

## Organising a Club Meeting

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A club meeting is the only regular occasion during which members have an opportunity to meet all fellow Rotaractors. The meetings may be conducted on frequency decided by the club by beginning of the Rotary Year. The step-by-step procedure for conducting your club meeting effectively is as follows:

1. A convenient date, time and venue is fixed by the President in consultation with the members.
2. The Club Secretary after consultation with the President is authorised to send the meeting notice and agenda along with the minutes of the previous BM/GBM at least one week before the meeting. It is also advisable to send a reminder to members on the day prior to the meeting via phone or message.
3. On the day of the BM/GBM, the following should be ready at the venue at least 10 minutes prior to the meeting: attendance register, minutes book, agenda copies, banners, Secretary's Report, Rotaract Prayer, President's Collar and Gavel, scribbling pad, placards and any other relevant materials.
4. The attendance register along with bulletins from other clubs and important communications from the District should be made available for the benefit of club members.
5. Dignitaries should be invited to the dais in the following order: (1) Secretary, (2) Immediate Past President (IPP), and (3) President. The Secretary is to be seated to the left of the President and the IPP to the right of the President.
6. The Sergeant-at-Arms shall adorn the collar to the President following which the President calls the meeting to order.
7. The meeting shall commence with the Rotaract Prayer, followed by a formal welcome address by the President.
8. Following the welcome address, club attendance is verified for the establishment of quorum. If quorum is not established the meeting shall be postponed. Once quorum is established it is passed by a proposal from one member and seconded by another.
9. Once quorum is established the agenda shall be adopted through a similar process, proposed by one Rotaractor and seconded by another.
10. The Secretary shall read out the minutes of the previous meeting. Any matters arising from the minutes shall be addressed, following which the minutes are confirmed, proposed by one Rotaractor and seconded by another.
11. Reports for the period shall be presented by the Secretary, Treasurer, and other board members.
12. Matters for discussion shall then be taken up. During discussions, the following must be observed at all times: (1) Any information to be passed to the President or any dignitary on the dais must be communicated only through the Sergeant-at-Arms. (2) All members are expected to speak only after receiving permission from the Chair and cross-talk is strictly not permitted.
13. Upon conclusion of discussions, forthcoming events and activities shall be announced.
14. The date, time, and venue for the next meeting shall be fixed.
15. The Secretary shall propose the Vote of Thanks.
16. The meeting shall be adjourned by the President.