

Rotaract Club Properties

List of Club Properties

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Descriptions

1. Club Charter

The official document issued by Rotary International that authorises the formation of the Rotaract Club. It serves as the club's founding certificate. As a founding document, the Charter must be maintained with the utmost care. It should be stored safely, displayed proudly at all meetings and events, and never defaced or damaged.

2. President's Collar

A decorative chain of office worn by the Club President during meetings and ceremonies. It symbolises the authority and responsibility of the presidential role and is adorned by the Sergeant-at-Arms at the commencement of every meeting.

3. Gavel

A small ceremonial mallet used by the President to call the meeting to order, signal adjournment, and maintain decorum during discussions. It is exchanged between the Outgoing and Incoming President during the Installation Ceremony.

4. Gong

A percussive instrument used to signal the start or end of a meeting, call attention or mark significant moments during a ceremony. It is typically struck by the meeting chair.

5. Sgt-at-Arms Band

The armband or sash worn by the Sergeant-at-Arms to identify their role during meetings and ceremonies. It is exchanged between the Outgoing and Incoming Sergeant-at-Arms during the Installation.

6. Attendance Book

The official register maintained by the Club Secretary to record member attendance at every meeting. It serves as a formal record and is used to verify quorum at the commencement of each meeting.

7. Backdrop (Banner)

A printed banner displaying the club's name, logo and Rotaract branding used as a visual backdrop during meetings, ceremonies and events. It reinforces the club's identity and adds formality to proceedings.

8. Club Letterhead

Official stationery bearing the club's name, logo and contact details used for formal correspondence, notices, and communications on behalf of the club.

9. Lapel Pin / ID Card

The Rotaract lapel pin is a small badge worn by members to identify themselves as Rotaractors. The ID Card serves as an official membership identification document issued to each club member.

10. Adopted Club By-law

The governing document that outlines the rules, regulations and procedures by which the club operates. It covers membership, meetings, elections and conduct and must be adopted in accordance with Rotaract and Rotary guidelines.

11. District Awards / Group Awards / Recognition

Trophies, certificates, shields or citations awarded to the club by the District or Group for outstanding performance in service, membership or club activities. These represent the club's achievements and are proudly maintained as part of its heritage.

