

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 14 to 18; (b) in a community-based club be a young person between the ages of 14 and 18.
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 Web site address _____

Sponsoring Rotary club(s) _____

The RI Board recommends, but does not mandate, a minimum of 15 charter members. All members must be between the ages of 14 and 18.

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:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Ethics | <input type="checkbox"/> Literacy |
| <input type="checkbox"/> Career development | <input type="checkbox"/> The Four-Way Test | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Children | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Peace |
| <input type="checkbox"/> Cleanup | <input type="checkbox"/> Health care | <input type="checkbox"/> Scholarships |
| <input type="checkbox"/> Disabilities | <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Water |
| <input type="checkbox"/> Drug/alcohol abuse | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Women |
| <input type="checkbox"/> Education | <input type="checkbox"/> Housing | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Hunger | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Immunization | <input type="checkbox"/> _____ |

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 rlicensing@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

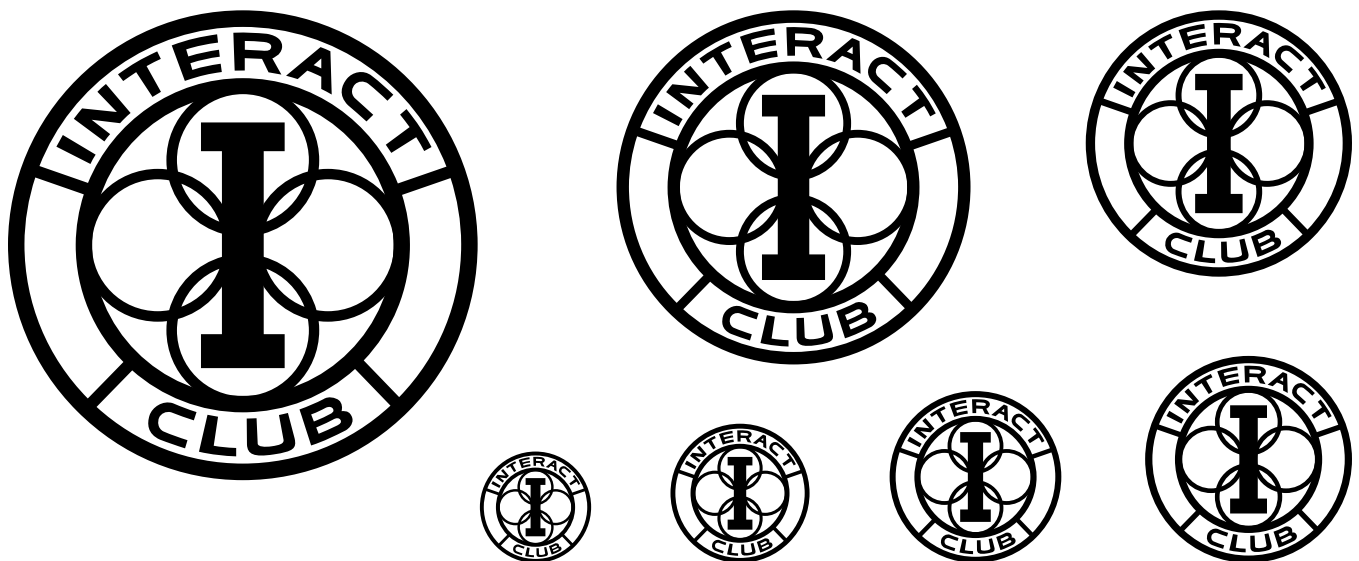
Metallic gold — PANTONE® 871

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.