



ROTARACT CLUB OF DEVIPRASAD GOENKA MANAGEMENT COLLEGE OF MEDIA STUDIES BYLAWS

Approved by Rotary Club of Bombay Airport

ARTICLE 1: PRELIMINARY

Short title, extent and commencement.

1.1 These Bylaws are being established by Rotaract Clubs of Rotary International District 3141.

1.2 Limits of R.I. District 3141

Rotary International District 3141 comprises of the following areas:

- a. Revenue District of Mumbai City
- b. Revenue District of Suburban Mumbai
- c. Municipality of Mira Road, Bhayander
- d. Revenue District of Palghar.

1.3 These amended & updated **bylaws** have been adopted, after consultation with Rotary District 3141's District Governor, by a unanimous resolution passed on 27th June, 2021 in the meeting called upon by the District Rotaract Representative.

1.4 These **bylaws** shall be applicable for all Rotaract actions in R.I District 3141.

ARTICLE 2: DEFINITIONS

2.1. 'Club President' shall mean a Rotaractor appointed/elected/nominated by the club in accordance with the procedure established by the Rotaract club or the authority in charge of the Club. As provided in Club Bylaws He/she is responsible for the affairs of the club.

2.2. 'District Dues' shall mean an amount to be paid by a club to the Rotaract District on behalf of each Rotaractor of the said club.

2.3. 'District Rotaract Committee' (DRC) shall mean a committee appointed as per Article 13 of these bylaws to support Rotaract activities in R.I.D 3141.

2.4. 'District Rotaract Representative' namely 'DRR' shall mean a Rotaractor elected in accordance with Article 11 of these bylaws who is responsible for the Rotaract affairs in R.I.D 3141.

2.5. 'DRR-Elect' shall mean the person elected to the post of DRR in the immediately following RI year.

2.6. 'Rotary District Governor' shall mean the District Governor of R.I.D 3141.

2.7. 'Eligible Clubs' shall mean clubs, eligible for voting and awards who have paid their District Dues in accordance with Article 9 of these bylaws by prescribed dates.

2.8. 'Immediate Past DRR' or 'IPDRR' shall mean a Rotaractor who has held the position of DRR in the immediately preceding Rotaract Year.

2.9. Rotary Club Coordinator (RCC) means Rotarian(s) nominated by the Rotary Club President to coordinate and monitor the activities of the Rotaract Club/s sponsored by them.

2.10. 'RI' shall mean Rotary International.

2.11. 'RI Secretariat' shall mean office of the Secretarial Committee of Rotary International located at Evanston, Illinois, USA.

2.12. 'Rotaract Club' shall mean a body of individuals registered under a certificate/charter received from RI within the territorial limits of RI District 3141.

2.13. 'Rotaract District Council' (RDC) shall mean a district-wide administrative body, comprising the DRR and members selected/nominated by the DRR.

2.14. 'Rotaract District Organization' shall mean a body comprising the Rotary District Governor, DRR, Rotaract District Council and Rotaract Club/s.

2.15. 'Rotaractor' shall mean an active member of a Rotaract Club in R.I.D 3141 w.r.t Article 9.

2.16. Election Committee: The Election Committee consists of Rotary District Governor, Election officer (as referred in Article 11.4.3), Rotary District Governor Elect, Rotary District Governor Nominee, District Rotaract Representative, Immediate Past District Rotaract Representative & District Rotaract Representative Elect.

2.17. 'Rotaract Year' will be the same as the Rotary Year and shall mean a period of twelve months starting July 1 of the current year to June 30 of the following calendar year (including both days).

ARTICLE 3: STATEMENT OF ORGANIZATION

3.1. The name of the organization shall be 'Rotaract District of R.I. District 3141'

3.2. The activities and organization of the Rotaract District shall work towards helping the Rotaract Clubs advance the object of Rotary.

3.3. The following constituents shall be a part of Rotaract District setup: already defined in 2.14:

- a) Rotary District Governor
- b) District Rotaract Representative
- c) Rotaract District Council
- d) The Rotaract District Clubs in R.I.D 3141 lead by their respective Club Presidents. The term of all 'Office Bearers' would be One R.I. Year.

3.4. These bylaws, together with amendments subsequently adopted, shall constitute the entire legislation governing the administration of Rotaract District 3141 in accordance with the Rotary International Constitution and bylaws and Rotary Code of Policies, and shall replace and supersede any and all legislation enacted by any other Rotaract organization or club.

3.5. The approval of the revised Rotaract District bylaws, and any subsequent amendments, shall be formally recorded as an addendum and part of these bylaws and signed by the Rotary District Governor and DRR.

ARTICLE 4: OBJECTIVES OF RDC

- 4.1. Serve as Rotaract information liaison to the R.I. Secretariat for R.I.D 3141.
- 4.2. Conduct promotion of Rotaract related activities throughout the Rotaract District of RI District 3141.
- 4.3. Plan and implement service activities.
- 4.4. Provide advice and support to Rotaract clubs for their administration and functioning.
- 4.5. Coordinate Rotary-Rotaract activities in R.I.D 3141 along with Rotary District Governor and DRR.
- 4.6. Plan, arrange and hold Rotaract District Conference.
- 4.7. Publish and distribute Rotaract District newsletter.
- 4.8. Encourage attendance and participation at the Rotary and Rotaract District Conference.
- 4.9. Coordinate public relation activities for Rotaract at the district level.
- 4.10. Conduct training for Presidents and Secretaries of Rotaract Clubs.

ARTICLE 5: ROTARACT DISTRICT COUNCIL (RDC)

5.1. Rotaract District Council shall be responsible for administration of the affairs of Rotaract District Organization 3141.

5.2. DRR shall be the leader of the Rotaract District Council.

5.3. Rotaract District Council shall include:

- a) District Rotaract Representative;
- b) Immediate Past District Rotaract Representative;
- c) DRR Elect
- d) District Secretary;
- e) District Treasurer;
- f) District Sergeant-At-Arms
- g) Avenue Directors; and
- h) Any other committees/members as deemed necessary by the DRR for carrying out administrative duties for the same Rotaract year.

5.4 The members of the RDC shall be nominated/selected by the DRR keeping in view the best interest of the district-wide Rotaract activities.

5.5 The members thus nominated/selected shall hold office till the end of the year i.e. June 30th and the tenure of such members shall end in the event of resignation, termination, or any such other circumstances.

5.6 A member needs to be a Rotaractor of R.I.D 3141 as per Article 2.15 to be a part of the Rotaract District Council.

ARTICLE 6: ADDITIONAL COMMITTEES

6.1. District Rotaract Committee

6.1.1 Governors should appoint one Joint District Rotaract committee composed of equal numbers of Rotarians and Rotaractors. The Rotary Representative (a Rotarian) and the District Rotaract representative (DRR) should serve as co-chairs of this committee.

6.1.2 Where feasible and practicable in the appointment of district Rotaract committees, there should be provision for continuity of membership by appointing one or more members for a second term.

6.1.3 The district Rotaract committee should assist the governor in publicizing the Rotaract, promoting the organization of new Rotaract clubs, and supporting Rotaract within the district.

ARTICLE 7: DISTRICT MEETINGS

7.1. DRR - President Meetings:

7.1.1. There shall be at least three meetings of the DRR and Club Presidents in a Rotaract year. Notice of the meeting will be sent at least 7 days prior to the meeting.

7.1.2. At least one meeting shall be held during the week of District Conference.

7.1.3. The DRR shall preside over all the meetings, and in his/her absence; he/she may designate any other council member to conduct the proceedings.

7.1.4. The minutes of each meeting shall be read out and confirmed by all the presidents present at the subsequent meeting. It will be signed by the DRR and then circulated to all the presidents before the next meeting.

7.1.5. In case of any contingency, the DRR at his/her discretion can call an extraordinary meeting. Notice of the meeting will be sent at least 3 days prior to the meeting.

7.1.6. The minutes of all the meetings or reports shall be submitted to the Rotary District Governor before 30th June of the same R.I. Year.

7.1.7. Any other procedure of each meeting will be decided by DRR in consultation with the District Secretary.

7.2. Council Meetings:

7.2.1. The meetings of the Rotaract District council will be held minimum three times in the Rotaract year, as per the date and venue notified by the District Secretary to all District council members. Notice of the meeting will be sent at least 7 days prior to the meeting.

7.2.2. The DRR shall preside over all the meetings of the district council, and in his/her absence; he/she may designate any other council member to conduct the proceedings.

7.2.3. The minutes of each meeting shall be read out and confirmed by all the council members present at the subsequent meeting. It will be signed by the DRR and then circulated to all the District Council Members before the next council meeting.

7.2.4. In case of any contingency, the DRR at his/her discretion can call an extraordinary meeting without the need to provide. Notice of the meeting will be sent at least 3 days prior to the meeting.

7.2.5. The minutes of all the meetings or reports shall be submitted to the Rotary District Governor before 30th June of the same R.I. Year.

ARTICLE 8: DISTRICT PUBLICATIONS

8.1. All District publications, DRR newsletter shall meet following criteria -

- a. All aspect of the publication must be under the direct supervision of the DRR
- b. The DRR, together with any Rotaractor/s appointed to act as editor/s, shall be responsible for the editorial content of the district publication and it shall be in harmony with the RI Policy
- c. The publication shall carry news & information about the club and district wide Rotaract & relevant Rotary activities information.

ARTICLE 9: DISTRICT FUNDS

9.1. The Rotaract District shall maintain a bank account in the name of '**Rotaract District 3141 - Mumbai**' for the purpose of collecting District Dues from every Rotaractor. For the purposes of such a bank account, a Permanent Account Number (PAN) shall be obtained as per the Laws of India by the appropriate authority. The RDC with prior approval of DRR is authorized to utilize the amounts collected as may be required from time to time for facilitating the administration of the district.

9.2. The accounts will be operated by two authorized signatories - such as the DRR, District Secretary or District Treasurer or any person appointed by the RDC.

9.3. District Dues

9.3.1. District Dues of Rs. 100 (Rupees hundred only) per member per annum for all members as on July 1 of the current Rotaract year shall be paid by September 30 of the same year. A sum of Rs. 100 (Rupees hundred) for every person who has subsequently been inducted as a member shall be paid subsequently. No refund of such sums shall be given if membership of any person is terminated, dissolved, revoked or ended for any reason.

9.3.2. The District Dues shall be paid in the form of Cheque/NEFT/RTGS/Online Payment.

9.3.3. Failure to pay the District Dues by the prescribed date, clubs will not be eligible for:

- a) Any district award/citation for that year;
- b) Nominating any candidate from the club for the post of DRR;
- c) Voting rights in the election for the post of the DRR; and
- d) Any such facilities or benefits that the Rotaract District may provide from time to time.

9.4. Semi-annual statements of the accounts should be circulated or presented to all the eligible clubs by 31st January of the same R.I. year.

9.5. The audited annual accounts should be circulated to the Rotary District Governor and clubs before 30th September of the immediate succeeding Rotaract Year.

ARTICLE 10: ELEVATE ROTARACT

Changes to the Rotary Code of Policies - Effective 1 July 2020

10.1 Membership of Clubs in RI

RI is an association of member Rotary clubs and Rotaract clubs, each of which has a direct relationship and common responsibility to the association with no national or other grouping of clubs intervening in the administration and functioning of the clubs as members of RI. Every club member of RI is expected to comply with the provisions of the constitutional documents, which provide for the organizational structure and functioning of the club.

10.2 Sponsorship

10.2.1 A Rotaract club is established following the endorsement of the governor and upon certification and recognition by Rotary International. Its existence depends upon continued recognition by Rotary International.

10.2.2 A Rotaract club may be organized, sponsored, and counselled by Rotary club(s) provided that, Rotaract clubs shall be sponsored only by Rotary clubs within the boundaries of the district in which they are located.

10.2.3 A Rotaract club may be organized and sponsored jointly by up to three Rotary clubs or may be sponsored jointly by more than three Rotary clubs with the governor's approval, if in the governor's considered judgment, the best interests of the district, the sponsor clubs, and the Rotaract club concerned would be effectively served. A joint Rotaract committee should be created with representation from each of the sponsor clubs.

10.2.4 All sponsor clubs must pay a certification fee of US\$50 for each new Rotaract club.

10.3. Rotaract Club Base

10.3.1 Rotaract club base - A Rotaract club may be community or university-based.

10.3.2 University-based clubs Where the Rotaract club is university or other institute of higher education based, control and counsel by the sponsor Rotary club(s) shall be exercised in full cooperation with the university or other institute of higher education authorities, with the understanding that such clubs are subject to the regulations and policies established by the concerned Educational Institutional authorities.

10.4. Standard Rotaract Club Constitution and Recommended Rotaract Club Bylaws

10.4.1 Standard Rotaract Club Constitution. As a prerequisite of its organization and certification, each Rotaract club shall adopt the "Standard Rotaract Club Constitution" and shall automatically adopt all amendments thereto subsequently made.

10.4.2 Recommended Rotaract Club Bylaws Each Rotaract club shall adopt bylaws not inconsistent with Rotary Constitution and bylaws, Standard Rotaract Club Constitution and Rotary Code of Policies.

10.5. Rotaract Club Suspension and Termination

10.5.1 Suspension of Rotaract clubs

- A. The general secretary may suspend any club that fails to report club and membership information to RI annually, no later than 30 June.
- B. The general secretary may reinstate any suspended club if such annual reporting is completed by the time prescribed by the general secretary.

10.5.2 Status of Suspended Rotaract Clubs The suspension of a club will result in the imposition of the following measures until such time that the club has been reinstated:

- a) Club is not authorized to participate in RI events and activities;
- b) Club is not authorized to receive awards or recognition from RI or TRF;
- c) Club will not receive communications from RI.

10.5.3 Termination of Rotaract Clubs A Rotaract club may be terminated:

- i. by Rotary International, with or without the consent, approval or concurrence of the sponsor club(s), for:
 - a) failure to function in accordance with its constitution
 - b) initiating, or maintaining, or retaining in its membership an individual who initiates or maintains litigation against a Rotary district, Rotary International, or The Rotary Foundation, including their directors, trustees, officers, and employee; or
 - c) for other cause
- ii. by its sponsor club(s); or
- iii. by the Rotaract club itself upon its own determination.

10.6 General Membership Guidelines

10.6.1 Eligible members should be students and young professionals of good character and leadership potential under the age of 31 (as and before 1st July). Rotaract Club(s) shall admit members in accordance with the District bylaws. (Minimum Age 16 during the R.I. year as per 3141)

ARTICLE 11: ELECTION OF THE DRR

11.1. Elections for the post of DRR shall be held every Rotaract year prior to 31st January preferably at the annual Rotaract District Conference.

11.2. Qualifications of the candidate

A Rotaractor shall be considered as an eligible candidate for the election to the post of the DRR if he/she possesses the following qualifications;

11.2.1. The candidate must be a Rotaractor for a minimum of three Rotaract years in Rotaract District 3141.

11.2.2. He/she must have served as Club President and as a member of the Rotaract District Council for at least two complete R.I years.

11.2.3. He/she must be a member in good standing of a Rotaract Club at the time of application. In case the member belongs to a defaulting club, he/she shall not be eligible to nominate himself for the post of DRR. For the purpose of this clause (11.2.3), a defaulting club is a club that has not paid its District Dues in accordance with Article 9 of these bylaws.

11.2.4. He/she must be a member of Rotaract club since July 1st of the year in which the said candidate files his/her nomination.

11.2.5. He/she must not have held the post of DRR in any earlier year.

11.2.7. He/she must not be elected as the President in a club from the date of application till the completion of DRR tenure.

11.2.8. He/she must have attended at least five district events in total of which it can be either three District Assemblies and two District Conferences or two District Assemblies and three District Conferences.

11.2.9. At the time of filing the nominations for the post of DRR, the said candidate's age must be such that he/she shall be 30 years or less on July 1st of the year in which he/she has applied for the office of DRR.

11.3. Qualification for Rotaract clubs to vote.

11.3.1. Existing Rotaract Clubs- An existing Rotaract Club must have paid the District Dues on or before 30th September of the Rotaract year.

11.3.2. New and revived Rotaract Clubs – For clubs which are revived or chartered after 1st September, the date for them to clear their District Dues shall be 30th November. (Clubs chartered or revived after 30th November won't be eligible to vote).

11.4. Election Procedure

11.4.1. Entire election process to be carried out by the Election Committee. The Election Committee shall release the nomination forms at least 60 days prior to the day of election.

11.4.2. The nomination shall be submitted by the club along with following documents:

a) Resume of the candidate;

b) The written consent of the candidate;

c) Age proof (e.g., Aadhar Card, PAN Card, Driving License or Passport)

d) Copy of the resolution adopted at the General body meeting of the club for the nomination of the DRR, duly certified by the Club President and Club Secretary with endorsement by the sponsoring Rotary Club President and the Rotary Club Coordinator;

e) Any other documents as requested by the Election Committee.

11.4.3. The said documents along with the Nomination form should reach the Election officer as nominated by Rotary District Governor within the time prescribed. Three days will be given for the candidates to withdraw their nominations after last date to apply for DRR;

11.4.4. The Election Committee would scrutinize the application and will circulate the Resume of all the eligible candidates to the Club Presidents at least 21 days prior to the Election;

11.4.5. If necessary, elections will be conducted for all the eligible candidates at the District Conference or at a date and time specified by the Election Committee by secret ballot. The candidate securing a simple majority of the votes cast at the election will be declared as the DRR Elect for the immediate succeeding Rotaract year. The number of votes will be calculated as one vote for every eligible club.

11.5. In case of a complaint:

11.5.1. The candidate's Rotaract Club shall file a complaint/grievance within 7 days from the date of announcement of the result of election.

11.5.2. Election Committee to make a decision within 30 days from the date of announcement or date of complaint/grievance whichever is later.

ARTICLE 12: GRIEVANCE REDRESSAL

12.1. In the event of a complaint the aggrieved person/club shall immediately refer the complaint in writing to the DRR.

12.2. If the DRR fails to satisfy the aggrieved person/club within 30 days of the receipt of the complaint, the aggrieved person/club can write to the Rotary District Governor.

12.3. Any person/club aggrieved by an action of the DRR or by that of an individual or committee authorized, shall seek redressal of the Rotary District Governor.

12.4. The Rotary District Governor through the District Rotaract Committee shall invite the aggrieved party and/or DRR, if they deem fit to a meeting and give them a fair hearing before deciding the course of action.

12.5. All decisions of the Rotary District Governor in respect to Article 12, shall be final and binding to all the concerned parties.

ARTICLE 13: GUIDELINES OF ROTARACT DISTRICT 3141

All Rotaractors from the Rotaract District of R.I. District 3141 are expected to adhere to the following guidelines at every platform at all times without any exception. If the guidelines are not followed then the appropriate action can be taken by the RDC:

- No Consumption of Alcohol in any form;
- No Consumption of Tobacco or Narcotic drugs in any form;
- No foul language to be used at any forum;
- Lapel Pins to be worn at all Rotaract forums;
- Appropriate Dress code to be maintained always;
- Disrespecting of individuals and misuse of Rotaract assets, names to be a punishable offence; and
- Violation of any other rules or regulation as per R.I. norms.

ARTICLE 14: AMENDMENTS

14.1. With the change in the Rotary International Constitution and Bylaws and Rotary Code of Policies, these bylaws may be considered automatically amended to conform to them.

14.2. These bylaws may be amended at the Rotaract District Conference or in special circumstances when such amendments are submitted for approval by ballot by mail or in a special meeting conducted for this purpose by majority of the eligible clubs present at the time of voting. Each club shall be represented by the president or any member nominated by the Board of directors of the eligible club.

14.3. Amendments to these bylaws may be proposed by an eligible Rotaract club in a good standing by a resolution passed in a regular general body member meeting and the same shall be submitted along with the minutes of the meeting and other supporting as may be required, in writing to the DRR with a copy to Rotary District Governor.

14.4. The proposed amendments shall be sent by the Presidents of every eligible club in the district, twenty-one days before the District Conference or any special meeting convened for this purpose.

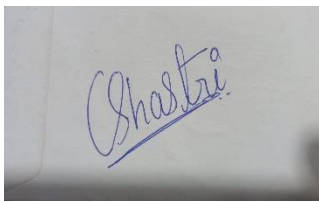
14.5. All amendments adopted by majority vote of eligible club representatives present for the meeting where the bylaws are proposed and the same shall come into force after the approval of the Rotary District Governor and DRR from 1st of July of the succeeding year.

[END]

**Read and Approved by Rtr. CA Ankit P. Sangneria, - Sergeant-At-Arms,
Rotaract District 3141**

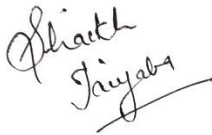
Rtn. Bharat Dhanki

President - Rotary Club of Bombay Airport



Rtr. Chetna Shastri

President – Rotaract Club of DGMC



Rtr. Taiyaba Shaikh

Secretary – Rotaract Club of DGMC



Rtr. Abeer Nilyam

Sergeant-At-Arms – Rotaract Club of DGMC