



THE CLUB MEETING

Protocols, Meeting Management & the role of the Sergeant



Reach Within to Embrace Humanity

CLUB WEEKLY MEETINGS



- Most significant part of Rotary life
- Your welcome to visiting Rotarians
- Rotary window for guests
- First impression of potential members
- Special nights - your public image
- Your PR and membership value



Rotary Protocol



- The Setup

- Table Seating
- Attendance table
- Name Badges
- Guest / Visiting Rotarian name badges
- Equipment
 - Lectern
 - Microphone
 - Banners
 - Flags
 - Data Projector
 - Club Charter

- Note - If the Presidents has to attend to any of the above, there is a serious problem.



Greeters



- ?
- Roster a member at the door to welcome members & visitors.
- Assign an experienced member to prospective members
- Assign the new members to assist at the attendance desk.



Introductions



- **Guests**

- Greeter to assign guest to a member
- Member to introduce guest to President
- Member to organise a pre dinner drink
- Member to escort guest to table and sit with guest
- Explain meeting process.
- Involve guest in table discussion



Organisations live for participation and die from lack of it



- Rosters
 - ASK don't tell
 - Get new members involved
 - Publish well in advance
 - Use the e mail system



TIME well spent!



- START on Time
- Run Sheet
- Short and snappy segments
- Keep Reporting Brief
- Waffle?
- Equipment - working???
- Guest Speaker allocated time
- FINISH on Time.



Rotary Grace



Oh Lord Thou Giver of
all Good,
We thank Thee for our
daily food.

May Rotary friends &
Rotary ways, Help
us to serve Thee all
our days.

For good food, good
fellowship & the
opportunity to
serve, we give
thanks.



Toasts



- Loyal Toast
 - The Queen & the People of Australia.
- Toast to Rotary International
 - Usual at a Club “Special Function”
 - District Governor to propose.
 - PDG to respond



Official Guests



- Basic Rules

- Current position precedence over past positions & past over future.
- The above rule applies to each level of seniority
- It is customary to address the chair of the meeting first.



Official Guests - Example



1. DG
2. Past RI Director
3. PDG's
4. DGE
5. DGN
6. Other club Presidents
7. Rotarians & Guests



Official Guests - non Rotarian



1. DG
2. Mayor
3. State Minister
4. Federal Minister
5. State MP
6. Federal MP
7. Aldermen
8. PDG's.....



Flag Protocol



- 2 Flags
 - Australia (Left) Rotary (Right)
- 3 Flags
 - Australia (left) Rotary (centre) other (right)





The Sergeant-at-Arms

Club Leadership at Work



Overview



To conduct effective weekly meetings, the sergeant-at-arms must keep the meeting running smoothly, with few interruptions.

The sergeant-at-arms has the following responsibilities:

- Helping to maintain orderly and effective Rotary club meetings.
- Working to prevent any occurrence that might detract from the dignity or prestige of the club



Rotary International



In the Manual of Procedure at page 3 (and page 241) it states:

"The officers of a club are the President ... and a sergeant-at-arms (who may or may not be members of the board as the bylaws if the club shall provide)".

The Sergeant-at-arms plays a vital role in allowing the club President to concentrate on conducting the weekly meeting.



The functions of a Sergeant-at-Arms



- The function of the sergeant-at-arms is to help maintain an orderly, dignified, and effective Rotary club meeting, one that will make a right kind of impression on club visitors and guests.
- The sergeant should be constantly on the alert to prevent any occurrence that might detract from the dignity and prestige associated with Rotary clubs.
- Specifically, the function is to handle the physical preparations for, and the mechanical part of, a meeting and, unobtrusively, to guide its general conduct.



The functions of a Sergeant-at-Arms



- As sergeant-at-arms, you play an important role in the overall success of each weekly meeting.
- Because of the duties you perform; the club president is free to concentrate on conducting the meeting.
- Also, what you do determines the ease with which the operational aspects are carried out.
- Frequently, you can give some special assistance that helps to make guests feel "more at home." But more important is the manner in which you carry out your duties. It can directly influence your clubs attendance record.



Getting started



Your first responsibility is to **request** from the Club President, the Chairmen of the Attendance, Fellowship, and Program Committees what, in general, they will expect each week. In coordination with them, you will take charge of the mechanics of club meetings throughout the year.

Prior to each club meeting, you should: -

- **consult** with the Program committee chairperson regarding equipment requirements...
- **consult** with President for any Special Requirement





Typical assignments

The sergeant-at-arms must follow one **cardinal rule**: - always arrive at the meeting place at least 15 or 20 minutes ahead of time to ensure that every thing is ready.

- Are the tables and chairs properly arranged?
- Is the gavel, gong, and banners and other regalia on hand?
- Is the Club's Charter on display?
- Is the sound system operating at the correct level?
- Are the lighting, temperature, and ventilation correctly regulated?
- Are you prepared for showing audiovisuals?
- Has the Chairman arrived and is he/she prepared to introduce the Guest Speaker and the thank you?



Here are other assignments the sergeant-at-arms typically handles: -



Be at the door. Stand at the door of the meeting place five minutes before the meeting begins. Welcome visitors if no one has been assigned to do this. See that all the members are inside the room by meeting time.

Name badges. Be sure that all members are wearing their name badges. These are especially helpful to visitors and new members.

5 Minute warning It is always important to start on time.



Seating.

See that: -

- members are seated promptly and without confusion;
-
- if feasible, there are no vacant places between members;
- no cliques are sitting together;
- and all guests are taken care of properly. (Assume these duties only if they have been assigned to you rather than the Fellowship committee.)

Call to Order Call meeting to order, arrange for Grace and Toast (if the Club does so) and introduce the President

The meal. Make sure the food is served promptly.



Other Activities.



- Late arrivals.
- Maintain order.
- Early departures.



Other Activities.



- **Fines Session** Most Rotarians believe this is all the Sergeant-at-arms does. As can be seen he/she does much more than that. Of course, the fines session is the most visible. This session should always be conducted with the correct decorum.
- **Farewell to guests** When the meeting breaks up, encourage members to speak to the guests, especially to those who took part in the meeting, and express thanks and pleasure at having them visit the club.
- **In practice** there will be much more for you to do than just the performance of these routine duties.





You will need to feel the pulse of the meetings, to anticipate those things that maybe needed.

You will not only learn much about the operation of the club, you may find ways to improve it.



INDUCTION OF A NEW MEMBER



Inducting a new member is probably the one of the most satisfying ceremonies that a President carries out. Most Rotarians will carry the experience with them for all their life. The sergeant has a vital role to play to ensure the success of this ceremony.

The President announces that a new member is to be inducted.

The Sergeant escorts the new member and partner to the ceremony point

The Sergeant stands with the new member during the induction.

At the conclusion the sergeant escorts the new member back to his/ her seat.



The Sergeant in Action



The Fines Session - The rules

- This session is to run for a maximum of 10 minutes
- The funds raised of set club running cost unless previously stated.
- They are not serious and may generate humour.
- **THEY MUST NOT EMBARRASS OR HUMILIATE**
- Do not accept jokes from the floor - keep control.
- **NO FINES** related to religion or politics
 - In Rotary this is absolute taboo
- If one member is offended by a joke, it should not be allowed



The Sergeant in Action



The Fines Session - Getting Started

- Keep a membership list with vocations
- Have a Plan
 - Keep a list of WHO you have previously fined.
 - Be sure to include ALL members at least monthly.
- Birthdays & Anniversaries
 - Members, Spouse, & Club



The Sergeant in Action



The Fines Session - The Session

- Appoint a corporal to collect the fines.
 - Exchange student
 - New member
- Be mindful of news & sports events from the past week.
 - Tunnel Problems - Fine the engineers
 - Sporting win - Fine the supporters
 - Sporting loose - Fine the supports
- Birthdays, Anniversaries etc.
- Introduce “The College of Knowledge”
 - Test a members knowledge on his/her profession.



The Sergeant in Action



The Fines Session - The Finish

- Avoid fines from the floor
 - Attention seekers
 - May embarrass someone
 - Can be BORING
 - Keep control.
- Avoid Mass Fines - Sign of a lazy Sergeant.
- The Sergeant is not the main event
- He/she is not the club entertainer
- You are there to add a light touch to the event.
- Overall you are the manager of the meeting.



CONCLUSION

In summary the sergeant-at-arms: -



Helps maintain orderly and effective Rotary club meetings.

Works to prevent any occurrences that might detract from the dignity or prestige of the club.

Your success as sergeant-at-arms will depend not only upon how well you meet your responsibilities from week to week throughout the year but also on how well you plan your work now.

Most important and satisfying of all, this job will provide you with many real opportunities for friendly service to your club - its members, officers, and guests.

