

扶輪禮節手冊 **Handbook of Protocol**

Section 1—Rotary's Philosophical Underpinnings

第一節 – 扶輪哲學

What is Rotary? 什麼是扶輪?

“Rotary is an organization of business and professional persons united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.” The Object of Rotary is “to encourage and foster the ideal of service as a basis of worthy enterprise. Soon after its founding in 1905, Rotary set its course toward service to community, customers, employees and children, thus becoming the first “service club” in the United States.

What Rotary is Not 非扶輪

Rotary is not a fraternity; a sorority; a religious organization; a political party; a ‘self-help’ organization; or a formal ‘networking structure.’ Rotary espouses no creed or dogma, supports no particular political philosophy, and does not engage in overt political campaigning.

What does Rotary Believe? 扶輪的信念

Rotary believes in “service above self.” It supports “...the development of acquaintance as the opportunity for service; the promotion of high ethical standards in business and professions through service in one’s personal, business and community life; and the advancement of international understanding, goodwill, and peace.” Rotary espouses a high moral code called the:

“Four Way Test”

Of the things we think, say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

This ethical conceptualization offers each Rotarian proper guidance for the conduct of a worthy and useful life.

How does the foregoing information relate to the issue of protocol in Rotary?

上述信息與扶輪禮節有何聯繫?

While Rotary is a friendly and comradely organization, one that offers many opportunities for good fellowship and pleasant interchange with others, the organization has a very serious purpose for existing. It is not to be considered frivolous or “lightweight” in importance. This suggests that the interactions between and among Rotarians and, equally importantly, interactions with non-Rotarians should always be conducted with dignity and concern for proper decorum. No actions taken by Rotarians, **either publicly or privately**, should give the appearance of demeaning the local, district or national organization **or the club, district, or national officers thereof**. Common sense, good taste, and the "Golden Rule" should guide the behavior of Rotarians in their interactions with one another and with non-Rotarians.

Section 2—District Level Protocol

第二節 – 地區層面的禮節

Introductions During Rotary Functions 在扶輪活動中如何做介紹

Proper recognition of the dedicated volunteers who serve Rotary at various levels is an important part of the "culture and tradition" of the organization. This recognition is part of the "compensation" of those who dedicate a significant portion of their lives to the important work of Rotary.

RI Introductions Protocol 國際扶輪的介紹禮節

The following order of protocol shall be used to introduce, present and seat all current, past, and future officers of RI and its Foundation, committee members, and their spouses at all RI meetings, functions, and receiving lines:

International President (or President’s representative)

President-elect

Vice-President

Treasurer

Other Directors

Past Presidents (in order of seniority)

Trustee Chairman

Trustee Chairman-elect

Trustee Vice-Chairman

Other Trustees

President, Immediate Past President, Vice-President, Honorary Treasurer of RIBI

General Secretary

President-nominee

Past RI Vice Presidents or Past Directors (in order of seniority)
Past Trustees (in order of seniority)
Past General Secretaries (in order of seniority)
Directors-elect
District Governors
RI and TRF Committees, Advisors, Representatives, Training Leaders and Resource
Groups
Directors-nominee
Past Governors (in order of seniority)
Incoming Trustees
Governors-elect
Governors-nominee

At Rotary functions, officers should be addressed according to protocol **only once**. The current order of protocol places current officers and committee members above past and incoming positions. The Rotarians' current position shall take precedence over past positions; past positions shall take precedence over future positions; individuals holding more than one position shall be ranked by the highest office; accompanying spouses have the same rank.

Rotary Code of Policies 135 January 2008

The governor shall plan, promote, and preside at all official district meetings except as otherwise expressly provided.

After the required order of **protocol above**, the following order of protocol is recommended and should be modified to fit local customs and practice:

Regional and zone-level committees members
Assistant governors
District secretary/treasurer
District committee members
Club presidents
Club presidents-elect
Club vice-president
Club secretary Club treasurer
Club sergeant-at-arms
Other club board members
Club committee chairs

Past assistant governors
Rotarians
TRF alumni
Rotaractors
Interactors
Rotarian's families

At district meetings, Rotarians visiting from a foreign country may be placed before local Rotarians of the same rank, as a courtesy toward guests. High-ranking non-Rotarians may be given precedence in ranking according to local custom. Clubs and districts are encouraged to advise guests if protocol places Rotarians before non-Rotarians.

Source: July 1995 Mtg., Bd. Dec. 23; Amended by May 2000 Mtg., Bd. Dec. 412; November 2005 Mtg., Bd. Dec. 103; February 2006 Mtg., Bd., Dec. 133; November 2007 Mtg., Bd. Dec. 32; November 2007 Mtg., Bd. Dec. 48; November 2007 Mtg., Bd. Dec. 87

District's local events or meetings 地區活動或會議

District's local events or meetings without Rotary officers or foreign visiting Rotarians, the following order of protocol is recommended and should be modified to fit local customs and practice:

Chairman of meeting
Guest of Honor
District Governor
Past Governors (in order of seniority)
Governor-elect
Governor-nominees
Regional and zone-level committees members
Assistant governors
District secretary/treasurer
District committee members
Club presidents
Club presidents-elect
Club vice-president
Club secretary Club treasurer
Club sergeant-at-arms
Other club board members

Club committee chairs
Past assistant governors
Rotarians
TRF alumni
Rotaractors
Interactors
Rotarian's families

Guidelines for the Selection of Aides to RI Officers

選擇國際扶輪幹事的幕僚的指引

Selection of the Aide and his/her partner is very important. They will exemplify the character of the District - the attitude of local Rotarians and the graciousness of the District. Clearly, their behavior will influence perceptions of the visiting official about the overall quality of the district.

The RI Board has adopted "Guidelines for the Selection of Aides to RI Officers." The role of the aide to the RI president or other RI officer is to provide assistance and information to the officer before, during and after the visit of the officer. The selection of the aide should be based on the ability of the individual(s) to fulfill the responsibilities of the assignment. The aide:

1. should be a knowledgeable and experienced Rotarian, preferably a past district governor; past director; DGE or DGN. The Aide should have an understanding of Rotary protocol, understand the details of hospitality and courtesy; be well-versed in host club/district activities and information; and should want to undertake the assignment. (If the Rotarian considers the task merely another chore, it may be wise to "look further" for an appointee.)
2. be available to the officer throughout the visit/event; should have no conflicting Rotary duties during the period of the visit; be willing to place the needs of the VIP first throughout the event.
3. have the physical stamina to maintain the demanding schedule of the event.
4. be well organized, punctual and patient.
5. be fluent in the language of the officer and able to provide interpretation if the

officer is not conversant in the language used in the host area.

6. be fully informed on the VIP's schedule and needs; be knowledgeable about the program and schedule for the conference in order to keep the VIP "on track."

7. and be able to carry out all duties outlined in the "Guidelines for Aides to Rotary International Officer."

8. If the officer is bringing a spouse/partner, the spouse/partner of the aide should also be available for the entire event and willing to serve as aide to the officer's spouse/partner. Give full attention to the suitability of the prospective aide's partner, insuring that s/he will enjoy the assignment and be willing to devote the necessary time to insure a successful visit. Look for couples who enjoy being with other people and who can make them feel at ease.

Adapted from: (February 2004 Mtg., Bd. Dec. 159)Source: October 2003 Mtg., Bd. Dec. 60

Guidelines for Aides to the RI President, President's Representative and other Very Important People

作為國際扶輪社長、國際扶輪社長特別代表或其他重要人士的幕僚的指引

The RI Board has adopted "Guidelines for Aides to RI Officers." RI presidents, Directors, or Foundation Trustees may develop guidelines that are specific to their special travel needs and that vary from these guidelines. The overall responsibility is to be sure that the officer is comfortable, arrives on time for all events, and enjoys the visit. The following guidelines are to be followed by the aide(s) in supporting Very important Persons (VIP's):

1. Before arrival, the aide's responsibilities are to:

到達前，幕僚的責任

- a. Send information to the officer giving details about himself/herself, such as your address, landline and cell phone numbers, fax number and emails, and name of spouse and photos, if possible; Secure a biography and exchange pictures or Rotary business cards by fax, letter or email. This will help when identifying them and will also provide an idea of their age, interest and any special needs.
- b. Inform officer of any special dress obligations (formal wear, etc.) during the time of the visit; ask for any specific requests from officer; identification of special

events such as golf and tennis tournaments, walk-runs, etc that might require special equipment and/or attire.

- c. Send the officer, or confirm that event organizers have sent, a complete program for the entire time of the visit, including information on all presentations or speeches the officer will be expected to make and any other commitments, visits or activities in which he/she will be expected to participate, as well as general background on the host club(s) and/or district(s);
- d. Have information on hand as to medical help (hospital, doctor, dentist) for emergencies; information on climate and projected weather conditions.
- e. Inquire about any special accommodation needs or preferences the VIP may have (type of beds, smoking/non-smoking, etc.) and any dietary restrictions or allergies;
- f. Check hotel arrangements
 - 1) Pre-register VIP (and spouse, if appropriate);
 - 2) Have key to deliver to the officer personally;
 - 3) Check room to make sure that it is ready for occupancy; it should be in a desirable part of the hotel and large enough for work and to entertain small groups, if desired. Check the closet for adequate supplies of hangers; insure that the light fixtures and phone/internet connections are functional, and that appropriate items have been ordered (ie. Fruit basket, flowers etc.) Such welcome items should be delivered to the room prior to the VIP's arrival prior to that person's arrival, along with a note from the event chair/coordinator extending welcome.
 - 4) Check billing instructions, so there are no problems with checkout. Be sure that arrangements for payment are clear. If the officer is expected to pay directly, be sure the officer is aware of this prior to check-in. Review the hotel bill on behalf of the VIP;
- g. If there are registration materials and/or badges for the event, secure that material in advance and check to be sure names are spelled correctly and that all necessary material and final schedule information is included in the materials.

2. During the officer's stay, the aide's responsibilities are to:

國際幹事逗留期間幕僚的責任

- a. Meet the officer at the airport (or other point of arrival), assist with baggage as needed and provide transportation, as needed, throughout the visit; If the VIP is using personal auto, determine time of arrival and stand by in the hotel lobby area to provide welcome to the guest and spouse, if present.

- b. Be sure the officer knows how to contact you at all times during his/her stay; (hotel room, cell and home phones; email address.)
- c. Be sure the officer knows the exact time he/she is to be picked up for any activity;
- d. Escort the officer and his/her spouse to each activity and stay with them at throughout. If possible, know the seating arrangements in advance and have your seats as close to them as possible; you will need to be immediately available during the meal or other activity.
- e. Introduce the officer to other participants and provide as many opportunities as possible for the officer to interact with other Rotarians and guests. However, it may also be necessary to be available to help move the officer through a crowd or prevent one person from monopolizing the officer. Be familiar with the VIP's bio as a way of easing conversation with and introductions to others visiting with him/her. Offer to carry briefcases, cameras, etc. to keep the VIP's hands free; stand ready to take pictures on behalf of the VIP as appropriate.
- f. Be attentive to any need of officer and spouse during the activity; be protective and helpful, but not overbearing or intrusive; know the dress code, seating arrangements and schedules of each activity and provide this information to the VIP upon request. Provide a seating chart for all meal functions. Provide a list of room assignments of other VIP's and key persons that they may need to contact.
- g. Handle any gifts or literature the officer may receive. If possible, make sure a business card is attached to these items. If necessary, send gifts to the officer's home or office following the event. Please also send a list of the gifts received with the complete name and address of the giver;
- h. Keep the event organizer(s) informed about any needs or desires of the VIP; do your best to identify these requirements well in advance of the event. "No surprises on game day" is a good rule to follow. However, it is necessary to be ready for the unexpected; to the extent possible, anticipate situations that might arise; do not be afraid to ask officer what her/his wishes are;
- i. Do not attempt to schedule any activities other than those already planned by the coordinator of the event, unless specifically asked to do so by the officer. If there is free time space in the schedule, you should inquire about how the VIP wishes to spend the available time. It might be that s/he would enjoy a special tour of the area, to see a Rotary project, to rest, etc.
- j. Aides should consider having a small gift to give to the VIP—a book about the local area or a local artist or writer's work would be appropriate in this regard.
- k. Be prepared to carry out various "ad hoc" responsibilities. For example, you may be called upon to serve as "photographer" for those wishing to have photos taken with theVIP.

3. Following the event, the aide's responsibilities are to:

跟進活動，幕僚的責任

- a. Provide (or arrange) transportation back to the airport (or other point of departure) for the officer and spouse, including assistance with baggage; see to it that the VIP "makes his/her confirmation and connections for the trip home.
- b. If needed, ship large gifts or mementos to the VIP. Confirm their safe arrival. Send a note expressing thanks for his/her participation in the event, along with available pictures. (The Chair/Convenor of the event will also be expected to send a note of thanks.)

(Adapted from February 2004 Mtg., Bd. Dec. 159) Source: October 2003 Mtg., Bd. Dec. 60

Guidelines for Attire at Rotary Functions

扶輪活動的服飾指引

Fashion, preference and tradition all affect the "dress code" appropriate during Rotary functions. Many districts like to adopt more relaxed code of dress than is customary in other parts of the World. That being the case, the following dress suggestions are to serve as guidelines, rather than hard and fast rules of behavior.

	Ladies	Gentlemen
Formal Occasion:	Long or short cocktail dress	Black or white dinner jacket
Informal Occasion:	Dress, suit or separates suitable for church, theater, nice Restaurant	Business Suit
Casual Occasion:	Slacks, skirt or dress suitable for shopping shorts not usually worn	Slacks, sport shirt; sweater sport coat; no ties

Introduction of Speakers at Rotary Functions

在扶輪活動中介紹主講嘉賓

Take the time to know the speaker's biography well. Chat with the speaker to gain additional information. Find something interesting about the speaker that is not contained in the printed material placed at the tables. The more information you can commit to memory the better your presentation will be. Be brief and to the point. Most introductions are done well in two minutes or less. Please do not exceed three minutes. Avoid referring the audience to the printed materials about the speaker, assuming incorrectly that most people will have read the biographical materials. Taking this approach falls short of making the speaker feel welcome and appreciated, a fatal flaw in protocol.

Official Club Visits 公式訪問扶輪社

District Governor's Visit Protocol 地區總監公式訪問的禮節

Once a year the District Governor makes an official visit to each club in the district.

The Purpose of the Visit 訪問的目的

To allow the District Governor (DG) to communicate with club members: The Governor shares helpful information with club officers; focuses attention on important Rotary matters; and recognizes the outstanding contributions of Rotarians. District Governor looks forward to meeting all Rotarians.

The Process 訪問程序

Prior to the District Governor's visit, the Assistant Governor (AG) will meet with the club President to: confirm the date of the visit, time and place, review the club's meeting schedule and identify any special presentations the club desires the DG to make. The AG should also be made aware of any questions or issues the club desires to discuss with the DG if time and schedule permit.

The Visit 公式訪問

During the visit the District Governor would like to meet with the club's officers and directors prior to the general meeting, to review club goals and plans, to share ideas, and to answer any questions the club leadership might have.

The District Governor would like to have the opportunity to meet as many Rotarians upon their arrival at the club meeting as possible. They especially would like to be introduced to newer Rotarians.

The District Governor's Presentation is the program for the visit meeting. It is not

appropriate to schedule any other program on that day. The DG will notify the club via the AG of the length of time desired. If the club has other presentations for the DG to make, additional time needs to be allotted.

Following the meeting the District Governor would like to have the opportunity to chat with club members for a few moments. This is the time for members to ask questions about Rotary, or to make suggestions about how to make us a stronger organization.

Meeting Protocol 會議中的禮節

The District Governor is the official representative of the President of Rotary International and is the only officer of Rotary in the District. A minimum of 30 minutes should be allotted for the DG introduction and presentation.

The Assistant Governor should introduce the DG. If the AG is not able to attend the meeting, the Club President should handle the introduction.

Gifts for the District Governor or Partner 致送紀念品予地區總監及其伙伴

The District Governor does not desire to be presented with gifts for their visit. If it is the practice of your club to give the DG a gift, it is suggested that in lieu of a gift an appropriate donation be made to the Rotary Polio Eradication campaign.

Social Events during the DG Visit 在社會活動中安排地區總監訪問

If your club would like to have a special social event during the District Governor's visit, please let your AG know as far in advance as possible so that the DG visit schedule can be checked to determine if time permits.

The Role of the Assistant Governor 助理地區總監的角色

Your Assistant Governor is an experienced Rotarian and past club president. AG's are assigned a number of clubs in a local geographic area to act as the representative of the District Governor. They are there to support you and your club. They are expected to hold periodic meetings with club leaders and to make regular visits to each of their assigned clubs. They will be able to answer many of your questions, guide you to sources of additional information, or put you in contact with other District leaders.

The assistant governors also act as representatives of their assigned clubs to the District. During their official visits they are guests of your club, and should be given a few minutes on the program to make announcements or presentations.

Multiple Club Meetings 聯席會議

On occasion it may be necessary for the DG to conduct the Official Visit with two or more clubs simultaneously. Visits of this type should be held at a time and location which best suits the needs of most Rotarians from the clubs involved. Multiple club visits place an extra logistical burden upon the local clubs participating since, in addition to the physical arrangements involved, it will be necessary during the meal function to insure that several sets of local club officers are appropriately seated, recognized and "involved." Good taste and appropriate deference to local Presidents are an absolute necessity under these conditions. The Group AG should work with the Club Presidents involved in coordinating the details of the meeting and may serve as the Master of Ceremonies during such events.

The business meetings with the various club Boards of Directors (BOD) should be conducted individually and separately at a time other than during the meal function. These meetings may require an additional trip or trips to the locality by the DG. Such additional sessions should be scheduled within a week before or after the multiple Club Visit. The times and locations of these additional business sessions should be carefully coordinated and clearly communicated by the responsible AG not only to the DG but also to the club officers, board members, and key committee chairs. The DG may have the AG represent him/her at BOD meetings.

In Conclusion 總論

The DG's Official Visit is an important event in the life of the individual Rotary club and the administrative life of the Rotary District. It is incumbent upon each Club President to place him/herself, the club members, and the club's endeavors in a positive light during this activity. When in doubt about procedural or behavioral matters, one can hardly go astray by applying the Golden Rule to the situation. Consideration and gentle civility are never amiss.