



BYLAWS FOR ROTARY CLUB OF PUNE VIBRANT EAST

(Zone: III, RID: 3131, Club Id: 89688)

ARTICLE 1 : DEFINITIONS

1. Board: The Board of Directors of this Club.
2. Director: A Member of this clubs Board of Directors.
3. Member: A Member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve month period that begins on 1st July.

ARTICLE 2 : BOARD OF DIRECTORS

The Governing Body of this club shall be the Board of Directors consisting of 9 (Nine) members of the club, elected in accordance with Article 3 Sec. (a) of this Bylaws.

- 1) President: Officer of the Club
- 2) Secretary: Officer of the Club (Also President Elect for this year)
- 3) Treasurer: Officer of the Club
- 4) Director: Club Administration
- 5) Director: Rotary Foundation
- 6) Director: Membership
- 7) Director: Service Projects
- 8) Director: Youth Service
- 9) Director: Public Relations & Rotary Image

ARTICLE 3 : ELECTION OF DIRECTORS AND OFFICERS

- a) At a regular meeting, at least 4 (four) weeks prior to the Annual General Meeting, the club shall elect 6 (six) members for the nomination committee. The 6 (six) elected members together with the President Elect of the current year shall constitute the nomination committee. This nominating committee shall recommend the names of Secretary, Treasurer, and six members of the Board of Directors for the incoming year and the name of President Elect for the year immediately following the incoming year.
- b) The election of the nomination committee shall be by secret ballot and shall take place at the regular business meeting of the club, the date of which shall be decided by the Board of Directors. A notice of this meeting shall be given to the members at least 7 (seven) days in advance. Members having been Rotarians of this club for full 3 (Three) years are eligible to become the members of this nomination committee



provided they have served for a full term either as a Director of Board, Chairman of an official Committee of the club or as a chairman of the official Project of the Club.

- c) No member is eligible to be on nomination committee for more than two consecutive terms.
- d) A member not willing to serve on the nomination committee shall so inform the President 3 (three) days in advance of the meeting at which the nominating committee shall be elected. The first 6 (six) members securing the maximum number of the votes in the ballot shall be declared elected members of the nominating committee and members securing maximum votes shall be the convener of the committee. If more than 1 (one) members receive equal number of votes for the last place/places, then such last place/places shall be selected by the draw amongst them.
- e) The nominating committee shall meet within 7 Days (Seven) from its election and recommend names of officers and directors referred to in Article 2.
- f) The nominating committee shall obtain written consent from all the members recommended by it, to serve as directors and office bearers and convey the same to the President of the Club immediately. The recommendations of the nominating committee shall be announced at a regular meeting at least 3 (three) meetings prior to the Annual General Meeting (AGM) and thereafter recommendations of the nomination committee shall be conveyed to all the members in writing.
- g) It shall be open to the members to propose any other name/names for any of the officer/Director, irrespective of the names proposed by the nominating committee. The proposals shall be in writing duly seconded by another member with written consent of the proposed member. Such proposals should be given on or before the regular meeting held at least 2 (two) meetings prior to the Annual Meeting. On receiving such proposal or proposals in addition to recommendations of the nominating committee, the same shall be conveyed to all the members in writing. The notice of the same shall be given to all the members at least 7 (seven) days prior to the Annual Meeting and the election shall be by secret ballot and the member/s receiving highest number of votes shall be declared elected.
- h) The candidate for president elected in such balloting shall serve as a director for the 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 that year.
- i) When no other proposals are received other than the recommendations of the nominating Committee, the members recommended by the Nominating Committee shall be declared to have been duly elected at the Annual General Meeting.



- j) The Officers and Directors, so elected, together with the immediate past president shall constitute the board. Within one week after their election, the elected directors shall meet and elect some member of the club to act as Sergeant-at-arms.
- k) A vacancy in the board or any Officer / Director shall be filled by action of the remaining Directors.
- l) A vacancy in the position of any Officer-Elect/ Director shall be filled by action of the remaining Directors-elect.

ARTICLE 4 : DUTIES OF OFFICERS

- a) **President:** It shall be the duty of the President to preside at all meetings of the club and the board and to perform other duties as ordinarily pertaining to the office of president.
- b) **Immediate Past President:** It shall be the duty of the Immediate Past President to serve as a Director and to perform such other duties as may be prescribed by the President or the board.
- c) **President-Elect:** It shall be the duty of the President Elect to serve as a Director and to perform such other duties as may be prescribed by the President or the board.
- d) **Secretary:** It shall be the duty of the Secretary to keep
 - 1) Membership records,
 - 2) Record attendance at meetings,
 - 3) Send out notices of club, board, and committee meetings,
 - 4) Record and preserve the minutes of such meetings,
 - 5) Report as required to RI, including the reports of membership on 1st July and 1st January of each year,
 - 6) Report to each active member who has been elected to membership in the club since the start of the July or January reporting period,
 - 7) Report changes in membership,
 - 8) Provide the monthly attendance report, which shall be mailed to the District Governor within 15 (fifteen) days of the last meeting of the month,
 - 9) Collect and remit RI and District Dues and official magazine subscriptions and
 - 10) Perform other duties as usually pertain to the office of secretary.

The Secretary shall send the Annual Fees Statement for incoming Rotary year (as per Article 6, section b) on 1st June.

Member/s not willing to continue his / her membership in club in the incoming year shall notify in writing, before 31st May and 30th Nov.



Except member/s who have notified as above, all other members shall be presumed to have consented to continue their respective membership in the club and must pay their applicable dues as per the Invoice before 15th June and 15th Dec respectively.

Members who have not paid applicable dues by above mentioned dates will deemed to be terminated from the club membership.

- e) **Treasurer:** It shall be the duty of the Treasurer - to have the custody of all funds and account for it to the club annually and at any other time, upon demand by the board, and to perform other duties as pertains to the office of Treasurer.

Upon retirement from office, the treasure shall immediately handover to the incoming Treasurer or to the President, all funds, books of accounts, or any other club property. Also it is mandatory for the Treasurer, to present the Financial statements of the Club in a format, approved by the General Body of the Club at the end of his/her tenure.

All financial/ statutory records would be kept at one central place during the weekly meetings (in cupboard under lock & key, if available) or a suitable place as per convenience of the President.

ARTICLE 5 : MEETINGS

a) **Annual General Meeting:**

The Annual General Meeting (AGM) of the club shall be held on the last regular meeting day in the month of December each year, at which time the election of Officers and Directors to serve for the ensuing year shall take place.

The Notice of this meeting shall be sent to all club members, along with the Agenda for AGM at-least 7 (Seven) days prior, through a letter/email. Minutes of the AGM of the Club meeting, shall be maintained in the register of minutes of the Board meeting and will be approved in the next AGM.

b) **Weekly Meeting:**

The regular weekly meetings of this club shall be held on every Friday at 08:00 PM for fellowship and thereafter at 8.30 pm for the business at the meeting place designated by the Club.

In view of the prevailing pandemic situation, owing to no possibilities of conducting physical meetings and service projects, it was proposed and decided during the Budget Assembly meeting held on 19th July 2020, that the meetings until September would be **conducted through Online Zoom platform**. Thereafter, depending upon



the prevailing situation, it would be subsequently decided, as to when the physical meetings could be initiated.

Due notice of any changes in or cancellation of the regular meeting shall be given to all members of the club in writing. All members excepting and honorary member or members excluded by the Board of Directors of this club (pursuant to Article 9, of the standard Rotary Club constitution) in good standing in the club on the day of the regular meeting must be counted as present or absent and attendance must be evidenced by the member's being present for at least 60 (sixty) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9.

c) Board Meeting:

Board of Director Meetings shall be held in last week of each month. Special meetings of the Board shall be called for by the President, whenever deemed necessary, or upon the request of 2 (two) members of the Board, subject to due notice having been given. Such a notice period should be at least 7 (seven days) in advance. In exceptional cases, wherein certain important decisions are pending before the board, immediate meeting may be called or electronic media voting mechanism may be used by way of messaging services like WhatsApp confirmation or by email, the board members to post their decision.

d) Quorum for Meetings:

1/3 (One-third) of the membership shall be the quorum required for AGM and also for Regular weekly meeting, wherein any club business is to be transacted. Meeting adjourned for want of Quorum shall be held after 15 minutes for which no quorum is required. The adjourned meeting shall be confined to the business already.

A majority of the Board members present shall constitute a quorum of the board. In the absence of Quorum at any regular meeting of the board other than special meeting for which due notice has been given to the members of the board, the meeting will be held after 30 (thirty) minutes at the same place, to which no quorum will be required. For special meeting of the Board, if there is no quorum, such meeting shall be postponed to such time and place as may be decided by the Board and such adjourned meeting will be valid even if there is no quorum.

ARTICLE 6 : FEES AND DUES

a) Donation:

- 1) The donation of Rs. 1,000.00 (Rs. One Thousand only) payable by any new member, at the time of joining is **discontinued effective RY 20-21.**



- 2) Donation to "ROTARY FOUNDATION INDIA" for USD 30 (or Rs. 2,500.00, Rs. Two Thousand Five Hundred only), towards EREY (Every Rotary Every Year) is payable by each member of the club, annually.

b) Annual Fees:

The annual membership dues shall be Rs. 20,000/- (Rs. Twenty Thousand only). The amount is inclusive of

- a) RI Dues payable as per the foreign exchange rate as declared by RI
- b) District Dues, as will be levied from time to time.

The above dues shall be payable one time and one month prior to the start of the new Rotary year, viz. 1st July. The RI dues shall include per capita dues plus subscription to Rotary's approved magazines (The Rotarian or Regional Magazine, Rotary News or Rotary Samachar) as opted by each member.

New members joining the club will have to pay membership, calculated upon a pro-rata basis. Total fees paid by member would be inclusive of membership dues (including RI and District dues) and club joining fees, as applicable at the time of joining.

All payments would be preferably made by Cheque/DD or through Online Banking facility, in favor of ROTARY CLUB OF PUNE VIBRANT EAST.

ARTICLE 7 : METHOD OF VOTING

The business of the club shall be transacted by via voice vote except for the election of Officers and Directors, which shall be by secret ballot. The board may determine that a specific resolution be considered by ballot rather than by via voice vote. (Via voice as defined as when voting is conducted by vocal assent)

ARTICLE 8 : FIVE AVENUES OF SERVICE

The 5 (five) Avenues of Service in Rotary would be the philosophical and practice framework of the activities in the Rotary club. They would include Club Service, Vocational Service, Community Service, International Service and Youth Service. The club will be active in each of the 5 (five) Avenues of Service.

ARTICLE 9 : COMMITTEES

Club Committees are charged with carrying out the annual and long-term goals of the club based on 5 (five) Avenues of Service of Rotary. The President, Immediate Past President and President-Elect, should work together to ensure continuity of leadership



and succession planning. Wherever feasible, committee members should be appointed in the same committee for 3 (three) years to ensure continuity and consistency.

The President-Elect is responsible for appointing committee members, to fill vacancies, appointing committee chairs, and conducting planning meetings, prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee.

Standing committees should be appointed as follows.

- ❖ **Membership:** This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- ❖ **Club Public Image:** This committee should develop and implement plans to improve club image, provide the public with information about Rotary and to promote the club's service projects/activities and enhance Public Image of Rotary and the Club.
- ❖ **Club Administration:** - This committee should conduct activities associated with the effective administration of the club.
- ❖ **Service Projects:** - This committee develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in the other countries.
- ❖ **The Rotary Foundation:** - This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- ❖ **Additional ad hoc committees may be appointed as needed.**
 - a) The President shall be ex-officio member of all committees and shall have all the privileges of membership thereon.
 - b) Each committee shall transact its business as is delegated to it by these bylaws and such additional business as may be referred to it to by the President or the board.
 - c) Except where special authority is given by the board, such committee shall not take action until a report has been made and approved by the board.
 - d) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and co-ordinate the work of the committee, and shall report to the board on all committee and shall report to the board on all committee activities.

Note – The above committee structure is in harmony with both District Leadership Plan & Club Leadership Plan. The Club has discretion to create any additional committee that are required to effectively meet its Service and Fellowship needs.



ARTICLE 10 : DUTIES OF COMMITTEES

The duties of all committees shall be established and reviewed by the President for his year. While declaring the duties of each committee, the President shall refer appropriate RI material.

The Service projects committee will consider the Avenues of Vocational Service, Community Service, International Service and Youth Service while developing plans for the year.

Each committee shall have a specific mandate, clearly defining the goals and action plan at beginning of the each year, for implementation during the course of the year. It shall be the primary responsibility of the President to provide necessary leadership to preface a recommendation for the club committee's mandates & plans for presentation to the board before commencement of the year.

ARTICLE 11 : LEAVE OF ABSENCE

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted in excusing a member from attending the meetings of the club for a specified length for not more than 12 (Twelve) months. However if the leave is for medical reason that extends for more than 12 months such leave may be renewed by the board for a period of time beyond the original 12 months.

Such leave for medical purpose shall not be counted as an absence for the purpose of attendance records of the club.

Note – Such leave of absence does operate to prevent 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 the absence authorized under the provision of the standard Rotary Constitution is not computed in the attendances record of the club.

ARTICLE 12 : FINANCES

- a) Prior to beginning of each fiscal year, the board shall prepare a budget of estimated Income and Expenditure statement for the year. This will stand as the limit of expenditure for the purpose mentioned therein, unless amended, otherwise by the action of board. Copy of such budget, as updated or amended by General Body shall be circulated to all members of this club.



The Budget shall be split in two parts - one in respect of the Club administration and other in respect of Charitable / Service Projects.

- b) The Certified Club Report (club invoice) to be circulated to the club members in hard copy format (or softcopy by email).
- c) In respect of earlier BoD Meetings held in RY 2019-20 it was proposed and unanimously decided that a new Bank account would be opened to enable online transacting. Accordingly, new Bank account with Kotak Mahindra Bank Ltd., at Fursungi Branch was started before 1st July 2020, so as to enable club members to make online transfer of their membership dues etc.
- d) In accordance with the minutes of Budget Assembly held on 19th July 2020, the balance fund lying in the earlier bank account would be transferred to the new account by the previous authorized signatories, since only one club account would be maintained from RY 20-21.
- e) Furthermore, the Treasurer shall deposit all club funds in a single bank, named by the board and the authority of operations will remain with the President, Secretary and Treasurer.
- f) All bills shall be paid by the treasurer or other authorized officer only when approved by two other Officers or Directors. All invoices/bills above Rs. 1000/- (Rs. One Thousand only) shall be paid by cheques/on-line transfers only, signed by the Treasurer and either of President or Secretary (depending upon vouchers signed by any two officers).
- g) During the Budget assembly, it is also approved that President can make expenses of upto Rs. 5,000.00 per month, for meeting out clubs expenses for meetings and other sundry expenses, without requiring the prior approval of BoD.
- h) A thorough audit by accredited Chartered Accountant shall be done once in each year for all the clubs financial transactions. A copy of this full report shall be circulated to every member at-least 15 days in advance, before the same are presented for an approval for General Body not later than 31st Aug in ensuring year, by the outgoing years President & Treasure. Minutes of the weekly business meeting of the club wherein such accounts as approved will be maintained in the register of minutes of the board meeting for record purposes.
- i) Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond would be borne by the club.



- j) The fiscal year of this club shall extend from 1st July till 30th June, and for the collection of member's dues shall be divided into 2 (two) semiannual periods extending from 1st July to 31st December and from 1st January to 30th June. The payment of per capita dues and RI official magazine subscription shall be made on 1st July and 1st January of each year on the basis of the membership of the club on those dates or for new Members, as applicable when they are inducted into the membership of the club.

ARTICLE 13 : METHOD OF ELECTING MEMBERS

- a) The name of a prospective member, as proposed by an active member of the club, shall be submitted to the board in writing, through the club Secretary. A transferring or former member of another club may be proposed for active membership but a No Dues certificate from the previous club is needed. If former club does not provide the same within 30 days, it will be assumed that no dues are balance in the earlier club. The proposal shall be kept confidential except as otherwise provided in this procedure.
- b) The board shall ensure that the proposal meets all the classification and membership requirements of the Standard Rotary Club Constitution, by referring the proposal to the respective committees.
- c) The board shall approve or disapprove the proposal within 30 (Thirty) days of its submission and shall notify the proposer, through the club Secretary, of its decision.
- d) If the decision of the board is favorable, the prospective member shall be informed of the "Purpose 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.
- e) If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club, within 7 (seven) days following publication of information about the prospective member, that person, upon payment of the admission fee and other dues as applicable and prescribed in these bylaws shall be considered to be elected to the clubs membership. However, if any such objection is filed with the board, it shall vote on this matter in 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.
- f) Following the election, the president shall arrange for the new member's induction, Membership card, and New Member Rotary literature. In addition, the President or Secretary will report the new member information to RI and the President will assign



a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

- g) The club may elect, in accordance with the standard Rotary Club Constitution, Honorary members. Similar steps as for regular membership shall be followed expect that no fees are payable by the Honorary members.
- h) **Good Cause** - The Board may terminate the membership of any member, who ceases to have the qualifications for membership in the club or for any good cause by a vote of not less than two-thirds of the Board members, at the meeting call for the purpose. The guiding principles for these meetings shall be in accordance with Four Way Test and the High Ethical Standards that one should hold as Rotary Club member. In such case, the member shall be given at least 10 (Ten) days written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the Board to state the member's case. Notice shall be sent by personal delivery or by registered letter to the members last known address.

ARTICLE 14 : 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 15 : ORDER OF BUSINESS

- ❖ Meeting called to order
- ❖ Introduction of visitors.
- ❖ Correspondence, Announcement and Rotary information.
- ❖ Committee reports if any.
- ❖ Any unfinished business.
- ❖ Any new business.
- ❖ Address or other program features.
- ❖ Adjournment.

ARTICLE 16 : AMENDMENTS

These bylaws may be amended at any regular meeting, a quorum being present and voted by at-least a two-thirds vote of all members present, provided that notice of such proposed amendment/s shall have been mailed to each member at least 10 (ten) days before such meeting.



No amendment or addition to these bylaws can be made which is not in harmony with the Standard Rotary Club Constitution and with the constitution and bylaws of RI.

Important Notes

1. Any amendment to these By Laws by the action of Council of Legislation and / or RI Director Board will be automatically implemented in these Bylaws. It will be the responsibility of the President of the concerned year to get the same regularized in these Bylaws.
 2. Mention of masculine gender also includes feminine gender.
 3. These bylaws were approved in the Club Budget Assembly, of the club held on 19th July 2020 to be effective 30th June 2021.
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