

## **By laws of the Rotary Club of Thane Creekside**

### **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 twelve-month period that begins on 1st July.
7. President Elect: Person elected to be President in coming Rotary Year (starting July)
8. President Nominee: Person elected to be President to succeed the President Elect (starting July)
9. Club Assembly: A closed-door meeting of all members of the club to discuss and approve important club issues, no guests are allowed during club assembly.

### **Article 2: Board of Directors**

Board of Directors are the governing body of this club, consisting of, at a minimum, the President, Immediate Past President, President-Elect, Secretary, and Treasurer. However, each year the Club President may decide on the number of board members.

Current Board membership plan is:

- Club have Minimum of 5 and maximum of 17 Board Members. This includes the President, President-Elect, Secretary, Treasurer, Sergeant at Arms, Immediate Past President and the Directors in accordance with Article 3, section 2 of the bylaws
- All Board Members have equal rights.

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

**Section1** – The President would call for the nomination for the President Nominee in first week of October. The call should be circulated through club meeting, WhatsApp and email. Only those Rotarians who have served in our club for not less than 12 months shall be eligible for nomination. Nomination will be open for three weeks and is to be filed as written expression of interest to the President (Email or a Letter are only acceptable means). President may devise suitable form, for the nomination, containing the details and the signature of the aspirant.

If no nomination is received by the president then the President, President Elect and the forum of Past Presidents will make a panel of suitable candidates, and would work towards taking a consent from one of them to be the President Nominee

The secretary shall give written notice (either by way of notice in print or by e-mail) announcing the selection of President Nominee, no later than end – October. From then till Mid-November this selection can be challenged (only by one of the candidates who had submitted written nomination intent in October). If done so, this will then call for an election.

If there is a requirement of an election, President would announce the name of the Presiding officer in the first Club Assembly or maximum by the month of November to conduct poll. Election shall be open to all those who had filled their nomination as per the time frame mentioned in bye-laws / announced by the Election officer / Secretary, on their re-confirmation, those names would be put into ballot and the President Nominee will be decided based on the maximum votes basis. No new names would be considered for the poll. Club Members with minimum three months of membership tenure and those with all dues cleared are only allowed to vote. This list shall be prepared by the Presiding Officer, Secretary and Treasurer

Decisions by the Presiding Officer shall be final.

The candidate elected shall be the President Nominee and 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. The President Nominee shall automatically become President Elect in the coming year, when the current President Elect becomes President.

Along with President Nominee, nomination for Vice President, Secretary, Treasurer and Other Director and Club Committee Chair (as defined in Article 8)

## **Section 2 –**

The President Elect, along with the office bearers, would then finalize the list of Nominated Directors for the vacant positions (if any) for which no nomination has been received for the board during their tenure. This list of board members to be formally announced to the club members by 31st December. It is also recommended that by 31st Dec, the President Elect shall nominate at-least a member on each of the 5 club committees, (as defined in Article 8). This member shall join the committees immediately on nomination. The member shall chair the committee during the second year of the term and shall again be member of the committee in the immediate following year. This would ensure committee being served on rotation basis, while giving continuity for projects.

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

**Section 5** – Terms of office for each role are as follows:

President – One Year,

Vice President — One Year, or end of Year whichever is earlier.

Director — One Year, or end of Year whichever is earlier.

Treasurer — One Year, or end of Year whichever is earlier.

Secretary — One Year, or end of Year whichever is earlier.

Sergeant-at-arms — One Year, or end of Year whichever is earlier

**Section 6** – In case President, President Elect or President Nominee do not wish to continue in their posts, present Board shall have the powers to select their replacement as long as the majority of board members agree to the decision.

**Article 4: Duties of Officers**

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 on the Club Board.

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, be responsible for furthering the cause of committee and responsibilities assigned.

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

Section 7 — Treasurer: The treasurer shall oversee all funds and provide annual accounting of these funds.

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

**Article 5: Meetings**

**Section 1** - An Annual Meeting of this club is held no later than 31 December to formally announce the officers and directors who shall serve for the next Rotary year.

**Section 2** - The regular fortnightly meetings of this club shall be held on Sunday at 10:00 AM at Sunrays CHS, Conference Room, Rodas, Hiranandani Estate, Thane (w) or on any other day within Thane City as decided by the Core Team/ President. In the event of any pandemic / endemic resulting in restrictions by Government Bodies for having gatherings/meetings the club will have online meetings until such restrictions are revoked. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members, except an honorary member, (or member excused pursuant to article 10, sections 3 and 4 of the standard Rotary club constitution) and in good standing in this club on the day of the regular meeting, must be counted as present or absent. Alternatively, they can be present at any other Rotary club, or as otherwise provided in the standard Rotary club constitution Article 10. In addition, attendance can be made up if a Rotarian participates in club projects or other events and activities for at least 12 hours in each half of the year will get full attendance credit for that half of the year. Such Rotarian to inform Club Secretary of any alternate attendance, no later than 15 days from the date of attendance.

Board can give leave of absences to Rotarian, who is unable to attend regular club meetings due to temporary relocation out of town or other personal commitment. The board can grant such leave of absence for a period of one year, which can be extended for another year. Such Rotarians shall be allowed to get a discount and pay only for statutory fees covering mandatory fees to meet expenses of RI dues, District dues, Magazine dues. Each year a written request to the board, via the President, is to be made before 15th July by the so-inclined member. This leave of absence shall enable the member to avail of continuity of his membership.

**Section 3** - One-third of the membership shall constitute a quorum at the annual, regular and club assembly meetings of this club. However, if the quorum is not present, the chair could wait for 10 minutes and convene the meeting with available members.

**Section 4** - Regular board meetings shall be held in last week of each month. Special meetings of the board may be called with notice of at least 3 days by the President or by request of at-least two board members. For the meetings of the board, quorum will be the majority of the board. However, if the quorum is not present, the chair could wait for 10 minutes or more and convene the meeting with available members subject to the members present being 1/3rd of the present board strength.

**Section 5** – Due notice of changes or cancellation of regular meetings shall be given to all members of the club. Cancellation of meeting could be done only with approval of simple majority of the board. Approval can be obtained through physical meeting or electronic medium. It is expected that the club shall conduct at least 2 meetings in a month.

## **Article 6: Fees and Dues**

**Section 1** - The membership dues shall be Rs.24,000/- per annum, which will be due on the first day of July. Members are allowed to pay the fees on Half yearly basis.

Section 1 (a): If a spouse of the Current Rotary Active Member wants to join then an Special offer of 50% of the regular fees to be charged.

Section 1 (b): If any Rotractor wants to join the Club then a special fees of INR 12000/- per annum will be charged for first 2 rotary years from the date of joining. After which they will have to pay regular fees.

Section 1 (c): If any family member of the Current Active Member of the Club wants to join the Club then they will have to pay 75% of the Regular Fees of the Club. Family Members would be Mother, Father, Children's, Brother & Sister in Blood relation.

For all new members joining our Rotary club; a one-time joining fees of Rs. 2,000/- be levied over and above their membership dues. Membership Dues will be applicable on pro rata basis from the month of joining on the expense heads as applicable. All fees shall be collected in advance. If there are any special member to be inducted in Club under DEI avenue then for the same special fee or waiver of fees to be presented to Board and approval to be taken.

Board can give leave of absences to Rotarian, who is unable to attend regular club meetings due to temporary relocation out of town or other personal commitment. The board can grant such leave of



absence for a period of one year, which can be extended for another year. Such Rotarians shall be allowed to get a discount and pay only for statutory fees covering mandatory fees to meet expenses of RI dues, District dues, Magazine dues. Each year a written request to the board, via the President, is to be made before 15th July by the so-inclined member. This leave of absence shall enable the member to avail of continuity of his membership.

### **Article 7: Method of Voting**

The business of this club shall be transacted by viva voice\* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by viva voice vote. (Note: Viva voice vote is defined as when club voting is conducted by vocal assent.)

### **Article 8: Club Committees**

Club committees are charged with carrying out the annual and long-range goals of the club. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. Whenever feasible, committee members should be appointed to the same committee for two and half years (past, present and future) to ensure consistency. It is recommended that the chair have previous experience as a member of the committee.

**Section 1** – RCTCS shall have the following committee's at the minimum:

- Club Administration
- Membership
- Public Relations
- Rotary Foundation
- Service Projects

**Section 2** – Additional committees may be appointed as needed.

**Section 3** – The president shall be ex officio a member of all committees.

**Section 4** – Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The president or the Board shall refer additional business to a specific committee as needed.

**Section 5** – 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.

### **Article 9: Club Leadership Plan**

The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club. Club leaders should implement the Club Leadership Plan in consultation with district leaders as described by the District Leadership Plan. The Club Leadership Plan should be reviewed annually. To implement a Club Leadership Plan, current, incoming and past club leaders should:

- a) Develop a long-range plan that addresses the elements of an effective club
- b) Set annual goals and enter these in Rotary Club Central
- c) Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary
- d) Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees
- e) Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders
- f) Amend by laws to reflect the club committee structure and roles and responsibilities of club leaders
- g) Provide opportunities to increase fellowship among members of the club
- h) Ensure that every member is active in a club project or function
- i) Develop and implement a comprehensive training plan.

#### **Article 9: 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.

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 10: Method of Electing Members**

**Section 1** — A member may propose a candidate's name to the Board. A transferring or former member of another club may also be proposed ~~by the former club~~. The proposal is kept confidential unless the Board instructs otherwise. The proposal can be done via electronic media of email and or WhatsApp and should include the candidate's CV/ Application Form and a note from the proposer on why this candidate is suitable for our Rotary Club.

**Section 2** — The Board shall approve or reject the candidate's membership within 30 days of receipt of Membership application and notifies the proposing member of its decision. Approval of a candidate could also be done via simple majority of approves over rejects even when done over electronic media of email and/or WhatsApp.

**Section 4** — If the decision of the Board is favorable, the prospective member is invited to join the club, educated about Rotary and membership requirements, and to allow his or her name and proposed classification to be conveyed to the club.

**Section 5** — The club may elect honorary members proposed by the Board. Number of such honorary members shall be limited to not more than 5% of membership strength as on beginning of current rotary year. Honorary members selection shall need majority approval from the board members.

**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 21 days before the meeting that a quorum be present for the vote, and that 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.

Certified by Club Secretary  
Name: **Rtn. Kalyan Rao**  
Date:

Adopted by Club President  
Name: **Rtn. Vibhavari Mani**  
Date:

