

## **AGENDA AND SEATING ARRANGEMENTS:**

### **Charter Club Installation:**

#### ***Agenda***

- Calling Dignitaries to the Dias
- Collaring the Rotary President
- Rotary Prayer by Rotarian
- Four-Way Test by Rotarian
- Welcome Address by Sponsoring Rotary President
- New Member induction by DRR
- Introduction of New president by Sponsoring Rotary President
- Installation of new President through Collar by Sponsor Rotary President
- Oath taking by Incoming President
- Acceptance speech by the New President
- Introduction of the new team of office-bearers by the New President
- Oath taking by Office bearers
- Address by Special Invitee (if any)
- Address by Guest of Honour (if any)
- Address by Chief Guest
- Felicitations and Announcements
- Pleasantries
- Vote of Thanks by the New Secretary
- Adjournment of Meeting by Sponsor Rotary President

#### ***Seating Arrangements:***

**From Right,** Rotary Secretary (6) | Chief Guest (3) | Rotaract President (2) | Rotary President (1) | Guest of Honour (4) | Youth service Director (5) | Rotaract Secretary (7)

**Note:** Invite the guests on the numerical order given above.

## **Club Installation:**

### ***Agenda:***

- Calling Dignitaries to the Dias
- Collaring the President by Sgt-at-arms
- Rotaract Prayer
- Welcome Address by the Outgoing President
- Annual Club Secretary's Report
- New Member Induction (if any)
- Farewell Address and Introduction of new President by Outgoing President
- Installing new President and transfer of club authority through Collar and Gavel exchange by Outgoing President
- Acceptance speech by Newly installed President
- Introduction of the new team of office bearers by Newly installed President
- Oath taking by Office bearers
- Exchange of Club Charter from Outgoing Secretary to Incoming Secretary
- Exchange of Sgt-at-arms Band Staff,
- Release of Club Bulletin, if published
- First Project/Project's implementation (if planned)
- Introduction of Guest of Honour
- Address by Guest of Honour
- Introduction of Chief Guest
- Address by Chief Guest
- Felicitations and Announcements
- Pleasantries
- Vote of Thanks by the Newly installed Secretary
- National Anthem
- Adjournment of Meeting by Club President

### ***Seating Arrangement:***

**From Right,** Outgoing Secretary (5) | Chief Guest (3) | Outgoing President (1) | Incoming President (2) | Guest of Honour (4) | Incoming Secretary (6)

### **General Body Meeting:**

#### ***Agenda***

- Adorning the collar to the Club President by the Sgt. At-Arms
- Meeting called to order by the President
- Rotaract Prayer
- Welcome Address by the President
- Establishment of Quorum
- Adoption of the Agenda
- Secretary's report/ Passing over the minutes of previous GBM
- Business/Discussions
- Address by Past Presidents/ Club Advisors (if present)
- Address by Parent Rotary President/Secretary or Youth Service Chair (if present)
- Vote of thanks by Club Secretary
- National Anthem (if required)
- Meeting Adjournment by the Club President

### **Individual Development Program:**

#### ***Agenda***

- Adorning Collar to the Club President by Sgt. at arms
- Meeting called to order
- Rotaract prayer
- Welcome Address by Club President
- Introduction of the Trainer/Speaker
- Handing over the proceedings to the Trainer/Speaker
- Session commencement
- Handing over the proceedings back to the Club President
- Pleasantries (if any)
- Vote of thanks by Club Secretary