

**CONSTITUTION & BYE LAWS
ALLIANCE CLUB OF**

*Chartered by
And under the jurisdiction of*

ALLIANCE CLUBS INTERNATIONAL

**Regd. Office
7, Red Cross Place, 4th Floor
Kolkata - 700001
(West Bengal) India**

The short name shall be “ALLY”

This standard form is recommended for adoption by the Clubs of Alliance Clubs International as its official Club Constitution and Bye-Laws with / without some changes if required.

STANDARD ALLIANCE CLUB ORGANIZATION PLAN

Officers and Executive Members / (Board)

Imme Past President
President
Vice President
Secretary
Jt. Secretary
Treasurer
Jt. Treasurer
Public Relation Officer
Charity Director
Activity Director
Membership Director

Executive Board Members minimum 3 and maximum number as Board may decide but shall not exceed 10% of total membership strength.

Administrative Committees

Attendance
Constitution & Bye Laws

Convention / Seminar
Finance
Information
Membership
Programme
Bulletin Editor
Greeter
Leadership Development
Other Committees as per requirement

Activities Committees

Service Project / Social Services
Youth Development
Medical Awareness
Orphan Home
Education
Environment Services
Youth Exchange Programme
International Relations Programme
Other Committees as per requirement

STANDARD CLUB CONSTITUTION

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ARTICLE I

Name & Regd. Office

Section I - The Name of this organization shall be Alliance Clubs of.....
Chartered by and under the jurisdiction of ALLIANCE CLUBS INTERNATIONAL
having its registered office & head quarters at 7, Red Cross Place, 4th Floor, Kolkata –
700001 (W.B.) India

ARTICLE II

Emblem of the Organization

Section I : The Emblem shall be
The Red Circle, implies to the boundaries of the Globe, indicating that the organization shall welcome members from across the Globe. The 8 arrows implies to the 8 Principles of the organization. The star with joining hands, suggests the act of forming an alliance, keeping in mind the Principles of the organization, to see it sparkle with the efforts of each individual.

ARTICLE III

Principles

Principles of the Organization : -

- (i) To bring together all the resources and efforts for the betterment of humanity.
- (ii) To create a powerful bond between the nations of the world irrespective of caste or creed.
- (iii) To promote the “SELF EDUCATION SYSTEM” through fellowship and service.
- (iv) To follow the idea of “THE WORLD IS ONE BIG FAMILY”.
- (v) To create the bond of mutual understanding which saves personal energy and gains social energy.
- (vi) To foster appreciation and recognition that shall create inspiration for better performance within the organisation .
- (vii) To foster fellowship as the master key to success in the organization..
- (viii) To keep in mind the fact that service to mankind is service to god.

ARTICLE IV Membership

Section I - Eligibility for Membership : Subject to the provisions of Article I of the bye-laws, any adult person having good moral character and reputation in his / her community may be granted membership in this Alliance Club.

Section II - Membership by Invitation : Membership in the Alliance Club shall be acquired by invitation only. Nomination shall be made on Prescribed Application Form provided by the office which shall be signed by a member in active status, who shall be the sponsor which shall further be submitted to the Membership Committee Chairman or the President along with the entrance fee and Annual Dues. After verification the Membership Committee Chairman shall submit the same to the Board for approval.

ARTICLE V Cancellation of Membership

Any member may be expelled from the club for any reasonable cause by a two thirds vote of the entire board.

ARTICLE VI Club Programmes

Section I - Fund Raising : Public welfare or any activity money raised by the club by asking public support shall be held in a fund made to record such purpose. Unless specified the same can be distributed in the community. The board of the club may also

authorize a Chairman to verify the records of this activity and to keep records. All transitions should be made through Bank as far as possible for fair maintenance of A/c.

Section II - Dissolution : The club may be disbanded by a two third vote of the entire board of the club, but in writing.

ARTICLE VII OFFICERS OF THE CLUB

Section I - The Board Officers of the club shall be President, Imme Past President, Vice President, Secretary, Jt. Secretary, Treasurer, Jt. Treasurer, P.R.O. Charity Director, Activity Director, Membership Director and Executive Board Members minimum 3 and maximum number as Board may decide but shall not exceed 10% of total membership strength.

Section II - Quorum : A minimum of 5 (five) Board Members present in person at a Board Meeting shall fulfill the quorum requirement. Any Board decision in fulfillment of this quorum shall be treated as passed by the Entire Board.

Section III - Responsibilities of the Board : The Board of Directors of a Alliance Club shall act as Parent body of the club. In order to maintain the decorum, discipline, obligation and management of the club, the board will be empowered to

- i) Exercise and adopt the policies for the betterment of the club and also for the Society. Any new policy for the betterment of the club should always be discussed in a Board Meeting for exercising and adoption the same in the constitution.
- ii) The all amount of expenditure incurred by the club must be recorded in the Books properly and it must be ensured that there will be no debts created in the club A/C by any reason.
- iii) All accounts of the club must be audited by the Audited firm / or by the club Auditor in every financial year. Any member having active status may inspect the accounts with giving information to the Board President.
- iv) To operate Bank a/c as per Board decision and allow to operate Jointly by any Two Members from President, Secretary or Treasurer.
- v) To keep both administrative and activities accounts separate at all times. No funds of activities account are allowed to be used for other purpose.
- vi) To appoint delegates and alternates of the club for attending District Conference / International Convention / Seminars etc.

ARTICLE VIII Delegates of Club

Section I - Club Delegates to International Convention / Dist. Conference Each member of a Chartered Club of Active status shall be entitled to attend the International Convention / District Conference. One member per club shall be allowed to be a Club delegate and an Authorised substitute for the same.

Registered Club delegate or in his absence alternate (Authorised Substitute) will participate in the proceedings of the Convention / Conference. The delegate and Authorised Substitute list of the club member should be duly signed by the President / Secretary. or by any other duly authorised officer of this club. Membership records of the preceding month shall be taken into account to determine club members active status.

ARTICLE IX Dispute Resolution

Section I - Dispute of Member or /and Club : In case of any dispute relating to a particular member/s or any Alliance Club, which is not settled at club level, the District Governor shall appoint a committee of 3 persons to hear the dispute and give a decision that shall be final and binding on all concerned .

ARTICLE X Amendments

Section I - Amending Procedure : This constitution may be amended at any Board Meeting & thereafter at regular meeting of this club at which a quorum is present by a two thirds vote of all members present provided that notice of such proposed amendment shall be required to have been mailed to each member at least ten (10) days before such a meeting.

BYE - LAWS ARTICLE I Membership

Section I - Alliance Clubs International has the provision for 3 categories of membership.

- i) Honorary Member
- ii) Life Member
- Iii) Active Member

i) **Honorary Member** : Honorary member of any club is entitled to all priviledges of active membership in the club, without having to pay the entrance, International and other dues of the organisation. The member however shall be of high reputation in the society. The club in such case pays the International and other dues of the Member.

ii) **Life Member** : Life Member of any club is entitled to be associated with the organisation with a payment of Rs.10,000/- in India, and of same equivalent currency of the country outside India to the International Office. To be a life member, the same shall be required to be in active status of a chartered active club of Alliance Clubs International with recommendation from its Club Board and further conformation from the International Board of Directors.

iii) **Active Member** : An Active member is entitled to all the rights and privileges of a chartered Alliance club of Active status. As an active member the latter shall have to fulfill obligations such as regular attendance to all club meeting, regular payment of dues, participation in all club activities, keeping in mind the principles of the association.

Section II - Dual Membership : Alliance Clubs International has no provision for dual membership to any member of the organisation except honorary member.

Section III - Resignation : Any member may resign from its Alliance Club, after the Clubs Board acceptance for the same. The board shall verify dues status of such membership and other formalities such as returning of club fund and property if any and takes back all rights to use the name of Alliance Clubs International. After acceptance of such Resignation by the Board of Directors the member's resignation will be confirmed.

Section IV - Reinstatement of Membership : Reinstatement of Membership shall be granted if applied within 12 months.

Section V - Transfer of Membership : For transfer of Membership in other Alliance Club it should be applied after full dues clearance in prescribed form approved by the Club President.

Section VI - Attendance : Regular attendance to all clubs general and Board Meeting will be encouraged amongst the members of the club. Attendance in Clubs, District activities, District programmes and meetings shall also be made important for all the club members.

ARTICLE II

Duties of Officers of Alliance Club

Section I - Duties of President : It shall be the duty of the President to preside over meetings of the club and board and to perform duties like appointment of committees chairman of the club. The President shall be responsible for the smooth working of the club. He shall also be an ex officio member of all committees. He shall also maintain communication with the sponsor club and the District Governor through his Region & Zone Chairman keep all well informed of the activities of the club.

Section II - Duties of Immediate Past President :The Imme. Past President shall guide the incoming President in all activities of the club. The same shall also assist the Board in all aspects and provide his experience for the well being of the club.

Section III - Duties of Vice President : The Vice President shall succeed to the office of President in the event of removal of the latter for whatever cause and in the absence of the President, shall preside at all the meetings of the club and board. Further more he / she shall be required to look after all activities of the club as guided by the President.

Section IV - Duties of Secretary : The Secretary is the spokesman of the club and empowered to supervise all the activities of the club. He / She will keep minutes of all Board meetings in proper Books. Attendance of the all members at present the meeting also be kept. He / She will maintain liaison with Board President, other member of Board and District/ International Clubs Authority. He will be liable to submit all reports about activities & membership in prescribed form to the District and to the International office regularly. He /She shall maintain all other club records as required by different authorities. All Notice / Circulars of club for meetings and activities shall be sent by him in time as per Board or under instruction of President. The Secretary along with the Treasure will also jointly examine the financial matter of the club. Overall the Secretary with the help of other members of the Board will make the club professional and fully organised by keeping in mind the Principles, Rules & Regulations of the organisation.

Section V - Duties of Jt. Secretary : It shall be the duty of the Jt. Secretary to assist the Secretary in all matters of the club and to perform other such duties as may be prescribed by the Board in case of absence of the Secretary for any reason.

Section VI - Duties of Treasurer : The Treasurer is the custodian of all club funds, maintaining all necessary financial records. He / She shall deposit all such funds in a bank approved by the Board of Directors. The Treasurer shall report on the clubs financial status at each Board meeting of the club with full transparence to be verified for inspection by any Board member of the club. All disbursements shall be preferably done by cheque and with the signature of two authorised officers. Overall all receipts, payment and money related transactions shall carry the signature of the treasurer. Upon retirement from office, the treasurer shall hand over to the Incoming Treasurer all funds books of accounts or any other club property. Both Outgoing & Incoming Treasurer will sign in the Register of A/C in presence of Secretary or Jt. Secretary.

Section VII - Duties of Jt. Treasurer : It shall be the duty of the Jt. Treasurer to assist the Treasurer in all matters of the club and to perform other such duties as may be prescribed by the Board in case of absence of the Treasurer for any reason.

Section VIII - Duties of other Directors & Executive Members :It shall be the duty of all different Directors and Executive Members of the club to fulfill all the goals set by the President and the Board and take active participation in all activities of the club keeping in mind the principles of the organisation.

Section IX - Duties of Public Relation Officer : It shall be the duty of the Public Relation Officer to provide proper publicity of club activities to the Press, Media and

community as well as news and proper information amongst the club members and the District / Other Authorities.

ARTICLE III Meetings

Section I - Regular Meeting : It is recommended that a Alliance Club meets at least once a month, at the time and venue recommended by the Board of Directors of the club. All Honorary, Life and Active members are required to attend the Regular Meeting of the club, to be presided by the President of the club.

Section II - Special / Emergency Meeting : Special / Emergency Meetings may be called by the President or the Board of Directors at their discretion but with prior notice of at least 10 days to all the members of the club.

Section III - Board Regular Meetings : It is recommended that the Board of Directors of each club meet at least once a month, date and time of meeting be determined before hand with prior notice to all Board Members.

Section IV - Special / Emergency Board Meetings : With special request of 3 (three) or more Board Members of a club, the President may call a Special / Emergency Board Meeting at any time & place as fixed by the President.

Section V - Installation Meeting : An installation meeting be held at the beginning of each Allied year to install all new board members and further more for the outgoing board to hand over all official and important documents to the incoming Board.

Section VI - Quorum :

- i) A minimum of 20% of the membership of an Active Chartered Alliance Club forms the Quorum for a general meeting of a Club.
- ii) A minimum of 5 Board members of an Active Chartered Alliance Club forms the quorum for a Board Meeting of a Club.

Section VII - Active Status : Any Alliance Club member, if failed to pay club dues, subscription & other charges over 6 months, his membership with status will be deemed to be terminated / seized without any prejudice and he will not be allowed to attend any meeting as a member or delegate and not to cast vote at any District Conference or International Convention.

ARTICLE IV Elections

The Board of the Alliance Club shall be elected as follows :

Section I - Nomination Meetings : A nomination meeting of the club with a prior notice of at least 14 days with date & venue of the meeting shall be held in the month of December.

Section II - Nomination Committee : The Chairman of the nomination committee shall be appointed by the President of the club, who shall submit names of the candidates for the various club offices at the Nomination Meeting. Nominations from the floor will also be invited at this meeting.

Section III - Cancellation of Nomination : In case a nominee is unwilling to serve for any reason at the time of election the Nomination Committee reserves the rights to place any other name suitable for the position.

Section IV - Election Committee : The Chairman of Election Committee shall be appointed by the President, who shall fix up the date and venue of the Election Meeting. 14 days prior to the same shall send Notice with a list of the nominees with the desired post . Such meeting should be held within 25th January of every year.

Section V - Election : All officers nominated for the different posts shall have election and Elected persons shall take office from 1st April each year until the next year or till their successors take office.

Section VI - Ballot : In case of double nominees to a single post, Secret Ballot shall be carried out at Election Meeting to determine the elected officer.

Section VII - Replacement of Officers Elect : In case the Elected Officer is not willing to continue with the office, or will be unable to act for any other reason the President can declare re-election for the same purpose with prior information to all members.

Section VIII - Vacancy : In the event of vacancy in any office, the President may fill such vacancy for the remaining term.

ARTICLE V

Fees and Dues

Section I - Entrance Fees : Each new member shall pay an entrance fee of Rs.100/- in India and / or Us \$ 10 or in equivalent currency of the respective country to Alliance Clubs International. Individual Club Entrance Fees be decided by the club.

Section II - Annual Dues : Each member of the club shall pay Annual Dues of Rs.100/- in India and/or US \$ 10 or in equivalent currency to Alliance Clubs International. Individual club shall decide Annual Dues of Club after approval at Board Meeting.

Section III - Life Member Fees : Such Members will have to pay a one time fee of Rs.10,000/- for India or in equivalent in the respective National Currency of any Country

to Alliance Clubs International. However they will be required to pay their home club dues as decided by Board.

Section IV - Change in Fees & Dues : The International Board of Directors shall have the power to change or enhance the amount of Fees & Dues at their Board Meeting and that will be effective after the next Annual Convention. Individual clubs shall have the power to change or enhance the amount after approval at their board meeting.

ARTICLE VI Committees

Section I - Standing Committees : The following standing committees may be appointed by the President

a) Administrative Committee :

- Attendance
- Constitution & Bye Laws
- Convention & Seminar
- Finance
- Information
- Membership
- Programme
- Bulletin Editor
- Greater
- Leadership Development
- Other Committees as per requirement

b) Activities Committee :

- Service Project / Social Services
- Youth Development
- Medical Awareness
- Orphan Home
- Education
- Environment Services
- Youth Exchange Programme
- International Relations Programme
- Other Committees as per requirement

Section II - Special Committees : The President may appoint special committees with the approval of the Board.

Section III – President Ex-officio : The President shall be the ex-officio member of all the committees of the club.- by virtue of his post.

Section IV - Setting up of a Committee : Any administrative or Activities Committee shall consist of a Chairman and as many members as determined by the President.

Section V - Reporting of the Committee : Each committee shall report each month of its activities in written format to the Board of the club which will be discussed in the next Board Meeting

ARTICLE VII Parliamentary Practices

Except as otherwise specifically provided in this constitution and Bye-laws, all questions of order or procedure with respect to any meeting or action of this club, its board or any committee appointed here under shall be determined in accordance with Roberts Rules of Order, as Revised from time to time.

ARTICLE VIII Miscellaneous

Section I - Allied Year : Each financial year from April to March will be called as “Allied Year” will be commencing w.e.f. 1st April and ended on 31st March of every Calender year.

Section II - Emblem : The Emblem of the club shall be the same as the emblem of Alliance Clubs International.

Section III – Ally : All members of this organisation are recommended to use “Ally” word before their name.

Section IV– Legal Jurisdiction : In case of any dispute which is not settled amicably only Kolkata Courts will have the legal jurisdiction.

ARTICLE IX Amendments

Section I - Amending Procedure : The Bye-Laws may be amended at any Board & regular or special meeting of the club at which a quorum is present and with a majority of members in favour of the same.

Section II - Information of Altered / Amended Bye Laws : Information of Altered / Amend Bye Laws of a club shall be given to all club members at least 7 (seven) days prior to the date of the meeting to amend / alter to be held.