

ZIR Visit Format

Purpose: The Zonal Interaction and Review, ZIR Visit is a vital component of regular club meetings to enhance the club's performance by providing guidance and recommendations. This format outlines the steps to be followed during a ZIR visit.

Procedure:

- Meeting Call by President
- National Anthem and Rotary Anthem
- Silent Invocation
- Floor to Secretary
 - The Secretary announces the meeting's agendas.
- Floor to President
 - The President provides an overview of the current club scenario.
- Document Presentation by President:
 - The President presents the following documents to the ZIR in the specified order: i.
 - Bylaws
 - ii. Meeting Minutes
 - iii. Event Reports
 - iv. Treasurer Report
 - v. Director Reports
- Discussion and Suggestions by ZIR
 - The ZIR offers feedback and suggestions to the club, focusing on areas for improvement and adherence to documentation procedures.
- Educational Segment (if needed):
 - In the absence of any of the required documents, the ZIR takes the opportunity to educate the club on the importance of proper documentation. This includes guidelines on maintaining bylaws, recording and submitting minutes, and preparing reports. Formats of Minutes, Reports, and Recommended Bylaws are provided as references.
- Conclusion:
 - The meeting concludes as a regular club meeting.

****Note:** Each ZIR visit carries 2 points, with a total of 4 points for this tenure, as there must be two ZIR visits. During the first ZIR visit, special attention should be given to clubs in their progressive phase to ensure effective learning and growth.

Required Documentation for ZIR Visit (in order):

1. Bylaws
2. Meeting Minutes
3. Event Reports
4. Treasurer Report

5. Director Reports

The ZIR is responsible for carrying both softcopy and hardcopy formats of Minutes, Reports, and Recommended Bylaws for reference and guidance during the visit.