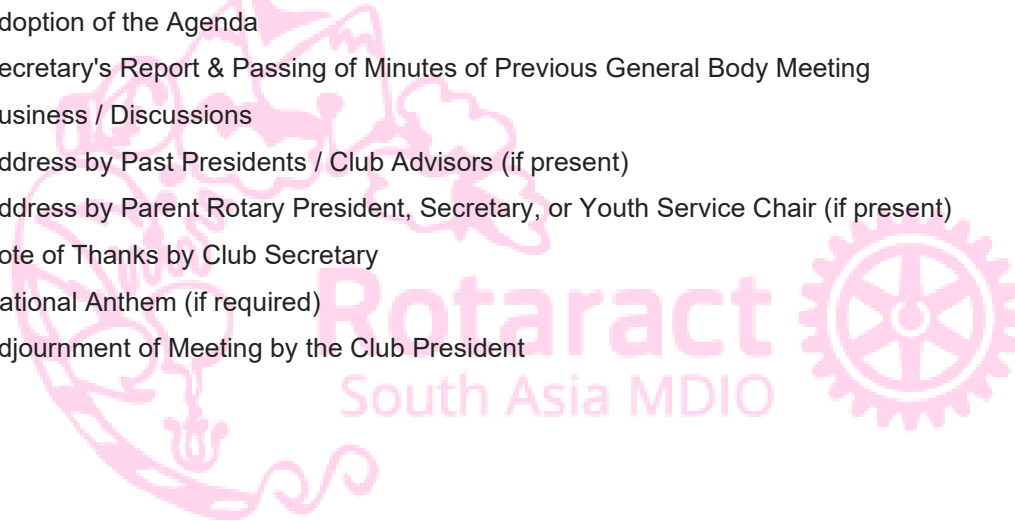


Rotaract Club Board Meeting / General Body Meeting

Disclaimer: The agenda and seating arrangements presented in this document are purely recommendatory in nature and do not constitute a mandatory or binding framework. They are shared as best practice references to assist Rotaract Club Presidents and Secretaries in planning and conducting their meetings and ceremonies effectively. Individual clubs retain full discretion to modify, reorder or adapt any element as deemed appropriate by their leadership.

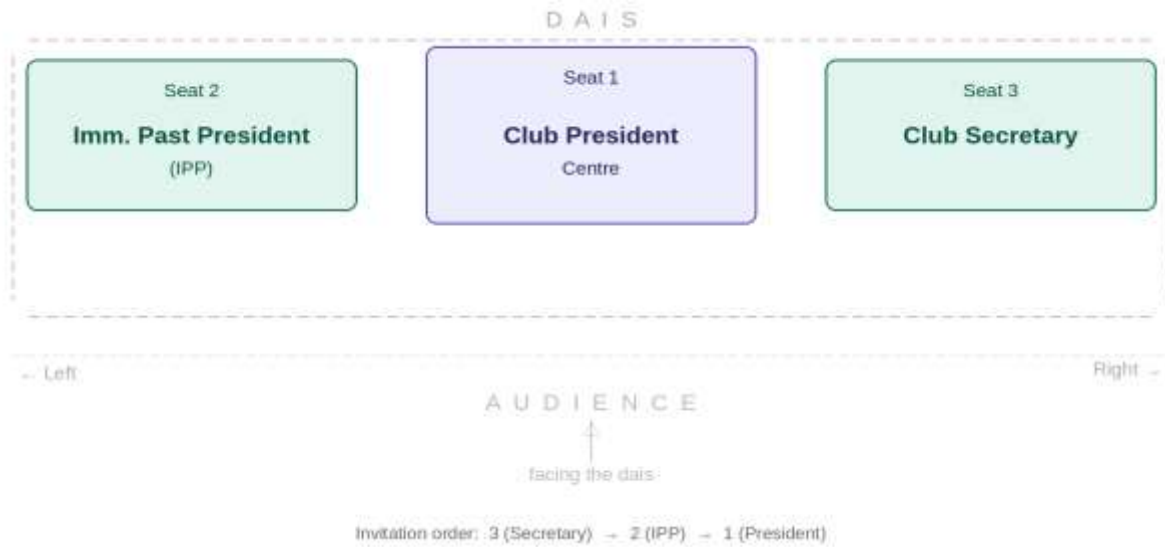
Meeting Agenda

1. Adorning Collar to the Club President by Sergeant-at-Arms
2. Meeting Called to Order by the President
3. Rotaract Prayer
4. Welcome Address by the President
5. Establishment of Quorum
6. Adoption of the Agenda
7. Secretary's Report & Passing of Minutes of Previous General Body Meeting
8. Business / Discussions
9. Address by Past Presidents / Club Advisors (if present)
10. Address by Parent Rotary President, Secretary, or Youth Service Chair (if present)
11. Vote of Thanks by Club Secretary
12. National Anthem (if required)
13. Adjournment of Meeting by the Club President



Dais Seating Arrangement

Guests are to be invited and seated in the numerical order indicated below:



 **Note:** Dignitaries are to be called to the dais in the numerical order listed above (3 → 1)

