

## STARTING A RWAF LOCAL CHAPTER

1. Notify the RWAF President of your intentions.
2. Decide on an appropriate name for the local chapter, typically covering one Rotary district.
3. Contact all the known RWAF members in your designated area. The list can be obtained from the president and/or secretary and hopefully, eventually, from our website, Members Only Area.
4. Hold a wine event, perhaps a wine dinner or a wine tour, and invite all the RWAF members and every wine loving Rotarian you can contact from all the clubs in your area to attend. Have an interesting format or program that will appeal to most of the attendees and have fun.
5. Ask all the attendees to become members of the RWAF and at the same time, the local chapter. Local chapters can charge their own dues if they feel that is necessary, but our NTX Corkscrews Chapter of about 250 members, including spouses, pay RWAF dues only and that qualifies them to be members of the local chapter – no additional dues have been necessary. Local chapter events are paid by the attendees. **NOTE: All local chapter members must be RWAF members.**
6. Encourage prospective members to become Lifetime Members (\$100 USD, no annual billing, special LTM corkscrew pin, invitation to LTM Only events). No annual billing means less administrative hassle and more commitment from the new member. **Only LTMs can have the corkscrew pin.** A membership includes the spouse/significant other but a second pin costs an extra no\$10 USD. Annual Membership costs \$25 USD and there is an AM pin. The dues are a little more than that online because of the Pay Pal fees, but you can pay with Pay Pal or a major credit card.
7. Plan at least four wine events during the Rotary year and work hard to get good attendance and to sign up more members. Local events can be publicized in our newsletters, on our website ([www.rotarywine.net](http://www.rotarywine.net)) and on our RWAF Facebook page. Send before and after event information.
8. Arrange to have one or more wine event fund raisers so you can do a Rotary service project.
9. Man a booth at all club and district functions advertising the RWAF and your local chapter.
10. Inform your district Fellowships Chairman about the RWAF and your local chapter, and ask for help in promoting it.
11. Inform your district governor about the RWAF and your local chapter and ask for his/her help in promoting it. Suggest hosting a wine reception at the district conference/district assembly and/or the Rotary Foundation Seminar.
12. When you have a decent number of members in your chapter, hold an election of officers, elect a Board of Directors and adopt a set of By-Laws patterned after the Rotary Fellowship Standard By-Laws (Recommended). Include a provision to indemnify (hold harmless) the Rotarian Wine Appreciation Fellowship, Inc. and Rotary International for the actions of the chapter. Do a risk analysis to assess your chapter's liability and obtain event insurance coverage, etc. as needed. Note that while this is all recommended, your local chapter can be as casual as you would like.
13. Encourage your members to attend the RI International Conventions and participate in the RWAF activities and events.

## **Responsibilities of Local Rotarian Wine Appreciation Fellowship Chapters**

1. All members must be Rotarians, spouses of Rotarians and/or Rotaractors.
2. All members of local chapters must first be members of the RWAF and be current in their dues.
3. All local chapters should hold an election of officers, elect a Board of Directors, decide on a name for the chapter and adopt a set of Bylaws patterned after the Rotary Fellowship Standard By-Laws (Recommended). Include a provision to indemnify (hold harmless) the Rotarian Wine Appreciation Fellowship, Inc. and Rotary International for the actions of the chapter. Do a risk analysis to assess your chapter's liability and obtain event insurance coverage, etc. as needed.
4. Maintain current contact information on all members.
5. Communicate all changes in leadership and member contact information to RWAF, Inc.
6. Local chapters are encouraged to:
  - a. Promote wine and wine/food education and appreciation within the chapter.
  - b. Plan at least four wine events during the Rotary year. Local events can be publicized in our newsletters, on our website ([www.rotarywine.net](http://www.rotarywine.net)) and on our RWAF Facebook page. Send before and after event information and photos to the Facebook editor
  - c. Arrange to have one or more wine event fund raisers so you can do a Rotary service project.
  - d. Inform the District Governor and the District Fellowships Chair about the RWAF and your local chapter and ask for their help in promoting it. Suggest ways you can help each other, e.g. hosting a wine reception at district functions to encourage attendance, man a booth in the House of Friendship at the District Conference, etc.
  - e. Encourage prospective members to become Lifetime Members (\$100 USD, no annual billing, special LTM corkscrew pin, invitation to LTM Only events). No annual billing means less administrative hassle and more commitment from the new member.
  - f. Encourage your members to attend the RI International Conventions and participate in the RWAF activities and events.