

ORGANISING CLUB EVENTS AND MEETINGS

All projects, events and meetings of a Rotaract Club are organized with great care. However every Rotaract Club has to have a basic knowledge on the conduct of meetings and events. Especially the clubs should be well versed in organizing special club events like Installation and DRRs Official Visit. In this section, we will elucidate on the following three aspects

1. Organizing a Club Board Meeting (BM) & General Body Meeting (GBM).
2. Organizing an Installation.
3. Organizing a DRRs Official Visit.

Organising a Club BM & GBM

A club meeting is the only regular occasion during which the members eventually have an opportunity to meet all the Rotaractors. Your Rotaract Club is expected to conduct minimum one board meeting (BM) per month and one General Body Meeting (GBM) per month. The meetings may be conducted on a weekly or fortnightly basis. The step by step procedure for conducting your club meeting effectively can be given as below

1. A place and time convenient to all the members is fixed by the President.
2. The Secretary of the club after consultation with the President is authored to send the notice and agenda along with the minutes of the previous BM/GBM at least one week before the meeting. It is also advisable to remind the members of the BM/GBM on the day before the meeting through phone.
3. On the day of the BM/GBM, the attendance register, minutes book, Agenda copies, banners, Secretary's Report, Rotaract Prayer, Presidents Collar and Gavel, Scribbling pad, placards etc. should be ready on the venue at least 10 minutes prior to the meeting.
4. The attendance registers along with bulletins of other clubs, important information from District and other clubs may be kept for the benefit of your club members.
5. The members to the dais should be invited in the following order: (1) IPP (2) Secretary and (3) President. The seating should be such that the Secretary is on the left side of the Secretary and the IPP is on the right side.
6. The Sergeant at Arms should collar the President and the President should call the meeting to order.
7. The meeting should start with the Rotaract prayer and formal welcome address by the President.
8. After the welcome address, the club attendance is verified for the establishment of quorum

If the quorum is not established, the meeting should be postponed. Once the quorum is established, it can be passed by the proposal of the quorum by one member and seconding the same by another.

9. After the quorum is established. The Agenda should be adopted by a similar proposal and seconded by two different Rotaractors.

10. The minutes of the previous meeting should be read out by the Secretary and after matters arising out of the minutes, it should be subsequently confirmed.

11. The Report for the period should be given by the Secretary, Treasurer and other board members.

12. The matters for discussion can then be discussed. While in discussion two things should always be remembered. (1) Passing of information to the President or any other person in dais should be only through the Sergeant at Arms (2) All the members are expected to talk only after getting permission from the chair and there should be no cross talks.

13. After the discussions are over, the future events should be announced.

14. The date, time and venue for the next meeting should be fixed.

15. The Secretary should propose the Vote of Thanks.

16. The meeting should be adjourned by the President.