

Protocols

1. Club Installation-

1 Ideal installation-

Agenda-

- 1) Collaring of Outgoing President by his S.A.A
- 2) Meeting Called to order by Outgoing President
- 3) National Anthem & Four Way Test
- 4) Inviting The Incoming President , Incoming Secretary , Guest of Honor (If any) and Chief Guest or for lamp lightning first (if any) then/ or proceed to dais.
- 5) Welcoming of Chief Guest / Guest of Honor, Rtn's, Parents, Visiting Rotaractors & Guest.
- 6) Minutes of previous Meeting by the outgoing secretary
- 7) Review of the year by Outgoing President
- 8) Distribution of awards
- 9) Outgoing president's address & Introduction of incoming president
- 10) Installation of the Incoming President by handing over the charter and gavel, collaring the president and exchanging lapel pins and places by the President
- 11) Address by the New President
- 12) Installation of the Secretary and place exchange of the Secretaries
- 13) Introduction and Installation of New Board of Directors
- 14) Induction of New members (By one of the guest) PLEASE swap incoming and outgoing president and secretary seating arrangement.
- 15) Introduction of Guest Of Honor 1
- 16) Address by the Guest of Honor 1
- 17) Introduction of Guest of Honor 2 (If any)
- 18) Address of Guest of Honor 2 (if any)
- 19) Introduction of the chief guest
- 20) Address by the Chief Guest
- 21) Presenting mementos to the dignitaries (First guest of honor, other guests and in the end chief guest)
- 22) Secretarial Announcements
- 23) Any other Announcements
- 24) Vote of Thanks by the New Vice President

Dais before and after installation-

Before installation-



Outgoing
Secretary



Guest of
Honour1



Chief
Guest



Outgoing
President



Guest of
Honour2



Incoming
President



Incoming
Secretary

After installation-



New
Secretary



Guest of
Honour1



Chief
Guest



New
President



Guest of
Honour2



Imm. Past
President



Imm. Past
Secretary

2 Outgoing President Absent-

Agenda-

- 1) SAA will not collar the Vice President
- 2) Meeting Called to order by Vice President
- 3) National Anthem & Four Way Test
- 4) Inviting The Incoming President , Incoming Secretary , Guest of Honor (If any) and Chief Guest or for lamp lightning first (if any) then/ or proceed to dais.
- 5) Welcoming of Chief Guest / Guest of Honor, Rtn's, Parents, Visiting Rotaractors & Guest.
- 6) Minutes of previous Meeting by the outgoing secretary
- 7) Review of the year by Vice President
- 8) Distribution of awards
- 9) Vice president's address & Introduction of incoming president
- 10) Installation of the Incoming President by handing over the charter and gavel, collaring the president and exchanging lapel pins and places by the President
- 11) Address by the New President
- 12) Installation of the Secretary and place exchange of the Secretaries
- 13) Introduction and Installation of New Board of Directors
- 14) Induction of New members (By one of the guest) PLEASE swap incoming and outgoing president and secretary seating arrangement.
- 15) Introduction of Guest Of Honor 1

- 16) Address by the Guest of Honor 1
- 17) Introduction of Guest of Honor 2 (If any)
- 18) Address of Guest of Honor 2 (if any)
- 19) Introduction of the chief guest
- 20) Address by the Chief Guest
- 21) Presenting mementos to the dignitaries (First guest of honor, other guests and in the end chief guest)
- 22) Secretarial Announcements
- 23) Any other Announcements
- 24) Vote of Thanks by the New Vice President

3 Charter installation- Agenda-

This installation generally happens in Rotary meeting. The DRR will be the guest of Honor. The Rotaract proceedings should be done as follows-

1. Calling the DRR on the dais.
2. Collaring of the DRR.
3. Installation of the Incoming President by Collaring by Parent Rotary President.
4. Handing over the charter and gavel.
5. Address by the New President
6. Installation of the New Secretary
7. Introduction and Installation of New Board of Directors
8. Induction of New members (By one of the guest)
9. Speech of DRR.
10. Vote of thanks by newly installed VP.
11. Handing over the Gavel back to the Rotary President
12. Secretarial Announcements by Rotary Secretary
13. Vote of thanks by Rotary VP
14. Adjourned by Rotary President

4 Rotaract Installation in Rotary meeting-

1. Meeting called to order by Rotary President
2. Rotary President and Secretary remarks
3. Meeting handover to Rotaractors
4. Collaring of Outgoing President by SAA.
5. Ideal Rotaract installation
6. Meeting handover to Rotary
7. Rotary Secretarial announcements
8. Vote of thanks by Rotary VP

9.Meeting adjourned by Rotary President

*Rotaract President should not call to order or adjourn the meeting.

❖ Important guidelines for Installation-

1. DRR is the representative of Rotaract district (Rotaract Governor) and DRCC and Co-DRCC is the chairman for Rotaract in youth service team. So presence of both (Either DRCC or Co-DRCC) them as guest of honors on the installation dais is recommended. However Youth Service Director can be invited as the chief guest.
2. Invitation and the agenda to the chief guest, guest of honor, district council members must be sent by email or must be given in person, minimum 1 week before the event, followed by a short SMS of reminder on the same day.
3. The Introductions of dignitaries on dais from the district namely, DRR, DRCC, Youth service director and district governor are available with the dist. Event and protocol secretary.
4. Setting of the dais: - A clean table cloth IS A MUST. Water bottles (small) to be kept horizontally on the table. Note pads and pens. One copy of agenda for each for each dignitary on the dais. Name cards with appropriate / accurate posts.
5. The detailed agenda with the volunteer working plan should be given to each and every volunteer.
6. Guest of honor 1 is more important than guest of honor 2.

2. General Body meeting and club events-

Agenda-

1. Sergeant-at-arms to collar the president.
2. Meeting called to order by the president/vice president
3. National anthem followed by the four-way test
4. Welcome by the president
 - I. Guest speaker/chief guest
 - II. Visiting Rotarians
 - III. District board members
 - IV. Visiting rotaractors
 - V. Guest.
5. minutes of the previous meeting by the secretary
6. announcements by the president.
 - i) Birthdays
 - ii) Wedding anniversaries
 - iii) Recognition
 - iv) Thanking.
7. Acknowledgement, circulars or the mail received, official announcements with regards to the club project and activities and admin matters.
8. Reports of previous weeks
9. Weekly/monthly/quarterly financial report by the treasurer.

10. Rotaract information for the week by Rtr.
11. Introduction of the guest of speaker/ chief guest/ topic
12. Question and answer session
13. Formal thanking to guest speaker/ chief guest by the rtr.
14. Any other announcements
15. Secretarial announcements

*Need not conduct collaring in public places.

3. Club assembly-

Agenda-

- 1 Presentations
- 2 General Body Meeting

4. DZR Visit-

Agenda-

- 1 President+Secretary+Treasurer
- 2 Board of Directors
- 3 General Body Meeting

Agenda-

- 1 Collaring of President
- 2 Meeting called to order
- 3 National anthem and 4-way-test
- 4 Minutes of the previous meeting by Secretary
- 5 Presidents address
- 6 DZR's remarks
- 7 Remarks by other council members
- 8 Formal thanking of council members and guests (If any).
- 9 Any other announcement
- 10 Secretarial announcement
- 11 Vote of thanks by VP

5. DRR Visit-

Agenda-

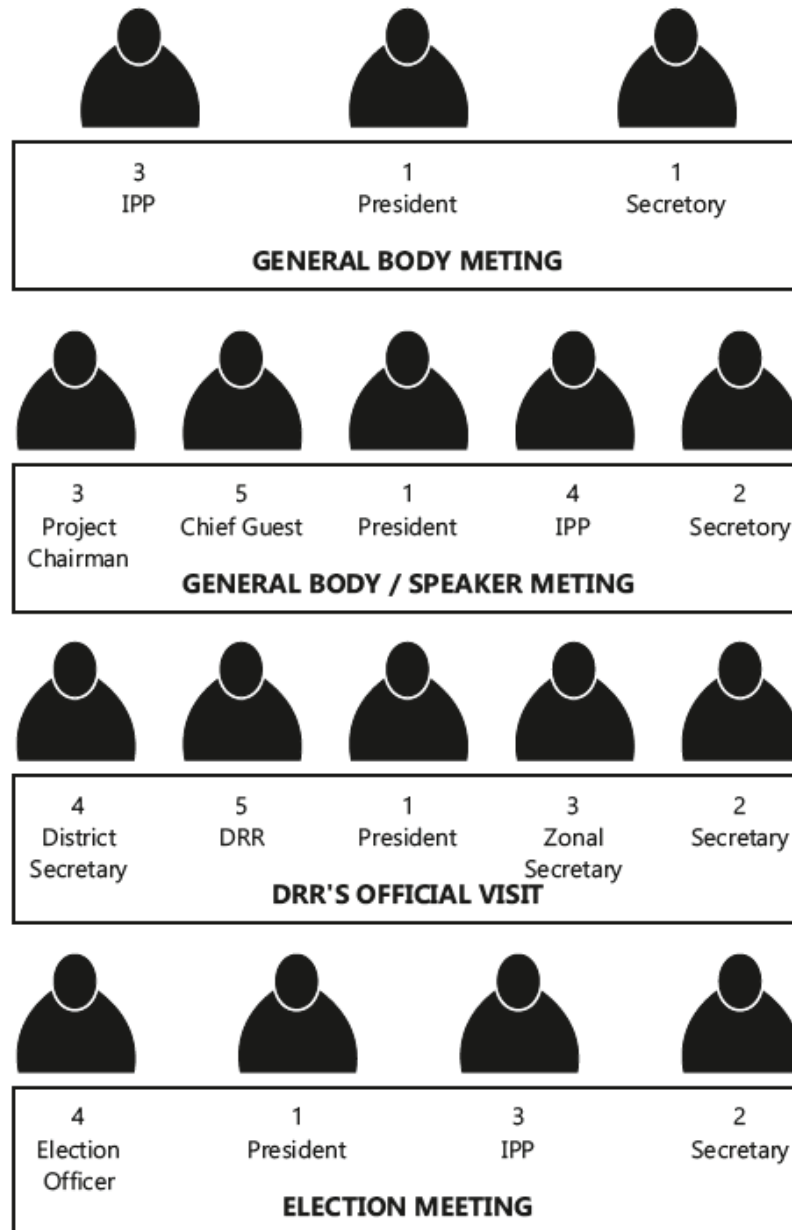
- 1 President+Secretary+Treasurer = 30mins
- 2 Board of Directors = 45mins
- 3 General Body Meeting = 15mins

Agenda-

- 12 Collaring of President
- 13 Collaring of DRR
- 14 Meeting called to order
- 15 National anthem and 4-way-test
- 16 Minutes of the previous meeting by Secretary
- 17 Presidents address
- 18 DRR's remarks

- 19 Remarks by other council members
- 20 Formal thanking of council members and guests (If any).
- 21 Any other announcement
- 22 Secretarial announcement
- 23 Vote of thanks by VP

6. Seating arrangement for formal occasions-



7. Protocols to be followed for District Events-

- 1 Collaring of Host club Presidents and DRR for all District Events.
- 2 Event called to order by Host club Presidents and DRR.

- 3 Possession or Consumption of alcohol, cigarettes, tobacco products, drugs at District Events is strictly prohibited. Any Rotaractor found possessing any of the above will face serious actions.
- 4 DRR's call will be final and binding on all Rotaractors.

