

## OTHER IMPORTANT CLUB MEETINGS, EVENTS

### 1. Installation of New President

It is the duty of Presidents to install the President elects after their tenure as the President is over. Preferably this can be done by arranging a good function. Since the Rotary year begins from 1st July every year the Presidents are recommended to handover their President ship to the incoming President at least before the first week of July.

This is an important and joyful function to the new President and so all the members are invited with family and friends. Changing over the Collar, handing over the gavel and gang to new President, handing over the charter and MOP to Secretary, changing over the Sergeant at Arms band and handing over the baton to the incoming Sergeant At Arms, wearing lapel pins, introduction of Club Officers are some important agendas for the Installation function.

Rotary Prayer and Four-Way Test	(2 minutes)
Welcome Address by the President	(3 minutes)
Annual Report by the Secretary (by reading or PPT presentation)	(12 minutes)
Farewell Address by the President	(6 minutes)
Introduction of the incoming President	(3 minutes)
Introduction of the Installation Officers	(2 minutes)
Installation of the new President	(2 minutes)
Induction of the newly installed President	(5 minutes)
Installation of the Club Officers (Board of Directors)	(7 minutes)
Introduction of new members by the Club Service Director	(3 minutes)
Induction of new members	(6 minutes)
Inauguration of the Service Project	(4 minutes)
Speech by the Chief Guest	(20 minutes)
Thanksgiving by the new Secretaries	(3 minutes)
Adjournment of the meeting by ringing the bell twice by the new President	(1 minute)
National Anthem	(2 minutes)
Lunch	
<b>Total (90 minutes)</b>	



## 2. Board Meeting

The club's board of directors are its governing body and is comprised of the President, Vice President(s), President Elect, Secretary, Treasurer, the Immediate Past President, and other club officers specified in club bylaws like Past Presidents, Joint Secretary, Sergeant At Arms and Avenues of Service Directors.

It is recommended that a monthly board meeting is to be conducted by the clubs to discuss and evaluate the proceedings of the club and finalize the important matters relating to club activities and important projects to implement. Preferably the club board meeting is held in the last or first week of the month so that the planning of the upcoming days is easy and the implementation is properly done.

The Board of Directors are having the responsibility of attending the board meetings and support the President and Secretary to run the club smoothly with proper planning and timely implementation of service projects and programs. They have the duty of planning the club development activities and specify the ways to follow for achieving the club goals. If any decision is not finalized in the board meeting then that should be put into club assembly for further proceedings. Club secretary has the main duty of taking minutes of all discussions made in the board meeting.

### Sample Board Meeting Agenda

*Notice of the Agenda circulated in advance along with the minutes of the previous meeting*

- Meeting Called to Order by President
- Rotary Prayer and 4 way test
- Welcoming Board Members/ Presidential Address
- Leave of Absence (if any)
- Approval of minutes of previous meeting
- Action taken on previous decisions
- Events - Club, District, RI (News, decisions, actions etc)
- Presentation of previous month's accounts for approval
- Approval of forthcoming projects and Budget
- Review of status of membership growth foundation giving and public image
- Any other matter with the permission of the chair
- Announcement of Date & Venue of next meeting
- Vote of Thanks
- National Anthem
- Adjournment

*All the details are to be minuted properly and maintained in a continual register which needs to be handed over to the subsequent board meeting signed by the President and Secretary. This ensures easy retrieval of the decisions in case of any ambiguity in the future.*

### 3. Governor's Official Visit

District Governor's Official Visit to the clubs in the Rotary year is mandatory as per RI Rules and it is a most important event and an exciting time for the clubs. The purpose of the Governor's Official Visit is to focus on important Rotary issues, discuss possible solutions to pressing club issues, provide special attention to weak or struggling clubs, motivate Rotarians to participate in service activities and recognise personally the outstanding contributions of Rotarians.

It is suggested that the clubs shall arrange their schedule to allow for as much time with the governor as needed during his official visit. Clubs may have some important projects and programs to be inaugurated by the Governor. District Governor is with the club on that day and so Club Presidents and Secretaries are requested to explain all club activities and discuss freely with the Governor about club problems, if any, and get solutions from the Governor.

A General Assembly meeting is arranged in the evening on the Governor's Official Visit day and all the members should attend this meeting with their family. This is the meeting of Governor's expressions about the club and so it is to be arranged in a grand manner. There is no other Chief Guest invited for this meeting. The Governor is the only chief guest. It is the duty of Club President that all club members are invited to attend with family and also proper invitations to neighboring clubs with a request to attend the meeting. All District Officers of that Zone or Region are also to be properly invited.

The meeting is scheduled by following strict protocol and decorum with proper agenda, implementation of important service projects if any, new member induction if any, contributions to Foundation and recognitions if any. The Governor's speech is the final agenda and followed by vote of thanks only.

### 4. Club Charter Day Function

Club Charter Day is an important day for the club and it is recommended that all clubs should celebrate their Club Charter Day in a grand manner. Honouring the Charter Members and Past Presidents of the club is the main agenda of that day. Club History booklet is to be published and issued to all members. This will help the members to know about their club and give suggestions for further development of the club. This function also celebrated as a family function and all the members are invited to come with the family.

## FUNCTIONING CLUB

The RI board is responsible for ensuring that all clubs are functioning and defines a functioning club as one that:

- Pays its per capita dues to RI and District Dues
- Meets regularly
- Ensures its members subscribe to a certified Rotary World Magazine Press Publication (The Rotarian or Rotary Regional Magazine)

Implement service projects that addresses the needs in the local community and/or communities in other countries

Receives the Governor, Assistant Governor, or an officer of RI

Acts in a manner consistent with the RI Constitution, RI Bylaws and Rotary Code of Policies.

Provides accurate membership lists to the General Secretary on time

Resolves club disputes in an amicable manner

Maintain cooperative relations with the district

## **GOVERNOR'S OFFICIAL VISIT - CHECK LIST**

### **Checklist of items to be made available on GOV:**

1. Club Charter
2. Audited Accounts of the previous year
3. Club Constitution and amended By-laws
4. Updated Classification Roster
5. Membership List (including Honorary members) with addresses and telephone numbers
6. List of Club committees and sub-committees
7. Proposed Club budget for the year
8. Copies of Semi Annual Report and dues sent to Rotary International
9. List of TRF contributions made as of date
10. Board of directors meeting minutes book
11. Attendance Register
12. Plans and Objectives for the year
13. Report and data of ongoing projects, if any
14. Copies of the Club Bulletin
15. Copies of Trust Deed
16. Any other requirements will be informed to the club by DG in the separate letter/ Mail or in AG's Assembly

## **GENERAL ASSEMBLY**

1. Agenda of the meeting: Agenda to be approved by the Secretariat/ District Governor in advance.
2. Address by the District Governor should be last on the agenda, to be followed only by the Vote of Thanks.
3. During Official Club visit, in the General Assembly there should be no other guest speaker.
4. List of important guests and invitees and Honorary members present to be given in advance.
5. Proper protocol and decorum should be maintained
6. Total duration should be maximum 90 minutes only and time management should be taken care of.

Note: The District Governor may request additional items or issue specific instructions. Also, the presence of Assistant Governor of the Club is mandatory.



## Handover Checklist - Details and Items

(Presidents and office bearers hand over to the incoming presidents and office bearers every year)

Sl. No.	Item	Take Over	Notes	Handover	Notes
	<b>Club Property</b>	<b>2024</b>		<b>2025</b>	
1	Charter	Yes/ No		Yes/ No	
2	Charter copies of Rotaract Clubs	Yes/ No		Yes/ No	
3	Rotaract Club 1	Yes/ No		Yes/ No	
4	Rotaract Club 2	Yes/ No		Yes/ No	
5	Rotaract Club 3	Yes/ No		Yes/ No	
6	MOP (Manual of Procedure)	Yes/ No		Yes/ No	
7	Gavel	Yes/ No		Yes/ No	
8	Gong	Yes/ No		Yes/ No	
9	President Collar	Yes/ No		Yes/ No	
10	Sergeant at Arms Band/ Cap	Yes/ No		Yes/ No	
11	Club Banner	Yes/ No		Yes/ No	
12	All Exchange Flags	Yes/ No		Yes/ No	
	<b>Documents</b>				
13	Trust Deed	Yes/ No		Yes/ No	
14	Club Bylaws/ Constitution	Yes/ No		Yes/ No	
	<b>Accounts</b>				
15	Club bank statement and passbook	Yes/ No		Yes/ No	
16	* Trust bank statement and passbook	Yes/ No		Yes/ No	
17	Club audited accounts	Yes/ No		Yes/ No	
18	* Trust income tax return files	Yes/ No		Yes/ No	
19	Club accounts (previous)	Yes/ No		Yes/ No	
20	* Trust accounts (previous)	Yes/ No		Yes/ No	
	<b>Registrations (if any)</b>	Yes/ No		Yes/ No	
21	All minute books	<b>Yes/ No</b>		<b>Yes/ No</b>	
	<b>Records</b>	Yes/ No			
22	Club membership list				
23	Global grant files - for the last 8 years	Yes/ No		Yes/ No	
24	Effective correspondence with the district	Yes/ No		Yes/ No	
25	Club inventory list Tables, chairs, computers, etc.	Yes/ No		Yes/ No	
26	Record books on fixed and movable assets	Yes/ No		Yes/ No	

\* If there is a separate trust, hand over copies / if not, original documents.

Sl. No.	Item	Take Over	Notes	Handover	Notes
27	Correspondence with key RI/RISAO	Yes/ No		Yes/ No	
	<b>Payables</b>				
28	RI Dues	Yes/ No		Yes/ No	
29	Rotary News Trust	Yes/ No		Yes/ No	
	<b>Files</b>				
30	Membership Applications	Yes/ No		Yes/ No	
31	Vouchers/Receipts	Yes/ No		Yes/ No	
32	All Global Grants Files	Yes/ No		Yes/ No	
	<b>Any Other Items</b>				
33	Desk Name Plates	Yes/ No		Yes/ No	
34	Attendance Make-up Cards	Yes/ No		Yes/ No	
35	Membership Kits	Yes/ No		Yes/ No	
36	Club Brochures	Yes/ No		Yes/ No	
	<b>Important Letters</b>				
37	Letter to Bank for Change of Signatory				
38	Dated Cash on Hand	Rs.		Rs.	
39	Any Other Items				
	Outgoing President's Signature				
	Outgoing Secretary's Signature				
	Outgoing Treasurer's Signature				
	Incoming President's Signature				
	Incoming Secretary's Signature				
	Incoming Treasurer's Signature				