



BYLAWS OF THE ROTARY CLUB OF JAIPUR SOUTH

DRAFTED BY CONSTITUTION COMMITTEE

Rtn. SATISH BHARGAVA CHAIRMAN

PP Rtn. RAJENDRA PRAKASH MEMBER

PP Rtn. K. K. MEHTA MEMBER

**Rtn. Mahendra Banthia
President (2010-11)**

**Rtn. Sumant Nagar
Secretary (2010-11)**

*Approved in Club Assembly
on 10th April.2011 held at
Hotel Indiana Pride, Jaipur*

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- **Bylaws of the Rotary Club of Jaipur South**

Article I Election of Directors and Officers

Section 1— Club President will appoint an Election Officer who shall invite nominations from members of the club for the posts of President Elect, Senior Vice-President, two Vice-Presidents, Secretary, two Joint Secretaries, Treasurer and ten Directors, at least three weeks prior to the date of election meeting. The nominations, except President-Elect, may be presented on nomination paper, duly proposed and seconded by an active member of the club, respectively, under the consent of contesting member.

The nomination of the President-Elect shall be decided by a Nominating Committee. The Nominating Committee will be chaired by Immediate Past-President and all Past President will be its member. The Quorum for this committee will be minimum seven members. Any member, interested to contest for the post of President-Elect, may indicate his/her intention in writing to chairperson of the committee. The members of this committee will discuss amongst themselves and find a suitable candidate and present its nomination to Election Officer. However, if any member desires to contest for the post of President-Elect, he can do so by challenging the nomination presented by the Nominating Committee by filing his nomination, duly proposed and seconded by at least 10% active members of the club.

The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual election meeting, in case there are more than one nomination for a designated post. The election officer will be empowered to make a committee to assist him in conducting the elections. The election Officer will open the nomination forms received and after security will circulate the valid nominations to

members of club at least five days prior to the date of annual election meeting. In case, sufficient number of valid nomination are not received by the date finalized and circulated by Election Officer, nomination for that post will be called on floor in the annual election meeting. The candidates for President-Elect, Senior Vice-President, two Vice-Presidents, Secretary, two Joint Secretaries and Treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidates for Directors receiving a majority of the votes shall be declared elected as Directors. The President-Elect elected in such balloting shall serve as a member of the board as President-Elect for the Rotary year commencing on the first day of July next following the election, and shall assume office as President on the first day of July immediately following the year of service on the board as President-Elect.

Section 2 — The Officers and Directors, so elected, together with the Immediate Past President shall constitute the board of directors. Within one week after their election, the Board of Directors-Elect shall meet and elect some members of the club to act as Sergeant-Et-Arms, Editor Club Bulletin, Club Historian & Club Trainer. These four will be members of Governing Board without having any voting rights.

Section 3 — A vacancy in the Board of Directors or any office shall be filled by action of the remaining members of the Board.

Section 4 — A vacancy in the position of any Officer-Elect or Director-elect shall be filled by action of the remaining members of the Board of Directors-Elect.

Article II Board of Directors

The governing body of this club shall be the Board of Directors, consisting of ten Directors elected in accordance with article I, section 1, of these by-laws, the President, President-Elect, Senior Vice-President, two Vice-Presidents, Secretary, two Joint Secretaries, Treasure, Sergeant-Et-Arms, Editor Club Bulletin, Club Historian, Club Trainer, President-Elect and the Immediate Past President.

Article III Duties of Officers

Section 1 — 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 2 — President-Elect: It shall be the duty of the President-Elect to serve as a member of the Board of Directors of the club and to perform such other duties as may be prescribed by the President or the Board.

Section 3 —Senior Vice-President: It shall be the duty of the Senior Vice-President to preside at meetings of the club and Board in the absence of the President and to perform such other duties as ordinarily pertain to the office of Senior Vice-President.

Section 4----Vice President: It shall be the duty of the Vice Presidents to perform such other duties as may be prescribed by the President or the Board.

Section 5 —Secretary: It shall be the duty of the Secretary to keep the records of membership, record the attendance at meetings, send out notices/circulars of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to RI, including the Semi-Annual

Reports of membership, which shall be made to the South East Asia Office of Rotary International, as per the guidelines laid down by R.I. Each active member, who has been elected to membership in the club since the start of July or January Semi-Annual 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 meetings, which shall be made to the District Governor within first 5 days of the next month, collect and remit to RI subscriptions to Rotary News, and perform such other duties as usually pertain to the office of Secretary.

Section 6 —Treasurer: It shall be the duty of the Treasurer to have custody of all funds, keep accounts for the same and to prepare annual accounts of the club, get it duly audited and provide all information pertaining to the same at any other time upon demand by the Board and to perform such other duties as pertains to the office of Treasurer. Upon retirement from office, the Treasurer shall hand-over to the Incoming Treasurer or to the incoming President all funds, books of accounts or any other club property.

Section 7---Joint Secretary: It shall be the duty of the Joint Secretaries to perform such other duties as may be prescribed by the President or the Board.

Section 8 — *Sergeant-Et-Arms*: The duties of the Sergeant-Et-Arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the President or the Board.

Section 9---Editor Club Bulletin: The duties of Editor Club Bulletin is to take out Club Bulletins regularly as per the frequency prescribed or decided by the Board.

Article IV Meetings

Section 1 —Annual Election Meeting: An Annual Election Meeting of this club shall be held before 31st December of every year, at which the election of Officers and Directors to serve for the ensuing year shall take place.

Section 2 — The regular weekly meetings of this club shall be held on Every Thursday at 7.30 P.M. or any day and time fixed by the Board.

Board of Directors will fix a meeting day for a year. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club by President or Secretary. All members, except an Honorary Member (or member excused by the Board of Directors of this club), in good standing in this club, on the day of the regular meeting, must be counted as present or absent. Attendance must be evidenced by the members in the attendance register for members, which shall form record for the members being present for at least fifty (50) percent of the club's regular meetings, either at this club or at any other Rotary Club, or as otherwise provided in the standard Rotary Club Constitution.

Section 3 — One-fifth of Club's total membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 —Board Meeting will be held once in each Quarter. Special meeting of the Board shall be called by the President, whenever deemed necessary, or upon the request of at least five (5) members of the Board, out of which one should be an Officer, after serving of due notice to the members of the Board.

Section 5 —50% of the Board members shall constitute a quorum of the Board. It shall be compulsory for Board Members to attend club meetings and club assembly, unless prior information is sent

to the President seeking leave of absence due to unavoidable reasons. If any Board member remains absent continuously in two or more meetings, without prior information to the President, he/she shall be liable to be disqualified and any other active member of the club may be nominated by the Board in his/her place.

Article V Fees and Dues

Section 1 — The admission fee shall be a one-time payment of Rs. 4,000.00 or as may be decided by the board from time to time, to be paid by the applicant so as to qualify as a member.

Section 2 — The membership dues shall be Rs. 8,000.00 per annum or as decided by board. Members who pay their dues before 15th August will get discount of Rs. 1,000.00. Members who will not pay their dues by 30th September of the Rotary year in progress, will loose their voting right and right to contest election for any post. Members who do not pay their membership dues by 31st December of the Rotary year in progress, their membership will be automatically terminated after 31st December of the said Rotary year in progress. The termination may be revoked within six months by payment of all dues by the member, along with penalty as may be decided by the Board. Any member desirous of resigning from membership shall intimate his/her decision before commencement of the new Rotary year/tenure in writing. Else he/she shall be liable to pay the dues till the time of submission of his/her resignation.

Article VI Method of Voting

The business of this club shall be transacted by *viva voce* vote except the election of Officers and Directors, which shall be by ballot only.

Article VII Committees

Section 1 —

(a) The President shall, subject to the approval of the Board, appoint the following Standing Committees:

Club Administration Committee;

Club Membership Committee;

Service Project/Community Service Committee;

Rotary Foundation Committee;

Public Relations Committee;

New Generation Committee;

Leadership Committee

(b) Chairman of the Committees formed shall be named by the President among members of the club.

(c) The President shall be *an Ex-officio* member of all Committees and, as such, shall have all the privileges of membership thereon.

(d) Each Committee shall transact such business as is delegated to it in the by-laws 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.

(e) The President may appoint one or more committees 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 Committees. Wherever feasible and practicable in the appointment of such committees, there shall be a provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Section 2 — *Club Administration Committee.*

(a) The Director of the Club Administration Committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.

(b) The Club Administration Committee shall consist of the Chairman of the Club Service Committee and the Chairmen 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 phases of club service:

Attendance Committee

Club Bulletin Committee

Fellowship Committee

Greetings Committee

Communication Committee

Program/Special Events Committee

Ethics Committee

Board shall appoint one member each year to the following committees:

Classifications Committee

Rotary Information Committee

(d) The President shall appoint the President-Elect or Vice-President to oversee and coordinate the work of the Classifications, Membership, Membership Development and Rotary Information Committees.

(e) Wherever feasible and practicable in the appointment of Club Committees, there should be provision for continuity of membership, either by appointing one or more members for a second term 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, with 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 and**
- * One member for a term of three (3) years.**

Section 3: Community Service/Project

(a) The Chairperson of the Community Service Committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.

(b) The Community Service Committee shall consist of the Chairman of the Community Service Committee and the Chairmen of all Committees appointed on particular phases of community service.

(c) The President shall, subject to the approval of the Board, appoint the following Committees on particular phases of Community Service:

Community Development Committee

Environmental Protection Committee

Partners-In-Service Committee

International Service

Vocational Service

Blood Donation

Rotary Volunteers

Article VIII Duties of Committees

Section 1— *Club Administration 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 matters relating to club service. The Chairman of the Club Service Committee shall be responsible for regular meetings of the Committee and shall report to the Board on all club service activities. The committee will be responsible for all the tie-ups and soft material received by the club.

(a) *Attendance Committee*. This Committee shall devise means for encouraging attendance at all Rotary meetings — including attendance at District Conference, Inter-City Meets, Regional Conferences and International Conventions, by all club members. This Committee shall especially encourage attendance at regular meetings of the club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance and ascertain & remove the conditions that contribute to unsatisfactory attendance.

(b) *Classifications 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 classifications, 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 meetings, highlight previous meetings, promote fellowship, contribute to the Rotary education of all members, and

report news of the club, of its members and of the world-wide Rotary programs.

(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) *Club 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.

(f) *Program Committee.* This Committee shall prepare and arrange the programs for regular and special meetings of the club.

(g) *Public Relations 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.

(h) *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 relationships and in improving the general standards of

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 phases of vocational service.

Section 3 — *Community 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 community relationships. 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 committees that may be appointed on particular phases of community service.

(b) *Community Development Committee.* This Committee shall devise and carry into effect plans which will guide and assist the members 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 effect plans, which will guide and assist the members 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 effect plans, which will guide and assist the members of this club in building relationships with other Rotary-sponsored organizations within the community and in cooperating with them in service.

(e)— *International 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 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 committees that may be appointed on particular phases of international service.

Article IX Leave of Absence

Upon written application to the Board, setting forth good and sufficient cause, leave of Absence may be granted excusing a member from attending the meetings of the club for a Specified length of time.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of article VIII, section 2(b) of the standard Rotary Club Constitution is not computed in the attendance record of the club.)

Article X Finances

Section 1 — The Treasurer shall deposit all funds of the club in some bank to be named by the Board. The Treasurer shall be required to maintain a fixed Asset Register.

Section 2 — All bills will, preferably, be paid by cheques signed by the Treasurer upon vouchers signed by any two out of three signatories, i.e., President, Secretary and Treasurer. A thorough annual audit of Income & Expenditure/Receipts & Payments Account of the club by a Chartered Accountant, who is not a member of Club, shall be made once each year for the accounting period ending on 30th June of each Rotary year of club's financial transactions/affairs.

Section 3 — The fiscal year of this club shall extend from July 1st to June 30th and for the collection of members' dues shall be as per guide lines in Article 5.

Section 5 — At the beginning of each fiscal year, the Board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which having been agreed to by the Board, shall stand as the limit of expenditures for the respective purposes, unless otherwise ordered by action of the Board.

Article XI Method of Inducting Members

Section 1 — The name of a prospective member, proposed by an active member of the club, shall be submitted to the President in writing, on prescribed Application form. A transferring or former member of another club may be proposed to active membership by the former club.

Section 2 — The President shall ensure that the proposal meets all the classification and membership requirements of the club constitution.

Section 3 — The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club Secretary, of its decision.

Section 4 — If the decision of the Board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the Membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5 — If no written objection to the proposal, stating reasons, is received by the Board from any member (other than

honorary) of the club within 30 days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these by laws, shall be considered to be elected to membership.

If any such objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved, despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 — Following the election, the President shall arrange for the induction of the new member; the Club Secretary shall issue a membership card and shall report the new member to RI; and the Rotary Information Committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

Section 7- The spouse of an active Rotarian can become active member of club by paying annual fee of Rs. 3,000.00 per annum..

Article XII Resolutions

No resolution or motion to commit this club on any matter shall be considered by the club until it has been resolved by the Board. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussion.

Article XIII Order of Business

Meeting called to order;

Introduction of visiting Rotarians;

Correspondence and announcements;

Committee reports, if any;

Any unfinished business;

Any new business;

Address or other program features;

Adjournment.

Article XIV Amendments

These by-laws may be amended at any regular meeting, a quorum being present, by a majority vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendments or additions to these by-laws can be made which are not in harmony with the constitution and by-laws of Rotary International. 40% of membership will constitute the quorum of the said meeting. If due to some reason quorum is not present, then meeting will be reconvened after one week at the same place and time. No quorum will be required in that reconvened meeting.