



ROTARY
CLUB OF MUMBAI
WESTERN ELITE



By-laws of the Rotary Club of Mumbai Western Elite (Version 8.01)

Approved by Board on 5th August 2022

Adopted by members on 21st August 2022



By-laws of the Rotary Club of Mumbai Western Elite (Version 8.01)

Article 1 - Definition

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: One-third of the club membership; a majority of directors for the Board. However, in case, the quorum as specified is not there than the meeting shall be adjourned for a period of thirty minutes for club meeting and fifteen minutes for board meeting, and shall be reconvened thereafter and the members / directors present shall be considered to have constituted the quorum.
5. RI: Rotary International.
6. Year: The twelve month period that begins on 1st July.

Article 2 - Board

The governing body of the club shall be the Board consisting of minimum nine (9) members of the club namely President, Immediate Past President, President-Elect, President-Nominee, Secretary, Treasurer, Sergeant-at-Arms and two Vice Presidents (together called as the 'Office Bearers'). At the discretion of the board, up to twenty (20) directors can be additionally elected in accordance with Article 3, Section 1 of these by-laws. However, the governing body of the club reserves the right to review and amend the number of directors at any time.

In addition to the governing body, the President, at his / her discretion, may also form an advisory panel of members.

Article 3 - Elections and Terms of Office

Section 1 - At an Annual General Meeting in the month of December, the Office Bearers and directors are nominated / elected for the board for the coming year. A Nomination Committee shall be appointed which shall call for nominations in writing by email from the members at least one month in advance of the date of AGM. The nomination committee shall be consisting of Immediate Past President, President, President-Elect and two members as appointed by the President-Elect. The interested members must send their intention to the nomination committee at least ten (10) days prior to the date of AGM. The nomination committee shall propose for selection / election of the office bearers and directors during AGM or members meeting. The President-Elect may, at its discretion, select the directors on the board within the limits as defined if the nominations are not received for the same.

For the selection / election of the President-Nominee-Designate (PND), the nomination committee will hand over the applications to seven member Scrutiny Committee comprising of President, President-Elect, President-Nominee, Immediate Past President and last three past



presidents. The scrutiny committee will check eligibility of the candidate and propose for selection / election of PND during AGM or members meeting. PND shall assume office as President-Nominee on 1st July i.e. two years before start of his / her presidential tenure.

A nomination committee, or any member from the floor, or both, may present the nominations.

Ex-officio members of the Nomination and Scrutiny committees have to be members of the club at relevant time. Any vacancy, if created due to any reason, remaining members of the committee will appoint a replacement.

Section 2 – In case of elections, the candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 – Before considering the nomination, the nomination committee shall confirm from the President that no dues / commitments are pending against the candidate.

Section 4 - If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.

Section 5 - If any officer-elect or director-elect vacates his or her position, the remaining members of the board-elect will appoint a replacement.

Section 6 - Term of office for each role shall be for one year starting 1st July.

Section 7 - The candidate should fulfill the below criteria's for application for the post of President-Nominee-Designate:

- (i) He/ she should have been part of board of directors for at least three years.
- (ii) He/ she should have served as an office bearer of the board in the past.

Section 8 – PND or any Officer-Elect, if not member of the governing body at the time of their selection / election, shall be invited to attend board meetings till the date they assume office as President Nominee or respective office bearer post.

Section 9 - The directors (not office bearers) shall be eligible to be on the board for a maximum continuous period of four (4) years; after which a minimum break of three (3) years shall be considered before the same person is nominated or elected for the post of director on the board. However, the nomination committee, at the request of President-Elect, can consider retaining maximum five retiring members on the board.



Section 10 – Keeping up with the spirit of Rotary, candidates are not expected to do any sort of campaigning. Any campaigning with the intention to form a cartel may result into rejection of candidate’s application. Such candidate shall not be eligible to apply for any post in the club for the next 3 years.

Article 4 - Duties of the Board

Section 1 - The President shall preside at the club and board meetings.

Section 2 - The Immediate Past President shall serve as a Club Trainer and will retire from the board after completing two years post completion of presidential position.

Section 3 - The President-Elect shall plan and prepare for his / her presidential term in office and serve as a director and preside at club and board meetings in the absence of the President.

Section 4 - The Vice President shall perform the duties as assigned and preside at club and board meetings in the absence of the President and President-Elect.

Section 5 - A Director shall attend club and board meetings and perform the duties as assigned.

Section 6 - The Secretary shall keep membership, attendance records and look after all matters related to secretarial work.

Section 7 - The Treasurer shall oversee all funds and provide annual accounting of these funds. The treasurer shall also endeavor to submit quarterly accounts. A club assembly shall be called in the month of September in which the audited accounts for last financial year as well as for last Rotary year shall be presented and approved.

Section 8 - The Sergeant-at-arms shall maintain order in club meetings.

Section 9 – The President-Nominee shall plan and prepare for his / her presidential term in office.

Section 10 – The Joint Secretary shall assist the Secretary with his / her work.

Section 11 – The Joint Treasurer shall assist the treasurer with his / her work.



ROTARY
CLUB OF MUMBAI
WESTERN ELITE



Section 12 – The President-Nominee-Designate shall attend club and board meetings.

Section 13 - Board members may perform additional duties as assigned by the board.

Article 5 - Meetings

Section 1 - An annual meeting of this club shall be held no later than 31st December to select / elect the Officers and Directors who will serve for the next Rotary year and to present a mid-year report, including current year income and expenses report, together with a financial report on the previous year.

Section 2 - The regular meetings of the club shall be held on 2nd and 4th Fridays' at 8:00 PM or as decided by the board from time to time. Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

Section 3 - Board meetings shall be held on 1st Friday of every month at 8.00 PM or as decided by the President, Secretary and Treasurer (PST) from time to time. Special meetings of the board shall be called with reasonable notice by the president or upon the request of two directors. Within thirty (30) days after all board meetings, written minutes should be made available to all members.

Section 4 – A board member is expected to attend all the board meetings. In case of non-attendance for three consecutive board meetings, club secretary may issue a written notice to the concerned board member and ask to explain reasons.

Article 6 - Fees and Dues

Section 1 - Annual Membership Fee shall consist of RI per capita dues, subscription fees to The Rotarian or Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Club's annual membership fee shall not exceed Rupees Forty Five Thousand (Rs. 45,000/-) per annum (plus GST as applicable) for each member. The annual membership fee for a spouse member shall not exceed Rupees Twenty Thousand (Rs. 20,000/-) per annum (plus GST as applicable). Annual membership fee shall be payable in accordance with the policies of the club. The annual membership fee / part year fee and the early bird discount shall be proposed by the President or President-Elect and approved by the board and thereafter by members in the club assembly meeting.

Section 2 - Each new member joining the club shall make contribution of Rupees Five Thousand (Rs. 5,000/-) to the Club's Trust along with the annual membership fee. (Certificate under section 80G will be provided).



Following applicants shall be exempted from making the above contribution:

1. Past member of this club.
2. An active Rotarian of another club seeking transfer to this club.
3. Spouse of an active member of this club.

Article 7 - Method of Voting

The business of the club shall be conducted by voice vote or show of hands or as decided by the board. The board may provide a ballot for a vote on a specific resolution.

Article 8 - Avenues of Service

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and New Generations Service. This club will be active in each of the Avenues of Service.

Article 9 - Committees

Section 1 - Club committees coordinate their efforts in order to achieve the club's annual and long-range goals. Our club should have minimum of the following committees:

- Club Administration
- Membership
- Public Image and Relations
- Rotary Foundation and CSR
- Medical Service Projects
- Women Empowerment
- Community Service Projects
- International Service
- Youth Service and PIS
- Vocational Service

The President / President-Elect shall form the committees for their respective tenure. Generally, the committees shall be chaired by a board member and can consist of other members of the club.

Section 2 - Additional committees may be appointed as needed.

Section 3 - The President shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership.



ROTARY CLUB OF MUMBAI WESTERN ELITE



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 may 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.

Section 6 - For continuity of Thought and Action, it is recommended that the committee members are appointed to the same committee for three years. Committee Chair should have previous experience as a member of the committee. Club should ensure that Committee Chair Elect is a member of the committee, and continues to be its member in the year after taking over as Committee Chair in the coming year.

Article 10 - Finances

Section 1 - Prior to each Rotary year, the board shall prepare an annual budget of estimated income and expenditures for its term.

Section 2 - The treasurer shall deposit club funds in bank(s) designated by the board, divided into two parts: club operations and service projects (Trust).

Section 3 – Payment against invoices should be released by the Treasurer or another authorized officer when approved by the President or Secretary.

Section 4 – The board shall appoint a qualified practicing chartered accountant to carry out the required audit/s, including an audit of the annual accounts for each financial year and Rotary year, and shall submit its reports to the members of the club.

Section 5 - An annual financial statement of the club shall be provided to club members during assembly held before 30th September of each year.

Section 6 - The financial year is from 1st April to 31st March and the Rotary Year is from 1st July to 30th June.

Section 7 – If any payment to PST or their family members, as vendor for goods or services, is considered for any amount above Rupees Ten Thousand (Rs. 10,000/-), it will require at least two additional competitive quotes.

Article 11 - Method of adopting New Members



Section 1 – An active member of the club shall propose a candidate’s name to the Membership Committee. An existing or former member of another club may also be proposed for membership. The proposal shall be kept confidential until the membership committee gives its recommendation on the same.

Section 2 - The membership committee shall ensure that the candidate meets all of Rotary’s membership requirements. The committee shall also strive to achieve well balanced membership covering aspects like equity, inclusion and diversity.

Section 3 - After evaluating the proposal, membership committee shall circulate its remarks / recommendation to the board within 10 days through any communication channel, it deems fit.

Section 4 - If the recommendation of membership committee is favorable and no objection is raised by any board member within twenty four (24) hours of circulation of proposal, the proposal shall be deemed to be in-principally approved by board. In case, recommendation of membership committee is not favorable or any objection is received from one or more board members, the proposal shall be discussed in next board meeting for in-principle approval by at least two-third majority.

Rejection of proposal by board shall be intimated to the proposer.

Approved member, under this Section, 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. Upon payment of the admission fee (if not honorary membership), as prescribed in these by-laws, shall be considered to be elected to membership.

Section 5 - Reasons for rejection shall be kept confidential and not disclosed to anyone.

Section 6 - The membership committee / board shall make all efforts to decide on approval or rejection of the proposal at the earliest but not later than forty five (45) days of its submission and shall notify the proposer.

Section 7 - The club may, every year, elect honorary member(s) proposed by the board subject to maximum of five percent of the club’s strength.

Section 8 - No member should hold active membership in another Rotary Club.

Section 9 - If the membership proposal of any candidate is / was rejected by the club, then he / she can apply again after a gap of one year from the date of rejection and the membership



committee / board shall consider the proposal as new proposal.

Section 10 – In case of proposal of spouse of active member of this club, membership committee, at its discretion, may choose to directly approve the membership and inform to the board.

Article 12 - Termination of the Member

Termination of the members shall be dealt by the board of directors as per the requirements of Rotary International and the procedure as laid down in Standard Rotary Club Constitution (SRCC) shall be followed.

Disciplinary action including termination or temporary suspension may be initiated in case of non-attendance; non-payment of dues; other causes like a member losing General Qualification required for membership, falling short of expectations while applying the Four-Way Test, lack of high ethical standards, unwarranted aggression, gross misbehavior, threatening, mis-appropriation of the Club or Trust's funds or any other cause which the Board considers fit for initiating disciplinary action.

Article 13 - 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 no longer than twelve months.

Member does not require board approval to be excused from attendance, if they meet the following requirements: member's age and years of membership in one or more clubs is 85 years or more, the member has been a Rotarian for at least 20 years, and the member has notified the club secretary in writing of a desire to be excused from attendance.

(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 the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

Article 14 – General

Section 1 – Trust/s formed by the Club shall be governed by the trustees appointed as per trust deed of the said Trust. Subject to the trust deed and applicable laws, a trustee, appointed to the Trust, is required to be member of the Club at all times during his/her tenure as trustee.

Section 2 – Social media and messaging apps have gained importance with time and communication pertaining to the Club, many a times, flows through these mediums. To exercise



ROTARY
CLUB OF MUMBAI
WESTERN ELITE



better control over the communication flow, administration rights of the club's social media accounts and common messenger apps will be generally restricted to the PST, Sergeant-at-Arms, President-Elect, IPP, VP and Director/s-Membership, Admin, Digital Services and Club's manager.

Article 15 - 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 16 - Amendments

These By-laws may be amended at any regular club meeting. Amendment to the club by-laws require sending written notice to each member ten (10) days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these by-laws must be consistent with the Standard Rotary Club Constitution (SRCC), the RI Constitution and Bylaws, and the Rotary Code of Policies, as updated from time to time.

Articles 17 - Code of Conduct

It is expected that all the members of the club abide by the by-laws and the SRCC. Any clarification, issue or misunderstanding arising should be discussed with the President and Secretary first before discussing in an open forum and thus maintaining a positive environment in the club. "Positive things should be written on marble so that it is permanent and Negative things should be written on sand so that it can be easily forgotten."

These By-laws have been approved and adopted in the club assembly of members held on 21st August 2022.

Rtn. Pankaj Jaiswal
Club President (2022-23)

Rtn. Anurag Bansal
Club Secretary (2022-23)

Rtn. Sunil Adukia
Club Treasurer (2022-23)