

# **By-laws of Rotary Club of Sher-E-Punjab**



## **Bylaws of the Rotary Club of Mumbai Sher e Punjab**

### **Article 1 Definitions**

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
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 that begins on 1 July.

### **Article 2 Board**

The governing body of this Club shall be the Board, consisting of members of this Club, namely the President, Immediate Past President, President-Elect, Vice-President, Secretary, Treasurer and Sergeant-at-Arms **and** 10 Directors; elected in accordance with Article 3, Section 1 of these bylaws. More Directors or Committees may be elected, based on need.

### **Article 3 Elections and Terms of Office**

Section 1 — One month prior to elections, members nominate candidates for President, Vice President, Secretary, Treasurer, and other directors' positions. The nominations may be presented by a nominating committee. Board will appoint a Returning Officer who will be assisted by president elect and 2 past presidents chosen by president elect. On the day of elections, members may suggest names from the floor.

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 his or her position the remaining members of the board will appoint a replacement.

Section 4 —A vacancy of any officer-elect position or director-elect position shall be filled by the remaining members of the Board-elect.

Section 5 —Terms of office for each role will be one year.

Section 6 – Names of candidates may also be picked from amongst the list of members, who have self-recommended their names, for specific BOD positions of their choice, based on their areas of competence. Such inputs may be collected from the members and evaluated with the help of the returning Officer. Based on the competence and experience, vacant positions will be finally decided with due consent of the candidate selected / elected for the respective vacant position.

### **Article 4 Duties of the Board**

Section 1 — President. The president shall preside at club and Board meetings.

Section 2 — Immediate Past President. The immediate past president shall serve as a director.

Section 3 — President-elect. The president-elect shall prepare for their year in office and serve as a director.

Section 4 — Vice President. The vice president shall preside at club and Board meetings in the absence of the president.

Section 5 —Director. A director shall attend club and Board meetings.

Section 6 — Secretary. The secretary shall keep membership and attendance records.

Section 7 – Jt Secretary. The Jt Secretary shall help the Secretary in his functioning.

Section 8— Treasurer. The treasurer shall oversee all funds and provide annual accounting of these funds.

Section 10 —Board members may perform additional duties as assigned.

## **Article 5 Meetings**

Section 1 — Annual Meeting. An annual meeting of this club shall be held in the month of December to elect the officers and directors who will serve for the next Rotary year.

Section 2 —Regular meetings

(a) *Day and Time* —This club shall hold a regular meeting on alternate **Thursdays** of every month in the evening time beginning between 6 pm and 7 pm.

(b) Change of meeting- for good cause, the president with consent of board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting or to a different hour of the regular day or to a different place.

(c) Cancellation- The president with the consent of board may cancel a regular meeting if it falls on a legal holiday including a commonly recognized holiday, or in case of death of a club member, or in case of any exigencies that may arise. However, the club will ensure that there are minimum 24 regular meetings in a Rotary year.

(d) Fellowship Meetings – These meetings will not be necessarily at a fixed venue. These meetings can be at the premises of Club Members and shall be treated as Club Meeting.

Section 3 — Board meetings will be held every month as per the convenience of the BOD's. These meetings shall be presided by the club President or the Vice President in absence of President. The agenda should be given in advance to the BOD's.

BOD meetings of the Board can be called with a notice of a minimum of 2 days. The decision taken by the Board shall be binding for the club

## **Article 6 Dues**

**Section 1**-Club annual dues shall be Rs.15000 per person. In case the spouse also joins the club, the annual dues shall be Rs. 14000/- per member.

Membership dues shall be payable as follows:

**Annual or First Semiannual** - on or before 10<sup>th</sup> July;

**Second Semiannual** - on or before 10<sup>th</sup> January during the Rotary Year

Annual club dues shall consist of RI per capita dues, subscription fees to The Rotarian or Rotary News, district per capita dues, club fees, and any other Rotary or district per capita assessment.

## **Article 7 Method of Voting**

The business of this club is conducted by voice vote or show of hands except for the election of officers and directors, which is conducted by ballot. The Board may provide a ballot for a vote on a specific resolution.

## **Article 8 Committees**

Section 1 — Club committees coordinate their efforts in order to achieve the club's annual and long-range goals. The club can also form Committees to cover the following areas:

1. Club Administration
2. Membership
3. Public Relations
4. Rotary Foundation
5. Service Projects
6. CSR & Fund raising
7. Medical Community Projects
8. Non-Medical Community Projects
9. Women Empowerment
10. Rotary Visibility

Section 2 — Additional committees may be appointed as needed.

Section 3— The President (or The Vice President) and secretary shall be *ex officio* member of all committees and, as such, shall have all the privileges of membership.

Section 4— Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities. The final reporting including financial reporting will be the responsibility of the Chair of the committee.

## **Article 9 Finances**

Section 1 — Prior to each fiscal year, the Board shall prepare an annual budget of estimated income and expenditures.

Section 2 — The treasurer shall deposit club funds in financial institution(s) designated by the Board, divided into two parts: club operations and service projects.

Section 3 — Bills are paid by the treasurer or President when approved by two of three officers - President, Secretary and Treasurer. Bank accounts and operations will be the sole responsibility of the treasurer.

Section 4 — A thorough annual review of all financial transactions shall be completed by a qualified person within three months of the end of Rotary Year.

Section 5 — An annual financial statement of the club shall be provided to club members.

Section 6 —The fiscal year is from 1<sup>st</sup> July to 30<sup>th</sup> June.

Section 7—The authorized signatories for any transactions will be as below:

1. Hon. Secretary
2. Club Treasurer
3. President Elect

Note: President of the Rotary year shall not be the authorized signatory to ensure that the club funds are not over utilized during his year..

## **Article 10 Method of Electing Members**

Section 1 — A member proposes a candidate's name for membership to the Board, or another club proposes one of its transferring or former members.

Section 2 — The Board approves or rejects the candidate's membership within 30 days and shall notify the proposer of its decision.

Section 3 — If the decision of the Board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements, and asked to sign the membership proposal form and to allow his or her name and proposed classification to be conveyed to the club.

Section 4 —If no member of the club submits a written objection including reasons for the objection, to the Board within seven days after the club is notified of the prospective member, that person, upon payment of the admission fee, is considered to be elected to membership. If an objection has been filed with the Board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership after admission fee payment.

Section 5 — The Membership Director shall be the responsible authority for the inclusion of the members in the club.

Section 6 - The club may elect honorary members proposed by the Board.

### **Article 11 Resolutions**

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

### **Article 12 Code of Conduct**

The code of conduct specified by The Rotary International shall be applicable to all the Club members and Officials.

### **Article 13 Amendments**

These Bylaws may be amended at any regular club meeting. Changing the club bylaws requires that written notice be sent to each member 10 days before the meeting, that a quorum be present for the vote, and that two-thirds of the present 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.