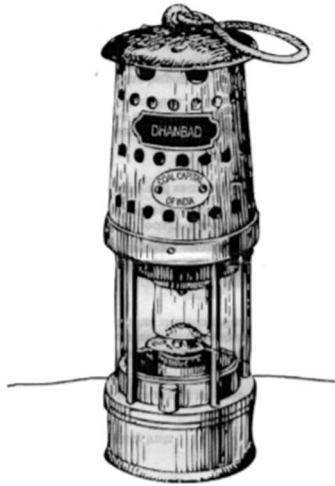


By-laws of the Rotary Club of Dhanbad



ROTARY CLUB OF DHANBAD



R I DISTRICT 3250
JHARKHAND
INDIA

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Prepared By

Vikas Sharma (President 2020-21)

Checked By

Sandeep Narang (District Governor 2002-03)

Approved By

Rajan Gandotra (District Governor 2020-21)

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Article 1 Definitions

1. Board : The board of directors of this club.
 2. Director : 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.
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Article 2 Board

The governing body of this club is its board of directors, consisting of 13 members, the president, immediate past president, president-elect, secretary, treasurer, vice president, club trainer, sergeant-at-arms and five directors (one of which co-opted as joint secretary). The president and the board may nominate an additional director, if required, with the majority of two - third votes at the first regular BOD of the year.

Article 3 Elections and Terms of Office

Section 1 — One month before elections, members nominate candidates for president, vice president, secretary, treasurer, club trainer and any open director positions. The nominations may be presented by a nominating committee, by members from the floor, or both.

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 5 — The terms of office for each role are:

| | |
|--------------------|----------|
| President — | One year |
| Vice President — | One year |
| Treasurer — | One year |
| Secretary — | One year |
| Sergeant-at-arms — | One year |
| Director — | One year |
| Club Trainer | One year |

Article 4 Duties of the Officers

Section 1 — The president presides at club and board meetings.

Section 2 — The immediate past president serves as a director on the club board.

Section 3 — The president-elect prepares for his or her year in office and serves as a director.

Section 4 — The vice president presides at club and board meetings when the president is absent.

Section 5 — A director attends club and board meetings.

Section 6 — The secretary keeps membership and attendance records. Secretary shall keep all the minutes in a minute book/file with printed hard copies. That this book/file is passed on from Secretary to Secretary and a copy of the book is kept in safe custody (in a digital file)

Section 7 — The treasurer oversees all funds and provides an accounting of them.

Section 8 — The sergeant-at-arms maintains order in club meetings.

Section 9 — The club trainer shall conduct all training programs: new member orientation, Board orientation and training programs for all club members.

Article 5 Meetings

Section 1 — An annual meeting of this club shall be held between 1st November to 31st December to elect the officers and directors who will serve for the next Rotary year.

Section 2 — This club meets as follows: The regular meetings of this club shall be held on Tuesday at 20.00 Hrs. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 — Board meetings are held each month (preferably on last Friday of every month). Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Dues

Section 1 - Dues for Active member

- Annual club dues shall be Rs. 20000.00 payable semiannually on the 1st day of July and of 1st day of January respectively. Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees and fellowship. The invoice for 1st half shall be Rs. 12500.00 and for 2nd half it shall be Rs. 7500.00
- Annual Club dues for Senior Citizen Members and Spouse Members (as defined in Article 8 of Constitution). shall be Rs. 8000.00 payable semiannually on the 1st day of July and of 1st day of January respectively. The invoice for 1st half shall be Rs. 5800.00 and for 2nd half it shall be Rs. 2200.00
- Additional dues of Rs. 5000.00 for Jeevan Jyoti School shall be paid directly to Jeevan Jyoti Sansthan.
- Bank Account shall be open in the Name of “Rotary Club of Dhanbad” for all the financial transaction. However, if required, amendment in the bank name can be done after the majority of present board.

Section 2 – Dues for Corporate members

Payment of the dues is the responsibility of the corporation that enters into an agreement with the club. Corporation can make the payment in any of the Model A or B as follows:

MODEL A: The corporation shall pay the entrance fees and the half yearly dues, as per schedule, for a designated primary member. In case the primary member is not able to attend the meeting, an alternate member (has to be pre-determined at the time of induction) can attend the club meeting. The primary member and/or the alternate member can be changed by the primary member only by giving a written request.

For change in Primary membership a contribution of \$ 400 to TRF shall have to be paid.

MODEL B: The club shall charge the corporation a flat rate of Rs. 100000.00 annually wherein for two primary members and two alternate members can be brought into the club. Only the primary members are inducted as active members of the club.

Article 7 Method of Voting

The business of this club shall be conducted by voice vote or a show of hands or by a ballot, as deemed fit by the board. In case there is disagreement with in the board on the method of voting, then the voting will be done through ballot.

Article 8 Committees

Section 1 — This club’s committees comprise those listed in article 11, section 7, of the Standard Rotary Club Constitution, as well as additional committees as decided by the board.

Section 2 — The president and secretary are ex-officio members of all committees.

Section 3 — Each committee’s chair is responsible for the regular meetings and activities of the committee. He supervises and coordinates its work, and reports to the board on all committee activities. Budget for any activity shall be presented and get approved by the board before starting the activity/project. Any escalation in expenses beyond 10% would require prior approval from the board. The receipt and payment statement of the activity/project shall be submitted along with any surplus to the club treasurer within 15 days of completion of activity/ project.

Article 9 Finances

Section 1 — Before each fiscal year starts, the board shall prepare an annual budget of estimated receipts and payments.

Section 2 — The treasurer shall deposit club funds in a scheduled bank designated by the board.

Section 3 - The administrative and project accounts shall be maintained separately.

Section 4 — Payments shall be released by the treasurer or another authorized officer, after due approval by two other officers or directors, on receipt of invoice. The administrative and project accounts shall be maintained separately in the club books of accounts.

Section 5 — A qualified person shall conduct a thorough annual review of all financial transactions.

Section 6 — Club members will receive an Annual Club Financial Statement for the year ending 30th June by 31st July following. A six month financial report of the year shall be presented by 31st January.

Section 7 — The fiscal year is from 1st July to 30th June.

Article 10 Method of Electing Members

Section 1 — A member may propose a candidate for membership to the board and/or the membership committee, or another club proposes one of its transferring or former members, provided that such a member has attended at least 3 club meetings as a guest.

Section 2 — The board/ membership committee shall approve or reject the candidate's membership within 30 days and notifies the proposing member of its decision.

Section 3 — On the approval of membership, a 7-Day's notice shall be sent to all members, for objections, if any. If no objection is received within 7 days, the proposed member shall be invited to join the club.

Section 4 — If any objection is received, the proposer may be requested to withdraw the

proposal. However, if the proposer shall still want to pursue the new proposal, the new membership proposal shall be put to vote at a regular club meeting, wherein the decision of two third majority will rule.

Section 5 — The approved member shall be inducted only on the receipt of semiannual dues along with admission fee (which shall be USD 400 contribution to TRF).

Article 11 Amendments

Any member may propose a change in the bylaws. Bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.
