



By laws of the Rotary Club of MOTIJHEEL

CLUB ID NO-26754,
ROTARY INTERNATIONAL DISTRICT 3281

Article I 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 : One-third of the club membership; a majority of directors for the Board.
5. RI : Rotary International.
6. Year : The twelve-month period that begins on 1 July.

Article 2 Board

The governing body of this club shall be the board consisting of 16 members of this club, namely, the president, Immediate Past President, 2 vice-presidents, president-elect, secretary, joint secretary, treasurer, club trainer and 2 sergeants-at-arms. Also 5 (five) directors selected in accordance with article 3, section 1 of these by laws.

Article 3 Elections and Terms of Office

Section 1—One month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, 2 vice-presidents, secretary, joint secretary, treasurer, club trainer and 5 (five) directors 2 (two) Sgt At Arms. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, joint secretary, treasurer, trainer receiving a majority of the votes shall be declared elected to their respective offices. The candidates for director receiving a majority of the votes shall be declared elected as 2 directors.

Section 2—The candidate who receives a majority of the votes for each office is declared elected to that office.

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

Section 4—A vacancy of any officer-elect position or director-elect position shall be filled by the remaining members of the Board-elect.

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

Vice President	—ONEYEAR
Director	—ONEYEAR
Treasurer	—ONEYEAR
Secretary	—ONEYEAR
Club Trainer	— ONE YEAR
Sergeant-at-arms	—ONEYEAR

Article 4 Duties of Officers

Section 1—*President*. It shall be the duty of the president to president meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

Section 2—Immediate Past President. The immediate past president shall serve as a director.

Section 3—*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.

Section 4—*Vice-President*. It shall be the duty of the vice-president to president meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

Section 5—*Secretary*. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include percapita dues for all members and prorated dues for active members who have been elected to membership in the clubs since the start of the July or January semi annual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 6—*Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting 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 treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Section 7—*Joint Secretary*. It shall be the duty of Joint Secretary to assist Secretary for smooth performance of the regular affairs and to perform such other duties as may be prescribed by the President/Secretary or the board.

Section 8-Club Trainer. It shall be the duty of club trainer to make a comprehensive training plan. The club trainer to work with club's board and committees, assistant governor, district training team and district governor for support and ideas. Club trainer to identify the member's training needs and to perform other duties pertaining to the office of club trainer. Club trainer should ensure that club leaders attend district training meetings, orientation is consistent and regularly provided to new members, on going educational opportunities are available for current members, a leadership skill development program is available for all the members.

Section 9-Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1-Annual Meeting. An annual meeting of this club shall be held on the 3rd week of December in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

(Note: Article 6, section 2 of the Standard Rotary Club Constitution provides that "An annual meeting for the election of officers shall be held not later than 31 December")

Section 2-The regular weekly meetings of this club shall be held on Saturday (day) at 8:30am (time). Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to the standard Rotary club constitution) in good standing in this 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 sixty (60) 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, sections 1 and 2.

Section 3-Regular meetings of the board shall be held on last Saturday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

Article 6 Fees and Dues

Membership dues 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 annual dues shall be in the amount of Membership dues shall be payable in accordance with the policies of the club as established by the Board.

Article 7 Method of Voting

The business of this club is conducted by voice vote or show of hands except for the election of officers and directors, which is conducted by ballot. The Board may provide a ballot for a vote on a specific resolution.

Article 8 Five Avenues of Service

The five 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 Generation Service. This club will be active in each of the five 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. Each club should have the following committees:

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

Section 2—Additional committees may be appointed as needed.

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

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 10 Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference to appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International Service when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

Article 11 Leave of Absence

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

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

Article 12 Finances

Section 1–Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2–The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3–All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4–A thorough review of all financial transactions by a qualified person shall be made once each.

Section 5–The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two(2) semi annual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 Method of Electing Members

Section 1–The name of a prospective member, 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 to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2–The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

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

Section 4–If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal for mandtopermithisor her name and proposed classification to be published to the club.

Section 5–If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven(7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these by laws, shall be considered to be elected to membership.

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

Section 6—Following the election, the president shall arrange for the 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.

Section 7—The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

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, announcements, 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, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No 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.

This Bylaws is adopted from 1st July 2018, which has been approved by Board

**MD. Shefaul Alam Shiplu, MPH
PRESIDENT 2018-19**

**Md. Mahibullah Mamun, RFSM
SECRETARY 2018-19**