



The Constitution **of** **Star Presidents Forum RID-3281**

Rotary International District 3281, Bangladesh

ARTICLE - I

The Preamble

The Presidents of respective Rotary Clubs in the year 2016-2017 are unanimously desired to form a non-political/non-sectarian welfare Association in the name and style "Star Presidents Forum RID-3281" of Rotary International District 3281 for pursuing the aims, objectives and activities as described hereinafter; and

WHEREAS, they decided to apply under their respective signatures for registration of the Association under the above name and style in pursuance of Voluntary Social Welfare Agencies (Registration & Control) Ordinance 1961.

NOW THEREFORE, all members present in the meeting held on in Dhaka approved this constitution and gave consent to come into effect from this day of

ARTICLE - II

Name and Description

The name of the Association will be "Star Presidents Forum RID-3281". Territorial jurisdiction of the forum shall be the same of Rotary International District 3281 and if the RI District 3281 bifurcated again, jurisdiction of the forum will remain same. The registered office of the Forum will be located at Dhaka.

ARTICLE - III

Objectives: The aims and objectives of the FORUM as envisaged to:

- i. Uphold the spirit of "The Liberation War of 1971, Tradition & Culture" of Bangladesh.
- ii. Provide a legal platform for preserving and fostering friendship, fellow feelings, brotherly spirit amongst its members and if required, register in accordance with the Voluntary Social Welfare Agencies (Registration & Control) Ordinance 1961.
- iii. Provide all possible and realistic support to the District Governor Mohammad Ayub MPHF, for achieving his goals to uphold the image of Rotary in local and International arena.
- iv. Extend all possible help, assistance and encouragement to the members and their families in case of any need, distress, disasters, ailments or demise in the form of financial, physical, mental, moral, material or any kind that may be useful
- v. Provide a professional enhancement among the members and their families.
- vi. Initiate Community Services, preferably for the less fortunate groups of the society in the country and beyond.
- vii. Promote and advance the bonding of friendship and fellowship amongst its members and their families within the country and overseas through various means.



- viii. Perform such other acts and things as are incidental or conducive to all the above objects or any part thereof considered necessary or proper for the attainment of any or all of its ideals, objectives, policies and decisions.

ARTICLE -IV

Definition:

- a) **Member:** Member means and includes only the President of Rotary clubs of RI District 3281 in the Rotary Year 2016-2017. In any case, if the President of a particular club changed for any reason than the current president having the changed information in Rotary International database shall be declared by the District Governor and she/he become a member of this forum in place of the previous member for that particular club.
- b) **Forum:** Forum means Star Presidents Forum of Rotary clubs of District 3281 in Rotary Year 2016-2017.
- c) **Executive Committee:** Executive Committee means the committee declared by the District Governor and after completing their first tenure elected Executive Committee of the Forum.
- d) **Executive Committee Members:** Executive Committee Members means only the member of the executive committee of the Forum.
- e) **Advisor:** Advisor means the members of advisory panel. District Governor of Rotary Year 2016-2017 is the Chief Advisor.
- f) **Chairperson:** Chairperson means the head of the EC & the Forum.
- g) **Vice-Chairperson:** Vice-Chairperson means the Vice-Chairperson of the forum including Senior Vice-Chairperson.
- h) **General Secretary:** General Secretary means the General Secretary of the forum.
- i) **Joint Secretary:** Joint Secretary means Joint Secretary of the forum.
- j) **Treasurer:** Treasurer means Treasurer of the forum.
- k) **Joint Treasurer:** Treasurer means Joint Treasurer of the forum.
- l) **Director:** Director means the person responsible to perform different type of work/function as defined by EC.
- m) **Rotary Year:** Rotary Year means the year starting on 1st July to 30th June as maintained by RI.
- n) **Audited Account:** Audited Account means the annual accounts Audited by Certified Auditor.

ARTICLE - V

Membership:

- i. **Eligibility:** The membership of the Forum shall be restricted and limited to only the Presidents [defined in Article-IV (a)] of Rotary Clubs in RI District 3281, in the Rotary Year 2016-2017.
- ii. **Admission:** All the club President of RY 2016-2017 of RI District 3281 are deemed to be a member of the Forum after submitting a prescribed membership form properly filled up with admission fee to the General Secretary, within three months from the approval of the constitution. Presidents of Rotary clubs of RI District 3281, 2016-2017 may submit membership application form to the General Secretary of the Forum at any time later on, but those applications received for membership



must be reviewed in the EC meeting and the decision will be taken by EC.

- iii. Subscription/Fees:** Subscription/Fee shall be proposed by the EC and must be approved in any meeting like Annual General/EGM.
- iv. Resignation:** Any member of the Forum or EC member or other office Bearers of EC may resign by written communication to the Chairperson of the Executive Committee for consideration. The resignation shall take effect from the date of approval by the Executive Committee or such other date as the Executive Committee may decide. Chairperson may submit resignation addressing to the Senior Vice-Chairperson and the decision will be taken by the EC.
- v. Cessation and Re-admission:** Any member who has not paid her/his subscription for two consecutive years shall cease to be a member of the Forum. If she/he wished to re-enroll s/he have to apply assigning the reasons for discontinuation to Chairperson and decision must be taken in the EC meeting. If the decision is positive he/she shall have to pay full re-admission fee including arrear subscriptions, or/and any other amount determine by the EC. Death of any member or resignation by any member shall also cause cessation of membership.
- vi. Rights and Privileges:** Members of the Forum shall subject to the provisions of this Constitution made, enjoy all the rights and privileges as may be conferred by the FORUM from time to time. The rights and privileges of every member shall be personal to her/him and shall not be transferable by her/his own act or operation of law.
- vii. Termination:** If any member involved in any act contradict the image or terms and conditions of the constitution of the forumand/or convicted for unlawful activities then his membership shall be terminated and announced by the EC to all the members of the forum.

ARTICLE - VI

Executive Committee (EC)

- i. Formation:** After completing tenure of the first committee declared by the District Governor Mohammad Ayub MPHF, the management of the affairs of the Forum shall be vested, subject to the provisions of this Constitution framed there under, in an elected management body named as the Executive Committee. The Executive Committee shall consist of:

Chairperson	: 01
Senior Vice-Chairperson	: 01
Vice-Chairperson	: 05
General Secretary	: 01
Joint Secretary	: 03
Treasurer	: 01
Joint Treasurer	: 01
Director	: 05
Executive Members	: 11
Total	: 29



Immediate Past Chairperson of Executive Committee shall be ex-officio member and the senior most member among Executive Members.

District Governor of RY 2016-2017, Mohammad Ayub will be the Chief Advisor of the Forum until he is willing to serve or until his demise. If any circumstances arises to vacant the chair of Chief Advisor in any time then the EC shall determine the process and select to fill the Chief Advisor's position. The Chairperson shall be the lawful head of the Forum and the General Secretary will be the Principal Executive of the Forum. If any member of the Executive Committee remains absent for consecutive 3 Executive Committee meetings for reasons not beyond her/his control, s/he shall be liable for actions as deemed fit by the Executive Committee.

- ii. Election:** The members of the Executive Committee shall be elected by the members of the Forum in accordance with the provisions of the Constitution in the AGM. Name of a candidate shall be proposed by one member and seconded by another member. The candidate must express her/his consent to be a candidate in the election. The election will be conducted in the way the Election Commission appointed by the Executive Committee to conduct the election from the non-contesting general members. The election commission will be 3 (Three) members committee and the committee shall be constituted at least 90 (Ninety) days ahead of the election date. The election should be held at least 21 (Twenty One) days before the expiry of the term of office of the Executive Committee. The election commission is to announce the date of election 30 (Thirty) days ahead of election. Final voter list should be supplied by the EC to the election commission 10 (Ten) days ahead of the election declaration.
- iii. Tenure:** The first Executive Committee declared by the District Governor shall hold office for 1 (one) Year and the tenure shall be started for all committee from 1st July to 30th June as like Rotary Year.

The Executive Committee shall hold office for a period of 1 (One) Rotary Year. However, there shall be no bar for a member to be re-elected for second term. The office bearers cannot hold the same post for more than two consecutive terms.

If for reasons beyond control, the election is not held in time, the term of the Executive Committee will be extended for not more than 3 (Three) months after the expiry of the Executive Committee. It will be obligatory on the part of the Executive Committee to constitute seven members Ad-hoc Committee before it is abolished. In case of the Executive Committee fails to form an Ad-hoc Committee within its extended 3 (Three) months period, the chief advisor shall call an EGM within a month for constituting an ad-hoc committee to hold an election within the specified time.

ARTICLE – VII

Responsibility: In order to attain the objectives, the Forum shall use its best endeavors and take all necessary steps for the benefit of the members, their families and the beneficiaries of project in such manner as may deem fit by the majority of its members.

- i. Chairperson:** Chairperson remains to be the constitutional chief of the forum. It



shall be the duty of the Chairperson to preside all the meetings of the EC & Forum and to perform other duties as ordinarily pertains to the office of the Chairperson.

- ii. **Senior Vice-Chairperson:** It shall be the duty of the Senior Vice-Chairperson to preside at meetings of the EC in the absence of the Chairperson and to perform other duties as assigned by the EC.
- iii. **Vice-Chairperson:** In the absence of the Chairperson, Senior Vice-Chairperson the Vice-Chairperson shall preside the EC meetings and to perform other duties as assigned by the EC.
- iv. **General Secretary:** General Secretary remains to be the administrative Chief in implementing all the plans and programs of the Forum. S/he will be accountable for the implementation of all of its programs and activities. It shall be the duty of the General Secretary to keep membership records; attendance record of meetings; send out notices of General meeting, Annual General meeting, Extra Ordinary General meeting, Emergency meeting and committee meetings. The General Secretary shall call or inform about the meeting with consultation of the Chairperson and distribute minutes of any meeting within 15 (Fifteen) days after the meeting held. Record and preserve the minutes of such meetings report as required, perform other duties as usually pertain to the office of the General Secretary. General Secretary will notify the members at least 15 (fifteen) days ahead of the AGM alongwith the agenda, audited accounts of the forum for last year and minutes of the last AGM. General Secretary will supervise the activities of the Sub-Committees and will collect activities report from them on behalf of the Forum. General Secretary will present Annual Activities Report in the AGM.
- v. **Joint Secretary:** Joint secretary will carry out the activities given by the General Secretary to help her/him in her/his job. It shall be the duty of the joint secretary to perform the duty of the General Secretary if the General Secretary remains absence in any meeting.
- vi. **Treasurer:** It shall be the duty of the Treasurer to prepare budget and submit in the AGM with prior approval of the EC. S/he will collect members' subscription, donation and deposit in the Forum's bank account. Treasurer is the Custodian of all funds. S/he will submit quarterly income and expenditure report to the EC in September, December, March and June. Perform other duties as pertains to the office of Treasurer. Upon retirement from office, the Treasurer shall hand over all funds, books of accounts, or any other property of the Forum for which s/he was custodian, to the incoming Treasurer or to the Chairperson within 1 (One) month.
- vii. **Director:** Director of any head shall perform the duties assigned by the EC for the betterment of the forum.
- viii. **EC Member:** The members of the Executive Committee individually shall be responsible to all the general members for smooth, efficient and neutral management of the Forum. All the members of the Executive Committee shall attend, participate and facilitate in taking decisions in the meeting and implement the decisions undertaken.



ARTICLE – VIII

Meetings: There shall be various types of meetings namely the regular Executive Committee Meetings, Annual General Meeting, Emergency Meetings, Requisitioned Meetings, and Special General Meetings to run the affairs of the Forum in an appropriate and efficient manner.

1. The Executive Committee Meetings: The Executive Committee Meetings shall ordinarily be held any place decided by the Chairperson. The notice of such meetings shall be conveyed by email/sms/phone to each Committee members with an agenda not less than 3 (Three) days before the day of such meeting.

- i. The Executive Committee shall generally meet once in a month. The Chairperson shall call Emergency committee meeting in a short notice, not less than two days to discuss matters that deserve immediate attention.
- ii. The quorum of the EC meetings shall be one third of the EC members present in the meeting. The decision of the meetings shall be taken on simple majority. In case of a tie the Chairperson of the meeting shall exercise the casting vote. Every member shall have single vote.
- iii. An Executive Committee Meeting may be requisitioned by at least 50% (at least 15 no) of its Executive Members through sending written request to the Chairperson. The Chairperson shall be obliged to convene the meeting of the Executive Committee in the usual manner as laid down in Article VIII (i) of the Constitution.

2. Annual General Meeting: The Annual General Meeting shall be held once in every Rotary Year between February-May unless the Executive Committee under extra-ordinary circumstances decides otherwise. The meeting will require a written notice minimum fifteen days prior specifying the place, the day and the time at which it is to be held. The notice shall be issued by the General Secretary and must accompany the agenda, a copy of the audited accounts up to the last financial year and minutes of the last AGM. The Annual General Meeting shall transact the following business and such other business as may be placed by the EC or as the general meeting may, by unanimous decision desire to transact.

- i. Presentation of Annual Report including the activities.
- ii. Approval of the audited Accounts.
- iii. Presentation and approval of the next Annual Budget.
- iv. Election and declaration of the new Executive Committee.
- v. Appointment of Auditor.
- vi. Any other item as included and notified in the agenda.
- vii. Miscellaneous items with the permission of the Chair.

The quorum for annual general meeting shall be 30% of the total enrolled members. The decisions of the meetings shall be by simple majority. Every member shall have a single vote. In the event of an equal split of members on any issue, the Chairperson of the meeting shall exercise his/her casting vote to resolve the issue.

3. Emergency and requisitioned general meeting: The Chairperson shall call a requisitioned general meeting on requisition in writing from at least 25 percent of the



total enrolled members within 7 days of receiving the request of such requisition. There shall be a notice period of 10 days exclusive of the date of the meeting. Such a meeting shall transact business only to the extent for which the requisition is given. The Chairperson shall have the exclusive right to call an Especial general meeting if deemed necessary by her/his for the interest of the Forum. All such EGM meeting shall require a notice of minimum 10 days. The quorum for Especial or Requisitioned general meeting shall be 25 percent of the total enrolled members. The decisions of the meeting shall be by simple majority. Every member shall have a single vote. In the event of an equal split on any issue, the Chairperson of the meeting shall use her/his casting vote to resolve the issue.

4. Adjourned Meetings: In the event of situation when a normal meeting of the Executive Committee or Annual General Meeting cannot be started even after expiry of one hour after the schedule time due to non-fulfillment of quorum, the meeting will be adjourned. The meeting so adjourned shall be re-convened automatically exactly after one week from the original date at the same time at any suitable venue. The adjourned meeting so re-convened shall transact business as usual even if the required quorum is not fulfilled. However, in the case of tenure of the Forum the requisite quorum in any Emergency or Requisitioned meeting, even after the expiry of an hour of the schedule time of re-convened meeting will not be adjourned but dissolved.

5. General Provisions

- i. All the meetings shall be presided normally by the Chairperson of the Forum. In the event of the absence of the Chairperson, the Senior Vice-Chairperson shall preside over the meeting. or on such occasions the Vice-Chairperson is also absent, any member shall be selected by the members present to preside.
- ii. The minutes of the meetings shall be recorded by the General Secretary or the Joint Secretary in books to be kept for the purpose and shall be signed by the Chairperson of the meeting and every such decisions so signed be prima facie evidence of the facts stated therein.
- iii. When a meeting is in session, but the presence of members falls short of the required minimum for quorum and the attention of the Chairperson of the meeting is drawn to be effect, the Chairperson of the meeting shall adjourn the meeting for 15 minutes. After this period if the requisite quorum does not exist the meeting shall be dissolved.

ARTICLE – IX

Fund Generation: The fund of the Forum shall be generated through membership subscription, periodical subscription from the members, life membership fees, donations, grants, earnings from investments, and collection through publications, advertisement and any other lawful means.

ARTICLE – X

Fund Operation: The fund shall be utilized by Executive Committee as per the provision of the constitution, by the majority decisions of the members of the Executive Committee. The income or assets of the Forum or part thereof shall not be payable or



transferable by way to dividend or profit to any or all the members. The fund, with the exception of some rolling cash, shall be kept in Bank Account. The Treasurer will operate the bank account jointly with Chairperson or General Secretary of the forum.

ARTICLE – XI

Maintenance of Accounts: The Treasurer shall be responsible for maintaining proper accounts of all income and expenditure of the Forum. The bank account shall be opened in the name and style of the Forum in one of a schedule bank. The accounts shall be audited in a manner to be decided by the Executive Committee and approved in the Annual General Meeting. The accounts of the Forum would be maintained from 01st July to 30th June. Members' subscription or any other dues determined by the EC or in AGM would follow the same financial period.

ARTICLE – XII

Communication: Communications of the Forum would be through mail/email/sms/phone call. However all notices must be in writing and served through mail and/or email.

ARTICLE – XIII

Asset Management: Movable Properties of the Forum shall be managed by the Executive Committee or the decisions taken in the General Meetings. All deeds and documents and any other legal instruments relating to the property, shall be executed or jointly signed by the Chairperson and General Secretary with the approval of the Executive Committee.

Separate committee consisting the owner of the asset or her/his representative shall be constituted to take care of the Asset which may take office for more than the one tenure of the Forum. The committee members shall be selected from the EC members in a bona fide view.

ARTICLE – XIV

Special Committee : The Executive Committee may constitute Special Committee with one or more of the members of Forum and delegate any of its powers to such committees as may be laid down and framed from time to time by the Executive Committee. None other than a member of the Executive Committee shall head any such Special Committee and the EC may nominate the members from the forum.

ARTICLE – XV

Amendment to the Constitution

1. Placement of Proposal : The Constitution of the Forum may be amended only in the Annual General Meeting/ Emergency General Meeting. Any member or a group of members in writing submit before the Chairperson/General Secretary for amendment of the constitution. After receiving the proposal Executive Committee will present the proposal to the AGM/EGM.

Any proposal for amendment to the constitution must be circulated by the Executive Committee to individual member not less than 15 days before the Annual General Meeting/ Emergency General Meeting.



2. **Acceptance:** The proposed amendment shall be deemed accepted provided more than two-third of the members' present give their consent to such change as proposed or in any form as may be acceptable to them after making necessary corrections to the proposal. The amendment to the constitution shall take effect from the day next to the day of its acceptance.
3. **Modification of the Amendment:** After the acceptance of the amendment the General Secretary shall incorporate the amendments accordingly within 15 (Fifteen) days.

ARTICLE – XVI

Interpretation: In case of any doubt, debate or dispute relating to the interpretation of any word, sentence or clause or any part thereof of the constitution, the decision will be taken in any General Meeting/Emergency General Meeting with the majority opinion of the members present.

ARTICLE – XVII

Seal: The seal of the Forum shall be affixed to such papers, deeds, certificates or documents etc, as are required to be sealed, only by the Chairperson or Senior Vice-Chairperson or General Secretary.

ARTICLE – XVIII

Reservation: Whenever three fourth of the duly enrolled members of the Forum present in a properly constituted General Meeting find it impracticable to work towards the attainment of the objectives and purposes of the organization, the Forum and its Executive Committee shall stand dissolved in conformity with the Voluntary Social Welfare Agencies (Registration & Control) Ordinance 1961. The entire property of the Forum shall vested solely and absolutely in the name of the original owner or donor, thereof and that shall have full power and authority to sell, alter, change or otherwise dispose of the same as they decide proper.

Member representing the owner and donor of the moveable or immovable asset shall have to be present in the meeting where the decisions about dissolution of the Forum shall be taken.

Upon proper legal dissolution, all net assets of the Forum shall vest in the Rotary International District 3281, Bangladesh or the then bifurcated districts as mentioned in Article-II for such uses as District/s may deem fit in order to help the under privileged people in the rural community and poor meritorious students or projects as per Rotary procedure.

ARTICLE – XIX

Limitation: No resolution or provisions or decisions shall on any account or pretense whatsoever be made in contravention to the general scope or true intent of this constitution and laws of the land, and if any such rules or decisions are made, that same shall be absolutely null and void. The Forum shall not influence in any matter conflicting to the objectives of the Forum. Any person shall not be allowed to create or form any such Forum or any type of Organization under the name and style of "Star Presidents Forum RID-3281" or any such suffix or prefix attached, unless approved or prior approval of the Executive Committee of the Forum.

That the Constitution of Star President Forum RID-3281 constituted with XIX Articles and necessary sub clauses.