

Program Guidelines Program Committee

This committee shall prepare and arrange the programs for the regular and special meetings of the club. (By-laws)

- A. Shall be a part of the club's service committee.
- B. Shall have a chairperson who will assist the membership in securing programs as needed for weekly meetings.
- C. Each member shall be responsible for providing a weekly meeting by rotating the alphabetical listing of the membership on a semi-annual basis. This will allow for new members to be added and lost members to be deleted.
- D. Each member shall introduce the speaker and/or program on their scheduled meeting day.
- E. The introduction shall provide information that is short, complete, and shall secure the attention of the club membership.
- F. Programs can provide:
 - 1. Rotary information on local, state, and international, activities.
 - 2. Personal improvement
 - 3. Business improvement
 - 4. Community improvement
 - 5. Seasonal programs i.e. holidays, special weeks, special events, and special days.
 - 6. Personal reflections or biographical history of unique interest
 - 7. Election ballot information with both sides of issues being presented
- G. Programs will not:
 - 1. Be of racial, ethnic, gender, religious, or political presenting only one side of an issue.
 - 2. Political candidates will not be allowed to speak within three months prior to an election date.
 - 3. Promote a business for self-fulfilling interest to sell a product or service.
- H. The program will provide an opportunity for questions from the membership if time allows.
- I. The membership shall ask questions that are not embarrassing to the speaker, membership, or service club,
- J. The program will end on time
- K. A club assembly meeting shall be scheduled once a quarter and shall be presided over by the president
 - 1. Some possible annual meetings:
 - a. Presidents night the last week in June
 - b. District governor visit
 - c. Annual fall cook-out in September