



Bylaws of the Rotary Club of Patan

(Amended: July 2025)

Article 1 Definitions

1. Board: The club's board of directors.
2. Director: A member of the club's board of directors.
3. Member: A member of the club, other than an honorary member.
4. Quorum: For Club Meeting: One-third of the club's members
For Board Meeting: a majority of the members of the board.
5. RI: Rotary International.
6. Year: The 12-month period that begins on 1 July, with the Financial Year following the Nepali Fiscal Year.
7. In Writing: A communication capable of documentation, regardless of the method of transmission.

Article 2 Board

- Section 1: The governing body of this club is the board of directors.
- Section 2: The number of board members shall be maintained at 13-15.
- Section 3: The board of directors shall consist of the president, immediate past president, president-elect, vice president, secretary, joint-secretary, treasurer, joint-treasurer, sergeant-at-arms, director/chair – club administration, director/chair – membership, director/chair – public image, director/chair – The Rotary Foundation, director/chair – service projects, and director/chair – youth services.

Article 3 Elections and Terms of Office

- Section 1: One month before elections, a three-member nominating committee comprising of the president elect (Chair), current president and the sergeant-at-arms is announced at the club meeting.
- Section 2: Members may propose candidates for secretary, joint secretary, treasurer, and any director positions to the nominating committee.
- Section 3: Following a succession plan, the secretary, the vice-president, and the president-elect are normally proposed to become the vice-president, the president-elect, and the president respectively, for the following Rotary Year.
- Section 4: During the Annual Meeting prior to 31 December, the candidates are proposed to the house and elected by consensus. Should there be more than one candidate for a post, the candidate who receives a majority of the votes for the office is declared elected to that office.
- Section 5: If any officer or board member vacates his or her position, the remaining members of the board will appoint a replacement.
- Section 6: Terms of office for each role are for one year and all candidates can be reelected for the following year.
- Section 7: The term of office for the club president is specified as one year only.
- Section 8: When a successor is not elected for any reason, the incumbent president's term can be extended for up to one year.

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Article 4 Duties of the Officer

- Section 1: President. The president presides at club and board meetings and performs other duties as recommended in the online courses for Club President in the RI Learning Center.
- Section 2: Immediate Past President. The immediate past president serves as a director of the board.
- Section 3: President-Elect. The president-elect prepares for his or her year in office and serves as a director of the board.
- Section 4: Vice-President. The vice-president presides at club and board meetings and performs the duties that might arise when the president is absent.
- Section 5: Treasurer. The treasurer oversees all funds and provides an annual accounting of them and performs the duties as recommended in the online courses for Club Treasurer in the RI Learning Center.
- Section 6: Joint-Treasurer. The joint-treasurer performs the duties of the treasurer when the treasurer is absent.
- Section 7: Secretary. The secretary keeps membership and attendance records and performs the duties as recommended in the online courses for Club Secretary in the RI Learning Center.
- Section 8: Joint-Secretary. The joint-secretary performs the duties of the secretary when the secretary is absent.
- Section 9: Sergeant-at-Arms. The sergeant-at-arms maintains order in club meetings and performs the duties as ordinarily pertain to the sergeant-at-arms.
- Section 10: Director/Chair – Club Administration. The director club administration performs the duties as recommended in the online courses for Club Administration Committee in the RI Learning Center.
- Section 11: Director/Chair – Membership. The director membership performs the duties as recommended in the online courses for Club Membership Committee in the RI Learning Center.
- Section 12: Director/Chair–Public Image. The director public image performs the duties as recommended in the online courses for Club Public Image Committee in the RI Learning Center.
- Section 13: Director/Chair – The Rotary Foundation. The director Rotary Foundation performs the duties as recommended in the online courses for The Rotary Foundation Committee in the RI Learning Center.
- Section 14: Director/Chair – Service Projects. The director service projects performs the duties as recommended in the online courses for Service Projects Committee in the RI Learning Center.
- Section 15: Director/Chair – Youth Services. The director youth services performs the duties as recommended in the online courses for Youth Services in the RI Learning Center.

Article 5 Meetings

- Section 1: Annual Meeting. An annual meeting of this club shall be held no later than 31 December to elect the officers and directors who will serve for the next Rotary Year.
- Section 2: Regular weekly meetings of this club are held on Monday at 5:30pm to

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6:00pm for fellowship and for meeting from 6:00pm to 7:00pm. Reasonable notice of any change or cancellation of the regular meeting shall be given to all club members.

Section 3: Board meetings are held each month. Special meetings of the Board are called with reasonable notice by the president or upon the request of two members of the board.

Section 4: Meetings may be held physically or virtually.

Section 5: Board decisions may also be taken by e-mail, provided the majority of directors of the board affirm the decisions.

Section 6: An Annual General Meeting is held by the end of September.

Article 6 Dues

Section 1: Annual membership dues shall consist of RI per capita dues, subscription fees to the Rotary regional magazine, district per capita dues, club annual dues, and any other Rotary or district per capita assessment.

Section 2: Annual membership dues shall be determined by the board prior to 1 July every year. Members are requested to pay their membership dues in full no later than 30 June of every year. Exceptionally members can pay in two semi-annual installments by 30 June and by 30 December.

Section 3: Late fee charge shall apply as determined 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/directors, which is conducted by ballot if there is more than one candidate for any position. The board may also provide a ballot for a vote on a specific resolution.

Article 8 Committees

Section 1: The club committees coordinate their efforts to achieve the club's annual and strategic goals. This club has the following committees:

- Club Administration
- Membership
- Public Image
- The Rotary Foundation
- Service Projects
- Youth Services
- Events and Fellowship Coordinator

Section 2: Additional committees may be appointed as needed.

Section 3: The president is an ex officio member of all committees.

Section 4: The president or the board shall refer additional business to a specific committee as needed.

Section 5: Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the board on all committee activities.

Article 9 Finances

Section 1: Prior to each fiscal year, the board shall approve an annual budget of



estimated income and expenditures.

Section 2: The treasurer shall deposit club funds in reputable financial institution(s) and accounts, for club operations and service projects.

Section 3: Bills are paid by the treasurer with the approval of any two of the bank signatories of the club, based upon requests made by club officers.

Section 4: A qualified person conducts a thorough annual review of all financial transactions.

Section 5: Club members will receive an annual financial statement of the club.

Section 6: The audited financial report of the previous Year and the selection of the auditor for the current year will be presented to the house for approval annually during the Annual General Meeting.

Section 7: The fiscal year is from 1 Shrawan to 30 Asadh. (Nepali fiscal year)

Section 8: The tenure of the treasurer will follow the Nepali fiscal year (mid-July to mid-July).

Article 10 Method of Electing Members

Section 1: A member of this club or a member of another club proposes a candidate for membership to the membership committee chair along with the duly completed membership proposal form.

Section 2: The membership committee ensures that the candidate meets all of Rotary's and the club's membership requirements and recommends the candidate to the board.

Section 3: The board approves or rejects the candidate's membership within 30 days. ,

Section 4: If the decision of the board is favorable, the club is notified of its decision and the proposer is requests to educated the prospective member about Rotary and membership requirements.

Section 5: If no member of the club submits a written objection including reasons for the objection, to the board within seven days after the club is notified of the prospective member, that person, upon payment of membership dues, is considered elected to membership.

Section 6: If an objection has been filed with the board, the club shall vote on this matter at its next meeting. If approved despite the objection, the proposed member is elected to membership upon payment of membership dues.

Section 7: The club may elect honorary members proposed by the board.

Article 11 Amendments

These bylaws may be amended at any regular club meeting. Changing the club bylaws requires sending written notice to each member 21 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to these bylaws must be consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.



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President-
Rtn. Ganesh K. Karmali

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Secretary
Rtn. Ganesh K. Karmali