

New Bremen – New Knoxville Rotary Club Program Policy

Background:

It has been the longstanding Rotary Program Policy that:

1. The Club will not allow political programs without presenting both sides of the issue.
2. Members generally shall not use the program for any form of promotion: personal, business or cause.
3. The intent of the Rotary Club is to organize and provide informative programs on timely contemporary issues and events in a stimulating format to its membership.
4. The program chairperson should endeavor to open the schedule to insert programs concerning timely issues of significance to the community and to the membership.
5. Programs are not objectionable merely because they are controversial.
6. Programs shall endeavor to further The Four-Way Test, should be presented in a manner showing good taste, and should not seek “shock” value merely for the sake of shocking the audience.
7. At all times, appropriate language should be observed, in keeping with the family nature of many of our meeting guests.

Policy:

The following Program Policy guidelines are adopted by the Board of Directors.

1) Political Programs

- a) The Club reaffirms its general policy against taking political positions.
- b) The Club shall never endorse any political candidate. The Club may on occasion endorse a ballot issue, upon action of the Board of Directors.
- c) The Club shall never present a program or distribute literature or permit any announcement in support of any political candidate or ballot issue of any kind, unless such program or announcement genuinely attempts to present both (or all) sides of the topic on the same day or at the next subsequent meeting.
- d) The term “political candidate” shall include declared candidates for any elected position at any level of government, whether partisan or nonpartisan.
- e) The term “ballot issue” shall include any matter subject to public vote within any political subdivision, whether constitutional or charter amendment, initiative, referendum, tax levy or otherwise.
- f) A political candidate shall not present any program before the Club, whether in support of his candidacy or otherwise, during the period when he or she is a declared candidate for election or reelection to any office.
- g) A political candidate may attend a meeting of the Club as a guest but shall be introduced by name only and shall not be identified as a political candidate.
- h) Except as prohibited above, elected and other public officials are suitable speakers for programs from time to time, especially concerning issues regarding the welfare of the city, county, state, and nation.
- i) The Club President, Secretary and Program Chair shall have special responsibility to uniformly enforce this policy. When application of this policy is unclear, the matter shall be submitted to the Board of Directors for final decision.

2) Promotional Programs

- a) There will be no direct solicitations of any kind, except to promote Rotary programs which have been approved by the Board of Directors. Examples of approved Rotary programs would include Polio Plus or People-to-People food bank.

- b) Rotarians will be permitted to make a three-minute announcement in support of a non-Rotary fund solicitation with the prior approval of the Program Committee and Board of Directors. At such time, flyers, pamphlets or other information applicable to the announcement may be left at the place setting.
- c) During Classification talks, members are permitted to discuss a wide variety of topics, some of which may be construed as personal or business promotion.
- d) In general, solicitations for book sales or other products (authored by a program speaker) are not encouraged. However, specific cases may be approved by the Program Committee.
- e) A program is not objectionable merely because the speaker may talk about his or her business or organization.

3) Guidelines for Presentations

- a) Expectations for the speaker
 - i) Expect a crowd of 40-50 people.
 - ii) The room is equipped with a podium microphone but the speaker will need to project vocally and personally to maintain the attention of the audience.
 - iii) If handouts are part of the program, please prepare for 50 people.
 - iv) The presentation should be approximately 15-20 minutes, with 5 minutes for questions and answers (25 minutes in total). If you require more time for your presentation, please let your program coordinator know that as soon as possible so the Club President can be alerted for other meeting adjustments. The meeting will end no later than 8:30 a.m. Earlier adjournments are acceptable.
- b) Audio/Visual Needs
 - i) If you are using Audio/Visual equipment of any nature, you should be in the room to set up and test your equipment and presentation no later than 7:15 a.m.
 - ii) Come prepared with extension cords and power strips. The club has some available but they may not be enough.
 - iii) If you have a video as part of your presentation there is a pull down screen available for use.
 - iv) If you are using the screen in the meeting room, be aware that it hangs from one of the "long" ends of the room. People at the far end of the room will be 30-40 feet away from it.
 - v) If you are using a Power Point presentation, many of the same dynamics apply as for the video comments. Due to the length of the room, simplicity of design and size of elements by screen are very important.
 - vi) Extremely detailed graphs and analyses are hard to follow in the room.

4) Q & A Dynamics

- a) After the question is asked, please repeat the question so everyone in the room can hear it.
- b) At an appropriate moment, the President will stand next to you, indicating to you and to the membership that the time to adjourn is approaching. Please take one more question at that point.
- c) After your presentation, the President will make a brief comment on your presentation and close the meeting.
- d) After your presentation, members of the Club may approach you for direct dialogue. This dialogue may include anything from thanking you for your comments to requesting additional information from you to requesting an appointment with you. All of this discussion is appropriate after the meeting is adjourned.

New Bremen / New Knoxville Rotary Club Program Guidelines

1. It is against club policy to try to solicit funds or campaign during the presentation. All fund requests need to be written and addressed to the club board.
2. Club programs should be designed to be informational and not for personal gain.
3. Programs should last no longer than 30 minutes; including questions. If additional time is needed, please let the club president know and they will start the meeting early.
4. Please try to limit a topic to once a year.
5. When you are responsible for the program at the meeting, it is also your responsibility to host and introduce the guest at the meeting.
6. It is also customary of our club that when you have the daily program, that you also give the invocation (prayer) at the beginning of the meeting.