





## **Article 2 Name of Association/Club**

The name of the association/club shall be **Rotary Club of Faridabad Aastha** (Member of Rotary International).

## **Article 3 Locality and Address of The Club**

The locality of the club will be primarily in Faridabad District of Haryana State and the principal place of club for the purpose of communication/correspondence will be **95, Sector-16A, Faridabad (Haryana)** and same can be changed to some other place in Faridabad as per the mutual consent of members of the club.

## **Article 4 Board**

The governing body of this club shall be the board consisting of following members of this club, namely, the President, Secretary, Immediate Past President, Immediate Past Secretary, President-Elect (or President-Nominee, if no successor has been elected), Past Presidents, Vice-President, Joint Secretary, Treasurer, Joint Treasurer and the Sergeant-at-Arms. At the discretion of the board, also added can be the Directors elected in accordance with article 3, section 2 of these bylaws.

## **Article 5 Advisory Committee**

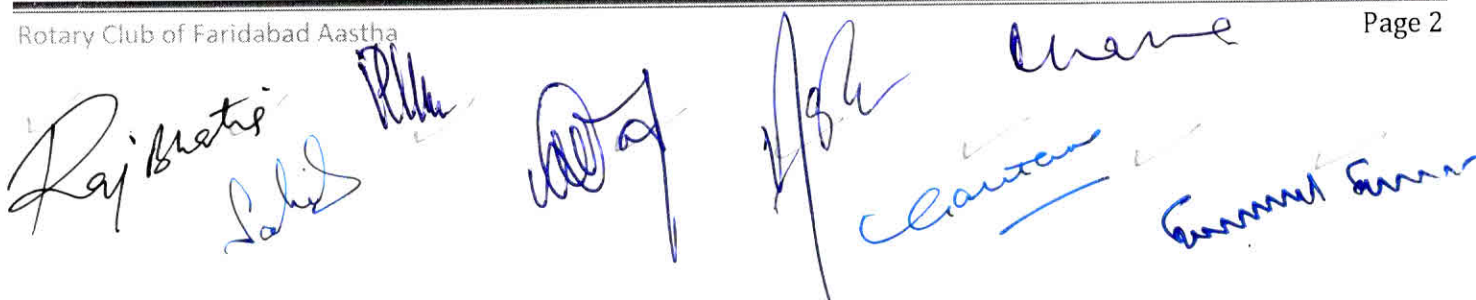
**Section 1** — Purpose of formation of Advisory Committee will be to provide new opportunities for the Members, else than the Presidents, to be a part of the Club Board, maintaining a lean and effective structure of the Board Constitution. The advisory committee will also be responsible for all legal compliance and formation of deed for Association of Person, Obtaining PAN from Income Tax Department.

**Section 2** — Advisory Committee will comprise of all the Past Presidents, Current President & President Elect. Any member who serves 3 terms as either Secretary or Treasurer of the Club may also be considered to be part of the Advisory Committee. One member, after exercising the above referred option, becomes part of the Advisory Committee on the date of its formation. All Members of the Advisory Committee will be permanent members of the Board, but not more than 3 Members of the Advisory Committee be a part of the current Club Board's active position holders.

**Section 3** — Roles, Responsibilities and Duties, will be to strategize the working of the Club on long term goals, reach unanimous decisions on any issue brought forward by any Advisory Committee Member or Current Club President in favour of long term and amicable working of the Club.

## **Article 6 Election of Directors and Officers and Terms of Office**

**Section 1**—At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and

The bottom of the page features several handwritten signatures in blue ink. From left to right, the signatures are: 'Raj Bhatia', 'Sahil', 'Rishi', 'Asha', 'Chaitan', and 'Gurmeet Singh'. There is also a signature that appears to be 'Name' written in a cursive script.

directors. 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, and treasurer 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 directors. The candidate for president elect in such balloting shall be the president-nominee. The president-nominee shall take the title of president-elect on the first day of July following the election and shall serve as an officer during that year. On 1 July immediately following that year, the president-elect shall assume office as president.

**Section 2** — The officers and directors shall constitute the board. Within one week after their election, the directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

**Section 3** — A vacancy in the board or any office shall be filled by action of the remaining directors.

**Section 4** — A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

**Section 5** — Term of office for each role shall be 1 Year if otherwise agreed by the majority of Board.

#### **Article 7 Duties of Officers**

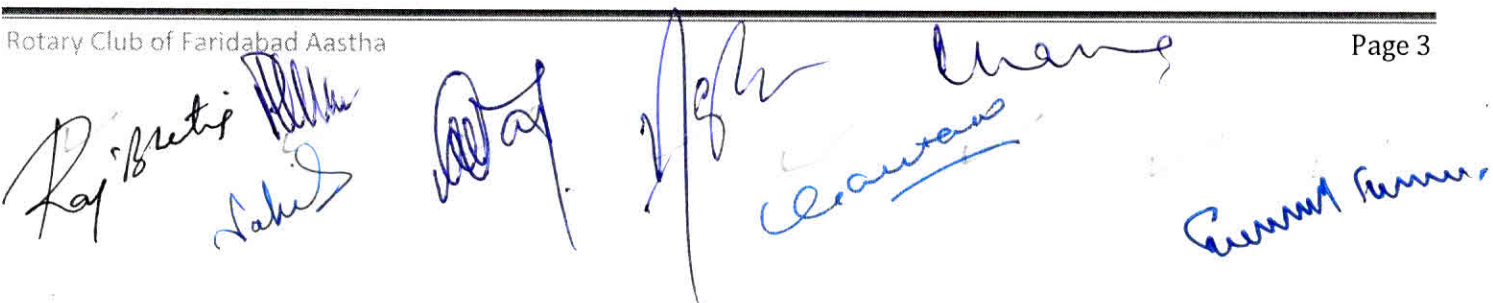
**Section 1** — *President*. It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties ordinarily pertaining to the office of president.

**Section 2** — *Immediate Past President*. It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president or the board.

**Section 3** — *President-elect*. It shall be the duty of the president-elect to prepare for their year in office & 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 preside at meetings of the club and the board in the absence of the president and to perform other duties ordinarily pertaining 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 semi annual report of membership on 1 January and 1 July of

The bottom of the page features several handwritten signatures in blue ink. From left to right, there is a signature that appears to be 'Raj Bhatia', followed by 'Sahil', then a signature that looks like 'Raj', and another that looks like 'Raj'. To the right of these is a signature that looks like 'Raj', followed by a signature that looks like 'Raj', and finally a signature that looks like 'Raj'. There are also some other illegible signatures and marks.



each year, which shall include per capita dues for

All members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual 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 pertain 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 — 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.

**Section 8 — Director.** The duties of the director shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

**Section 9 — Board Members.** May perform additional duties as assigned.

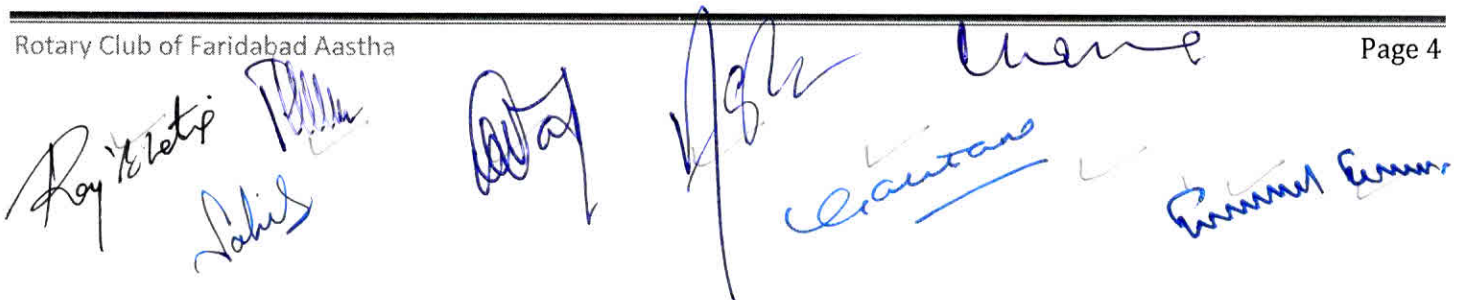
## **Article 8 Meetings**

**Section 1 — Annual Meeting.** An annual meeting of this club shall be held in each year not later than 31<sup>st</sup> December, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2 —** The regular weekly meetings of this club shall be held on Friday at 7.30 PM as far as possible. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members except an honorary member (or member excused pursuant to 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.

**Section 3 —** One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4 —** Regular meetings of the board shall be held 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.

The bottom of the page features several handwritten signatures in blue ink. From left to right, there is a signature that appears to be 'Raj Kishor', followed by 'Sahil', a signature that looks like 'Raj', a signature that looks like 'Vishal', a signature that looks like 'Umesh', a signature that looks like 'Rajendra', and a signature that looks like 'Rajendra Kumar'.

**Section 5** — A majority of the board members shall constitute a quorum of the board.

### **Article 9 Fees and Dues**

**Section 1** — The membership fee shall be Rs. 10,000 /- PA to be paid by the applicant once he qualifies as a member.

**Section 2** — The membership fee shall consist of RI per capita dues, subscription fees to The Regional Rotary Magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment. Membership dues shall be payable in accordance with the policies of the club as established by the Board.

### **Article 10 Method of Voting**

The business of this club shall be transacted by *voice* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voice* vote.

### **Article 11 Committees**

**Section 1** - Club committees are charged with carrying out the annual and long-range strategic goals of the club. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership**

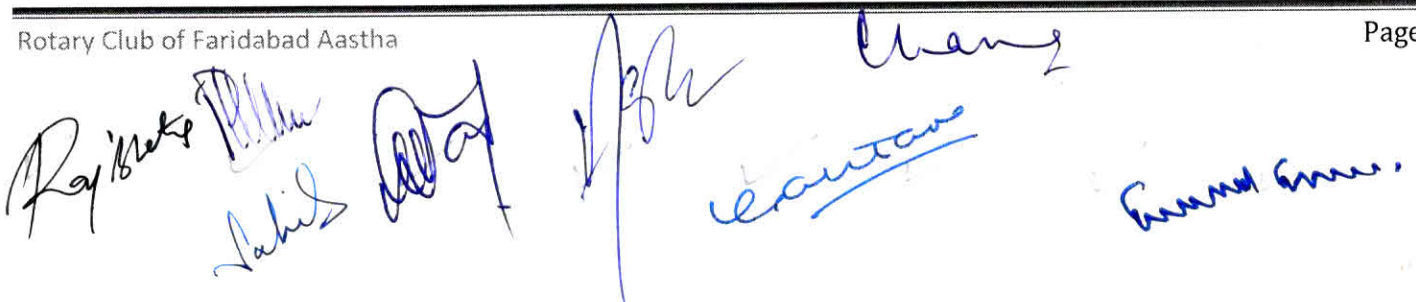
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

- **Public Relations**

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

- **Club Administration**

This committee should conduct activities associated with the effective operation of the club.

The bottom of the page features several handwritten signatures in blue ink. From left to right, the signatures are: 'Rajinder', 'Sahil', a stylized signature, 'Chang', 'Santosh', and 'Gurpreet Singh'.



- Service Projects

This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

- The Rotary Foundation

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

**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.

**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 specific committees 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 12 Duties of Committees**

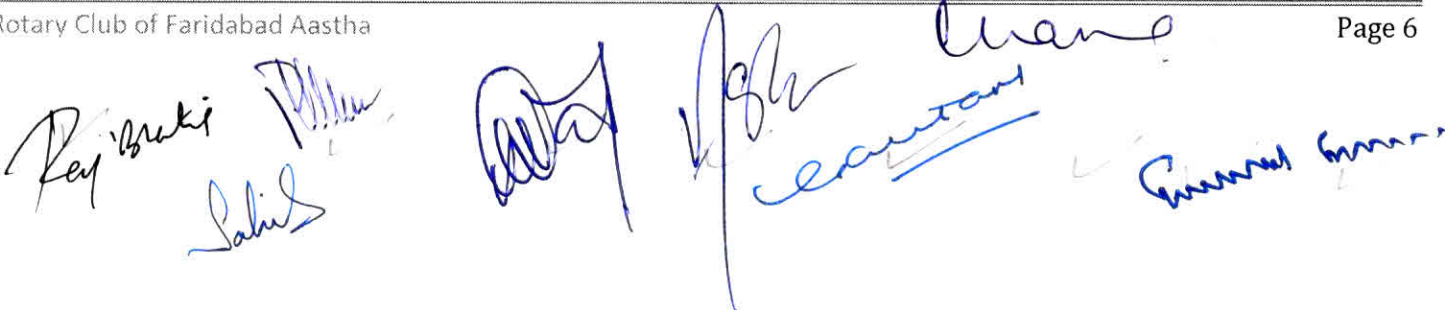
The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference appropriate RI materials and the Avenues of Service when developing plans for the year. Each committee shall have a specific mandate, clearly 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 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 (12) months.

### **Article 14 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

The bottom of the page features several handwritten signatures in blue ink. From left to right, there are approximately seven distinct signatures, some of which appear to be names like 'Raj', 'Sahil', and 'Aastha'. The signatures are written in a cursive, flowing style.

club operations and one in respect of charitable/service operations.

**Section 2 BANKING**— 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. The bank operations will be done under the dual signature of any two of President, Secretary and Treasurer.

**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 year.

**Section 5** — Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

**Section 6** — The fiscal year of this club shall extend from 1 July to 30 June, and the collection of members' dues shall be done in one go at the beginning of Rotary Year. 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 15 Method of Electing Members**

**Proposal**— Any existing member, 'except' the Current Membership Committee comprising of President, IPP&PE, can propose for a person to become a member of the Club Aastha. An individual member cannot propose more than 1 Member in a Rotary Tenure.

**Age**— The age of the proposed member should be between 25 Years to the maximum of the existing member's age of the Club Aastha.

**First Come First Serve**— The consideration of membership for every upcoming Rotary Tenure will be on a first come first serve basis, amongst the proposals received for membership starting 1st June of the ongoing Rotary Year. All proposals received in one week will be treated at par.

**Proposal Procedure**— The member shall submit the proposed member's details in the prescribed form to the current Club President through E Mail. The president shall circulate the details of the members to all the Club Members for their consent or reservation towards the proposed member through EMail (without disclosing the name of the member who has put forward the proposal).

A maximum of 7 Days shall be allowed for members to express their reservation to the President for the proposed member, else the proposal shall be considered to be taken up for further perusal.

A series of handwritten signatures in blue ink, likely representing the approval or reservation of members. The signatures are written over a horizontal line. Some are legible, such as 'Raj Bhatnagar', 'Sahil', and 'Anurag', while others are more stylized or partially obscured.



**Refusal Criteria** – Any objection to accept a member in Club Aastha may be clearly defined to the Current Club President by that refusing member. The reasons for reservation should be reasonable, logical and specific in nature. The reservation to accept a proposal may only be shared with the Club President and not with any other member, so as to maintain harmony and decorum of Club Aastha.

**Refusal Confidentiality**– In case the Club President receives reservation against the proposed member within the stipulated time, it would be the moral responsibility of the Club President to maintain the secrecy of the member's identity who refused the proposal and the reasons for reservation towards the proposed member. In the interest of harmony and good faith, the member who originally proposed the person to become member of Club Aastha, shall not reason out the details of refusal from the Club President.

**Final Perusal**– The final acceptance for a proposal to become a member shall be subject to judgment of his nature / attitude in the Club Meeting or Club Get- together. In case a common consensus is reached towards not accepting the proposed member to be finally inducted as a regular member of the Club, the decision can be reassessed and the proposed person could be refused of becoming a member of the Club Aastha.

**Induction & Membership Restriction**– The maximum limit to which Club Aastha shall induct members in any Rotary Tenure shall be restricted to 2 Per Annum till an upper limit of 40 Members is reached. Thereafter the Numbers of Induction per Annum can be revised as per the call of the Club. In case more than 2 members Qualify the membership criteria, the final decision shall be taken by the Membership Committee in following order of preference:

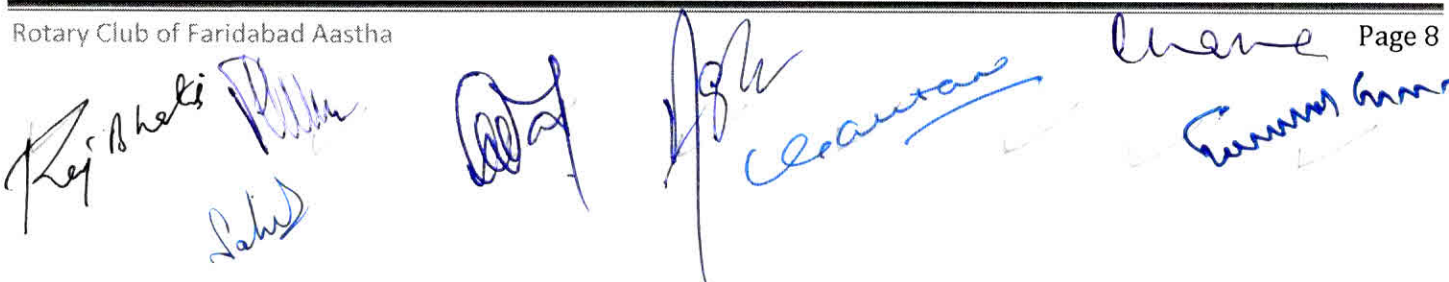
1. New Classification.
2. Proposer with less past accepted proposals.
3. Proximity of New Member's age with the average age of the Club.

In the event of more than 1 member leaving the Club in a particular year, an additional member's induction shall be permissible to achieve the membership growth of Net +1. However, addition of more than 3 new members will not be allowed in any year under any circumstances.

**Membership Committee**–A rolling membership committee comprising of President, IPP & PE shall decide the finalization of the selection of the Proposed Member.

**Membership Committee Roles**–In case there are more than 2 eligible Proposals, the Membership Committee will take the final decision in the best interest of the Club within 7 Days. Club President will share the feedback for the proposals without disclosing the identity of proposer/s and member/s who have given the feedback.

In the even to of any reservation reasons brought forward by any member, but not found to be valid in nature by the Current Club President, the Club President, without disclosing the identity of the objecting member





can put forward the matter in the Membership Committee. Membership Committee can also refer the matter to the Aastha Core Committee in case required. Final Decision will be made by majority vote within the committee. The decision of the Membership Committee shall be final and binding on Club Aastha.

**Responsibility**– Principally it would be the moral responsibility of the member proposing an individual for membership of Club Aastha, to have a personality judgment of the person, whether his profile / profession /background is apt enough to fit in the Club Aastha. Simultaneously the proposed member should also be made aware of the annual obligations involved in Rotary apart from Club Fees and also the culture and atmosphere of the Club. This should be done with a sole intention to avoid any discomfort arising among members in the future.

### **Article 16 Method of Terminating Members**

#### **Termination–Non-Payment of Dues**

**Process** – Any member failing to pay dues by 31st August of Current Rotary Year shall be liable to pay an amount of Rs.5000/-over and above the prescribed Membership Fees. The deadline for payment of membership fees with additional amounts is 30th November of Current Rotary Year. If the dues are not paid till 30th November of Current Rotary Year, membership may be terminated, subject to the discretion of the board.

**Reinstatement**– The Board may reinstate the former member to membership upon the former member's request and payment of Membership Fees, Additional Amount of Rs. 5000/- & Reinstatement Fees of Rs.10,000/-by the Terminated Member.

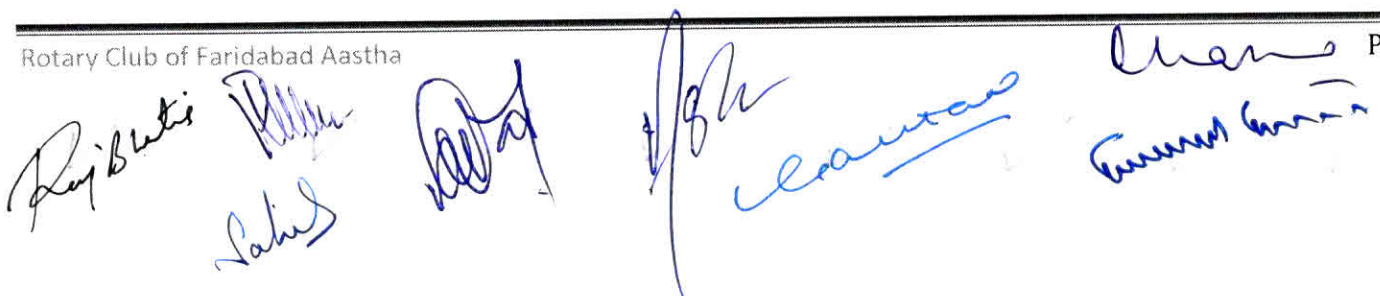
#### **Termination–Non-Attendance**

Unless otherwise excused by the Board for good and sufficient reason a member, who fails to attend regular Meetings /Family Get To-gathers / Service Projects continuously for 6 months, shall be informed by the Board that the member's non-attendance may be considered a request to terminate his membership from Club Aastha. Thereafter, the board, by a majority of two-third may terminate the Member's membership.

#### **Termination–Other Causes**

**Behavior / Misconduct** – The board may terminate the membership of any member for any good cause (misconduct / unethical behavior etc.) by a majority of two-thirds of the Board Members, at a meeting called specially for that purpose.

**Notice** – Prior to taking any action, the Member shall be given at least 10 Days in written notice of such pending action and an opportunity to submit a written answer to the Board. The member shall have the right



to appear before the Board to state the member's case. The decision of the Board after the hearing shall be final.

**Resignation** -The resignation of any member from the club shall be in writing, addressed to the Current Club President or Secretary of the year. The resignation shall be accepted by the board, by a majority of two-thirds of the board if the member has no indebtedness to the club.

### **Article 17 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 18 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 19 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 seven (7) 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.

*Rajinder*  
*Sahil*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*



# ROTARY CLUB OF AASTHA

List of Members as on 1st February 2022

Members Name	Address	Pincode
Anand Bajaj	H. No. 1180, Sec. 7 D, Faridabad	121006
Anmol Jindal	H. No. 166, Sec. 31, Faridabad	121003
Anuj Sharma	H. No. 953, Sec. 8, Faridabad	121006
Ashish Aggarwal	A-1001, Tower A, Kenwood Tower Village, Surajkund, Faridabad, Haryana	121006
Ashish Gupta	H. No. 95, Sec. 16 A, Faridabad	121002
Avikal Arya	H. No. 1156, Sec. 9, Faridabad	121006
Bhavtosh Handa	H. No. 593, Sec. 16 A, Faridabad	121002
Deepak Gupta	H. No. 1381-82, Sec. 14, Faridabad	121007
Deepak Prashad	Flat no. 501, Tower No. B-12, RPS Savanna, Sec-88, Greater Faridabad	121002
Dev Bajaj	Dev Kunj, H. No. 182 – 183, Sec. 9, Faridabad	121006
Gautam Malhotra	H. No. 253, Sec. 19, Faridabad	121002
Himanshu Adlakha	House No.742, Sec. 14, Faridabad, Haryana	121007
Karun Gupta	H. No. 855, sec. 17, Faridabad	121002
Madhusudan Chauhan	H. No. 328, Sec. 21A, Faridabad	121002
Manish Aggarwal	H.NO. 627/21A, FARIDABAD	121001
Manish Ghei	B-1/115, Sector-11, Faridabad, Haryana	121006
Manoj Kumar Rungta	Flat No. 1002, Tower 7C, Pranayam Puri Constructions, Sec 82-85, Greater	121004
Manuj Adlakha	H. No. 541-B, Sainik Colony,	121001
Mohit Jain	H. No. 1236, Sec-15, faridabad	121007
Neeraj Bhutani	House No 267, Sector- 21C, Faridabad	121001
Prateek Gupta	H. No. 150, Sec. 15 A, Faridabad	121007
Rahul Jain	H. No. 153, Sec. 14, Faridabad	121002
Raj Bhatia	H. No. C – 65 , Sec. 11, DLF Faridabad	121006
Ritesh Gupta	H. No. 3 D/48, Bunglow Plot, NIT, Faridabad	121001
Rohit Bajaj	House No. 782, Sector – 21-C, Faridabad	121001
Sahil Grover	H. No. 1541, Sec. 15, Faridabad	121007
Sanchit Bansal	H.No. 820, Sec. 17 Faridabad	121002
Sharat Chandra	H. No. 790, Sec. 15, Faridabad	121007
Shekhar Gehlawat	Flat No. 203, Tower B-5, RPS Savana, Sec 88, Greater Fbd.	121004
Shivendra Saroj	103, Maharaja Agarsen Appt. Gh-9, Part-III, Sector-21C, Faridabad	121012
Sumit Garg	H. No. 1241, Sec. 15, Faridabad	121007
Sushant Gupta	H. No. 594, Sec. 16 A, Faridabad	121002
Umang Malik	H. No. 2066, Sec-28, Faridabad	121008
Vidit Mittal	H. No. 465, Sec- 9, Faridabad, Haryana	121006
Vikas Garodia	H. No.604, Sec-16A, Faridabad	121002
Vipul Johari	H. No. 261, Sec. 9, Faridabad	121006

*Raj Bhatia*  
*Sahil Grover*

*Manish Ghei*

*Manoj Kumar Rungta*

*Manuj Adlakha*

*Neeraj Bhutani*

*Prateek Gupta*

ROTARY CLUB OF FARIDABAD AASTHA

List of Advisory Committee as on 1st february, 2022

Members Name	Address	Pincode	Designation
Sushant Gupta	H. No. 594, Sec. 16 A, Faridabad	121002	President
Sahil Grover	H. No. 1541, Sec. 15, Faridabad	121007	Incoming President
Ashish Gupta	H. No. 95, Sec. 16 A, Faridabad	121002	Past President
Gautam Malhotra	H. No. 253, Sec. 19, Faridabad	121002	Past President
Neeraj Bhutani	House No 267, Sector- 21C, Faridabad	121001	Past President
Prateek Gupta	H. No. 150, Sec. 15 A, Faridabad	121007	Past President
Raj Bhatia	H. No. C – 65 , Sec. 11, DLF Faridabad	121006	Past President
Sharat Chandra	H. No. 790, Sec. 15, Faridabad	121007	Past President

*Raj Bhatia* *Sahil Grover* *Ashish Gupta* *Gautam Malhotra* *Neeraj Bhutani* *Prateek Gupta* *Sharat Chandra*