

Bylaws of the Rotary Club Of Surendranagar

Club bylaws supplement the Standard Rotary Club Constitution with common club practices

Article 1 Definitions

1-Board : The board of directors of this club

2-Directors: A director on this club`s board

3- Member: A member, other than an honorary member, of this club

4- Quorum: The minimum number of participants who must be present when a vote is taken: one – third of the club`s members for club decisions and a majority of the directors for club board decisions

5- RI: Rotary International

6- Year: The 12 month period beginning 1 july or if changes made by R I than from that specified date

Aricle 2- Board

The governing body of this club is board of directors, consisting of , at a minimum , the president, immediate past president, president elect, secretary, treasurer, vice president, sergeant –at –arms, Club trainer , and other avenue directors and five last years presidents (exclude IPP) as advisors

Article 3 Election and Term of Office

Section 1 – Board of directors shall appoint Election Commissioner for president nominee and secretary nominee who will take charge after 18 to 24 month (means president and secretary nominee should be elect or select minimum before 18 months ago from that year)

Section 2- 15 days must be given to all members who wants to have post as in section 1 said than if more than 2 candidates remains for that post than election will be held on pre schedule date. And who receive majority will be declared as elected on so and so post., but if all candidates may get equal votes than president of that year may cast his or her extra vote to decide winner and no candidate can question for that

Section -3 - if any of elected members resign or vacates their position than no further election will be held and board of directors of that year may appoint any member on that post

Section 4- president nominee may have right to choose his team but He has to declare his team maximum before three and half months from his presidential year and team must be accepted by the board of that current year and should be declare in next general meeting

Section 5- each member of board of directors are for one year only (for that official year)

Aricle 4- duties of the officers

Section 1 - President

- 1- President presides at club and board meetings
- 2- President may cast extra vote if equal votes cast for any decision and give final decision
- 3- President has to look after work of all board members
- 4- President has to look after financial position and he should check whether expenses are done as per allocation of budget (and if in some circumstances expenses go 25 % high than he can take decision on the expectation that board will give approval
- 5- President may have right to **expense** up to rs 25000/- without permission but may get approval from board
- 6- President is the main person who get invitation from from government or any other office , he will lead as club president

Section 2- Secretary

- 1-secretary is the key person to handle all function of club
- 2-secretary will help President in doing all work of presidential work
- 3- secretary keeps membership and attendance record
- 4- secretary will make sure that every thing is done of any projects

Section 3 – treasurer

- 1- Treasurer is the finance minister of the club
- 2- Treasurer has to maintain all financial record on daily basis
- 3- Treasurer has to look after fees received from members
- 4- Treasurer has to look after all dues like RI Dues, District Dues, and Rotary magazine charge paid time to time and keep record of all receipts
- 5- Treasurer has to check that expense occurs as per budget or should inform president if it is excess or there no budget allocation is there
- 6- Treasurer should present 11 months report of all financial activities done in first week of last 12th month , so that president elect can prepare his budget of his year

Section 4- Immediate Past President

- 1- The Immediate past president remains in board of director and will help president to do better in his year and share his experience

Section 5- President Elect

- 1- President elect prepares for his year and help president

Section 6- Board of Directors

- 1- Board of members will do work as per guidance of president and secretary and help president to improve quality of work

Section 7- Vice President

- 1-Vice president presides at club and board meeting when the president is absent

Section 8- sergeant at arms

- 1- The sergeant at arms maintain order in club meeting and will do all duties as per rotary international guide line
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Article 5- Meeting

Section 1- Board meeting

- 1-should be held once in two month (six board meeting in a year)

2 – all board members should be inform for board meeting before minimum 5 days and it should have clear agenda for the meeting and every board members should be inform

3= Board members should take decision in the interest of the club

4- I in any matter voting is requires than it should be done in proper way and if equal votes cast for any matter president may cast extra vote to decide the matter and that will be binding to all members

5- Board members may decide to expense more or less if it has been clearly taken in agenda

6_ decision of board in any subject should be let the know to general members in general meeting

- 7- Joint board meeting (current year and incoming year`s board) must be held at least before 15 day from year end (I e much before 15th june of the year) and in this meeting account of 11 months should be pass and budget of next year present by president elect should be pass by joint board. And budget should be present in general meeting
- 8- President nominee and secretary nominee should be appoint in board meeting before 31st December of the year
- 9- Minutes must be maintain of each and every meeting and shall be passed in next meeting

Section 2- Extra ordinary Board meeting

- 1- If 50% or more members wants extra ordinary board meeting they should give in writing with signature of members with clear mention subject for that they want discussion
- 2- On receiving an application president may declare date but within one month for that meeting but all members who have sign that application must remain 75% of applicants present in that meeting otherwise subject of the applicant will not discuss and further on the same subject no one can give application again
- 3- If meeting is held the decision of that meeting should be approved by general meeting , in general meeting majority can adopt, or reject or can pass suggestion for that decision, and if not accepted by general members it will go to again in board for reconsideration

Section 3- General meeting

- 1- General meeting should be held minimum twice in a month
- 2- General meeting should be held as per guideline of Rotary International

3- Board decision shall be deliver in general meeting so that every members know about that and if require or demand of general member discussion should be taken on board`s decision , and if require or demand voting should be done on board`s decision and if equal vote cats for any matter president or chairman of the meeting may cast his or her extra vote to take decision and it will be binding to all members

Article 6 – Dues

Treasurer and president should make sure that all dues like RI Dues, District Dues and Rotary magazine charge must be pay timely

Article 7- Method of Voting

In anytime voting is needed than it may be conducted by voice vote, rasing hands, and if need secrete voting than can be done by ballot

Article 8 Finance

- 1- Before each fiscal year the board prepares an annual budget of estimated income and expenditure
- 2- The treasurer looks after all financial activities and prepare all accounts time to time
- 3- Treasurer may look after fee collection and will pay bills as per board`s or general meeting decision
- 4- All dues must be paid in time
- 5- All club members will receive annual financial statement within 2 months of the end of year

6- Board may pass resolution to sign cheque in favour of treasurer and president and secretary for all financial activities through out the year

Article 8- Membership

Section 1- Selection of new member

1-President should appoint Membership Chairman for the procedure of selecting new member

2-Membership Chairman may take four or five members for membership committee with consent of president of that year

3-member of club propose a candidate for membership to the membership chair as well as president

4- Membership chair call meeting of membership committee
Within 30 to 45 days from receiving proposal and committee will approves or reject that proposal within 30 to 45 days

5- If committee rejects proposal than they do not have to give reason for rejection and member who propose can not take any objection of that decision

6- Membership chair should give his/her decision to board and if board approves that candidates than prospective member is invited to join the club

Article 9 – member`s work and right

1- Member must pay fee (time to time may revise) decided by board and general meeting within 60 days from year commence

2- Member must be present minimum 60% of the meeting (if member attend project it will be considered as present or member remain present at other rotary club`s meeting it is also considered as present . other wise he or she has to take consent of president to remain absent from the meeting by writing a letter or on whatsapp or by telephone

- 3- Member can have chance to become president or take any position of board after completion of one year from his/ her entrance
 - 4- Members has to follow rules and regulation of the club also rules of Rotary International
 - 5- Member must behave well in all meeting and follow four way test
 - 6- If in case of voting member have right to vote for that matter
 - 7- Member can give proposal for new candidate for membership to chairman of membership but if rejects by the committee he can not ask reason for that
 - 8- Member has to follow laws of Indian penal code and law of our country`s constitution
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Article 10- problem resolution committee

- 1 If any member have complain about other member or against board (president – secretary and all)
- 2- Or if board (president – secretary and all) personally or as a board have any complain against any member or within the board member
- 3- In any case one should give all complaint in writing to problem resolution committee and
- 4- Committee will call a meeting with both party, will hear both the side properly and give their view or advice or verdict to the concern person if committee give advice and that fellow does not act according to the advice or suggestion than harsh action will be taken as under

Article 11- Termination of Member

- 1- If a member expired than by nature of law person cannot remain as member
 - 2- If member resign from club membership
 - 3- If member get mentally ill or mentally retarded
 - 4- If member of club involve in any antisocial activities
 - 5- If member of club convicted or having been declared guilty in criminal or civil offence
 - 6- If member declare as **insolvent**
 - 7- If member shift to another city
 - 8- If member take membership of other international club (other than Rotary International)
 - 9- If 2/3 of members give an application with their sign and on that day remain present and 2/3 of total member (not figure of remain present) decide to terminate that member (if total strength of club is 54 member than 36 member must vote to terminate so and so member
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Article 10- Amendments

These bylaws may be amended at any regular club meeting (first approved in board meeting). Changing the club bylaws require to send written notice to each members 21 days before meeting. And having 2/3 of votes support the change and it should be with the standard r I constitution

