

Rotary
District 3060



ROTARY CLUB OF SARIGAM
N R AGARWAL ROTARY HOSPITAL PREMISES,
GOWANWADI ROAD, NEAR TEEN RASTA ,
SARIGAM 396155

CLUB – BYELAWS

PASSED IN THE GENERAL MEETING HELD ON WEDNESDAY, 20TH MAY 2026

COMPILED BY RC SARIGAM CORE TEAM:

Rtn. Uday Marballi

Rtn. Shamim Rizvi

Rtn. Ashish Arekar

Rtn. Reshma Rao

IN ASSOCIATION WITH:

Advocate Manthan Shah

Rathod Shah & Associates, GIDC

Vapi.

INDEX

S#	Particulars	Page #
01	ARTICLE 1 — DEFINITIONS	01-02
02	ARTICLE 2 — NAME AND LOCALITY	02
03	ARTICLE 3 — COMPLIANCE WITH RI GOVERNING DOCUMENTS	02
04	ARTICLE 4 — PURPOSES	03
05	ARTICLE 5 — OBJECT	03
06	ARTICLE 6 — GOVERNANCE STRUCTURE	04
07	ARTICLE 7 — FIVE AVENUES OF SERVICE	04-05
08	ARTICLE 8 — CLUB BY-LAWS AND AMENDMENTS	05-06
09	ARTICLE 9 — OFFICE-BEARERS AND DIRECTORS	06
10	ARTICLE 10 — MEMBERSHIP ADMISSION	06-09
11	ARTICLE 11 — BOARD OF DIRECTORS	09
12	ARTICLE 12 — MEETINGS OF THE CLUB	09-10
13	ARTICLE 13 — DECISION-MAKING AND VOTING	10
14	ARTICLE 14 — ADVISORY COMMITTEE	10-11
15	ARTICLE 15 — OFFICERS AND PROJECT CHAIR	11
16	ARTICLE 16 — ELECTIONS AND QUALIFICATION	12
17	ARTICLE 17 — DUTIES OF THE OFFICERS	12-14
18	ARTICLE 18 — TERMINATION OF MEMBERSHIP	14-15
19	ARTICLE 19 — ENTRY & ADMISSION, FEES, DUES & EXPENDITURE PRESCRIBED	15-17
20	ARTICLE 20 — PROJECT ADMINISTRATION AND ACCOUNTS	17
21	ARTICLE 21 — CLUB ACCOUNTS AND AUDIT	18
22	ARTICLE 22 — ANNUAL JOINT BOARD MEETING	18
23	ARTICLE 23 — EFFECTIVE DATE AND DECLARATION	18
24	ARTICLE 24 — HANDOVER OF RECORDS, ASSETS & DOCUMENTS	19
25	ARTICLE 25 — AMENDMENTS	19-20
26	ANNEXURE "A"	21-25

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BY-LAWS OF THE ROTARY CLUB OF SARIGAM

(By-laws framed in conformity with the Constitution, By-laws, and Manual of Procedure of Rotary International)

District 3060 | Sarigam, Gujarat, India

ARTICLE 1 — DEFINITIONS

- 1.1 **Board:** The Board of Directors of this Club.
- 1.2 **By-laws:** The by-laws of this Club.
- 1.3 **Club:** Rotary club of Sarigam – Registration No. 30837
- 1.4 **Charter Date – 8.6.1995**
- 1.5 **Director:** A Director on the Club's Board.
- 1.6 **District:** Rotary District 3060
- 1.7 **Good Standing of a Club member:** This phrase applies to a member of a Rotary Club and means that the Rotarian continues to fulfil all requirements for membership in the Club and with no Club dues outstanding including participation in the activities of the Club.
- 1.8 **In Writing:** A communication capable of documentation, regardless of the method of transmission.
- 1.9 **Member:** A Member, other than an honorary Member, of this Club.

Signature

1.10 **Notice to members:** The Notice to members shall include notice sent by email and/or WhatsApp and/or post.

1.11 **Office - Bearers:** The President, IPP, President elect, vice President, Secretary, Treasurer and Sergeant – at – Arms are Officers of the Club during their tenure of office

1.12 **Rotary Year:** The twelve-month period beginning from 1st July.

1.13 **RI:** Rotary International

1.14 **Satellite club:** A potential club whose members shall also be members of a Club.

ARTICLE 2 — NAME AND LOCALITY

2.1 The name of this Club: **Rotary Club of Sarigam.**

2.2 The locality of the Club: **Rotary Community Hall, N R Agarwal Rotary Hospital, Sarigam Campus, Sarigam 396155; Taluka Umbergaon, Dist. Valsad, Gujarat.**

2.3 Club Activities & Project may be undertaken within Sarigam, anywhere in Gujarat, within RD 3060, anywhere in India or Internationally subject to RI guidelines.

2.4 The name of any satellite of this club shall be Rotary Satellite Club of
(A satellite of Rotary Club of Sarigam)

2.5 Any satellite club of this Club shall be in this locality or the surrounding area.

ARTICLE 3 — COMPLIANCE WITH RI GOVERNING DOCUMENTS

3.1 These By-laws are supplementary to and shall not conflict with:

- RI Constitution & RI By-laws
- District 3060 By-laws
- Standard Rotary Club By-laws

3.2 In case of any conflict, RI governing documents shall prevail.

Reshma

ARTICLE 4 — PURPOSES

The purposes of this club are to:

- 4.1 Pursue the objects of the Rotary;
- 4.2 Carry out successful service projects based on the five Avenues of Service and 7 focus areas as identified.
- 4.3 Contribute to the advancement of Rotary by strengthening membership;
- 4.4 Support the Rotary Foundation;
- 4.5 Develop leaders beyond the Club level.

ARTICLE 5 — OBJECT

The Object of the Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

First: The development of an acquaintance as an opportunity for service;

Second: High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;

Third: The application of the ideal of service in each Rotarian's personal, business and community life;

Fourth: The advancement of international understanding, goodwill and peace, through a world fellowship of business and professional persons united in the ideal of service.

The permanent object of this Club is to run and manage the operations of N R Agarwal Rotary Hospital in Sarigam or such other permanent projects through a dedicated trust already formed namely Rotary Shaikshanik Ane Tabibi Seva Sahayak Mandal with registration number F/480/Valsad ("Trust").

Should the need arise, Rotary Club of Sarigam can form another Trust to undertake activities not covered in the Rotary Shaikshanik Ane Tabibi Seva Shayak Mandal.

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ARTICLE 6 — GOVERNANCE STRUCTURE

- 6.1 The Board of the Club shall be the supreme authority in all respects.
- 6.2 Any committees formed for the proper functioning of the Club shall be accountable to be the Board.
- 6.3 The President/Club Secretary/President Elect of the Club shall attend the last Trust meeting of month and apprise the Club members of the same in the next General Meeting. In case any clarification is required the Trust President / Secretary/ Treasurer can be approached to provide the same.
- 6.4 The President of the Club will provide to the Trust on 31st December, a list of members who have completed 5 years for further action if required.

ARTICLE 7 — FIVE AVENUES OF SERVICE

Rotary's five Avenues of Service are the philosophical and practical framework for the work of this Club.

Club Service: the first Avenue of Service, involves action a member should take within this club to help it function successfully.

Vocational Service: the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles and lending their vocational skills to club-developed projects in order to address the issues and needs of society.

Community Service: the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality by striving for positive peace in the community.

International Service: the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and positive peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence

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and through cooperation in all club activities and projects designed to help people in other lands.

Youth Service: the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster positive world peace and cultural understanding.

ARTICLE 8 — CLUB BY-LAWS AND AMENDMENTS

8.1 These By-laws shall be binding upon all members of the **Rotary Club of Sarigam**.

8.2 Amendments shall:

- a) Be discussed at a Joint Board Meeting to be **held in May or June**; and
- b) be ratified at a General Body Meeting thereafter.

8.3 Responsibility for documentation and implementation shall jointly rest with:

- Outgoing President
- Outgoing Club Secretary
- Outgoing Treasurer
- Incoming President
- Incoming Club Secretary
- Incoming Treasurer

8.4 Incorporation of Resolutions Passed During the Rotary Year

Any resolutions, policies, or decisions adopted during the Rotary Year which were duly approved in the Minutes the concerned Meeting may be incorporated into these By-laws, subject to the following process:

- a) Such points shall first be reviewed and approved at a duly convened Joint Board Meeting.
- b) The approved provisions shall thereafter be incorporated into the By-laws through the prescribed amendment procedure.
- c) Upon ratification by the General Body, such incorporated provisions shall form part of the official By-laws.

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- d) The consolidated and updated document shall be treated as the final approved By-laws of the Rotary Club of Sarigam for the succeeding Rotary Year.
- e) The President & Club Secretary shall maintain and circulate the updated final amended versions as the latest official governing document of the Club.

ARTICLE 9 — OFFICE-BEARERS AND DIRECTORS

The Board will consist of:

1. President
2. Club Secretary
3. Immediate Past President
4. President-Elect
5. Vice President
6. Treasurer
7. Sergeant-at-Arms
8. Director – Club Learning Facilitator
9. Director – Service Projects
10. Director – Public Image
11. Director – Membership
12. Director – Rotary Foundation
13. Director – Community Service
14. Director – Youth Service
15. Director – International Service
16. Director – Vocational Service
17. Invitee - Chairman of Rotary Shaikshanik Tabibi Seva Sahayak Mandal
18. Invitee - PDG
19. Invitee – Charter President

ARTICLE 10 — MEMBERSHIP ADMISSION

(Including Process & Requirements for Proposing and Seconding a member)

10.1 Eligibility for Membership

Any person of good character, integrity, with leadership potential who:

- Holds or has held a reputable position in business, profession, or community service.
- Demonstrates commitment to **Service Above Self**.
- Is willing to participate actively in club meetings, projects, and Rotary activities.
- Meets classification and diversity guidelines of the Club.



10.2 Proposal of a New Member (Proposer)

1. A prospective member shall be **proposed by an Active Member** of the Club in good standing (Proposer).
2. The Proposer must:
 - Personally know the candidate.
 - Ensure the candidate understands Rotary values, obligations, and expectations.
 - Submit a **Membership Proposal Form** to the President, Club Secretary or Membership Chair.

The proposal shall include:

- Full name and contact details of the member whose name is Proposed.
- Professional classification (Individual/Corporate etc.)
- Brief profile/background
- Statement of suitability for Rotary membership
- Written consent of the candidate whose Membership is proposed.
- Support the candidate's eligibility and vouch for his/her candidature.

10.3 Seconding of the Proposal (Seconder)

1. The proposal must be **seconded by another Active Member** of the Club in good standing.
2. The Seconder shall:
 - Confirm the candidate's alignment with Rotary ethics and service ideals.

(Note: Proposer and Seconder should not be immediate family members.)

10.4 Membership Director/ Chair Review

1. The Membership director/ Chair shall:
 - Review the application for Membership.
 - Conduct informal interaction or orientation with the candidate concerned.
 - Verify professional and ethical standing where necessary.
2. The Director/ Chair submits recommendation to the Club at a Board Meeting.



10.5 All recommendations / applications received for membership shall be immediately shared with the President, Secretary and Membership Chair. Due process to be completed and proposal for admission to be placed before the Board for approval within a maximum period of 1 month from the date of application/recommendation.

10.6 Board Approval

1. The Board of Directors of the Club shall consider the recommendation.
2. Approve the Membership, subject to **majority vote** by the Board.
3. The President or Club Secretary will inform the Proposer of the decision regarding his/her candidate's membership.
4. Upon Board approval and ratification in the subsequent General Body meeting, the candidate's name and classification shall be circulated to all club members and such candidate should mandatorily attend 1 general meeting and any club event before enrolment.

10.7 Member Objections & Confidentiality

1. If the membership application of a proposed member is rejected, the concerned person shall not be re-sponsored for membership for the next 5 years.
2. Absolute confidentiality shall be maintained regarding:
 - Objections
 - Discussions
 - Voting outcomes

Of the application for Membership.

10.8 Admission & Induction

- The candidate whose membership has been approved, shall:
 - Pay prescribed admission and membership fees before induction.
 - Complete membership documentation.
 - Attend Rotary orientation.
- The Club shall plan formal induction of the new member(s) in a special event
- Register the member in the RI Portal.

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10.9 Responsibilities of Proposer & Second

The Proposer and Second shall:

- Mentor the new member for at least **one year**.
- Facilitate integration into club activities and committees.
- Ensure their active participation in all Rotary activities.

ARTICLE 11 — BOARD OF DIRECTORS

11.1 The governing body of the Club shall be the Board of Directors.

11.2 The Board shall consist of minimum eighteen (18) members.

11.3 Minimum 1/3rd of the Board shall comprise of Past Presidents.

11.4 Chairman of the Rotary Shaikshanik Ane Tabibi Seva Sahayak Mandal will be invitee member of the Board of Directors

ARTICLE 12 — MEETINGS OF THE CLUB

Board Meetings

12.1 The Board of Directors shall meet formally at least once in a month.

12.2 Notice along with the agenda for such meetings shall be circulated at least three (3) days in advance.

12.3 Additional Board meetings may be convened as and when required.

12.4 Urgent Board Meetings may be called with a minimum of twenty-four (24) hours' notice.

12.5 **Quorum:** The quorum for Board Meetings shall be 50% members, physically present. In the absence of quorum, no policy decision will be taken.

12.6 Invitees to Board Meetings

The President shall have the privilege to invite any member or non-Board Rotarian to attend a Board Meeting whenever deemed necessary. Such persons shall include

- Project Chairpersons,

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- Committee Members related to upcoming or ongoing projects,
- Any individual whose presence may assist in deliberations of the Board.

Such invitees:

- a) Will only participate in discussions and planning relevant to the agenda.
- b) Will not **possess any voting rights** in Board decisions.

General Meetings

12.7 The Club shall hold its regular General Meetings every Wednesday at the Rotary Community Hall unless otherwise notified. There shall be at least 2 such General Meetings every month.

12.8 Attendance at General Meetings, project meetings and Club events is expected from all members, except in exceptional unforeseen circumstances.

12.9 Each month shall have at least three meetings:

- One Board Meeting - Mandatory
- Two General Meetings – Mandatory

12.10 In the event of a scheduled Club meeting not being conducted due to unavoidable circumstances, the President and Club Secretary shall jointly issue a notice of postponement or cancellation at least three (3) days in advance to all members, wherever reasonably practical.

ARTICLE 13 — DECISION-MAKING AND VOTING

13.1 Any issue may be taken up for discussion with the consent of two-thirds (2/3) of members present.

13.2 Unresolved matters shall be referred to the Board, and its decision will be binding to all concerned.

ARTICLE 14 — ADVISORY COMMITTEE

14.1 The Club shall constitute an Advisory Committee consisting of five (5) Past Presidents of preceding 5 years.

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14.2 For e.g. The nomination for the year 26-27 will be PP for the years 2017-18 to 2021-2022. In the event of any of the designated PP being unavailable to hold the said position, it should be offered to the PP of preceding start year.

a. For the RI 2026-27 Advisory Committee Chairman will be the president of RI 2017-2018.

b. It should be ensured that at no time, the number of members in the Advisory Committee falls below 3. In the event of such reduction, the Board of Directors is authorised to nominate a member.

14.3 Rotation: The Chairperson of the Advisory Committee will automatically retire at the end of the Rotary Year.

14.4 Decisions of the Advisory Committee are solely recommendations and are not binding. Such recommendation shall be placed before the Board. However, the Board's decision shall be final.

14.5 The Board may create such other committees based on the needs for the proper functioning of the Club.

ARTICLE 15 — OFFICERS AND PROJECT CHAIR

15.1 The President, Club Secretary in consultation with the Board of Directors, shall constitute a Project Committee Chair for Monthly Service Projects, Club Service, Community Service, Vocational Service, Youth, Literacy, Environment, Rotary Focus Area Projects, and Club & District Project & Events etc.

15.2 Each project or event shall have a designated Chairperson and, where necessary, a Co-Chairperson.

15.3 Committee members shall be appointed by the Project Chair, in consultation with the President, based on the nature and requirements of the respective project or activity.

15.4 Such Committee shall function under the supervision of the President, Club Secretary and the Board and shall be responsible for planning, funding, execution, and reporting outcomes/results of assigned activities.

15.5 The tenure of such committees shall generally be limited for the duration of the respective project or Rotary Year unless otherwise decided by the Board.

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ARTICLE 16 — ELECTIONS AND QUALIFICATION

16.1 The President and Secretary for the succeeding RY shall be appointed latest by 31st December of the current Rotary Year. (President Elect & President Nominee will automatically take over as President & President Elect. Process of electing President Nominee is listed out in Annexure - A)

16.2 Eligibility of Vice President:

Should have completed at least three Rotary Years as members of the Board of Directors of the Club.

16.3 Eligibility of Secretary:

Should have completed at least two Rotary Year as member of the Board of Directors of the Club or three Rotary Years as a member of the Club or should have been serving as Joint Secretary in current Rotary Year.

16.4 Eligibility of Joint Secretary:

Should have at least completed Two years as member of the Club.

16.5 Eligibility of Treasurer:

16.6 Should have completed at least two Rotary years as a member of the Board of Directors in the Club.

16.7 Eligibility of Director:

Should have completed at least 3 Rotary Years as a good standing and at least one Rotary Year as Committee Chairman in the Club.

The President Nominee must confirm his/her intent & willingness to hold the post of President of the Club for the concerned RY.

ARTICLE 17 — DUTIES OF THE OFFICERS

17.1 President

It shall be the duty of the president to preside at club and Board meetings and to perform other duties as ordinarily pertain to the office of president.

17.2 President elect

The president-elect shall prepare for their year in office and serve as a director.

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17.3 Vice-President

The vice President shall serve as a director. The vice President shall preside at club and Board meetings in the absence of the President and IPP. In the absence of all three, President for the meeting will be appointed from amongst any PP present at the meeting.

17.4 Director

A director shall attend club and Board meetings.

17.5 Secretary

The Secretary shall send out Notice to Members for Meetings of the Club, Board and Committees, keep records of the proceedings at the Meetings, keep membership and attendance records and file periodic reports with RI and arrange subscriptions to RI official magazines as desired by the Members. The Secretary shall also be responsible for ensuring all actions taken in-between the Board Meetings on email or other electronic mode are duly ratified at the next Board Meeting.

All documents and records of the Club should be maintained within the Club premises. All property, awards, accolades, banners etc received by the Club should also be kept in the Club premises.

17.6 Treasurer

The Treasurer shall oversee all funds and provide annual accounting of these funds. 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.

17.7 Sergeant-at-arms

The duties of the Sergeant-at-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.

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17.8 Joint Secretary

Joint Secretary shall support the Secretary and step into the role of Secretary whenever Secretary is absent or unavailable to perform the duties. The Joint Secretary shall act as a Co-ordinator for reporting club projects to the Editor of Club Bulletin.

ARTICLE 18 — TERMINATION OF MEMBERSHIP

18.1 Governing Provision

Termination of membership shall be in accordance with the **Standard Rotary Club Constitution and Bylaws**, as amended from time to time, ensuring fairness, due process, and adherence to Rotary values and principles of RI ethics. The decision will be taken by the Board in accordance with the Standard Rotary Club bylaws

18.2 Grounds for Termination

Membership may be terminated under any of the following circumstances:

a) **Non-Payment of Rotary Dues**

Failure to pay Club dues within the prescribed period after written notice.

b) **Conduct Unbecoming of a Member**

Any conduct detrimental to the dignity, reputation, or objectives of the Club or Rotary International, including unethical behaviour or violation of Rotary values may result in termination of membership.

c) **Criminal Proceedings or Police Action**

Where a member is involved in or convicted of a criminal offence, including but not limited to:

- Harassment or misconduct against women (including sexual or workplace harassment),
- Moral turpitude,
- Violence, fraud, or unlawful social activities,
- Any act bringing disrepute to the Club or Rotary International

The Board may take appropriate action, including suspension or termination, subject to due process.



d) **Resignation**

Written resignation submitted by the member and accepted by the Board should be uploaded in the RI portal.

e) **Other Reasons**

Any valid reason determined by the Board in good faith consistent with Rotary principles.

18.3 Due Process for initiating termination of membership

Prior to termination, the following procedure shall be followed:

- i. Written notice specifying grounds for proposed action.
- ii. Reasonable opportunity as specified in the Show Cause Notice, to respond.
- iii. Opportunity to be heard before the Board or designated committee.
- iv. Impartial review and decision by the Board.

18.4 Board Decision

Termination shall require a resolution of the Board of Directors passed in accordance with Rotary governing documents.

18.5 Effect of Termination

Upon termination, all rights and privileges of Club membership shall cease immediately.

18.6 Re-Admission

A member terminated for any cause shall not be eligible for re-admission except as permitted under Rotary International provisions and the Club Bylaws.

ARTICLE 19 — ENTRY & ADMISSION, FEES, DUES & EXPENDITURE PRESCRIBED:

19.1 New Members Entry and Admission Fee will be as listed as below. However, the same is subject to revision from time to time.

- Admission Fee Individual Membership - ₹25,000/-
- Admission Fee Corporate Membership - ₹50000/-

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- Admission Fee / **Spouse / Inner Wheel** ₹15000/-
- Recurring Annual Fee payable as per Board decisions every Rotary year.

19.2 Re-joining Member Entry & Admission Fee (within 5 years)

- Entry & Admission Fee ₹15000/-
- After 5 years: Treated as a new member
- Annual Fee Mandatory Recurring Annual Fee payable as per Board decisions every Rotary year.

19.3 Rotary Membership Fee for Rotaract members

- Immediate Transition: ₹15,000
- Transition within 5 years: ₹18,000
- After 5 years: Treated as a new member
- Recurring Annual Fee payable as per Board decisions every Rotary year.

19.4 Admission Fee of New Members shall be paid to Rotary Club of Sarigam.

19.5 Annual Club fees shall be paid in full in a single instalment before 31st July of Rotary Year.

19.6 Annual Membership Fees for RY per member, will be as decided every year during a Joint Board Meeting.

19.7 Voluntary payment in USD 100 by every Club Member is sought towards Rotary Foundation India to get personal recognition. This contribution is eligible for 80G exemption.

19.8 Annual Membership Fees utilisation will include the below mentioned approved Recurring Expense Heads; Amounts may be revised with the approval at the Joint Board meeting and recorded minutes.

- a) RI Dues
- b) Rotary News Trust dues
- c) District dues
- d) USD 25 mandatory TRF contribution which will earn the club 100% giving Club.
- e) District Gift of Hope Contribution

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- f) Annual Dress Code (Club)
- g) Administrative Expenses
- h) Official Club Event allocation as below:
 - i. Installation Ceremony ₹25,000
 - ii. District Governor's Official Club Visit ₹15,000
 - iii. Club Charter Day Celebration ₹10,000.
 - iv. District-Level Events: sponsorship levied for minimum no. of club members required to attend (10% of membership strength)
 - v. DLS
 - vi. Membership & PI Seminar
 - vii. TRF Seminar
 - viii. Project Activities

ARTICLE 20 — PROJECT ADMINISTRATION AND ACCOUNTS

20.1 The Project Chair shall

- a) Submit a budget for expenditure to be incurred for a particular project
- b) Detail contributions/sponsors expected/received for the same
- c) Submit an income and expenditure statement or just expenditure statement with supporting documents within thirty (30) days of completion of the event.

20.2 Accounts shall be authenticated by:

- Project Chair
- President
- Club Secretary
- Treasurer

20.3 The accounts with a summary of the event will be presented to the Board of Directors and at the General Meeting that follows the event.

20.4 Records shall be maintained for audit purposes.

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ARTICLE 21 — CLUB ACCOUNTS AND AUDIT

21.1 Audited accounts to be submitted by 31 August in succeeding RY for information.

- Income & Expenditure Statement
- Bills and Vouchers
- Ledger and Books
- Bank Statements

21.2 Process:

- a) Audit by authorised CA
- b) Board Review
- c) Presentation to General Body
- d) Filing of IT returns by CA within prescribed dates.

ARTICLE 22 — ANNUAL JOINT BOARD MEETING

A Joint Board Meeting shall be held in May or June to decide:

- Annual membership fees
- Policies for the ensuing Rotary Year
- Amendments to Club By-laws if any
- Formation of new Board and Committee Members
- Budget for the RY
- Projects for the RY – based on guidelines from DG

ARTICLE 23 — EFFECTIVE DATE AND DECLARATION

23.1 These By-laws shall come into force upon Joint Board approval.

23.2 Approved unanimously at the Joint Board Meeting.

Reshma

ARTICLE 24 — HANDOVER OF RECORDS, ASSETS & DOCUMENTS

Upon completion of the term of office, the outgoing office bearers shall mandatorily hand over to the incoming office bearers all properties, records, documents, financial instruments, and assets of the Club before the Installation Ceremony.

Such handover shall include, but shall not be limited to:

- a. Club Charter Certificate
- b. Club Bell and Collar
- c. Latest approved Club Bylaws
- d. Bank account records, including bank details, cheque books, and related financial instruments
- e. Trust Bylaws and statutory documents (wherever applicable)
- f. Audited Balance Sheet of the preceding year of Club & Trust (wherever applicable)
- g. Copy of the latest Income Tax Return (ITR) filed of Club & Trust (wherever applicable)
- h. All administrative, statutory, financial, and operational records and any other property belonging to the Club & trust (wherever applicable)

The transfer shall be documented through a duly signed handover record or checklist acknowledged by both outgoing and incoming office bearers, ensuring continuity, accountability, and compliance with governing regulations.

ARTICLE 25 – AMENDMENTS

PROCEDURE TO AMEND THE BY-LAWS

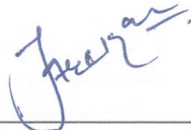
- a) Proposal to be put forward by at least 25% of total members, in writing, to the President
- b) To be reviewed in the next meeting of the Board of Directors
- c) If approved by the Board, to be placed in the AGM or a special General Meeting with the required quorum bring present.

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- d) Two-thirds majority vote of all members present, provided that due notice to members of such proposed amendment shall have been sent to each member at least 15 (fifteen) days before such meeting.
- e) No amendment or addition to these bylaws can be made which is not in compliance with the Club constitution and with the Constitution and Bylaws of RI.

SIGNATURES

President (RY 2025–26)



Club Secretary (RY 2025–26)



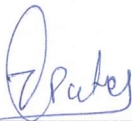
Treasurer (RY 2025–26)

K. Reshuma Rao

President (RY 2026–27)

K. Reshuma Rao

Club Secretary (RY 2026–27)



Treasurer (RY 2026–27)



Date: 18.6.2026

Place: Sangam

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RULES GOVERNING ELECTION

Election rules governing the election of the President Nominee under clause no.16.1 of the bye-law shall be as under:

(a) Electoral roll

- (i) The executive secretary shall prepare in the year of election a list of members of the Club therein the names of the members and address in alphabetical order as on 31st October.
- (ii) The list so prepared will be considered the final electoral roll of the Club and shall be deemed as such for the purpose of the election of the President Nominee.
- (iii) A copy of the final electoral roll shall be supplied to each member, free of cost, against specific written request to that effect. Extra copies of the list may be supplied on payment of charges to be determined from time to time.

(b) Date of election.

- (i) The annual election will be held on the last Wednesday of December in the respective year of election. In case this day happens to be a public holiday, the election will be held the very next working day.

The newly elected President Nominee shall take office in the 1st month of Rotary Year (July).

(c) Eligibility of Members

- (i) For the purpose of election to the President Nominee, only those members whose names appear in the electoral roll as on 31st July shall be entitled to vote.
- (ii) Members whose member-ship fee is in arrears on 31st July will be suitably marked in the electoral roll to denote their non-eligibility to contest or to vote in the election.

Keshava

- (iii) A member who has failed to pay annual subscription dues and is marked non-eligible in the electoral roll as on 31st July and also one who has ceased to be a member there after shall be debarred from contesting and/or voting in the elections held.

(d) Nomination.

- (i) The executive secretary shall announce the election before 10th November in the year of election, invite nominations and receive them at least 15 days before the day of election from members of the Club contesting for election for the post of President Nominee.

The list of candidates for the post of President Nominee will be displayed on the notice board of the Club within two days after the last date of receiving nominations.

- (ii) The nomination papers will be received by the polling officer. Nomination papers with incomplete information or crossed out data or unattested corrections shall not be valid. All corrections in the nomination paper must be attested by the candidate.
- (iii) In case there is only one candidate for the post of President Nominee, he will be automatically declared elected.
- (iv) Any candidate whose nomination has been declared valid may withdraw his candidature within three days from the date of display of the list of valid nominations on the notice board. The executive secretary shall prepare the final list of candidates and display the same on the noticeboard indicating the date of election at least five clear days before the date of election.

EXPLANATION

Hypothetically, assuming that the last Wednesday of December falls on 20th, the schedule of election process shall be as under:

Date of invitation of nomination	:	15 th November
Last date of receiving nomination	:	11 th December
Last date of display list of candidates	:	12 th December

Keshma

Last date for withdrawal of nomination : 15th December

Last date for displaying final list of candidates: 15th December

Date of election : 20th December

(e) Scrutinizing Committee

- (i) The Board of Directors shall appoint a scrutinizing committee of 3 members all of whom should have served as Past Presidents, whose names are on the list of eligible voters but are not candidates for the election.
- (ii) The members of the scrutinizing committee will elect their chairman who shall be the Presiding Officer.
- (iii) Nomination papers will be scrutinized by the scrutinizing committee whose decision will be final.
- (iv) The candidates contesting for the post of President Nominee shall file their nomination together with payment of a non-refundable scrutiny fee of Rs.5000/- by Cheque/NEFT/online payment/demand draft favoring Rotary Club of Sarigam.

(f) Polling officer

The Executive Secretary shall be the polling officer. The voter, if unknown to the polling officer, shall satisfy him as to his identity. In case of doubt, the question of identity shall be referred to the presiding officer of the scrutinizing committee. The decision of the presiding officer shall be final.

(g) Canvassing

Canvassing of any nature, whether oral or in writing, shall not be carried on by any person including the candidate, on the day of the election at the premises of the Club's office or inside any enclosure or mandap erected for the purpose of election.

(h) Ballot paper

A Ballot paper, containing the names of various candidates validly nominated for election shall be supplied to each voter on his signing the counterfoil. The voter shall record his votes and put the folded paper in the ballot box.

Kishna

(i) Voting

- (i) Voting shall be by ballot. Each voter can give only one vote to any one candidate. Voting on a ballot paper is an indication of the intention of the voter.
- (ii) No member shall be entitled to vote by proxy.
- (iii) Ballot paper will be considered invalid if;
 - a) It is signed or initialed by the voter
 - b) There are more crosses than one
 - c) If there are no crosses
- (iv) Any voter who cannot, owing to bodily infirmity, record his vote, shall be helped by a person deputed by the polling officer in each case.
- (v) The counterfoils of the voting paper signed by the members shall remain with the executive secretary up to 30 days from the date of declaration of election result. They may, however, be destroyed if all contestants give their consent to do so in writing to the executive secretary.

(j) Declaration of results

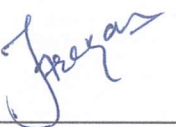
- (i) The scrutinizing committee shall, in consultation with the executive secretary, fix the same day on which the election takes place for opening of the ballot box. The candidates contesting election will be allowed to be present at the time of scrutiny and counting of votes. The results of scrutiny as declared by the scrutinizing committee shall be final and conclusive and shall be put up on the noticeboard of the Club with the signature of the Presiding Officer.
- (ii) The candidate who has obtained the highest number of votes shall be deemed to be duly elected. But in the event of refusal to serve on the part of any one or more of them, the member or members who has or have secured the next highest number of votes, shall be considered to be elected in his or their place.

Reshma

- (iii) In case of equality of votes recorded for the election of any of the contestants, the committee will conduct recounting of ballots. In case of equality of votes recorded for, lots will be drawn by Presiding Officer and the member whose favor it is drawn will be declared elected.
- (iv) Ballot paper together with its counterfoils may be destroyed after declaration of the results of the election with the written consent of all the contestants, by the polling officer; otherwise, they shall be preserved by the executive secretary for arbitration purposes for a period of 30 days, after which they may be destroyed.

SIGNATURES

President (RY 2025–26)



Club Secretary (RY 2025–26)



Treasurer (RY 2025–26)

K. Reshna Rao

President (RY 2026–27)

K. Reshna Rao

Club Secretary (RY 2026–27)



Treasurer (RY 2026–27)



Date: 18.6.2026

Place: Sarigam

Reshna