

The Rotary Club of San Marco

Guest Speaker Policy and Procedures

General: Rotary Clubs are non-political, non-religious, and open to all cultures, races, and creeds. As signified by the motto “**Service Above Self**”, Rotary’s main objective is service - in the community, in the workplace, and throughout the world.

This policy is designed around the objectives of Rotary International, complies with The Constitution of Rotary International and is to encourage increasing membership by providing an interesting and meaningful program of guest speakers.

Here is a brief review of the Objectives and Constitution:

Objectives of Rotary International

“... to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

1. The development of acquaintance as an opportunity for service;
2. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian’s occupation as an opportunity to serve society;
3. The application of the ideal of service in each Rotarian’s personal, business, and community life;
4. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.”

Standard Rotary Club Constitution as suggested by Rotary International Manual of Procedure:

Article 13 Community, National, and International Affairs

Section 1 — *Proper Subjects.* The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure

Section 2 — *No Endorsements.* This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3 — *Non-Political.*

(a) *Resolutions and Opinions.* This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.

(b) *Appeals*. This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

An interesting program of speakers will promote membership, keep the members abreast of current community affairs, encourage participation in various worthy causes and endeavors and invoke thoughts and encourage service to others.

Policy:

Due care should be taken to be certain that the Rotary International objectives and constitutional rules above are incorporated into the program. Specifically, the speakers and topics should be non-political and non-religious in nature, not support or espouse a particular opinion or endorsement of any political candidate, nor should it support any opinion that may be considered controversial in nature. Generally speaking, if the topic meets the “Four-Way Test”, it should be appropriate for the membership.

All speakers are on a volunteer, unpaid basis. During their presentation, speakers are not to actively solicit monetary or other donations from the membership. Many times, a request for support is implied by the very nature of the presenter and the cause that they support. Individual members may participate, as they feel appropriate outside the confines of the meeting.

Responsibilities:

The Program Chair will have the overall responsibility of arranging for speakers on a weekly basis and providing for a proper introduction of the speaker to the club. The chairperson should actively solicit and encourage the membership to suggest both individual presenters and specific topics of interest. Active participation of the membership will keep the themes current and meaningful to all of the members.

In addition to the overall responsibility of the schedule, the Chair, or designee, will also be responsible for:

- Investigating the need for and providing any audio visual aids the speaker may require.
- Insuring that the speaker is aware of the Club policies as detailed above.
- Posting the speaker schedule on the Club’s website to encourage the public to visit the Club and to notify visiting Rotarians of the current topics being presented.
- Sending a “Thank-you” note or letter to each speaker as appropriate.

Additional Responsibilities:

In addition to the “key note speaker” the program Chair will solicit member volunteers to present a “Thought of the Day”, and lead the club in the Pledge of Allegiance and the Four-Way Test at each weekly meeting. In concert with the above policy, the “Thought of the Day” should abide by the above tenets and be presented for inspiration in a non-religious manner. Appropriate thoughts would include inspirational quotes, human-interest stories and personal experiences intended to invigorate and motivate the membership toward a healthy and helping attitude.