Your sponsor Rotary club must approve any additions.

CLUB COMMITTEES

Committees help your club carry out activities and projects. The club president appoints four standing committees — club, finance, service, and international understanding — as prescribed by the Standard Interact Club Constitution. Additional committees may be appointed as needed.

Committees should meet at least once a month to discuss plans and activities and share them with the president. Try to keep these meetings short and to the point. And remember: All committee activities and expenses are subject to the board's approval.

Committee chair responsibilities include:

- Assign every committee member a job to do, and keep track of these assignments.
- Make sure all committee members are familiar with the club's constitutional documents, organization, and goals.
- Establish a schedule of committee meetings for the year.
- Notify committee members in writing of a meeting, giving the date, time, place, and subject of the meeting. (For example, E-mail, text messaging.)
- Prepare agendas for meetings, and try to follow them.
- Contact members scheduled to make reports at meetings, and ask if they need any help preparing their reports.
- Ask members for their opinions.
- Keep accurate records, but avoid unnecessary paperwork.

Club Committee

The club committee develops ideas for club meeting programs, ways to recruit new members and keep current members, and methods for publicizing the club's activities. To accomplish these tasks, the committee may want to divide into subcommittees.

The committee also maintains a historical record of the club, such as a scrapbook, that includes pictures and descriptions of the club's activities.

Finance Committee

The finance committee decides how the club will fund its activities, always with a goal of keeping dues low and maintaining the club's ability to support itself. The committee



finds ways to obtain donations for projects and activities, both in-kind and monetary, from businesses and organizations by offering something of value in return, such as services or recognition.

Service Committee

The service committee organizes one project each year that benefits either the school or the community.

International Understanding Committee

The international understanding committee undertakes one project each year that promotes international goodwill.

RUNNING A SUCCESSFUL CLUB

Interact clubs must meet at least twice a month. To encourage good attendance, select a time and location that's convenient for club members. (School-based clubs usually meet at the school.)

Lead Club Meetings

Remember, Interact meetings should be fun and productive. Some clubs incorporate team-building activities, icebreakers, or brainstorming sessions during their meetings to keep club members involved while building trust and friendships.

Whatever you do, stick to your agenda. It will help keep the meeting moving forward and ensure all topics are covered. Here's a typical meeting format:

1. Allow time before the meeting for members and guests to talk among themselves.
2. Begin the meeting with the president introducing guests and making announcements and reminders.
3. Introduce new club members.
4. Have the secretary, treasurer, and committee chairs make any relevant reports.
5. Present the program.
6. Close with a thank-you to the program speaker and other program participants.
7. Adjourn the meeting.

Keep Club Membership Strong

Your ability to hold on to current club members and bring in new ones is key to your club's success. Keep members coming back by involving them in club activities and encouraging them to take on club leadership roles. Help your club grow by bringing in members who have special interests and abilities and are enthusiastic about the social and service aspects of Interact.

Consider these suggestions for maintaining a strong, committed membership:

Set goals. Set membership goals and encourage all club members to work to meet them. For example, challenge members to bring in one new Interactor each year, and offer

an award or prize to the member who recruits the most new members.

Keep current members. Keeping active club members is just as important as gaining new ones. With a large number of enthusiastic, dedicated Interactors, your club will be better able to carry out successful service projects and attract new members.

Strategies for Involving New Members

- Hold a special meeting or event to welcome and celebrate new club members.
- Explain the opportunities and benefits that come with Interact membership. Members who understand Interact and its purpose are more likely to remain active in the club.
- Ask experienced Interactors to "adopt" new members and make them feel welcome.

Strategies for Involving Established Members

- Assign committee responsibilities to veteran members to let them know they're important to the club.
- Recognize club members who dedicate extra time to service projects.
- Maintain a good age and gender balance. Different points of view make for interesting meetings and contribute to a richer Interact experience for everyone.
- Get feedback from members on the types of meetings, activities, and projects they enjoy, and plan accordingly.
- Plan social events to bring members closer together.
- Monitor attendance to ensure everyone comes to at least 60 percent of the club's meetings. Members with high attendance are the most likely to stay involved.
- Keep members informed through a club newsletter, distributed either in print or electronically. Mention service projects and fundraising efforts, news from Rotary International, Interact club leadership reports, a brief summary of club meetings, and sponsor Rotary club activities that may interest Interactors. Include the name and address of the Interact club, its meeting time and place, the name of the sponsor Rotary club, and the Rotary district number in your newsletter.

Bring in new members. The first step to bringing in new members is to let them know that the club exists. Use the suggestions below to promote your Interact club and its service projects.

- Organize a special event. Make sure to do these things:
 - Explain the purpose of Interact and show slides or photographs of your club's activities.
 - Display the *Interact Poster* (639-MU) and hand out the *Interact Brochure* (600-EN).
 - Emphasize the club's service efforts and successes, the internationality of Interact, and the opportunity for members to take on leadership roles while having fun and making new friends.

- Publicize your club's activities in the school newspaper and local media. For more information, see "Publicize Club Activities" on page 12.
- Invite potential members to participate in a service project or attend a club meeting so that they see Interact in action.
- Develop a club Web site where potential members can learn about Interact club projects and find out how to join. Ask your school to include a link to your club's site on its Web site. For more information on creating a club Web site, including Rotary guidelines, see page 35.
- Arrange for Interact displays at local libraries, coffee shops, community centers, or anywhere else youth gather. Display the *Interact Poster* (639-MU), along with photos of your club in action. Provide information about Interact and how interested teenagers can join their local club.

Rotary Club Advice

Be sure to ask your sponsor Rotary club for advice and resources to help your club retain and recruit members. A number of membership development tools are available to Rotarians through RI.

GOOD TO KNOW Rotarians can access these materials at www.rotary.org or by contacting the Membership Development Division at membershipquestions@rotary.org or their international office.

Plan Service Projects

Interact clubs must carry out two service projects each year: one that helps the school or community and one that promotes international understanding. These projects are a great way for Interact clubs to get involved in the community, connect with youth around the world, and attract new members.

Because service projects can cover a wide range of issues, it helps to focus your efforts early on. Keep in mind any service goals set by your club and its sponsor Rotary club. Gain support for club projects by choosing service activities that address real needs in the local or international community. Before your club decides on a project, ask the following questions:

- What services are needed in your school or in the local or international community?
- Which local or international organizations could use your Interact club's assistance?
- Can you collaborate with your sponsor Rotary club or a local Rotaract club on its service efforts? Can you collaborate with another local Interact club or a club that's in another country?
- What types of service projects fit within your club's budget?

With a little imagination and hard work, the possibilities are limitless. Though clubs are welcome to select their own projects, consider choosing projects that coincide with the calendar of Rotary observances (see page 11) or that relate to the Menu of Service Opportunities.

Some of the most rewarding projects are those conducted with Interact clubs in other countries. Establish ongoing correspondence with a club before planning an exchange or visit by sending photos, conducting meetings over the phone, or exchanging e-mails or letters. See "Resources for Planning Service Projects" below for tips on contacting a club in another country.

Resources for Planning Service Projects

- **Interact Correspondence Exchange List.** This list, updated every September, includes contact information for Interact clubs worldwide that are interested in collaborating, corresponding, or exchanging ideas with other clubs. To receive a copy, e-mail or mail your club's name and mailing address to RI World Headquarters.
- **Communities in Action/Menu of Service Opportunities Kit.** This resource includes techniques commonly used by volunteers and community development experts around the world. It also highlights nine suggested service areas for Rotary clubs and provides examples of successful club projects for each. Adapt these methods to the unique needs in your community.
- **ProjectLINK.** Rotary clubs seeking international assistance use this online "help-wanted" database to publicize their community service initiatives. One Interact club project may be posted for each sponsor Rotary club. This registry at www.rotary.org is updated twice a year. Interact clubs may also use the database as inspiration for their own projects.
- **District Interact chair.** This Rotarian, who oversees Interact clubs throughout the district, knows the program well and can offer guidance and ideas. Ask your sponsor Rotary club for contact information.
- **Interact club Web sites.** Correspond with fellow Interactors and learn about their projects and activities. To find these sites, search "Interact club" online or check RI's list of registered Interact club sites at www.rotary.org.

ROTARY CALENDAR OF OBSERVANCES

Interact clubs might consider planning projects or activities to coincide with the following Rotary observances:

July

The Rotary year begins on 1 July.

August (Membership and Extension Month)

Develop a membership strategy for the year, and set this plan into motion.

September (New Generations Month)

Celebrate Rotary's commitment to youth by performing a joint project with your sponsor Rotary club.

October (Vocational Service Month)

Invite Rotarians to speak with Interactors about their professions or to discuss ethics in the workplace.

November (Rotary Foundation Month)

Support polio eradication efforts by organizing a service project or awareness campaign.

Celebrate World Interact Week.

December (Family Month)

Involve your siblings, parents, or other family members in a service project.

January (Rotary Awareness Month)

Publicize successful service projects and promote upcoming activities in your community.

RI Theme

Each year, the RI president introduces a theme to focus the service efforts of all Rotarians. Through the RI theme, the president invites Interact clubs to take part in Rotary's global effort to build world understanding and peace. Interact clubs and their sponsor Rotary clubs are encouraged to plan projects with the theme in mind.

February (World Understanding Month)

Reach across borders and cultures to organize a project that promotes peace and understanding. Celebrate Rotary's anniversary on 23 February, designated as World Understanding and Peace Day.

March (Literacy Month)

Organize a book drive or another activity that promotes literacy or addresses education issues in your community or abroad.

April (Magazine Month)

Check out Rotary's online publication *Interactive* at www.rotary.org/interactive.

May

No Rotary designation

June (Rotary Fellowships Month)

Attend the RI Convention (sometimes held in May).

The Rotary year ends on 30 June.



World Interact Week

During World Interact Week, Interactors and Rotarians around the world commemorate the chartering of the first Interact club. The celebration, which takes place during the week of 5 November, is an ideal time for Interact clubs and their Rotary club sponsors to carry out joint activities and promote the positive effect Interact clubs have on their communities.

While you're planning your celebration, why not include the activities listed on the World Interact Week recognition form at www.rotary.org? Clubs that complete the activities and submit the form as instructed will receive special recognition from RI.

Publicize Club Activities

Your club and its projects will receive more support if the community knows about them. A good image in the community can also help your club recruit new members, and it contributes to an accurate, positive impression of Interact and Rotary.

Here are some ways to ensure your good works receive the attention they deserve:

- Appoint a public relations contact who will contact the media. The public relations committee of the sponsor Rotary club should be able to provide a list of local media contacts.
- Publicize club activities in school and local newspapers and in other media.
- Select a knowledgeable spokesperson who is an active club member and a good communicator to represent your club in the media.
- When selecting service projects, make sure they address real needs in the local or international community: These are the types of projects journalists find newsworthy. Provide reporters with background materials on your project and club, such as fact sheets or brochures.
- Photograph club events (see sidebar).

Conduct Fundraisers

Because Interact clubs are self-financed, keeping dues low is important, and fundraising is crucial to financing club service projects and other activities. Examples of successful Interact fundraisers include car washes, festivals, raffles, walkathons, rummage sales, fashion shows, and benefit performances.

When putting together a fundraiser, consider the following suggestions:

- Be creative! A unique or unusual fundraiser will attract the attention of potential club members, donors, and the media.
- Have a realistic idea of the financial support needed, and set attainable goals for the amount of money that can reasonably be raised. Remember, some projects may be expensive to conduct but will generate more than enough money to cover the costs.
- Remember when raising funds from individuals, businesses, or organizations to offer something of value in return, either a service or recognition.
- Take advantage of your club members' skills, talents, and contacts. For example, if club members can sing or act, consider putting on a talent show.
- Invite the media to attend. See "Publicize Club Activities" above for information on other ways to publicize your project.

A Picture's Worth a Thousand Words

Make sure your images tell a story by showing people actively involved in a project or event — no posed group shots, please. Not only are these photos more interesting, they're also more likely to get published. And, of course, make sure someone is taking pictures at all club events.

Consider submitting photos and project information to

- interact@rotary.org
- District Interact chair, for use in the district Interact newsletter
- District governor, for inclusion in the governor's monthly letter to Rotary clubs in the district
- Rotary International, for possible publication in *Rotary International Interactive*, *The Rotarian*, or *Rotary World* or on the RI Web site

When sending project data and photos to Rotary International, high-resolution digital images are encouraged, but all photos are welcome. Please provide the following information for each photo:

- Date the picture was taken
 - Photographer's name, address, phone number, and club
 - Names of the people in the photo
 - Description of the pictured event or activity
 - Written permission for RI to use the photo in its publications or Web site
- Consult the sponsor Rotary club or other Interact clubs for suggestions. A fundraiser that was carried out in a different school or country might be just as successful in your school or community.

For more information on creating a fundraising plan, review the *Communities in Action/Menu of Service Opportunities Kit* (605-EN), available at www.rotary.org.

3 HOW ROTARY SUPPORTS INTERACT

This chapter is intended for Interact club officers, sponsor Rotary clubs, and faculty advisers.

SPONSOR ROTARY CLUB

The support and guidance of the sponsor Rotary club are important to an Interact club's success. Rotary clubs are encouraged to create a lasting bond with Interact clubs in these ways:

- Invite Interactors to Rotary club meetings to report on their activities.
- Create an annual joint Rotary and Interact service project and participate in World Interact Week.
- Show Interactors how to produce a club newsletter and Web site.
- Help Interact clubs develop strategies for recruiting and retaining members.
- Establish a recognition program to acknowledge Interactors' achievements.
- Publicize Interactors' accomplishments to the community and the Rotary world.
- Inform Interactors of other Rotary International or Rotary Foundation programs available to them.
- Ask Interact club officers to meet with the district governor during the governor's official Rotary club visit.
- Invite Interactors to district conferences to showcase club activities and to network with Rotarians.

Annual Meeting

At the beginning of the school or Rotary year, the sponsor Rotary club's Interact subcommittee should host an annual meeting for all Interact club members, the Rotary club president, and all interested members of the Rotary club. Together, Rotarians and Interactors should establish service goals for the year.

During the meeting, the following topics should also be addressed:

- Preparing meeting agendas
- Interact club procedures
- Projects completed during the previous year
- Ongoing projects
- Encouraging good attendance at club meetings
- Membership development strategies
- Publicizing service projects

Liability and Risk Management

Any risk-management plan should be coordinated with the school administration in a school-based club. The Rotary club's Interact subcommittee is advised to assess Interact-related liability issues and seek appropriate insurance. Interact clubs in the United States are covered under Rotary's general liability insurance program. Interact clubs outside the United States have no Rotary International insurance requirements. Insurance-related inquiries may be sent to rotary@lockton.com.

Rotarian Adviser

The Rotarian adviser plays a major role in a Rotary club's support of its Interact club. To stay informed of the club's activities, the Rotarian adviser attends the board meetings of school-based clubs and all meetings, including board meetings, of community-based clubs.

Other responsibilities

- Provide counsel to Interactors as they plan service projects or fundraising activities.
- Act as a liaison between the Rotary club and the Interactors and between the Rotary club and the faculty adviser for school-based clubs.

- Oversee the Interact club's elections each year, and report the names and addresses of new officers to the district Interact committee.
- Introduce Interactors to other opportunities available to youth through Rotary, such as RYLA and Youth Exchange.
- Stay in touch with graduating Interactors, and help them stay involved with Rotary through Rotaract clubs and, later, Rotary Foundation Educational Programs.

Rotary International is committed to protecting the world's youth. Rotarians and faculty advisers must work together to ensure the welfare and safety of Interact club members to the greatest possible extent.

Rotary districts are encouraged to develop a youth-protection policy for all youth programs, including Interact. To learn how districts can develop an abuse and harassment prevention program, all district leaders involved with Interact should review the *Abuse and Harassment Prevention Training Manual and Leaders' Guide* (775-EN), available at www.rotary.org.

FACULTY ADVISER

The faculty adviser, who is a faculty member at an Interact club's school, oversees the activities of the school-based Interact club and acts as a liaison between the Rotary club and school administration. Patience, organizational skills, and a desire to work with young people are essential qualities of effective faculty advisers.



Suggested areas of responsibility for a faculty adviser include:

Meetings

- Attend all club meetings, and ensure they run smoothly.
- Assist with campaigns and elections of Interact officers.
- Work with the Rotarian adviser to coordinate a leadership training workshop for new officers if they are unable to attend leadership training at the district level.

Activities

- Offer advice for implementing service projects, especially for in-school activities.
- Maintain a calendar of Interact events to avoid conflicts with other school activities.
- Attend all Interact activities that occur outside of school hours or help arrange chaperones.
- Facilitate equipment needs and logistics at project sites.

Ongoing support

- Help maintain accurate club records and documentation, and monitor the flow of club funds.
- Verify that Interact committees meet their requirements and deadlines.
- Oversee the editing, publication, distribution, and announcement of Interact newsletters.
- Encourage Interactors to resolve disagreements on their own, but arbitrate when necessary.
- Guide efforts to recruit members.
- Work on Interact promotion with the school newspaper staff and local media.
- Encourage Interactors to participate in youth-leadership seminars and any other Rotary-sponsored opportunities for youth.

School administration

- Verify that members meet their local school's extracurricular and academic requirements.
- Approve all Interact-related announcements and communications.
- Act as a liaison between the sponsor Rotary club and the school principal, faculty, and staff.
- Elicit support from colleagues and parents.

Faculty advisers are encouraged to review the *Interact Faculty Adviser Guide*, an online-only publication designed to assist them in their role. The guide is available for download at www.rotary.org.

ROTARY DISTRICT

District Governor

Each of the more than 500 Rotary districts worldwide is led by a district governor, an elected Rotarian who serves as an officer of Rotary International and represents RI in the field. To support the organization and development of Interact clubs, the governor appoints the district Interact chair.

District Interact Chair and Committee

The district Interact chair administers the Interact program and assists Rotary clubs that sponsor Interact clubs. Each Rotary year, the district Interact chair receives materials from Rotary International to help strengthen the Interact program.

District Interact chairs help Rotary International maintain an accurate record of Interact clubs. They are encouraged to reconcile their district's list of Interact clubs with the RI database. To ensure that every Interact club has access to Rotary resources, district chairs should encourage all Interact clubs to update their contact information with RI annually by submitting the Incoming Interact Officer Data Form (see chapter 5) or using the Interact Club Contact Update Form at www.rotary.org.

The district Interact committee, which is composed of Rotarians, sponsors Interact district meetings and provides leadership training for Interact club officers and faculty advisers. The committee also helps the district Interact chair publicize Interact throughout the district and promote the organization of new Interact clubs.

Suggestions for District Interact Chairs

- Establish a district Interact newsletter for Interactors, Rotarians, and faculty advisers involved with the program. Use this tool to share program news, highlight successful projects, announce upcoming service opportunities, or publicize Interact events.
- Encourage the Rotary clubs in your district to recognize outstanding Interact projects or establish a district-level award or recognition.
- Create a district directory of Interact clubs, and encourage clubs to exchange ideas or plan joint projects with other clubs in the district.
- Contact other district Interact chairs to seek guidance or exchange ideas.

District Interact Representative

Districts with five or more Interact clubs may want to form an Interact district organization. A district Interact representative may be elected from among the membership of all Interact clubs within the district to serve as a liaison with the district Interact committee. District Interact representatives help the committee plan district-level meetings and preside at these meetings whenever possible. They also encourage clubs to broaden their service programs and help involve Interactors in Rotary projects in their districts.

District and Multidistrict Meetings

A district Interact meeting gives Interactors throughout the district a chance to exchange information and ideas, evaluate completed projects, plan new projects, and strengthen the spirit of teamwork and friendship.

The district Interact representative should assist the Interact committee in planning a district Interact event. Although there are no set content guidelines, the meeting should be informative and fun, and it should encourage friendships in the district. Every Interactor in the district should be invited to participate.

District meetings are funded by the Interact clubs, so costs should be kept to a minimum.

Multidistrict meetings, especially those that involve Interact club members from more than one country, are recommended whenever feasible. These meetings are held under the guidance of the district governor and the district Interact committee and must be approved by the RI Board of Directors.

District Leadership Training

District leadership training should take place after every Interact club in the district has elected its officers for the coming year, but no later than one month before they take office. Leadership training, which is administered by the district Interact committee (in consultation with the district trainer), prepares the following people for their leadership roles in Interact:

- Interact club officers
- Interact club committee chairs
- District Interact representatives
- Rotarian and faculty advisers

All general sessions of the training workshop should be led by the district Interact representative, if one is appointed, with assistance from the district Interact chair. If a representative hasn't been appointed, the district Interact committee will lead the general sessions. Group sessions, however, should be led by experienced Interactors. A Rotarian should be assigned to each group session to serve as a resource person and provide information and advice when asked, without lecturing or leading the group.

A sample agenda for an Interact leadership training workshop is available for download at www.rotary.org. Workshop leaders should modify this document as needed to meet specific district goals.

ROTARY INTERNATIONAL

The guiding policies for the Interact program are determined by the RI Board of Directors. The Board is composed of 17 past district governors from around the world, the RI president, and the RI president-elect, all of whom are elected by Rotary clubs. Interact policies may be amended only by the Board of Directors.

In addition to setting Interact policy, Rotary International provides support to Interact clubs in the form of staff resources, program mailings, and the maintenance of a central Interact club database. The RI staff is committed to providing excellent service in supporting the Interact program worldwide. When contacting Interact staff, use the RI World Headquarters address, phone, and fax number (provided on the inside back cover), and e-mail interact@rotary.org.

Regular communications are sent from RI World Headquarters to provide Interact program updates, information on new publications, and announcements about special activities to all district Interact chairs, Interact clubs, and sponsor Rotary clubs. Clubs can make sure they receive these materials by keeping their contact information up-to-date.

Policies governing the Interact program are compiled in the Standard Interact Club Constitution, the Standard Interact Club Bylaws (see chapter 5), and the Statement of Policy Relating to Interact (which can be found at www.rotary.org). Please check the RI Web site (www.rotary.org) or with RI staff at interact@rotary.org about the latest policies.

GOOD TO KNOW Interact clubs may amend the Standard Interact Club Bylaws as long as the changes are in harmony with the Standard Interact Club Constitution.

RI Convention

Interactors are invited and encouraged to participate in the annual RI Convention. Interactors can take part in special forums, workshops, project exhibitions, and plenary sessions. The convention gives Interactors a broader understanding of Rotary, its internationality, and its service to the world, as well as a tangible sense of how Interact fits into the family of Rotary.



4 ROTARY RESOURCES FOR INTERACTORS

This chapter is primarily intended for Interactors and sponsor Rotary clubs.

In addition to this handbook, the following resources are available to Interact clubs worldwide.

Publication codes appear in parentheses. An asterisk () indicates a publication can be downloaded for free at www.rotary.org.*

RI PUBLICATIONS

Interact Brochure (600-EN)*

This promotional brochure provides information about Interact's purpose and describes club activities. Clubs can distribute it to potential members.

Interact Identification Card (659-EN)

Newly chartered clubs receive a small, complimentary supply of these wallet-size ID cards for club members from Rotary International. Additional cards may be purchased at www.rotary.org.

Interact Poster (639-MU)

Clubs can use this poster to promote Interact to potential members in schools or the community.

Communities in Action/ Menu of Service Opportunities Kit (605-EN)*

This resource can help clubs develop effective service projects.

Publications can be downloaded at www.rotary.org or ordered at shop.rotary.org, by e-mail at shop.rotary@rotary.org, or by contacting your international office.

Interact Faculty Adviser Guide

This guide explains to faculty advisers how Interact fits into the Rotary family, suggests adviser responsibilities, outlines risk management, and suggests effective and successful ways to fulfill the faculty adviser role.

ELECTRONIC RESOURCES

Interact Newsletter

This monthly newsletter, distributed by e-mail, keeps Interactors, Rotarians, and faculty advisers informed of the latest Interact news worldwide and provides resources to help clubs enhance their Interact program. Subscribers must register on the Interact page at www.rotary.org.

Interact 20-Minute Presentation

Rotarians and Interactors can download a sample 20-minute presentation at www.rotary.org to help introduce Interact to a potential sponsor Rotary club or prospective Interact club members. This presentation describes the Interact program, provides project examples, and outlines steps for organizing an Interact club. It also leads participants in a structured discussion about Interact. The presentation can be adjusted to suit the presenter and target audience.

RI Web Site (www.rotary.org)

The RI Web site contains a wealth of program information for Interact clubs, including:

- Registry of Rotary Web sites. This tool allows Interactors to search for Interact club Web sites that are registered with Rotary International.

- World Community Service program. Rotary clubs and Interact clubs seeking international assistance can publicize their community service initiatives through the ProjectLINK database.

RI MEDIA

The Rotarian

This monthly, English-language publication is the official magazine of Rotary International. Every Rotarian subscribes either to *The Rotarian* or one of the 31 regional Rotary magazines published in 24 languages. Interactors or faculty advisers can subscribe to *The Rotarian* for US\$12 a year plus postage (to subscribe, e-mail data@rotary.org or call 847-866-3174).

Rotary World

This newspaper-style publication for Rotary club, district, and international leaders is published four times a year in nine languages. Annual subscription cost is \$5 (to subscribe, e-mail data@rotary.org or call 847-866-3174).

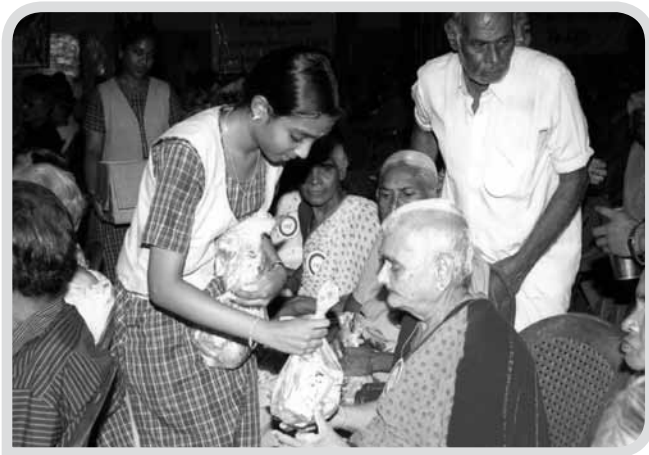
Rotary International Interactive

This electronic magazine includes video and audio clips. View *Interactive* and sign up to receive it by e-mail at www.rotary.org.

Find archived issues of *The Rotarian*, *Rotary World*, and *Interactive* at www.rotary.org.

RVM: The Rotarian Video Magazine

RVM features a collection of stories on DVD highlighting the achievements and projects of Rotarians worldwide. New issues are released three times a year. *RVM* is available in English, with subtitles in French, Japanese, Korean, Portuguese, and Spanish; English subtitles are included for the hearing impaired (to subscribe or to purchase a single issue, e-mail shop.rotary@rotary.org or order online at www.rotary.org).



OTHER ROTARY YOUTH PROGRAMS

Through Rotary International and The Rotary Foundation programs, Interactors can travel abroad, develop advanced leadership skills, and continue serving their community through Rotary after moving on from Interact.

Rotary Youth Leadership Awards (RYLA)

RYLA, which is sponsored by Rotary clubs and districts at the local level, allows young people ages 14-30 to attend a training workshop that focuses on leadership, professional development, and personal growth.

E-mail ryla@rotary.org to learn about RYLA in your community. Include your city, state or province, and country of residence.

Rotary Youth Exchange

Through this program, thousands of secondary school students have studied or traveled abroad for up to one academic year to promote international understanding and goodwill. During these exchanges, students ages 15-19 live with a host family and experience the life and culture of another country.

Contact your sponsor Rotary club or e-mail youthexchange@rotary.org to find the Youth Exchange chair for your area.

Rotaract

Graduating Interactors are encouraged to join Rotaract, a Rotary-sponsored service organization for young men and women ages 18-30. In addition to meeting and networking with other young adults, Rotaractors in over 150 countries and geographical areas carry out local and international service projects, often in partnership with their sponsor Rotary club.

E-mail rotaract@rotary.org to learn about Rotaract opportunities in your area.

Rotary Foundation Educational Programs

From Rotary Foundation Ambassadorial Scholarships to master's degrees in peace and conflict resolution, these programs provide university students and young professionals the opportunity to foster peace and understanding through friendship, study, and cross-cultural exchange. Although current Interact club members are too young to participate, Interactors should consider these opportunities in the future. Learn more about Educational Programs at www.rotary.org.

5 DOCUMENTS, FORMS, AND GUIDELINES

This chapter is primarily intended for Interact club officers.

This chapter contains materials you'll need to operate your Interact club. Pages can be removed for photocopying, and photocopies may serve as originals. These materials are also available at www.rotary.org.

GOOD TO KNOW The Interact Statement of Policy is updated often. The current version can be found at www.rotary.org.



STANDARD INTERACT CLUB CONSTITUTION



ARTICLE I — Name

The name of this organization shall be the Interact Club of _____

ARTICLE II — Purpose and Goals

The purpose of Interact is to provide opportunity for young people to work together in a world fellowship dedicated to service and international understanding.

The goals of Interact are:

1. To recognize and develop constructive leadership and personal integrity.
2. To encourage and practice thoughtfulness of and helpfulness to others.
3. To create an awareness of the importance of home and family.
4. To build respect for the rights of others, based on recognition of the worth of each individual.
5. To emphasize acceptance of individual responsibility as the basis of personal success, community improvement, and group achievement.
6. To develop life skills including self development, time management, and personal finances.
7. To recognize the dignity and value of all useful occupations as opportunities to serve society.
8. To provide opportunities for gaining increased knowledge and understanding of community, national, and world affairs.
9. To open avenues of personal and group action leading to the advancement of international understanding and goodwill toward all peoples.

ARTICLE III — Sponsorship

1. The sponsor of this Interact club is the Rotary Club of _____ which, through a committee of not less than five Rotarians, shall exercise supervision and control over all activities, programs and policies of this Interact club. The continued existence of this Interact club shall depend upon the continued active personal participation of the sponsoring Rotary club. In the case of a club composed of young women only, the committee shall also include one or more responsible women as ex officio members.
2. This club is not a part of, and neither this club nor its members have any rights or privileges with respect to, the sponsoring Rotary club.

ARTICLE IV — Membership

1. To be eligible for membership a person must possess good character and leadership potential and (a) in a school-based club be a student at the secondary-school or pre-university level, or be age 12 to 18; (b) in a community-based club be a young person 12 to 18 years.
2. The membership of this club may be all male, all female, or both male and female in any ratio, at the discretion of the sponsoring club.
3. The method of electing members of this club shall be determined by the sponsoring Rotary club in consultation with the Interact club. The method of electing new members of a school-connected club shall have the approval of the school authorities.
4. Each member of this club shall attend at least 60% of this club's regularly scheduled meetings.
5. Membership shall automatically terminate (a) upon removal from the community; (b) in a school-based club upon graduation or otherwise ceasing to be a student in the last four years of school preceding the university level in the area from which the membership is drawn or in a community-based club, not in connection with a school, upon graduation or upon reaching the age of eighteen; (c) by termination of the club; or (d) by failure to meet attendance requirements unless excused by the board of directors of this club for good and sufficient reason.
6. Membership may be terminated for cause as determined by this club by vote of not less than 2/3 of all the members in good standing.

ARTICLE V — Meetings

1. The club shall meet not less than twice per month, as provided in the by-laws, at a time and place suited to the convenience of the members, with due regard for their school obligations.
2. The board of directors shall meet as provided in the by-laws. In a community-based club, no meeting of the club or of the board shall be deemed official unless a member of the Interact committee of the sponsoring Rotary club is in attendance. In a school-based club, no meeting of the board shall be deemed official unless a member of the Interact committee of the sponsoring Rotary club is in attendance.
3. Meetings of the club and of the board of directors may be cancelled during holiday or vacation periods at the discretion of the board of directors, with the approval of the sponsoring Rotary club.

ARTICLE VI — Officers and Directors

1. The officers of this club shall be a president, vice-president, secretary, treasurer, and such additional officer(s) as may be provided in the by-laws.
2. The governing body of this club shall be a board of directors composed of the president, vice-president, secretary, treasurer and additional directors whose number shall be determined by this club with the approval of the sponsoring Rotary club, all to be elected from among the members in good standing. All decisions, policies and actions of the board and of the club shall be subject to the authority of the sponsoring Rotary club, the provisions of this constitution, and policy established by Rotary International.

If school-connected, this club shall be subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.

The board of directors shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a board of appeals from the rulings of all officers and actions of all committees.

3. Elections of officers and directors shall be by methods compatible with local customs and procedures, but in no case shall more than a simple majority of the members present and in good standing be required for election.

The term of office of all officers and directors shall be one year, unless a shorter term is provided in the by-laws. No provision shall be made for a term of office shorter than one year except with the written permission of Rotary International.

ARTICLE VII — Activities and Projects

1. Within the limits prescribed in section 1 of Article III, this club shall be responsible for planning, organizing, financing and conducting its own activities and shall itself supply the money, manpower and creative imagination necessary thereto, except that in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s).
2. The club shall undertake among its activities at least two major projects annually, one designed to serve the school or community, the other to promote international understanding, and each shall involve all or most of the members of the club.
3. The aim of international service in Interact is to encourage and foster the advancement of international understanding, goodwill and peace through a world fellowship of youth united in the ideal of service. The aim of community and school service is to encourage and foster the application of the ideal of service by each Interact club member to his or her personal, community and school life.
4. It is the responsibility of the club to raise the funds necessary to carry out its program. It shall not solicit or accept more than occasional or incidental financial assistance from its sponsoring Rotary club, nor shall it make general solicitations from Rotary clubs other than its sponsoring Rotary club or from other Interact clubs, nor shall it solicit financial assistance from individuals, businesses or organizations in the community without giving something of value in return.

ARTICLE VIII — Committees

1. There shall be provided in the by-laws of this club the following standing committees: international understanding, service, finance, club, and such other standing committees as may be deemed necessary or convenient for the administration of the club.
2. The president, with the approval of the board, may appoint such special committees as he or she may deem necessary, citing their duties at the time of appointment. All such special committees shall lapse upon the completion of their duties, upon discharge by the appointing president, or with the end of his or her term of office, whichever occurs first.

ARTICLE IX — Fees and Dues

Any additional fees, dues or assessments on the membership of the club shall be nominal and shall only be for the purpose of meeting the administrative costs of the club. Funds for activities and projects undertaken by the club shall in general be raised apart from such fees, dues or assessments.

ARTICLE X — Acceptance of Constitution and By-Laws

Every member of this club, by his or her acceptance of membership and continuation thereof, thereby accepts the principles of Interact as expressed in its purpose and goals and submits himself or herself to and agrees to comply with and be bound by the constitution and by-laws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and by-laws on the plea that he or she has not received a copy of them.

ARTICLE XI — By-Laws

This club shall adopt the “Standard Interact Club By-Laws,” together with such amendments as are not inconsistent with this constitution and which may be deemed necessary or convenient for the government of the club, provided that such amendments are adopted in accordance with the amendment procedure prescribed in the “Standard Interact Club By-Laws.”

ARTICLE XII — Emblem

The emblem of Interact shall be preserved for the exclusive use and benefit of Interact members. Each member of this club shall be entitled to wear or otherwise display the Interact emblem in a dignified and appropriate manner during the period of his membership. He or she shall relinquish such entitlement upon termination of his or her membership or termination of this club.

ARTICLE XIII — Duration

This Interact club shall exist so long as it continues to function in accordance with the provisions of this constitution and policy relating to Interact established by Rotary International, or until it is terminated:

- a) by this club upon its own determination and action;
- b) by the sponsoring Rotary club upon withdrawal of its sponsorship; or
- c) by Rotary International for failure to function in accordance with this constitution or for other cause.

Upon termination of this club, all rights and privileges relating to the Interact name and emblem shall be relinquished by the club and by its members individually and collectively.

ARTICLE XIV — Amendments

This constitution may be amended only by action of the Board of Directors of Rotary International, and all amendments to the “Standard Interact Club By-Laws” adopted by the Board of Directors of Rotary International shall automatically amend this constitution.

STANDARD INTERACT CLUB BY-LAWS



By-Laws of the Interact Club of _____

ARTICLE I — Elections

1. Election for the offices of president, vice-president, secretary, treasurer, and directors shall be held annually prior to _____. Those elected shall take office on _____.
(date) (date)
2. Nominations of officers shall be made either in writing or from the floor. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected.
3. In addition to the president, vice-president, secretary, and treasurer, there shall be elected _____ directors.

ARTICLE II — Duties of Officers

1. *President.* The president shall preside at all regular and special meetings of the club and the board of directors. He or she shall, with the approval of the board, appoint all standing and special committees and, in the event of a vacancy in the board of directors, shall, with the approval of the board, fill such vacancy by appointment until the next regular election of the club. He or she shall be an ex officio member of all committees.
2. *Vice-President.* The vice-president shall succeed to the office of president in the event of the removal of the latter for whatever cause, and, in the absence of the president, shall preside at all meetings of the club and of the board.
3. *Secretary.* The secretary shall maintain all club records. He or she shall keep minutes of all meetings of the club and board of directors.
4. *Treasurer.* The treasurer shall have custody of all club funds, maintaining all necessary records, and depositing all such funds in a bank approved by the board of directors. He or she shall make all disbursements under procedures determined by the board of directors. He or she shall report the club's financial status at each meeting of the club, and shall hold all records available for inspection by any club member.
5. *Board of Directors.* The board of directors shall be the governing body of the club, as provided in the constitution. It shall make an annual report to the club to apprise all members of the club's operations. It shall hold regularly scheduled meetings, not less than one a month, which shall be open to the attendance of any club member in good standing. Members attending such meetings, however, shall not address the meeting except with the permission of the board.

ARTICLE III — Meetings

1. Meetings of the club shall be held not less than twice per month and meetings of the board not less than once a month, at a time and place suited to the convenience of the membership.
2. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club. Any four members of the board, one of whom must be the president or vice president, shall constitute a quorum at any meeting of the board. No meeting of the club or of the board shall be deemed official unless a member of the Interact committee of the sponsoring Rotary club is in attendance.

ARTICLE IV — Fees and Dues

1. The admission fee for new members shall be _____. Annual dues shall be _____ per member.
2. All fees and dues must be paid before a member will be considered in good standing.

ARTICLE V — Committees

1. The president, with the approval of the board of directors, shall appoint the following standing committees:
 - A. *International Understanding.* This committee shall be charged with primary responsibility for devising ways and means of engendering international understanding among the members, in the school and community, and in all other areas. It shall have the duty of initiating and planning one major activity in its field each year which shall involve all or most of the club membership.

- B. *Service*. This committee shall have responsibility for devising at least one major service project annually, other than international, which shall involve all or most of the membership.
 - C. *Finance*. This committee shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee.
 - D. *Club*. This committee shall be responsible for attendance, membership, programs, fellowship, public relations and such other matters as may be deemed appropriate.
2. No committee shall take any action to carry out its plans until those plans have been approved by a majority of the club membership.

ARTICLE VI — Amendments

1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present, provided notice of intention to call such a vote is given at least fourteen days earlier at a meeting of the club at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club.
2. Nothing in these by-laws shall contravene any provision of this club's constitution.

INTERACT CLUB CERTIFICATION FORM



This form serves as the official notification to Rotary International of the organization of a new Interact club. To receive a Certificate of Organization from RI, new Interact clubs must work with their sponsor Rotary club to complete all of the following steps:

1. Fill out this form, including the name, age, and gender of each charter member.
2. Obtain the signatures of the district governor and sponsor Rotary club president. If there is more than one sponsor Rotary club, each Rotary club president must sign. **Note:** RI will not process this document if any signature is missing.
3. Make copies of the signed form and distribute it to the Interact club, sponsoring Rotary club, district governor, and district Interact chair to keep on file.
4. Submit this form to the RI international office serving your area (see RI's *Official Directory* or the *Interact Handbook* for addresses). **Note:** There is no charter fee for Interact clubs.

Within approximately two weeks of receiving complete information, RI will mail the Certificate of Organization to the president of the sponsor Rotary club.

Please submit all chartering questions to interact@rotary.org.

Please type or print clearly

Rotary District Number _____

Interact Club of _____

Interact club's date of organization _____ (date will be listed on Certificate of Organization)
day/month/year

Permanent mailing address of Interact club (e.g., school's address for school-based club, sponsor Rotary club's address for community-based club)

City and state or province

Country and postal code

Phone _____ Fax _____

E-mail _____

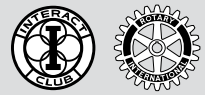
Club website address _____

Sponsoring Rotary club(s) _____

The RI Board recommends, but does not mandate, a minimum of 15 charter members. The age range for members is 12 to 18 years.

Name	Age	Gender
(President)		
(Vice President)		
(Secretary)		
(Treasurer)		
(Director)		
(Director)		

INCOMING INTERACT OFFICER DATA FORM



Clubs with Internet access: Submit this data using the Club Contact Update Form at www.rotary.org.

Clubs without Internet access: Complete this form and mail or fax it to:

Rotary International, Data Services (IS220), One Rotary Center, 1560 Sherman Ave., Evanston, IL 60201-3698 USA
Fax: 847-328-8554

Deadline: 30 June

Clubs that fail to provide this data could miss important program mailings and risk termination.

Please print or type.

Term of office _____ District number _____
month/year to month/year

Interact club name _____
as it appears on Interact Club Certificate of Organization

Interact club president _____

Sponsor Rotary club adviser _____

Permanent Interact club mailing address _____

(For school-based clubs, consider using the school's address; for community-based clubs, consider using the address of the sponsor Rotary club.)

City and state or province _____ Country and postal code _____

Phone _____ Fax _____

E-mail (one per club) _____

Club Web site address _____

I give permission for the Interact club name and contact information to be listed in next year's Interact Correspondence Exchange List. (check one) ☐ Yes ☐ No

Type of Interact club (check one): ☐ School based ☐ Community based

Number of members: _____ male(s) + _____ female(s) = _____ (total)

Date of club organization _____
day/month/year

Name(s) of sponsor Rotary club(s):

Rotary club name _____ State or province _____ Country _____

Rotary club name _____ State or province _____ Country _____

INTERACT PROJECT DATA FORM



Clubs with Internet access: Submit this data to interact@rotary.org using the format below.

Clubs without Internet access: Complete this form and mail or fax it to:

Rotary International, Youth Programs Section (PD120), One Rotary Center, 1560 Sherman Ave., Evanston, IL 60201-3698 USA
Fax: 847-866-6116

District number _____

Interact club name _____

Project contact name _____

Project contact address _____

City and state or province _____

Country and postal code _____

Phone _____ Fax _____

E-mail _____

Name(s) of sponsor Rotary club(s) _____

Rotary club name

State or province

Country

Rotary club name

State or province

Country

Project name _____

Do you give Rotary International permission to publicize this project in RI publications and on the RI Web site?

(check one) ☐ Yes ☐ No

From the list below, mark the topics your club's project addressed, or add your own in the space provided:

- ☐ Agriculture
- ☐ Career development
- ☐ Children
- ☐ Cleanup
- ☐ Disabilities
- ☐ Drug/alcohol abuse
- ☐ Education
- ☐ Elderly
- ☐ Environment

- ☐ Ethics
- ☐ The Four-Way Test
- ☐ Fundraising
- ☐ Health care
- ☐ HIV/AIDS
- ☐ Homelessness
- ☐ Housing
- ☐ Hunger
- ☐ Immunization

- ☐ Literacy
- ☐ Mentoring
- ☐ Peace
- ☐ Scholarships
- ☐ Water
- ☐ Women
- ☐ Youth
- ☐ _____
- ☐ _____

Project start date _____ Completion date _____

On a separate sheet of paper, describe your club's project, including the amount of funds raised, equipment purchased, and whether your club received any help from its sponsor Rotary club or outside organizations. Also, please include the following information:

How did your club determine the need for this project?

How did the project progress? (Describe it from the planning stage to completion.)

Who benefited, either directly or indirectly, from this project?

Why was this project successful?

Projects submitted with photos will be considered for publication in RI promotional materials and publications. The ideal photograph shows a project or event in action rather than a posed group shot. High-resolution digital photos are encouraged, but all photos are welcome. Please provide the following information for each photo:

- Date the photo was taken
- Photographer's name, address, phone number, and club name
- Names of the people in the photo
- Description of the pictured event or activity
- Written permission for Rotary International to use the photo in its publications or on its Web site

Photos submitted to Rotary International cannot be returned.

INTERACT EMBLEM USAGE GUIDELINES



If your club is interested in buying or creating merchandise featuring the Interact emblem, you're encouraged to use vendors that have been licensed by Rotary International. Search for licensed suppliers at www.rotary.org.

The Interact emblem is a trademark owned by Rotary International. Clubs and districts are welcome to use it but must abide by the RI Board guidelines for using Rotary trademarks. Work with your sponsor Rotary club to ensure that you follow these guidelines. Also see the *RI Visual Identity Guide* (547-EN) for more about proper and improper uses of Rotary emblems and logos.

If you discover an unlicensed individual or firm selling emblem merchandise, please contact the international office for your area or RI's Licensing Section at rlicensingservices@rotary.org.

Technical Specifications

The Interact emblem is a circle with a vertical capital "I" superimposed over four interlocking rings in the centered depressed circular space. These elements are designed in accordance with the proportions given in the table below. With the "I" placed vertically, the word INTERACT is centered directly above it within the exterior ring, with a wall on each side. The word CLUB is centered directly beneath the "I" within the exterior ring, with a wall on each side. The words are raised from the depressed space. The outside edge is a perfectly round, raised wall to contain all the elements.

The official Interact colors are deep blue and gold (either metallic gold or yellow). All depressed spaces on the emblem are blue, and all raised lettering and detail are gold. Gold can be represented as a metallic color or as yellow.

Interact Emblem PANTONE® Colors

Royal blue — PANTONE® 286

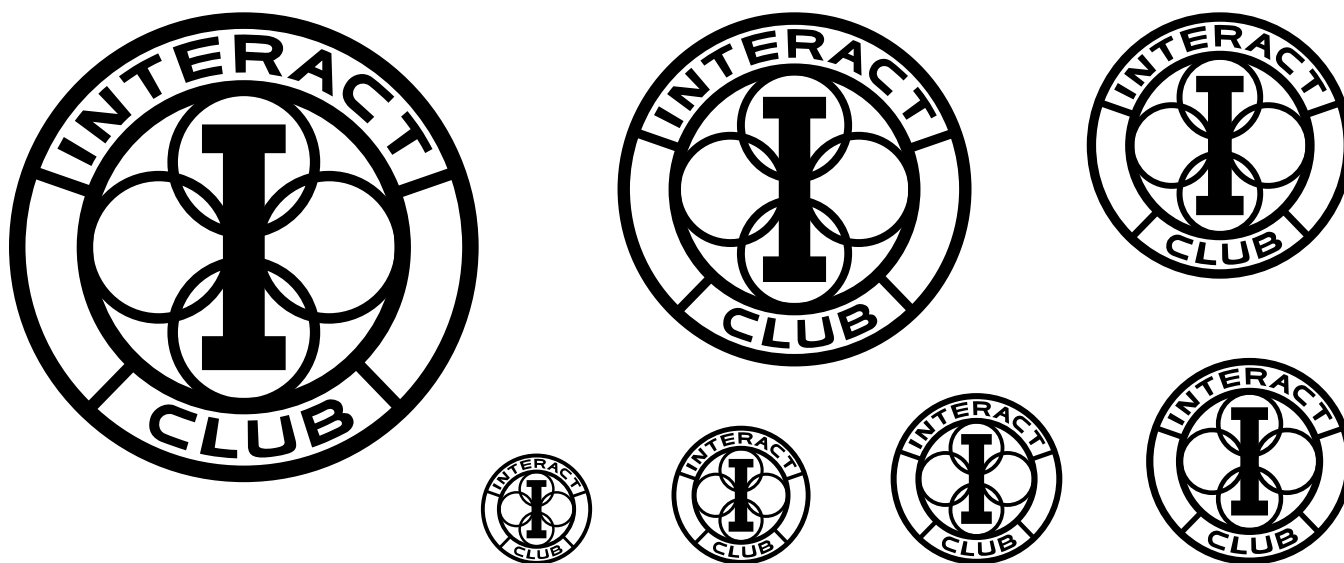
Metallic gold — PANTONE® 871

Gold — PANTONE® 129

PANTONE® is a registered trademark of Pantone Inc.

Design Proportions

Overall diameter	53 units
Height of "I"	27.3 units
Diameter of rings	18.1 units
Width of "I" at top and bottom	7.2 units
Width of center body of "I"	2.9 units
Width of letters	5.3 units
Height of letters	4.1 units



Download the Interact emblem (available in various formats) at www.rotary.org.

INTERACT CLUB WEB SITE GUIDELINES



Interact clubs are encouraged to set up Web sites to stay connected with their sponsor Rotary clubs, other Interact clubs, and their community. Consider including links to the Web sites of your club's sponsor Rotary clubs, Rotary International, and school.

Creating Your Site

The content and design of an Interact club Web site should be under the direct supervision of the sponsor Rotary club president and must conform to current RI policies on using the Interact emblem and other Rotary trademarks and prohibiting circularization (unsolicited mailings). Your sponsor Rotary club can explain more and help you decipher the rules and regulations.

Choosing a Domain Name

If you want to use a domain name that includes the words Rotary or Interact, you must include the name of your Interact club or sponsor Rotary club.

Examples

www.AnytownInteractClub.org
www.interactclubofanytowndistrict0000.org
www.AnytownInteractors.org

Registering Your Site with Rotary International

There are thousands of Web sites independently maintained by Rotary clubs and districts, Interact clubs, and other Rotary-related groups worldwide. To make your club's Web site easily accessible to Interactors in other countries, register it at www.rotary.org.

Find more information in the *RI Visual Identity Guide* (547-EN).

Rotary International accepts no responsibility for the content of any non-RI Web site.

RI WORLD HEADQUARTERS AND INTERNATIONAL OFFICES

RI World Headquarters

Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698
USA
Tel.: 847-866-3000
Fax: 847-328-8554
www.rotary.org

RI Brazil Office

Rua Tagipuru 209
01156-000
São Paulo, SP
Brazil
Tel.: 55-11-3826-2966
Fax: 55-11-3667-6575
www.rotary.org.br

RI Europe and Africa Office

Witikonstrasse 15
CH-8032 Zurich
Switzerland
Tel.: 41-44-387-71-11
Fax: 41-44-422-50-41

RI Japan Office

NS3 Building 1F
2-51-3 Akabane, Kita-ku
Tokyo 115-0045
Japan
Tel.: 81-3-3903-3161
Fax: 81-3-3903-3781

RI Korea Office

Room 705, Miwon Building
43 Yoido-dong, Yongdungpo-gu
Seoul 150-733
Korea
Tel.: 82-2-783-3077, 783-3078, or 782-3080
Fax: 82-2-783-3079

RI South Asia Office

Thapar House
2nd Floor, Central Wing
124 Janpath
New Delhi 110 001
India
Tel.: 91-11-4225-0101 to 0105
Fax: 91-11-4225-0191 or 0192
www.risouthasia.org

RI South Pacific and Philippines Office

McNamara Centre, Level 2
100 George Street
Parramatta, NSW 2150
Australia
Tel.: 61-2-9635-3537
Fax: 61-2-9689-3169

RI Southern South America Office

Florida 1, Piso 2
1005 Buenos Aires, CF
Argentina
Tel.: 54-11-5032-0096, 0097, or 0098
Fax: 54-11-5032-0099

RI in Great Britain and Ireland (RIBI) Office

Kinwarton Road
Alcester
Warwickshire B49 6PB
England
Tel.: 44-1789-76-54-11
Fax: 44-1789-76-55-70



ROTARY INTERNATIONAL®

One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
www.rotary.org

In Canada, Interactors are reaching out to African teens who have been orphaned by AIDS and left to manage their households. Club members raised awareness and funds to provide education and leadership programs to help Africa's youth take on this new role.

In Romania, Interactors were moved to action after a tsunami devastated communities along the Indian Ocean. The club's fundraising efforts resulted in funding to construct homes for families in Thailand.

In Uganda, Interactors envisioned a community where all youth had access to education. Club members donated their time and much-needed school supplies to a local orphanage and helped prepare younger students for school exams.



