

## Club Assembly

For Rotarians who frequently make up meetings at other Rotary clubs, you may have run into an occasion where you were asked to leave at some point of the luncheon because the club was holding a “**closed meeting**” or “**internal administrative meeting**”. The official name of such a meeting is “club assembly”.

The club assembly is a meeting of all club members, chaired by the club president or other designated officer, held for the purpose of conferring on the program and activities of the club or for membership education. Club assemblies are held when the governor or assistant governor visits and at other appropriate times. The time frame and purpose of the club assemblies suggested by RI is as follows:

Time Frame	Purpose
Immediately following the district assembly (before 1 July)	To describe, review, and discuss plans developed and suggested at the district assembly as well as how the club will incorporate the RI theme and emphases ( <b>president-elect presides</b> )
After 1 July	To discuss and adopt a plan for the year
Two weeks before the official visit	To prepare for the DG official visit. Usually attended by AG
During the official visit	To discuss the club’s status with the district governor
Midpoint of Rotary year (January / February)	To review the club’s progress toward goals and determine the club’s plan for the rest of the year
April or May	To provide an opportunity for open discussion (Ideas and suggestions may be implemented to help bring club plans toward completion)

The club assembly usually features reports by club officers and committee chairs as well as discussion of matters raised by the members. Many clubs therefore view club assembly as an internal affair and make it a closed meeting. In fact, a club assembly is a good occasion for visitors and members to know how a club is doing in its Rotary business and should be open to guests. Our club used to hold club assemblies as closed meetings but not anymore. However, it may take a while before all clubs open their club assemblies to visitors. Therefore, to avoid any embarrassment or surprise, it is still better to check before you make up at a Rotary club.