

Further suggestions for the fellowship committee can be obtained from the secretariat of Rotary International.

Program

The program committee is in charge of the *execution* of the program plan and gives immediate supervision to the actual presentation of the program. It should be borne in mind that it is the aims and objects committee (or, in the small club—the Board of Directors) which visualizes the year's work, plans the year's program layout, decides what percentage of the total number of meetings in a year shall be assigned to each phase of Rotary work, and designates definite dates on which specific phases of Rotary activity will be presented.

According to Article VIII, Section 2(c) of the recommended club by-laws, the program committee "shall prepare and arrange the programs for the regular and special meetings of the club, so designed and balanced as to carry into effect the plan of the aims and objects committee." It is apparent, therefore, that after the aims and objects committee has generally planned the work for the year and allotted definite dates for each phase of Rotary activity, the program committee must see to it that each Rotarian, or each Rotary club committee responsible for a program has that program ready on the date assigned. The program committee will also provide such incidental entertainment as may be necessary to make the program for the day interesting and well balanced. The program committee will have the responsibility to prepare a program for any date which may not have been specifically assigned to some

phase of Rotary activity for which there is a committee. In other words, the program committee must take the responsibility of seeing that each week's program is ready in complete form and that everything is provided for its successful operation.

"The Program Committee of the Rotary Club" (Pamphlet No. 15) and "Program Suggestions for Rotary Club Meetings" (File No. 387) contain many helpful suggestions. They can be obtained from the secretariat which also has program suggestions for special occasions and will gladly advise any club officer in regard to such programs.

Classifications

The principle of membership by classification is one of the fundamental bases of Rotary. A Rotary club should present a cross section of the business and professional life of the community. Each distinctive useful service offered to the public in the community should be represented in the club by one and only one member.

One of the first things that should be done by this sub-committee is to make a classification survey, i. e., a list of filled and unfilled classifications. All the recognized services should be listed and established as classifications. Such a survey is never final. As a community expands and its business and professional life grows, new classifications should be established. The list of filled and unfilled classifications should be kept up to date. As new classifications are established, they can be published in the club bulletin. To keep the classifications principle inviolate, proposals