



**ROTARY CLUB OF
ALIGARH FRIENDS**
Dist. 3110 | Club no. 223075



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Bylaws of the Rotary Club of ALIGARH FRIENDS

Club bylaws supplement the Standard Rotary Club Constitution with common club practices. The bylaws in this document are recommendations, but once adopted are binding for the members of the club. Customize them to reflect your club's practices, and confirm that they are not in conflict with the RI Constitution and Bylaws, the Standard Rotary Club Constitution (except where permitted), and the Rotary Code of Policies. Articles that your club is required to include are noted below.

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.

Article 2 Board

The governing body of this club is its board of directors, consisting of, at a minimum, the president, immediate past president, president-elect/vice-president, secretary, and treasurer. Additionally, Club Auditor, Club Trainer, Joint Secretary, Sergeant at arms along with directors will constitute the board. There will be 1/3rd number of members in the board with respect to total membership but not less than 10 and not more than 21.

Article 3 Elections and Terms of Office

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

Section 2 —The filling of post of office bearers other than sergeant at arms is absolutely hierarchy basis although the nomination for the desired post will be mandatory before due date.

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

Section 4 – The tenure of director is maximum of 3 years. After 3 years of completion, either they are supposed to take charge as an office bearer or they will be self-eliminated from the board. Although after one year of their general membership, they can again apply for the board. In case of no other eligible candidate, the board may extend the membership of existing director having highest attendance for one year.

Section 5 – The director who have not served as an office bearer yet can apply for the post of sergeant at arms at his third year of directorship. In case of more than one applications for the same post, the eligibility in terms of attendance in meetings(general & board), in community services and in other important situations along with his active participation will be taken in the consideration for the appointment. In case of equal eligibility, the appointment will be done on the basis of lucky draw

Section 6 –If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement.

Section 7 –Election Process:

- (a) The nomination for the election of board for upcoming session to be asked from members between 1st November to 30th November via E-forms or printed application.
- (b) The nominations should be opened in front of board during the annual meeting of December month and the finalization be done in the annual general meeting of December.
- (c) Eligibility for a director-
 - a. Should have completed two years actively as a general member
 - b. Should have attended more than 75% meetings and important events in two years of his general membership.
 - c. Should have zeal to serve the society and to lead the club as president in future.
 - d. If the existing director does not apply for the directorship for consecutive year before due date, he will be automatically eliminated from board.(Only in case for no other application, he can be sustained as director)

Note: For the first year and the second year of the club formation, the board may decide relaxation in the eligibility criteria.

(d) Term of officers

President –	<u>one year</u>
Vice/Elect President –	<u>one year</u>
Secretary –	<u>one year</u>
Joint Secretary –	<u>one year</u>
Treasurer –	<u>one year</u>
Sergeant-at-arms –	<u>one year</u>
Director –	<u>Three Years</u>

Article 4 Duties of the Officers

Section 1– Club Trainer: It shall be the duty of the Club Trainer to serve as a member of board of directors of the club and Guide the board of directors & Members time to time and perform such other duties as may be prescribed by the president or the board.

Section 2- Immediate past president: IPP will act as the director to board and will guide the president as when required.

Section 3 President: It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertains to the office of president.

Section 4- President-elect: It shall be the duty of the president-elect to serve as a member of board of directors of the club and perform such other duties as may be prescribed by the president or the board.

Section 5– Vice-President: It shall be the duty of the vice-president to preside at meeting of the club and board in the absence of the president and to perform such other duties as ordinarily pertain the offices of vice-president.

Section 6– Secretary: It shall be the duty of the secretary to keep the record of membership, record the attendance at meeting, send out notice of meeting of the club, board and committees, record and preserve the minutes of such meeting, make the required reports to RI, including the semiannual report of membership, which shall be made to the general secretary of RI on January 1st and July 1st of each year, and including prorated reports to general secretary on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, Which shall be made to the general secretary of RI, the monthly report of attendance at the club meeting, which shall be made to the district governor with in 15 days of the last meeting of the month, collect and remit to the RI subscription to the ROTARIAN, and perform such other duties as usually pertain to the office of secretary.

Section 7- Treasurer. It shall be the duty of treasurer to have custody of all funds, accounting for same to the club annually and any other time upon demand by the board and to perform such other duty as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts or any other club property.

Section 8- Sergeant-at-Arms. The duties of Sergeant-at-Arms shall be such as are usually prescribed for such office and such other duties as may be prescribe by the

president or the board.

Section 9 – Director: A director attends club and board meetings.

See Rotary club leader manuals for details on the roles and responsibilities of club officers.

Article 5 Meetings

Section 1 – An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 – This club meets as follows: **On every Saturday, between 8.00pm to 9.30pm.** Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

Section 3 – One third of the membership shall constitute a quorum at the annual and regular meeting of this club.

Section 4 – Board meetings are held each month. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

Article 6 Dues

- (a) Annual club dues are ___Rs.30,000/-___ and the entry fee of new membership is Rs. 5,000/- (to be paid once only).
- (b) They are paid as follows: The compulsory part payment to be paid in advance before starting a new session and the rest amount to be paid last by July.
- (c) Annual club dues include RI per capita dues, subscriptions to an official magazine, district per capita dues, club fees, and any other Rotary or district per capita assessment.
- (d) The members who will not pay the part payment as advance in the month of June, can be removed from RI before the starting of a new session. And, in case, he is added again in July, He will be treated as new member for which entry fees will be liable to pay as a new member.

Article 7 Method of Voting

The business of this club is conducted by voice vote or a show of hands. The board may also provide a ballot for a vote on some resolutions.

Article 8 Committees

Section 1 –

(a) The president shall, subject to the approval of the board, appoint the following standing committees considering the service verticals of RI

1. Club service committees
2. Vocational service committee
3. Community service committee
4. International service committee
5. New Generation Committee

(b) The club service committee, vocational service committee, community service committee, international service committee, and New Generation Committee shall each consist of a chairman, who shall be named by the president from the membership of the board, and not less than two (2) other members.

(c) The president and secretary shall be *ex officio* member of all committees and, as such, shall have all the privileges of membership thereon.

(e) Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.

(f) The president may appoint one or more committee dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, or international service committee. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointed one or more member for a second term or by appointing one or more member to a two-year term.

Section 2 –

Club Service Committee.

(a) The chairman of the service committee shall be responsible for all club service activities and supervise and coordinate the work of all committees appointed on particular phase of club service.

(b) The club service committee shall consist of the chairman of the club service committee and the chairman of all committees appointed on particular phases of club service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phase of club service:

1. Attendance committee
2. Club bulletin committee
3. Fellowship committee
4. Magazine committee
5. Membership committee
6. Membership development committee
7. Program committee
8. Public Relation committee
9. Classifications committee
10. Rotary Information committee

(d) The President shall appoint the club trainer, president-elect or vice-president to oversee and coordinate the work of the classification, membership, membership development and Rotary information committees.

(e) Where feasible and practicable in the appointment of committees, there should be provision for continuity of membership, either by appointing one or more members for a second or by appointing one or more members to a two-year term.

(f) The classifications and Rotary information committees shall each consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years. The first appointments made under this provision shall be as follows: one member for a term of one year; one member for a term of two (2) years; one member for a term of Three (3) years.

(g) The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.

Section 3 –

Community Service Committee.

(a) The Chairman of the committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phase of community service.

(b) The community service committee shall consist of the chairman of the community service committee and the chairman of all committees appointed on particular phase of community service.

(c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of community service:

1. Human development committee
2. Community development committee

3. Environmental protection committee
4. Partner in service committee.

Article 9 Duties of Committees

Section 1 –

Club Service Committee. This committee shall devise and carry into effect plans, which will guide and assist the member of this club in discharging their responsibilities in matter relating to club service. The chairman of the club service committee shall be responsible for regular meeting of the committee and shall report to the board on all club service activities.

(a) *Attendance Committee.* This committee shall devise means for encouraging attendance at all Rotary meetings – including attendance at district conferences, inter-city meeting, regional meeting and international conventions by all club members. This committee shall especially encourage attendance at regular meeting of this club and attendance at a regular meeting of other clubs when unable to attend meeting of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditional that contribute to unsatisfactory attendance.

(b) *Classification committee.* This committee shall as early as possible but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classification, applying the classification principle; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

(c) *Club Bulletin Committee.* This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its member and of the worldwide Rotary program.

(d) *Fellowship Activities Committee.* This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.

(e) *Magazine Committee.* This committee shall stimulate reader interest in *THE ROTARIAN*, *ROTARY NEWS* or *ROTARY SAMACHAR*; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club program; encourage the use of the magazine in the induction of new member; provide a copy of magazine for non-Rotarian speakers; secure international service and other special subscription for libraries, hospital, school and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians.

(f) *Membership Committee.* This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons

proposed for membership and shall report their decisions on all applications to the board.

(g) *Membership development Committee.* This committee shall review continually the club roster of filled and unfilled classification and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.

(h) *Program Committee.* This committee shall prepare and arrange the programs for the regular and special meeting of the club.

(i) *Public Relation Committee.* This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.

(j) *Rotary Information Committee.* This committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the club.

Section 2 –

Vocational Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationship and in improving the general standards to practice in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phase of vocational service.

Section 3 –

Community Service committee. This committee shall devise and carry into effect plans, which will guide and assist the member of this club in discharging their responsibilities in their community relationship. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committee that may be appointed on particular phase of community service.

(a) *Human Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the member of this club in dealing within the community with the welfare of human being of all kinds throughout the whole span of life by providing assistance and support of those in need.

(b) *Community Development Committee.* This committee shall devise and carry into effects plans, which will guide and assist the member of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.

(c) *Environmental Protection Committee.* This committee shall devise and carry into effects plans which will guide and assist the member of this club in monitoring and improving the quality of the community's environment.

(d) Partners in Service Committee. This committee shall devise and carry into effects plans, which will guide and assist the member of this club in building relationships with other Rotary-sponsored organizations within the community and in cooperating with them in service.

Section 4 –

International Service Committee. This committee shall devise and carry into effects plans, which will guide and assist the member of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committee that may be appointed on particular phases of international service.

Section 5 –

New Generation Committee, This committee shall devise and carry into effects plans, which will guide and assist the member of this club in discharging their responsibilities in promoting youth of the club, to promote Rotract & Interact club. To undertake programs, Projects for development of Youth in order to achieve the set goal.

Article 10 Leave or absence

Upon written application to the board, setting forth and sufficient cause, leave of absence may be granted excusing a member from attending the meeting of the club for a specific length of time.

Article 11 Finances

Section 1 – Before each fiscal year starts, the board prepares an annual budget of estimated income and expenditures.

Section 2 – The treasurer deposits club funds in a financial institution or institutions designated by the board, divided into two accounts: one for club operations and one for service projects.

Section 3 – Bills are paid by the treasurer or another authorized officer and approved by two other officers or directors.

Section 4 – A qualified person conducts a thorough annual review of all financial transactions.

Section 5 – Club members will receive an annual financial statement of the club. A mid-year financial report, with current and previous year income and expenses, is presented at the annual meeting.

Section 6 – The fiscal year is from 1 July to 30 June.

Article 12 Method of Electing Members

1. The duly filled registration form of the new number to be presented to

Membership Development Committee.

2. The membership development committee will scrutinize the proposal and will prepare it to present to the board of directors.
 3. Board will take approval of all the board members on the said membership.
 4. After passing through the board, the proposal is circulated to the general members via electronically or in person for the final approval.
 5. In case of any objection received (it should be always mentioned in person to the President), the president will take the concern of objection and will take the remedial actions.
 6. In case of no objection received from all the general members, the proposed member should be called for the counselling by the Membership Development Committee, where the new member should be introduced about the club culture and ethics. After his acceptance, he will be added in our prestigious club.
 7. A formal welcome ceremony of the new member to be conducted in upcoming event.
 8. The RI Registration to a new member will be provide after completion of two rotary years.
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Article 13 Amendments

- These bylaws may be amended at any regular club meeting.
- Changing the club bylaws requires sending written notice to each member 7 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.

Article 14 Dismissal/Termination/suspension of membership:

- The member who will create any violence/misbehavior during meetings or programs will be terminated at immediate effect.
- If members are found drinking alcohol during meetings or programs will be terminated at immediate effect.
- It is necessary to maintain attendance at least 40% as a board member. In case of failure, the directorship will be automatically dismissed.
- One board member with minimum no. of attendance will have to vacate his seat for a new member, who is interested to become a board member.