

Some protocols to guide you

Club meetings

The weekly meetings are primarily fellowship meetings and should not be used to make decisions on club problems, financial matters, the details of club projects and plans. The Manual of Procedures is clear in stipulating that the Board of Directors is the governing body of the club and decides on those issues in meetings separate from the weekly fellowship meetings. If the Board needs to consult the members, it may call for a club Assembly.

Rotary innovations

Rotary Invocations should be short and simple, acceptable to any religious denomination. Even when members are predominantly catholic, protestant or other, the Rotary Invocation should be inter-denominational.

Introducing guests

Organise members to host special guests for the meeting. This will involve introducing them to the President and to other members, organising a pre-meeting drink if this is the custom at your club, escorting them to their seats, possibly sitting with them and explaining the meeting procedure to them if they aren't Rotarians, involving them in table discussion and farewelling them at the conclusion.

Check that the person introducing the guest speaker is present and has received the speaker's resume and has sufficient information to give a dignified introduction.

Check that the person doing the Thanks to Speaker is in attendance and has the certificate or gift, as appropriate in your club.

Visit by the District Governor

Rotary Clubs must fulfill one of the few duties that is actually required by Rotary International, which is to host the District Governor for the official District Governor club visit. The District Governor may wish to meet with the Club Board approximately 30 minutes to one hour prior to the meeting. The District Governor will be the program for your meeting the day of their visit. This is an opportunity for partners and guest to attend.

Toast to Rotary International

Suggested content:

Distinguished guests, my fellow Rotarians, friends of Rotary.

I congratulate you all on being a part of the Worldwide Fellowship of Rotary International.

Service Clubs seem to have become less popular during the more affluent years.

But Rotary is just as necessary today as it was when it was first introduced in 1905.

Wars, civil unrest, natural disasters, water shortages and worldwide health issues continue to be a challenge for Service Clubs and in particular Rotary.

You are part of over *insert current figures* million Rotarians in *insert current figures* clubs, in *insert current figures* Districts, in *insert current figures* Countries. When I say you are members of the worldwide fellowship of Rotary International, I mean it literally.

Rotarians from across the world have combined to eradicate Polio and it has now been isolated to four pockets of the world. A superhuman effort since Rotary took control in 1985 when Polio was once again out of control in most parts of the world.

Rotary and Rotarians love a challenge.

To quote our founder Paul Harris at the 1940 RI Convention in Havana Cuba:

"Rotary stands; though the tempest rage about - Rotary still stands. Why and how? Because it is grounded not on fear, rivalry, and suspicion, but on the eternal and indestructible rocks of friendliness, tolerance, and usefulness".

I am proud to be a part of Rotary International and to be an Australian and I ask you all to stand and join me in drinking a toast to Rotary International and Australia.

"To Rotary International and Australia."

A response to the Toast should be made by a past District Governor

Visiting Rotarians and guests

Welcoming of Visiting Rotarians and Guests should be explicitly recognized. When recognising, mention first the name of the Club, classification or profession, designation in the Club or District and finally name in a sentence as follows: 'Fellow Rotarians, ladies and Gentlemen, please, help me welcome, "(Title, their name and name of their club)". Then lead in the applause.

Rotary introductions protocol

The following order of protocol shall be used to introduce, present and seat all current, past, and future officers of RI and its Foundation, committee members, and their spouses at all RI meetings, functions, and receiving lines:

- International President (or President's representative)
- President-elect
- Vice-President
- Treasurer
- Other Directors
- Past Presidents (in order of seniority)
- Trustee Chairman

Induction of a new Rotarian

You have been chosen for membership of the Rotary Club of ... because of your standing in your vocation and in the community and because of your personal qualities which we believe will make you a good Rotarian.

By joining the Rotary Club of today, you become part of a world-wide organisation of business and professional leaders who are united in fellowship to provide humanitarian service, to encourage high ethical standards in all vocations and to create goodwill and achieve peace throughout the world.

We accept you as a member because we believe you will adopt these high principles of Rotary as your own, and that you will do everything in your power to fulfil your membership obligations as these become better known to you.

There are, of course, many privileges of membership and I think you will quickly find that one of the most important of these will be your regular enjoyment of the fellowship of like-minded individuals in a non-competitive and egalitarian atmosphere, not only in this Club, but anywhere in the world where Rotarians gather.

Your proposer, Rotarian will now present you with your Rotary emblem, which should be worn at all times.

This will identify you as a Rotarian and will assure you of a warm welcome in the more than

Rotary Clubs in Countries and regions around the world; also your Name Plaque which shows your classification as well as your name. This is very important as it signifies the vocation you represent within the Club and to which you are an ambassador from Rotary.

Rotarian....., we expect much from you in the way of fellowship and Rotary service and we in turn pledge to do all in our power to make you welcome in the Club and to assist you to grow in Rotary knowledge. I particularly charge you to contact me personally if you experience any problems in your assimilation into the Club or if you believe you possess talents of value to Rotary that we appear to be overlooking.

It is with pleasure that I now extend to you the right hand of Rotary fellowship & give you a hearty welcome as a member of the Rotary Club of

Rotarians, would you all now rise. I present to you our new member, Rotarian...., to be known in the Club as

Would you please make yourself known to him/her at the first possible opportunity to confirm in person the official welcome I have just given him/her and which I now ask you to support by acclamation.

Induction of a former Rotarian

Thank you.....for accepting the invitation of the members of this Club to re-join us in the worldwide fellowship and service work of Rotary. This invitation was extended to you because we believe that your leadership qualities are allied to those qualities, which fit you to interpret and impart the message of Rotary to your fellow man.

The principles and practices of Rotary, the privileges and obligations of a Rotarian are already well known to you through your active membership of the Rotary Club of.....

We would hope that you will give this Club the benefits of your previous Rotary experience to further strengthen the fellowship of this Club, to help us to serve even more effectively this community and the wider fields of Rotary service.

I am proud to present to you this Rotary badge. I also hand you your dinner plaque and some literature relative to Rotary and the activities of our Club.

You have been appointed to theCommittee under the chairmanship ofand we look forward with confidence to your participation in and contribution to our Club's programs, projects and activities. Much is expected from you in help and inspiration to enable us to serve society better. I congratulate you and offer you the right hand of Rotary fellowship.

Rotarians! Join me in extending a warm welcome to our new member Rotarian.....

Awarding a Paul Harris Fellow

The presentation of a Paul Harris Fellow recognition is always an occasion for public attention. It recognises that a gift of US\$1,000 will fund projects and programs to improve and invigorate the lives of people around the world and enhance international friendship and understanding.

The presentation should be made publicly so that Rotarians will realise what their Foundation is doing and how it is supported. A Club meeting, a District Conference or during the visit of the District Governor are all appropriate occasions for such an event.

The presentation of Paul Harris Fellow recognition is The Rotary Foundation's way of expressing its appreciation for a substantial contribution to its humanitarian and educational programs. It is named after Rotary's founder, a Chicago lawyer who started our organisation with three business associates.

A world of peace and good will comes closer to reality today as ...(Name)... becomes a Paul Harris

Fellow. His/Her gift to The Rotary Foundation of Rotary International can carry out an array of programs that achieve beneficial changes in our world: improved living conditions, increased food production, better education, wider availability of treatment and rehabilitation for the sick and disabled, new channels for the flow of international understanding, and bright hopes for peace.

In becoming a Paul Harris Fellow, ...(Name)... joins a remarkable company of persons throughout the world, all recognised for their devotion to the ideal of goodwill, peace and understanding. It is the goal of Rotarians the world over, and one that ...(Name)... clearly shares.

It gives me real pleasure ...(Name)... to present you the three emblems of appreciation given to Paul Harris Fellows - certificate, medallion and pin. We congratulate you, and we thank you for your commitment to the programs of The Rotary Foundation of Rotary International.

Rotary badges

Rotary Badges may be worn at meetings, but most Rotarians today do not wear them at Club meetings.

The Paul Harris badge should be displayed below the Rotary emblem.

The Paul Harris Medal should be worn at:

- Club presentation of Paul Harris Fellows
- Opening of District Conference
- Paul Harris Reunions
- District Governor's Official Visit
- Other such ceremonies.

Australian flag

The Australian National Flag should be displayed only in a manner befitting the national emblem. It should always be flown aloft and free and should not be allowed to fall or lie upon the ground.

When hung against a surface whether horizontally or vertically, the top left quarter (Union Jack) should be placed uppermost on the observer's left, as viewed from the front. When suspended vertically in the middle of a street, the top left quarter should face the north in an east-west street, and face east in a north-south street, thus being on the left of the observer facing east or south respectively.

In a line of flags representing a number of sovereign nations, where there are three or more making an odd number of flags, the Australian National Flag should be flown in the centre when only one Australian National Flag is available.

If there is an even number of flags representing a number of sovereign nations, the Australian National Flag should be flown on the left of the observer facing the flags.

In a semi-circle of flags representing a number of sovereign nations, the Australian Flag should be in the centre.

For more check out - www.australianflag.org.au/flying-our-flag.

Email

Basic rules of email communication:

- Assume everything you write is a public document
- Avoid talking about other people in an email message
- Use proper grammar and sentence structure. Spell-check your message!
- If your message includes a request, always close with thank you to the recipient for considering it

- Do not expect an immediate response
- Reread your message before sending it and rephrase if necessary.
- cc anyone you mention
- Subject line is what your email discusses
- Do not use capitals-THIS IS SHOUTING
- Do not email confidential information
- Do not email offensive remarks.