

# CONSTITUTION

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# CONSTITUTION OF ALLIANCE CLUBS OF INTERNATIONAL

## ARTICLE I

### Name & Registered Office

**Section I. Name:** The name of this organization shall be “Alliance Clubs International”.

**Section II. Regd. Office :** The Principle Regd. Office and H.Q. of this organization shall be located at 7, Red Cross Place, 4th Floor, Kolkata – 700001, West Bengal, India or at such other location in Kolkata to be determined by the Company.

## 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

#### Section I: 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

### Purpose

**Section I:** The purpose of the organization shall and hereby be

- i) To organise and charter Alliance Clubs throughout the World, and to recognise the activities of Individuals Clubs, Districts and other bodies, and
- ii) To decide all Policies including Administration.
- iii) To establish & run various Social and Charitable Projects.

**ARTICLE V**  
**Mission Statement**

**Section I:** The mission of Alliance Clubs International is to bring together, people of the World, irrespective of class, caste or creed, under one banner for social and charitable services towards Humanity and for better understanding.

**ARTICLE VI**  
**Membership**

**Section I:** Membership of Alliance Clubs International shall comprise of members of Chartered Alliance Clubs, which continuously perform the obligations as per Constitution & Bye Laws of the organization.

**Section II: Membership of National Bodies:** A National body shall consist of all districts and clubs within its boundaries.

**Section III: Membership of Districts:** A District shall consist of all clubs within its boundaries. The minimum number of having active status clubs required to form a District shall be 15 (fifteen) with each club having at least 15 Minimum Members. However total number of members required forming a District shall be minimum 300.

**Section IV: Membership of Clubs:** Membership of clubs shall consist of 3Categories

- A) Honorary Members
- B) Life Members
- C) Active Members

**Section V: Eligibility of Club Membership:** Membership in Alliance Clubs shall be acquired by invitation only. Membership shall be granted to Adult Person of Good moral character and with good reputation in the community.

**ARTICLE VII**  
**Authority of Chartering Clubs**

The International Board of Directors shall have full power and authority to organize and charter clubs under such Rules & Regulations as it may prescribe from time to time. Individual clubs shall be considered Chartered when the charter has been officially issued by the International Office.

**ARTICLE VIII**  
**Authority of Cancellation of Charter**

The International Board of Directors shall have the authority to cancel any Chartered Club for non payment of dues or for any other reasonable ground to be decided at the Board of Directors meeting.

**ARTICLE IX**  
**Officers of International Board of Directors**

**Section I: Officers:** The officers of this organization shall be:

- President
- All Past Presidents
- 1st Vice President
- 2nd Vice President



Secretary  
Treasurer  
\*  
Public Relation Officer  
15 Executive Directors

Other officers as may be designated by the International Board of Directors without any voting rights.

**Section II: Qualifications:** Each officer of this organization shall be an active member of any Chartered Alliance Club in active status.

**Section III: Election of Officers:** The officers shall be elected as follows:

- A) **President:** In case of elected 1st Vice President he / she shall automatically rise to the Post of President. \*\* Tenure will be one year only.
- B) **First Vice President:** In Case of elected 2nd Vice President shall automatically rise to the post of 1st Vice President. \*\* Tenure will be one year only.
- C) **Second Vice President:** Must have served as International Board Voting Member, District Governor of any District of Alliance Clubs International or has served as Multiple Council Chairman.
- i) Any District may nominate a member suitably qualified for this post. Members may accept one nomination only from District or National Body which they are members.
- ii) The election of 2nd Vice President shall be conducted only if the existing 2<sup>nd</sup> Vice President rises to the post of 1st Vice President.
- iii) His District should have minimum 15 clubs in good standing i.e District, Multiple and International dues are paid.
- D) **Executive Directors:** Out of 15 Executive Directors, 8 should be elected from India and 3 should be elected from outside India and 4 should be appointed by the President. Any Past District Governor or Multiple Council Chairperson shall be eligible for such nomination. \*\* Out of 8 Directors each multiple of India will have 2 Directors elected every year.  
\*\*D/1 All Board Members should be from Districts having at least 15 clubs.  
\*\*D/2 One Director can be elected from 1 District in good standing.
- E) **Other Committee Chairpersons:** All Committee Chairpersons of International Board shall be appointed by the International President.

**Section IV: Voting:** Each active status club will be allowed one vote, and such member, should be approved at the Clubs Board meeting or Club President can vote if there is no resolution. Club should be at least 1 year 1 day old on the day of such voting.

**Section V: Other Officers:** The International President shall appoint the other officers annually.  
\*\* He can also nominate 4 International Advisors. They should have served as District Governor or Multiple Council Chairman. Other officers should not have voting right.

**Section VI: Tenure of International Office:** The International Board of Directors as appointed may serve for a maximum of 2 years. \*\*The term shall start from April till March of next year.

\*Post of Jt. Secretary, Jt. Treasurer Charity Director, Activity Director, Membership Director and Addl. P.R.O abolished by 6<sup>th</sup> Annual Convention, 2014.

**Section VII: Nomination Charges:**

All International Board Members elected/nominated have to pay nomination charges on or before 1<sup>st</sup> Int. Board Meeting; otherwise their nomination will stand terminated. Nomination charges collected by incoming Int. President will be separately accounted by Int. President and Int. Treasurer and any Past International President from other Multiple should be signatory to this account. Budget has to be prepared and approved by the Board for utilization of nomination charges separately.

**Section VIII: Vacancy**

- A) In the event of vacancy in any office, the President may fill such vacancy for the remaining term.
- B) In the event of vacancy of International President, the same shall be filled up by the successor or 1st Vice President.

**Section IX: Removal:** Any officer elected or appointed of this organization may be removed from office, for any reasonable cause by 2/3rd majority of the International Board of Directors.

**ARTICLE X**  
**The International Board of Directors**

**Section I:** All powers of this organization shall be rested in the International Board of Directors. They shall also have jurisdiction control of all officers and Committees of the Board and the organization. All major decisions and policies shall be adopted at the Board of Directors meeting.

**Section II: Meetings:** The International Board of Directors shall meet quarterly except special Board meeting.

**Section III: International Convention:** The International Convention of this organization shall be held each year at the time and place to be determined by the International Board of Directors. The place of the next convention should be announced at the last convention.

**Section IV: DELEGATE ENTITLEMENT:** Each member of a chartered club of Active status shall be entitled to attend the International Convention.

**Section V: VOTING OF DELEGATES:** One representative of each Active status club will be registered as Delegate, who can participate in the proceedings of the convention and will also be entitled to vote.

Each Past International President of the organization shall be entitled to full delegate privileges including voting.

**Section VI: Quorum:** 25 (Twenty five) certified delegates; present in person shall constitute the quorum of the International convention.

**Section VII: Proxy voting:** Proxy voting is strictly prohibited in the International Convention.

**Section VIII: Annual Accounts:** It shall have the books & accounts audited annually and the auditor shall be appointed by the Board approval.

**Section IX: Core Committee:** - Core committee consisting of International President, Int. Vice Presidents 1 & 2 & all Past Int. Presidents will meet before the International Board Meeting to discuss all important issues / matters of the organization.

They will also be Directors & Members of A-One Association of Alliance Clubs, a company incorporated under Indian Companies Act.

All funds & assets will be administered by the core committee. This committee will also recommend their decisions to Board for further consideration and approval.

**Section X: Bank A/c:** - To operate Bank A/c as finalized at Board meeting. It should be allowed to operate jointly by any 2 members Out of 4 members i.e. Int. President & 3 Past Int. Presidents from other 3 Multiples finalized and recommended by the core committee.

**Section XI: Alliance Clubs International Foundation:** - Alliance Clubs International Foundation which is a Trust formed by this organization should function as per its Trust deed. Any amendments in its Trust Deed should also be approved by Alliance Clubs International Board.

**Section XII: Multiple Constitutions:** - All Multiple should follow the standard club constitution & bye laws approved by Alliance Clubs International Board. If any dispute occurs at multiple level it should be settled in Multiple within 15 days, if not settled it should be referred to International Board for final settlement.

## **ARTICLE XI District Organisation**

**Section I:** District Formation: The territory of Chartered Clubs shall be divided into Districts, as provided in the Bye Laws.

## **ARTICLE XII Reports, Fees & Dues**

### **A) REPORTS**

Each club shall report to the International office through its District Governor, in the prescribed form all details of its membership i.e. existing members, addition of new members, dropped members and Balance members. Details of major activities and meetings should also be reported to the International office through the District Governor in prescribed form.

### **B) FEES & DUES**

i) For new charter applications, Admission charges shall be paid @ Rs.100/- per member in India and / or US \$ 10 per member or its equivalent in the respective national currency of any country.

ii) Annual fees of Rs.150/- per member shall be levied for India. Members outside India will be required to pay US \$ 10 per member or its equivalent in the respective national currency of any country.

These dues shall be paid in advance, by each club within 30th September each year.

The amount of the Admission & Annual fees payable can be changed by the International Board of Directors.

Any other fees and dues can also be levied by the International Board of Directors after approval in the Board Meeting.

## **ARTICLE XIII**

### **Amendments**

**Section I:** Amending Procedure: The constitution may be amended only by the International Board of Directors at the Board Meetings, to be rectified at the International Convention.

## **BYE LAWS**

### **ARTICLE I**

#### **Formation of an Alliance Club**

**Section I:** To organize an Alliance Club: Charter to an Alliance Club may be organized with the consent of the District Governor, and approval of the International Board of Directors. The area of the club will need to be defined and thereafter be named accordingly which may be subject to change.

**Section II:** Charter Application: A minimum of 15 community people may together apply for charter for a Alliance Club to the International Board of Directors, in the prescribed format.

**Section III:** Naming of an Alliance Club: Each club shall be named after the area in which it is defined. In case two clubs fall in the same area the latter shall add an extra identification mark to the clubs name. International Board may if require add extra identification or change the name as per need.

**Section IV:** Duties of An Alliance Club: To maintain Active status of a Alliance Club, the club will be required to

- i) Follow the Constitution, bye-laws and the policy of the International Board of Directors.
- ii) Do regular reporting of Activities & Membership to the International Office.
- iii) Collect International and District dues and such other charges, timely from each club member and remit in time.
- iv) Make efforts to settle all disputes that may arise at Club or District level.

**Section V:** Double Membership: No member shall be allowed to attain membership in two Alliance Clubs at the same time, other than honorary members.

**Section VI:** Types of Membership: Membership in Alliance Clubs will require approval by the Clubs Board of Directors and shall comprise of

- A) Honorary Members: Such members will not be required to pay any dues to the club. However club will be required to pay the District & International Dues of such member.
- B) Life Members: Such members will have to pay a one time fee of Rs.10,000/- for India and its equivalent in the respective National Currency of any other country. However the International Board of Directors reserves right to approve application of such membership. All Past International Presidents are however life members at the completion of their tenure, without having to pay fees or to get approval for the same.
- C) Active Members: Such members are required to pay the dues determined by their Club Board members. All Alliance Club Members will also be required to work in the organization keeping in mind the principles of the organization.

**Section VII:** Resignation/Close from an Alliance Club: In order to resign from the organization an Alliance Club will have to –

- i) Clear all outstanding dues of Club.
- ii) Dispose off all Club property (if any).
- iii) Settle all Club funds / payments.
- iv) Return Club charter to the International Board Office.
- v) Leave all the rights to use the emblem or name of the organization thereafter. Further more the International Board of Directors shall approve the Resignation only after which the club shall be declared Resigned / Closed.

**Section VIII:** Cancellation of Charter or Inactive Status: The International Board of Directors, reserves the right to cancel charter or place any club in inactive status, for any reasonable reason they might observe. The same shall restrict the rights of the club till the matter be resolved and rectified.

**Section IX: Club Constitution:** - All clubs should follow the standard Club Constitution & bye Laws approved by Alliance Clubs International Board.

**Section X: Disputes:** - All disputes of any member including expulsion should be referred in writing to the District Governor. District Governor will, within 20 days appoint any 2 Past District Governors for joint meeting to settle such issues within 30 days. If such issue is not settled, it should be referred to District Board or Multiple Board. However if the disputes is not settled it can further be referred to International Board for final settlement. No members should move to courts till the above procedure is completed.

## **ARTICLE II**

### **Formation of a District**

**Section I:** Area of District: The International Board of Directors shall determine the area of the clubs, that shall become together to form a District.

**Section II:** Clubs & Membership For District: 300 (Three hundred) members of Active status, spread within a minimum of 15 (fifteen) active status clubs shall unite to form a District. The International Board of Directors can also approve the formation of a new District after approval at Board Meeting as well as Redistricting, Sub-districts at reduced membership and/or club strength.

**Section III:** Districts Bifurcation / Additional District: As soon as membership of a particular District may rise as to form two Districts of 300 members each and 15 clubs minimum in each Dist. the District can be bifurcated to create a new additional District if so desired by the existing District. However majority Cabinet Members decision shall be required to redistrict. Full details of all Alliance Clubs shall be required to be sent to the International Board of Directors with a Redistricting proposal only after which the International Board of Directors shall take action.

## **ARTICLE III**

### **Working of Alliance Clubs District**

**Section I:** District Cabinet: The working of an Alliance Clubs District shall be controlled by the District Governor and his Cabinet. The Cabinet shall comprise of the District Governor as Chairperson of the

Cabinet. Other Cabinet members shall be All Past District Governor, Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Dy. Cabinet Secretary, Dy. Cabinet Treasurer, P.R.O. Region Chairmen, Zone Chairmen and other Committee Chairmen. All members of the cabinet shall be elected or appointed under procedures provided in the constitution and Bye Laws of the respective District.

**Section II:** Meetings of the Cabinet: Each District shall follow its constitution and convene the Cabinet Meetings of its District. The Cabinet Meetings will be required to take place at regular intervals to resolve decision for smooth functioning of the District. A minimum of four cabinet meetings is recommended for the same within a Calendar year.

#### **ARTICLE IV District Governor**

**Section I -** Qualifications for Post of District Governor: As a candidate for the office of District Governor an Alliance Club member has to

i) Be currently at the post of Vice District Governor of his / her district.

ii) Seek endorsement from his Alliance home club

iii) Be an active member of a Chartered Alliance club also in active status.

iv) In case of New District he / she should be a Life member.

**Section II -** Optional Candidature for a District Governor : In case the existing Vice District Governor does not file nomination for the post of District Governor or if there is vacancy in the post of Vice District Governor at the time of District Conference any Alliance Club member who have the qualifications to contest for Vice District Governor, currently in the District Cabinet or acted in the District Cabinet for one year shall be allowed to contest as eligible candidate for the post of District Governor as per Constitution & Bye Laws.

**Section III –** Qualifications for Post of Vice District Governor: As a candidate for the office of Vice District Governor, an alliance club member has to

i) Have held the post of President of an Alliance Club for a full tenure or major portion of the allied year. Or have been a Board Member in their respective Alliance Club at least for two Allied years

ii) Has served as Region Chairman /Zone Chairman/ Cabinet Secretary / Cabinet Treasurer for at least one Allied year.

iii) Be a active member of a Chartered Alliance Club in active status currently in his / her district.

iv) Secure endorsement for the desired post from his / her Alliance Home Club.

v) In case of New District he should be Life Member. Condition (i) & (ii) does not apply.

#### **ARTICLE V Election Procedures**

**Section I -** For District Governor: Election by the means of secret written ballot shall be conducted for the office of District Governor at Annual Convention. In this ballot the candidate has to secure majority votes cast by the delegates Election for the office of District Governor can also be conducted in

accordance with the respective Districts constitution & Bye Laws. The Result of each District Governors election is to be reported to the International office by the Ruling District Governor. The results of these Elections are to be adopted at the International Board of Directors meeting and thereby become effective. The International Board of Directors takes action in any case related to Protest or Complaint filed against the Election and that will be final. The International Board of Directors also reserves the right to appoint a District Governor in case of (i) non completion of election of District Governor (ii) Refusal of Candidate to the post of Dist. Governor (iii) Death / illness or / disability any other foreseen event occurred with the candidate for District Governor. (iv) In case of New District.

**Section II - For Vice District Governor:** Election in accordance with the constitution and Bye laws of the District of the candidate shall be conducted for the post of Vice District Governor. The result of each Vice District Governor election shall be reported to the International office by the current District Governor.

**Section III- Voting:** a. All clubs are entitled one vote. Club President can vote himself or he can nominate any member in good standing of his club.  
b. Clubs those who have paid district dues, multiple dues and Int. dues are entitled for one vote only. He should secure 50% + 1 vote out of the present voting members in the meeting  
c. All Int. Board members with voting right i.e. Int. President, Past Int. President, Int. Vice President 1 & 2 Int. Secretary, Int. Treasurer, Int. PRO, Int. Directors (elected or nominated, Past & Present) belonging to this District will also be entitled one vote each, subject to if their club is in good standing i.e. have paid district, multiple & Int. dues.  
d. All clubs of the district will only be entitled one vote during this election if they have served our organization for minimum one year one day.

**3. Vice Dist. Governor 1:** - He should be automatically elevated to District. Governor subject to his availability and his club is in good standing, having paid club, Distt, Multiple & Int. dues. He should secure 50% + 1 vote in the present voting members in the Annual Convention.

**4. Vice Dist. Governor 2:** - He should have served as club President for one year and should have served one year in Dist. Board for full term and his club should be in good standing i.e. should have paid Distt, Multiple & Int. dues and he should secure a simple majority out of the voting members of his Dist. on the day of election out of the present members.

## **ARTICLE VI Vacancy**

**Section I - District Governor Vacancy:** In case of vacancy in the office of District Governor the Vice District Governor shall take over the duties & responsibility of the same, until the International Board of Directors take further steps for the remaining term of the District Governor.

**Section II - Vice District Governor Vacancy:** In case of vacancy in the office of Vice District Governor the District Governor can take authority under the Constitution and Bye laws of the District to replace the post by any other eligible candidate for the post.

**Section III - District Governor / Vice District Governor of New District:** 1st. District Governor & Vice District Governor of the new District shall be appointed by the International President.

## **ARTICLE VII International Convention**

**Section I - Presiding:** The International President shall preside over the proceedings of all the Sessions of the International Convention.

**Section II - Officers in charge:** The President, together with the 1st & 2nd Vice Presidents, Secretary and Treasurer of Alliance Clubs International shall be the officers in charge of the International Convention. The International President may even appoint more Chairmen for the said Convention.

**Section III - Official Information:** The President will be required to issue an official informative letter, 60 days prior to the convention, conforming the date and venue of the convention. Place of next convention shall be finalized in the previous convention only.

## **ARTICLE VIII Meetings**

**Section I - Quorum:** Five members of the International Board of Directors shall constitute a quorum at any International Meeting.

**Section II - International Board of Directors Meeting:** After the completion of the International Convention, the Board of Directors shall immediately commence their 1st Regular Board Meeting. Board Meetings thereafter shall commence quarterly.

**Section III - Special or Emergency Meeting:** The International President reserves the rights to call any special or Emergency Meeting for any such purpose. [Prior information about the same will be required to be sent to all Board of Directors in writing 7 days prior to the meeting.]

**Section IV - Emergency Reforms:** In case of emergency the International President, Imm. Past International President, International Vice President and Secretary shall be allowed to take any decision on behalf of the Board.

## **ARTICLE IX District Conference**

**Section I - Adoption at District Conference:** At the District Conference, the Presiding Officer and his team may take appropriate action on all matters and may adopt resolutions recommending actions by the organization in accordance with the Constitution and Bye laws of the organization.

**Section II - Delegates at the Conference:** All Past District Governors present in the conference shall be treated as single delegates and will be granted one vote each. Each chartered Alliance Club in active status in the district shall be entitled to one (1) delegate and one (1) alternate unauthorised substitute for the said club. Each certified delegate will be entitled to cast one vote.

**Section III – Reporting of Dist. Conference:** The Cabinet Secretary stands responsible to forward the minutes of the District Conference within 60 days of commencement of the conference to the International office and also to the District Governor. Request for minutes of the Conference from any club of the district shall also have to be entertained. Furthermore the Cabinet Secretary, Treasurer will also be required to provide one copy of statement of receipts & Payments Accounts of the allied year to the International office, District Governor and to all club secretaries, within 60 days after the close of the year.

## **ARTICLE X Duties of International Officers**



**Section I - International President:** The International President shall preside over all the meetings of the International Board of Directors of Alliance Clubs International. He / She shall be in charge of proper working and administration of the organization and fulfil his duties towards the Principles of Alliance Clubs International.

**Section II - Vice President:** The Vice President in the absence of the President shall be responsible for the working of the organisation and will be required to perform duties on **behalf of the President authoritatively**.

**Section III – Other Officers :** The other International Board of Directors namely, Secretary, Treasurer and other Chairmen and all other Board Members Executive Officers shall be required to perform their duties as guided and formatted to them by the International President and as per the Board Policy.

## **ARTICLE XI Duties of District Officers**

**Section I - District Governor:** The District Governor is the Chief Administrative Officer in his / her District. He / She is required to directly supervise the Region Chairman, Zone Chairman, Cabinet Secretary, Cabinet Treasurer and all other such Cabinet Members as provided in the Dist. Constitution & Bye Laws. The District Governor is the representative of the International Board of Directors and shall work under the general supervision of the same.  
As the District Governor he / she will be required to

- i) Perform the duties as guided by the International Board of Directors
- ii) Be the presiding officer over the District Cabinet Meeting, District Conference and other such District Meetings.
- iii) Promote the service activities of the organization.
- iv) Supervise the activities of all Alliance Clubs of his District.
- v) Bear in mind the principles of the organization and fulfil the same.

**Section II - Vice District Governor:** The Vice District Governor is the prime Administration Assistant to the District Governor of his / her District and shall be required to work under the supervision of the District Governor. Furthermore as Vice District Governor he / she will be required to:

- i) Actively participate in all District Activities & Meetings even in the absence of the District Governor.
- ii) Be familiar with all the duties of a District Governor so that in case of any vacancy in the post of District Governor he / she will be able to take charge and carry out all the activities smoothly.
- iii) Give special attention to any such project that shall be continued in the following year as well.
- iv) Supervise the District Committees as suggested by the District Governor.
- v) Perform the duties as guided by the International Board of Directors.
- vi) Bear in mind the principles of the organization and fulfil the same.

### **Section III –Region Chairperson – Duties & Responsibilities (With Guidelines)**

1. Attitude should be always Positive.

2. His / Her duty will be to work as an assistant to District Governor and see all work given to him / she by District Governor are done in best possible manner. He / She should also supervise the District Committees if asked by District Governor.
3. He / She should attend all Cabinet Meeting regularly and submit Report of Service / Fellowship activities of all clubs under his /her region.
4. He / She should always remember that he / she is a friend, philosopher and guide of CLUB, OFFICERS, ZONE CHAIRMEN & All Members of his /her region.
5. He / She shall have to Link the DISTRICT with all clubs of his / her region & inform all Policies of the District, information & other activities of District & International to all Clubs under his / her region through Zone Chairman as well as directly as & when required.
6. Try to solve all routine type of club problems at his/her level and in case of any difficulty consult District Officers or District Governor.
7. He / She shall be responsible for timely & proper communication with club officers, Zone Chairman & District Officers.
8. He / She shall have to motivate all clubs through Zone Chairman and also directly as & when required to undertake good service & fellowship activities Main emphasis should be on International President's & District Governor's Programme / Goals.
9. He / She shall hold at least bi-monthly meeting with his/her Zone Chairman and / or club President / Secretary and discuss with them about the Individual club activities, status, membership growth & extension, Records & Problems if any.
10. He / She should at least once in every year visit to each club in his/her Region as R.C. official visit (before D.G. official visit) which should be in addition to D.G. official visit.
11. He / She should Induct New members of clubs and Install Officers if requested by Individual clubs.
12. He / She shall Work actively with the Zone Chairman in strengthening clubs of the Region.

His / her should hold one Regional Conference every year on the subject or Report of such Regional Conference should be properly circulated to others in the District. Timely information of such conference should be given to all officers of clubs in the Region, Zone Chairman and all concerned persons.

#### **Section IV - Zone Chairperson — Duties & Responsibilities**

1. He / She attitude shall always be positive. He / She shall be active member in ctive status in his zone.
2. He / She shall attend all District Cabinet Meetings & other officers meeting as & when called by District Governor..
3. He / She shall attend all bi monthly & other meetings of Region Chairman of the region to review and analyze the status of clubs membership & extension of new clubs and other important information / any problems of clubs.

4. He / She shall see that all clubs in the Zone pay the District & National Dues in time and send MMA Reports regularly.
5. He / She shall visit a Regular meeting of each club in his / her zone, every quarter & guide for proper working and advice on weakness discovered. This visit should be in addition to the District Governor's Official Visit.
6. He / She shall guide and help clubs in organizing programmes, exchange ideas, Projects, activities and different ideas for fund raising for service activities. He / She should also inform all clubs in the zone about the International & District Governor's Programme & Goals & see that best efforts are put by all clubs to achieve the same.
7. He / She shall be in regular touch with his R.C & Other leaders and understand Programmes of International Level / District Level & explain to a Clubs for proper working and best result.
8. He / She shall be responsible for effective communication with all clubs under his / her Zone.
9. He / She shall hold 3 Meetings of District Governor's Advisory Committee Every Calendar Year and to submit Report to District Governor & National.
10. He / She shall see that all clubs under his zone have taken active part in all Regional, District & International Conventions as well as all other activities. He / She shall hold every year Zonal Get together once in a Calendar Year.

**Section V - District Cabinet Secretary / Treasurer- Duties & Responsibilities:**

All actions & workings of Cabinet Secretary and Cabinet Treasurer should be directly under the District Governor. Both are directly being appointed by the District Governor. Main Duties & Responsibilities shall be as follows: -

**A. Cabinet Secretary :**

- 1) To issue Notice of District Meetings & Programmes with Agenda in time & send to all concerned members. Other meetings as per direction of District Governor.
- 2) To note all proceedings of Cabinet Meetings and prepare minutes for circulation & approval.
- 3) To submit Secretary's Report as & when required.
- 4) To collect all MMA Reports of Clubs and prepare Monthly Summary Report for District Governor & Other officers as and when required.
- 5) On completion of term to give the full charge to the successor with all records.
- 6) To prepare Annual Report of whole year working of District & Circulate to Cabinet Members & all President / Secretary of Clubs in the District.
- 7) To keep up to date information of all Clubs, Cabinet Members, District / International Officers & provide to members as & when required.

**B. Cabinet Treasurer:**

- 1) To collect Dist. DUES from different clubs as per rates approved by Cabinet.
- 2) To deposit fund in the Dist. Bank A/C as approved by Cabinet.
- 3) To make payment after approval of Cabinet or other authorized body.
- 4) To submit every quarter financial report of the District and such other reports / Accounts as may be called & approved by the Cabinet.
- 5) To submit all documents & Register of A/C to auditor approved by Cabinet for AUDIT.
- 6) On completion of term to give the full charge to the successor with all necessary records.

**Section VI - Other Cabinet Members:** All Cabinet Members of a District Shall perform their duties & responsibilities given to them by their District Governor or required to by the International Board of Director.

**ARTICLE XI  
Committees International Board of Director**

**Section I - Activities & Administrative Committees:** All the committees of the International Board shall be appointed by the International President.

**Section II - Election Rules & Procedure:** At each Annual International Convention or 60 days prior to the convention the President shall appoint 3 Chairmen for Elections, Resolution & Credentials, who will place their reports at the said convention.

**Section III - Vacancies:** The International President shall have the power to fill for any other vacancies as and when required.

## **ARTICLE XII Miscellaneous**

**Section I-** Allied Year: Each financial year from April to March will be called as “Allied Year”.

**Section II – ALLY:** All members of this organisation are recommended to use “ALLY” word before their name.

**Section III – Legal Jurisdiction:** All Rules & Regulations are subject to Kolkata Jurisdiction only.

**Section IV-** Administration: Administration of the organisation shall be with the “A one Association of Alliance Clubs” a company registered under the Companies Act,1956 & all policy/decisions taken by such company will be binding on the organisation and its members.