



MID WEST INDIA REGION

RULES OF PROTOCOL



The definition of protocol is “an official procedure or system of rules that govern affairs of diplomatic occasions”. When persons in the organizational hierarchy is invited for meetings, it is essential that we follow a definite order



Meeting Protocol

- Invite Officers to the dais in ascending order from the bottom of the organizational hierarchy.
- Chief Guests should be invited to the dais in the last in order to give them prominence and attention.
- When we address them, do it in descending order from the top official for the particular meeting as per protocol, with chief guest addressed next to the presiding officer.
- Only the first speaker need to address everybody in dais by name and designation. Rest of the speakers need to address only presiding officer and chief guest by name and designation. Others in the meeting may be addressed as a group like “ other leaders on and off the dais, fellow Y’s Men, Menettes, Lings and guests..”



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- On the dais, presiding officer will sit in the middle. Dignitaries will be seated on right and left alternatively in descending order. If possible there should be equal number of seats to the right and left on the presiding officer.
- Dignitaries will have to be well received at the entrance to the meeting and well attended till they leave the venue.
- During the official visit of dignitaries such as RD, LRD, DG, do not invite anybody in the rank above the dignitary so that the dignitary is given prominence in the function.

Club Meeting - Protocol



- Club President
- IP/IPE/IPIP/IT/ISG
- PIP/PIT
- AP/APE/IPAP
- ICMs/ICMs Elect
- Advisor to area (if past AP)
- PAPs/Past ICMs
- YMCA liaison Officer (National level)
- ISDs/Past ISDs
- RD/RDE/IPRD
- Advisor to Region (if Past RD)

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- AS,AT, ABE,AWM
- Past RDs
- LRD/LRD Elect/IPLRD
- RS/RT/RBE/RWM
- ASD/Past ASD (if past DG)
- DG/DGE/IPDG
- YMCA related Secretary (Regional Level)
- Past LRDs/Past DGs
- RSD/Past RSD
- DS/DT/DBE/DWM
- YMCA Related secretary (Local YMCA)

Club President- Responsibilities



- Preside all meetings
- Represent the club
- Explore the talent
- Set Goals
- Take Initiatives
- Delegate Powers
- Educate Members
- Transparent Actions



How to Chair a Meeting

- Understand the purpose of the meeting
- Prepare well in advance
- Participate in the preparation of the agenda
- Begin the meeting on time after ensuring the quorum
- Call meeting to order
- Adhere agenda strictly and follow time schedule
- Prevent irrelevant discussion and cross talking
- Give precise and clear cut rulings
- After ruling don't allow any re discussion



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- Conduct Voting in case of any doubt
- Strictly adhere to the constitution and bye laws
- Don't leave the stage before close of the meeting
- If unavoidable hand over the chair to Vice president or President Elect
- Declare the meeting adjourned at the scheduled time

Parliamentary Powers of a President



- Power to issue the notice (can issue through secretary)
- Power to preside the meeting
- Power to call the meeting to order
- Power to conduct proceedings as per agenda
- Power to address everyone on stage individually (others should address president and chief guest only)
- Powers to Sign minutes of the previous meeting
- Power to prevent irrelevant discussion



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- Power to interfere and point out offensive statements involving unparliamentary language
- Power to prevent personal remarks
- Power to give ruling
- Power to preserve order by banning offending members
- Power to conduct voting on any issue
- Power to exercise casting voting (when the valid votes are equal)
- Power to adjourn the meeting



Club Secretary- Responsibilities and Duties

- Send notice to all members on meeting and other functions
- Prepare agenda for meetings in consultation with the President
- Prepare minutes and send to members
- Send monthly reports to the designated officers on time
- Correspond promptly to all communications and assist president in all correspondence
- Make the club committees function well and meets regularly and files their reports
- Take care of all club properties and bring required items for meetings

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- Send news, photographs of service activities to the media as well as to District and Region
- Motivate members to attend meetings and service activities on time and actively participate in proceedings.
- Represent the club along with the president in all Regional, District meeting and other functions.



Club Treasurer- Responsibilities and Duties

- Preparation of Annual budget
- Subscription Collection
- Depositing in Banks
- Making payment for the expenses
- Fund collection for projects
- Submit statement of accounts in meetings
- Get the account audited at the end of the term
- Maintain records like Day Book, Ledger, Receipt and voucher



RSDs- Responsibilities and Duties

- Understand that you are a member of the executive council of your region. It is not an ornamental post, but a demanding post.
- Be prepared to serve your region in all activities in general and in your portfolio in particular
- Assist your Regional Director in establishing/renewing goals
- Be fully conversant with the activities of your portfolio
- Be a useful liaison between your club and the Region. Inform members about deliberations and decisions taken at Regional council
- Communicate with your RD and ASD on your portfolio matters to get information and instruction.



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- Based on the information and instruction, set your goals, plan your actions, implement it through clubs and follow up
- Communicate and co-ordinate activities with district and clubs
- Communicate with AP for information when required and ensure to send a copy of such communication with AP to your RD with out fail
- Send quarterly reports of activities and achievements to RD
- Send your reports to RS before regional council for presenting in Regional council after consolidation.
- Pass on all records of the year to your successor



Thank You

Benny Paul
Chairman-Trainings