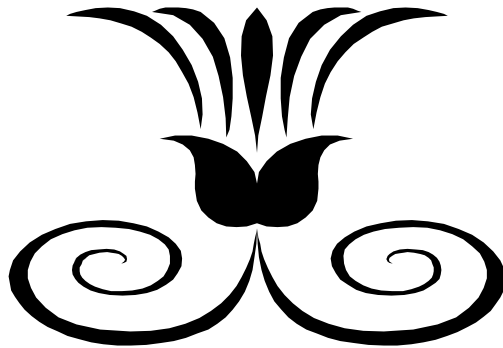




**CONSTITUTION  
AND  
STANDING ORDERS**



Dear Apexians,

THE CONSTITUTION, BY-LAWS AND  
STANDING ORDER OR OUR BELOVED  
ASSOCIATION WAS FIRST PUBLISHED ON  
THE OCCASION OF AUTONOMY IN THE  
YEAR 1975.

AFTER THAT A QUITE NUMBER OF TIMES  
THE UPDATED EDITIONS WERE  
PUBLISHED.

AT PRESENT, ENDEAVOUR IS MADE TO  
PUBLISH THE UPDATED (UP TO YEAR  
2001) EDITION OF HANDBOOK FOR THE  
BEST USE OF THE APEXIANS.

Compiled by :

**Apxn. Jaydeb Laha**

P.N.P.

**Apxn. Sandeep Banarjee**

P.N.S.

**Apxn. Sunil Kumar Sondhi**

N.E.-2002

**NATIONAL SERVICE  
PROJECT-2002**

**DONATE EYE LIVE FOREVER**

EYE YOUR EYE  
VALUE ITS VALUE  
DON'T LET IT  
GO WASTE  
DONATE IT  
BE INSPIRATION  
TO OTHERS



Gurmeet Chawla, L.P.F.  
National President

**NATIONAL THEME - 2002**

**COMMUNICATE MORE**

**VISION OF APEX - INDIA**

Through Apex we gain more than we give. It is a platform to fulfill our feeling of responsibility, satisfaction of helping others, to develop our leadership capabilities & to become better Citizens.

Apxn. GURMEET CHAWLA, L.P.F.  
National President

**THE CONSTITUTION OF  
THE NATIONAL ASSOCIATION OF  
APEX CLUBS OF INDIA**

**ARTICLE I**

**ORGANISATION**

**Sec. 1 Name-** The name of the organisation shall be The National Association of Apex Clubs of India and in short **"APEX INDIA"**

**Sec. 2 Definition -** In this Constitution and the District By - Laws, unless inconsistent with the context or the subject matter.

"National Association" means The National Association of Apex Clubs of India.

"District" means an Apex District as explained in sec. 7 here of.

"Club" means a Chartered Apex Club.

"Active Member" means a duly inducted financial member of a club and include a Life Member or a Life Governor, who but for such appointment would have retired pursuant to Article II, Sec. 4 & Article IX, Sec. I(c) respectively.

"Non-Resident Member" means an active member so classified in accordance with Article II, Sec. 2 (b).

**Sec. 3 Objects & Ideals :** The Objects and Ideals of the National Association are :

- a) To make the ideals of service basis of all enterprise.
- b) To develop by example a more intelligent and aggressive citizenship.
- c) To provide a platform for forming enduring friendship, recreational and cultural service and building communities.
- d) To promote international understanding and friendship.



**Sec. 4 Official Emblem :**

- (a) The official emblem of the National Association shall be the emblem of the following design registered with the Copyright Office, Dept of Patents, Govt. of India.

(b) The rays are symbolic of the rising generation of youth, the sides of the triangle representing fellowship, service and citizenship.

(c) The colours of the National Association are red, blue and gold.

**Sec. 5** The National Association shall be non-party political and non-sectarian.

**Sec. 6** Intoxicating liquor shall not be served or consumed at any official meeting and service work.

**Sec. 7 Organisation Structure :**

- (a) National Association - National Board

(Governing Adm. Body) - District (District Governor)- Club (Club Board)

(b) A District comprises minimum three Chartered Clubs.

**Sec. 8** The permanent Secretariat of the National Association shall be situated at Kolkata, Rabindra Sarovar Stadium, Room no. 5, Block No. : V.A, Kolkata : 700029

## ARTICLE II

### MEMBERSHIP

**Sec. 1** The membership of this National Association shall consist of Apex Clubs duly Chartered under the provisions hereof.

**Sec. 2 (a) Qualification for Active Membership**

Any person irrespective of sex of good moral character and good standing in his/her community and who is engaged in a legitimate and recognised line of business or professional activity and who has attained the age of 18 shall be eligible to membership to any club.

**(b) Non- resident Members** - An active member who transfers his/her place of residence or business, if applies to the Club Board, may be classified as a Non-resident member.

A Non - resident member may retain his/her membership in his club upto a period of 5 years on account of his/her professional transfer in temporary nature, subject to payment of subscription

regularly and at least attend 2 meetings in a calender year in his/her mother club and/or any club near to his/her place of posting and/or in tour. The said NRM will be non-voting member and is not eligible for filing nomination for any elected post during the period of his/her as NRM.

(c) An Apexian who transfers his/her membeship to an unchartered club may remain as non-resident member of the club from which he/she transfers without liability to payment of any fees to such club but with liability to payment of fees to the unchartered club and shall not lose his/her right to transfer from the original club so long as he/she remains a member of the unchartered club. Upon the unchartered club receiving its charter or ceasing to exist such member shall within three (3) months thereof either take full membership of the new club, resume full membership of the original club or transfer to another club.

**Sec. 4 Qualification of Life Membership -**

Any member or a past member of a club, who has maintained a continuous active membership as an Apeexian for 12 years or more, and who has rendered meritorious service to his/her club, his/her community, may become a Life Member of his/her Club upon:

- (i) recommendation by his/her Club Board
- (ii) approval by the National Board by three - fourth majority of

the members upon the acceptance of qualification of such member as a Life member by the National Board.

(iii) An appropriate Life Membership Certificate and a Life Member badge shall be issued to him.

(iv) A Life Member on ceasing to be an active member may attend, without power to vote, any meeting of the club.

### **ARTICLE III**

#### **NATIONAL BOARD**

**Sec. 1** The Governing Administrative Body of the National Association shall be the National Board, which shall comprise the Officers of the National Association, namely, the National President, the National Vice President, the Immediate Past National President, a District Governor of each District, the Chairman of the International Relations Committee, the Chairman of Membership and Extension Committee, the Chairman of the Projects and Publicity Committee and the Association/Secretary or the Secretary and the Treasurer, under the provision hereof, provided that the District Governors shall at all times comprise the majority of the Board, in order to maintain the majority of the District Governors, the Vice-President may be the Chairman of Projects and Publicity Committee and another elected member, as decided by the National Board, may be the Chairman of the



International Relation Committee, in which case no separate election shall be held for the two posts.

**Sec. 2 Powers** - The National Board shall have the control and general management of the Association and without in any way limiting the generality of such powers, shall have power to control and manage-

- a) the business, property and funds of the National Association,
- b) Club and the members including the powers to terminate membership, and the final decision should be taken in consultation with clubs only,
- c) Chartering of clubs,
- d) Districts and establishment or alteration of District,
- e) Nominated Association Committees and nominations,
- f) Life Members and Life Governors and their appointments,
- g) Annual and Special National Conventions,
- h) Official Publication of the National Association
- i) Activities towards the fulfillment of objectives of the National Association

**Sec. 3 Qualification** - Each Officer shall be an active member during the terms of office.

- a) The National President - The National President shall be elected at each Annual National Convention in the manner prescribed by Article VI, Sec. 9 (a).

The National President shall not be eligible for re-election for a second consecutive term provided that a National President appointed to Article VI, Sec 9(b) to serve an unexpired term, shall be eligible for election at the Next National Convention succeeding his appointment.

- b) The National Vice President - The National Vice President who served as DG or as elected National Board Member for one year shall be elected at each Annual National Convention in the manner prescribed by Article VI, Sec. 8 and serve until the next Annual National Convention. The National Vice President shall not be eligible for re-election for a second Consecutive term, except in the event of the National President being re-elected for: one further term as provided in Sec. 3(a), the National Vice President shall be eligible for re-election for one further term only.
- c) Chairman - The Chairmen of the National Association Committees, as per provision of Article III, Sec. 1 shall be nominated and elected in the manner prescribed by Article VI, Sec. 8 and shall serve until the next succeeding Annual National Convention. The Chairman of any National Association Committee shall not be eligible for re-election or selection for the same post for a consecutive term.

d) National Secretary/Treasurer - The National Board shall annually and as may be necessary from time to time, nominate an active member to be the National Secretary/Treasurer or two active members to be the National Secretary and Treasurer at the discretion of the Board.

**Sec. 4 Remuneration** - All National Association Officers shall serve without any remuneration directly or indirectly from the National Association or any Club.

**Sec. 5 Operation of Board -**

a) The National Board will hold meetings immediately after the annual convention, sometimes in the middle of the National association year as fixed by the National Board and immediately before the next Annual National Convention.

b) The National Board may, without meeting, transact its business by post and the members may vote upon resolutions mailed to them by the National Secretary with the approval of the National President. All votes by mail shall be returned to the National Secretary within thirty days after mailing thereof. The voting shall be considered closed at the end of such period or any time prior thereto if and when all the members have returned their votes. If at the end such period a majority of the members have not returned votes, the proposed resolution shall be deemed to have failed. The National Secretary

shall preserve all votes for period of six months and thereafter he/she shall destroy them.

- c) If at any time a District Governor is unable to present in person at any meeting of the National Board he/she may appoint another Apexian of his/her District as his/her proxy to attend at the meeting with power to vote.

**Sec. 6 Votes** - The National Secretary / Treasurer shall not vote at any meeting of the National Board.

**Sec. 7 Quorum** - At all meeting of the Board two thirds of the members shall constitute a quorum.

**Sec. 8 Expenses** - Each National board Officer may be reimbursed for the whole or any part of his/her actual expenses incurred on official business of the Association as determined by the National Board.

**Sec. 9 Appeal**- Unless otherwise specifically provided in these Articles there shall be an appeal at the Annual National Convention against any decision of the National Board, provided such appeal is lodged in writing with the National Secretary within two months after of the decision. The appeal received by National Secretary on or before 30<sup>th</sup> September shall be circulated along with Agenda items for the National Convention. The appeal received by National Secretary after 30<sup>th</sup> September shall be included in the official programme of the National

Convention following the lodgment of the appeal.

#### **ARTICLE IV**

##### **DUTIES OF OFFICERS**

- Sec. 1 (i) President** - The President shall be the Chief Executive Officer exercising general supervision over the work and activities of the Association. He/she shall preside at the National Board Meeting during his/her term of Office. He/she shall, with approval of the National Board nominate the Chairmen of the committees, the Honorary Editor, who will be responsible for the publication of an Association Magazine and Secretariat Manager, for the National Secretariat for smooth funding of the Association administration. He/she shall be responsible for all meetings of that body. He/she shall perform such other duties as usually pertain to the office of President and be an ex-officio member of all committees. He/she shall, with the assistance of the treasurer, prepare the annual Budget of the National Association and circulate it to all Clubs and all National Board Members before the commencement of the financial year.
- (ii) Vice President** - In the event of the inability of the President to perform his/her duties the Vice President shall

preside and perform the duties of, and have the same authority as the President, and shall also perform such other duties as usually pertain to that office or as may be assigned to him/her by the National Board.

**(iii) Immediate Past President** - He/she shall carry out any duties assigned to him/her by the National Board.

**(iv) Secretary / Treasurer** - The Secretary shall assist the National Board in conducting the business of the National Association He/She shall attend all meetings of the National Board and shall act as Secretary thereof and sign all the documents issued by the National Board whereon his/her signature is required. He/she shall have general control and authority over the function of the National Secretariat. The Treasurer shall keep accounts in manner prescribed by the National Board and demand and receive all monies due to the National Association and shall deposit same in the bank or banks as shall be designated and shall disburse said monies upon order of the National Board. He/she shall assist National President in preparing a budget of income and expenditure and shall make a financial report to the National Board at each meeting or more often if required.

**(v) Membership & Extension** -

a) To act as a central information and

advisory bureau on membership within the Association and the formation of new clubs and Districts.

- b) To recommend to National Board Standard procedures and forms and changes in connections with the formation of new clubs and Districts.
- c) To examine, investigate and report upon application for granting of Club charters and recommendation for the formation of or alteration to Districts.
- d) To receive application for and make recommendations to National Board upon the disbursement of National Association Funds raised or set aside for extension activities.
- e) To stimulate the interest of Clubs, and Districts in the formation of new Clubs.
- f) To make regular reports to National Board upon existing extension activities and further extension projects.
- g) To examine regularly membership trends in all Clubs and report to National Board.

**vi) Projects & Publicity -**

- a) This committee shall submit to the National Board such projects as it proposes shall be recommended, or adopted or implemented by the Clubs.
- b) Shall coordinate, assist and guide the service projects and schemes of the Clubs and be responsible for administering such service funds, as is allotted to it by the National Board.

c) Shall take due care to publicise the service projects and schemes of the clubs both Nationally and Internationally.

**vii) International Relational** - The main purpose of this Committee is to carry out one of the ideals of the National Association, namely the establishment of contact with youth in other lands and associated therewith the Committee maintains contacts with the World Council of service Clubs and implements request and projects of World Council where applicable.

The committee maintains contact with the Club I.R. Director.

**Sec. 2** Any National Board Member who fails to attend the Post-Convention National Board Meeting and Mid-term National Board Meeting without any written apology fails to send his proxy (only DGs) / or because of any other reason detrimental to the interest of National Association may be terminated from his/her office by the National Board and appointment for the same be made by the National Board in the same Mid-term National Board meeting with 3/4<sup>th</sup> majority.

#### **ARTICLE V**

#### **NATIONAL ASSOCIATION NOMINATED COMMITTEE CHAIRMEN**

**Nomination** - The National Board may from time to time nominate National Association nominated Committee Chairmen. The Chairmen of such Committees may attend the National Board meeting without voting



rights. The duties of such nominated Committees shall be specified by the National Board.

**25) Finance :**

**a) Pro-rata Fee**

Each club shall pay to National Board a Pro-rata fee of Rs. 1000/- per annum.

**b) Nomination Fee**

Nominations submitted in National Convention for the post elected National Board members shall be accompanied with an application fee of Rs. 250/- to be utilised towards National service projects.

**c) Formation Fee**

Formation fee of Rs. 300/- received from newly formed clubs be apportioned as follows :

- i) Rs. 100/- to the National Association.
- ii) Rs. 100/- to the Sponsoring Club.
- iii) Rs. 100/- to the newly formed club in the form of Supply House Materials.

**d) Life Membership Fee**

The fees for Award of Life Membership be Rs. 1000/- to be payable to National Association.

**e) Founders Travel Fund Fee (OVERSEAS)**

The application be accompanied a fee of Rs. 1000/- The unsuccessful candidates be refunded of the amount. That the eligibility for nomination for Founders Travel Fund (overseas) visit shall be once in 12 months from each district.

**f) Club to club Project Fee**

The application for Club to Club project shall be accompanied by a fee of Rs. 50/- per scheme.

**g) Charter Fee**

The Charter fee of Rs. 200/- be accompanied with the application towards Apex Foundation Fund.

**26) Various Funds**

- a) That a fund in the style of "Apex Foundation Fund" be formed in the National Level.
- b) That all the fine collection of National Board meetings, District and National Conventions. be deposited in the "Apex Foundation Fund"
- c) That a Board of Trustees for Bursury Fund be formed for a period of 3 (three) years.
- d) That the fund of langham Proud Fellowship award be credited at the SB a/c. with SBI, BHAVANI BRANCH, under the head Term Deposit Renewal Ac/. and the A/c. be jointly be operated by Apexian M.S. Elavasaran & Apexian A.N. Arunachlam as the permanent signatories. The inteest of the Deposit be expensed towards the Administrative Expenses of the National Board.

- 27)** That a Chain for IPNP be made which shall be adorned by him/her at all the Board, WOCO and International meetings and functions which he/she shall be presiding over.  
That a chain for NVP be made which shall be

adorned by him/her at all the Board, WOCO and International meeting and functions which he/she shall be presiding over.

28) That the Apex Ideals be translated in regional language and be read in public functions of Apex as and when necessary.

29) That the National Board shall notice any deviation in Official Emblem of Apex India used by the clubs and shall make necessary instructions to the concerned club.

**30) CONVENTIONS**

That in addition to the District Convention which is held annually between July & August every year one more meet of all newly elected Presidents & Secretaries of the District shall be held during the month of May each year.

That the host Club of National/District Convention shall be entitled to reimburse the amount already paid as National/District pro-rata for the concerned year.

That the DGs Seminar shall be organised by the National Board during National Convention each year.

**31) AWARDS**

1. Less Perry Award - Best International Relationship.
2. Allan John Award - Best Club.
3. Smarajit Sinha Award - Best Public Speaker.
4. Samir Ghosh Award - Best Service Project.
5. Bob Chandran Award - Best Apex - RT relationship.
6. H.R. Guha Award - Maximum participation in one's Service Projects.
7. Parimal Ganguly Award - Best News Letter.
8. GreekBeek Award - Best I.R. Relationship with Zone

- 8 Clubs of Apex -Australia.
9. Peter Packard Award - Best Delegate.
  10. John Cleave Award - Best Membership.
  11. Jack Love Award - Maximum Distance travelled to attend a National Convention.
  12. Henry Phang Award - Club Hosting the Ensuing National Convention.
  13. Langham Proud Fellowship Award - Apexians who have meritorius service of minium 3 year & who contribute Rs. 3000/- to Apex- Foundation Fund.
  14. Big Brother Award - World Councililors for their assistance & contributions for Development of Apex India.
  15. Bib Brother Youth Initiative Award - Best Youth Initiation.

**ARTICLE VI**  
**NATIONAL CONVENTIONS**

**Sec.1 Annual :**

Annual National Convention shall be held between 1st and 31st January each year on such days as shall be determined. by the National Board.

**Sec. 2 Special :**

Special National Convention may be called by the National Board and shall be called on requisition, accompanied by a supporting statement of reasons by not less than two-thirds of the Clubs in the National Association.

**Sec.3 Place of Convention :**

Applications from Clubs for holding an Annual National Convention in their respective centres be made in writing two year in advance to the National Secretary on or before 30th September prior to the Convention at which the selection is to be made. The venue for any special Convention shall be decided by the National Board.

The National board shall have the power at any time prior to Annual National Convention to vary the venue or time thereof under extra-ordinary circumstances.

**Sec.4 Official Call :**

The National Secretary shall not less than three months prior to the date of National Convention and not less than two months prior to a Special Annual Convention mail an official call to convention to the President & Secretary of each Club.

**Sec. 5 Agenda :**

- a) Items for the Convention Agenda may be submitted by the National Board or District Convention or may at any time be included on the Agenda by three-fourth majority of the official delegates present.
- b) Agenda items from District shall be forwarded to the National Secretary on or before 30th September prior to the Convention and each item shall be accompanied by a supporting statement of reasons.
- c) All motions on the Agends shall be

accompanied by a supporting statement of reasons.

- d) The National Secretary shall not less than two months prior to the Convention forward to all Association Officers, and Clubs a copy of all motion intended to be include in the agenda and proposed nominations received for positions to be elected at the Convention and the balance sheet and statement of income and expenditure of the National Association for the Previous fiscal year duly certified by the auditor or auditors.
- e) Agenda items submitted by the National Board may be moved and seconded at an annual National Convention by the membes of Nations Board provided theat only official delegates appointed pursuant to Article VI, Sec. 6(C) shall be entitled to vote in respect of such montions.
- f) The National Association should submit the Audited Statement of Accounts and reports of the National Board Members to the National Convention for discussion.

**Sec.6 Delegates -**

- (a) **Official :-** Each club shall be entitled to one official delegate at all National Convention.
- (b) **Unofficial :-** Any Club at the time of appointing its official delegates may appoint an unofficial delegate. In the absence from the Convention or any session there of of any official delegate, for

any reason other than his/her suspension by the convention, his/her place may be taken by an unofficial delegate whom he/she replaces.

(c) **Votes :-** Each official delegates shall be entitled to one vote on each question submitted at a National Convention.

(d) **Quorum :-** A quorum at a National Convention shall be no less than two-thirds of the total official delegates entitled to attend the Convention.

**Sec. 7 Convention Procedure -**

(a) **Official programme :-** The National Board shall determine the official programme and order of business for all National Conventions.

(b) **Changes :-** Changes in the official programme or the order of business may be made from time to time by the Convention.

(c) **Sergeant -at-arms :-** At or prior to each National Convention the Chairman shall appoint a Sergeant-at-arms of the Convention, and such assistants as the Chairman may deem necessary.

(d) **Time of speeches :-** The time for which delegates and other may speak in the Convention shall be decided by the Convention at the opening thereof.

**Sec. 8 Nomination and Election :-**

(a) **Time :-** The official programme of the

Annual National Convention shall state the day and hour for nomination of the national President, National Vice-President and the Chairman of the Association Committees.

**(b) Eligibility :-**

- (i) Any active member shall be eligible for nomination.
- (ii) An elected National Board Member shall not be eligible for re-election for the same post within 5 (five) years from the date of previous election.
- (iii) The required age limit for filing nomination for the post of NP, NVP & other elected Board members shall be 44, 43 & 45 respectively.
- (iv) The club which has arrear payment to the National Association shall not be eligible for filing nomination.

**(c) Nominations :-** Each proposed nomination shall be signed by two board members of the club to a single post only from the club, submitting the nomination, and be lodged with the National Secretary not later than 30th September. Each nomination submitting accompanied by individual's candidate's membership form with an application fee of Rs. 250/- towards National Service Project fund and no member shall be nominated unless his consent in writing is first obtained. The national Secretary shall, not later



than 20th August mail under registered post the call for nomination for the post enumerated in (a) thereof. Each proposed nomination shall be signed by any two Board member of the club to which nominee belongs, on behalf of the club submitting the nomination and be mailed under registered post to the National Secretary not later than 30th September. In case no nomination is received for any post a fresh call shall be made for submitting such nomination from the floor of the convention duly proposed and seconded of two apexians with writing consent of the candidate.

**(d) Mode of Election :-** Voting at elections shall be by ballot. The names of all candidates shall be listed alphabetically on the ballot paper and each delegate shall vote by placing the figure "1" opposite the name of the candidate for whom he/she votes as his/her first preference, and by placing the figures "2", "3", "4" (and so on as the case required) opposite the names of all other candidates to indicate his/her order of preference.

**(e) Counting of Votes :-** The Chairman shall appoint two scrutineers to act as returning officers. The Scrutineers shall reject any ballot paper which does not comply with this article and count the

total number of first preference votes for each candidate. The Candidate who has received the largest number of first preference votes shall, if that number constituted an absolute majority of votes be elected. If no candidate receives an absolute number of first preference vote the scrutineers shall make a second count. On the second count the candidate who has received the smallest number of first preference vote shall be excluded and each vote counted for him/her shall be credited to the candidate next in the order of his/her preference. If a candidate then has an absolute majority of votes he/she shall be declared elected, but if no candidate then has an absolute majority of votes the process of excluding the candidate who has the smallest number of votes and crediting his/her votes to the continuing candidate next in the order of preference shall be repeated by the scrutineers untill one candidate receiving an absolute majority of votes shall be declared elected. If on any final count two or more candidates shall have an equal number of votes then in the event the scrutineers shall determine by lot which shall be elected.

**Sec.9 Vacancies in Office between Convention**

:

(a) The National President may be removed

from his/her office prior to the expiry of his/her term for any of his/her activities against the Constitution or interest of the National Association and such removal shall be required to pass by a three - fourths majority of delegates entitled to vote in a Convention.

(b) In the event of any vacancy in the office of the National President, the National Vice - President shall take office as National President for the unexpired term including the removal of the National President.

(d) In the event of any vacancy in the National Association Office, the National Board shall nominate an active member to fill the office for the unexpired term.

#### ARTICLE VII

##### FINANCE

**Sec. 1** The fiscal year of the National Association shall begin on the 1st January of each year.

**Sec. 2 Disbursement :-** All disbursements shall be made by cheque However, a maximum amount of cash as fixed by the National Board at its 1st meeting may be disbursed in cash.

**Sec. 3 Depositaries :-** National Board shall designate the depositaries of all National Association funds.

**Sec. 4 Operation of Accounts :-** The National Board will authorise three officer from the National Board as it thinks fit, any two of

which will sign and countersign cheques and otherwise act as may be necessary to operate on the National Association Accounts.

**Sec. 5 Charter Fee :-** Each Club before receiving its Charter shall pay to the national Board a Charter Fee prescribed by the Nation Board.

**Sec. 6 Pro-rata :-** Each club shall pay to the National Board Pro-rata fee fixed by Annual National Convention, at the beginning of each quarter starting from April each year.

**Sec.7 Service Fund :-** National Board shall create seperate Service Account of the National Association. A part of this Account as fixed by the National Board shall be used by the National President as Discretionary Fund.

**Sec. 8 Audit of Accounts :-** The National Board shall provide for an annual accounts audited by Charter Accountants who shall not be members of Apex, the books of the National Board and the Treasurer shall submit his/her books and all other records for audit whenever required by the national Board.

**Sec. 9** The National Association can collect an amount as decided by the National Boards as Registration Fees for National convention from each club and the amount be handed over to the host club before the National Convention.

#### ARTICLE VIII

#### OFFICIAL PUBLICATION

**Sec. 1 Publication :** The National Board shall publish a periodical which shall be official

publication of the National Association. The National Board shall determine the frequency of publication of the periodical.

**Sec. 2 Policy :** The National Board shall have full control of all questions of policy of such publication.

#### **ARTICLE IX**

#### **LIFE GOVERNORS**

**Sec. 1** (a) The National Board, by three-fourths majority vote, nominate for appointment as a Life Governor, a life member of a Club who has rendered meritorius and outstanding service to the National Association, Such nomination shall remain confidential to that Board.

(b) The appointment shall be announced at the next Annual National Convention.

(c) A Life Governor on ceasing to be an active member may attend without power to vote at any National Convention or District Conventions or any meeting of a Club/Association.

Life Governorship is the highest honour the National Association can bestow on an Apexian.

#### **ARTICLE X**

#### **WORLD COUNCIL**

**Sec. 1 Delegates** - The National Association may send two official delegates to the World Council Conference of which one shall be the National president and another a member of the National Board peferoby the

International Relations Chairman if the situation permits. However, in case of inability of either of these two members to attend the World Council Conference, the National President shall have the prerogative of selecting any other member from amongst the National Board.

**ARTICLE XI**

**CHARTER**

**Sec. 1 Application for Charter -**

- (a) The Officers of the prospective Club shall complete and forward to the District Governor an application for Charter in the form prescribed by the Extension Committee and shall certify that the requirement set out therein have been satisfied by the prospective Club. Such application shall be accompanied by a Charter fee as fixed by National Board.
- (b) The District Governor shall submit the application together with a report to the Chairman, Extension committee who will forward the same to the National Board.

**Sec. 2 Approval of Charter :-** On receiving an application for charter from the chairman, Extension Committee, the National Board shall have power to take decision on it.

**Sec. 3 Grant of Charter :-** Upon the confirmation of approval of the Grant of Charter by the National Board, there shall be issued to the Club by the National Board on behalf of the National Association, a

Charter of Membership in the National Association, signed by the National President and National Secretary and under the seal of the National Association. The Charter shall be in the form prescribed by the National Board. The Charter Certificate shall be presented to the clubs on their Charter Night by the District Governor on behalf of the National Association.

**Sec. 4 Date of Membership :-** Membership of a Club in the National Association shall date from the approval by National Board of its application for Charter.

**Sec. 5 Change of name :-** A Club, unless with the permission of National Board, shall not use any name except the designated in its Charter. At such time as a new name is approved by National Board.

**Sec. 6 Suspension of Revocation :-** Any Chartered Club which shall fail to pay any financial obligations for more than six months or two quarters to its National Association; shall fail for two consecutive years to have an official delegate present at the Annual National Convention of its National Association or a District Convention without valid and sufficient reasons; shall fail otherwise to confirm to the Constitution or the Bye-Laws or to the accepted standard for Club, the National Board by a three-fourths majority may suspend or revoke its Charter, provided that in the case of arrears in payment of any indebtedness to the National

Association, notice of the indebtedness shall be send by registerd post by the National Secretary to the last reported President and Secretary of the Club not less than two months prior to any suspension or revocation. Such suspension or revocation of Charter shall take effect from the date determined by the National Board.

**Sec. 7 Surrender of Charter :-** Any Club may surrender its Charter provided that all financial and other obligation of the Club to its National Assciation have been fulfilled and that a resolution to surrender its Charter shall have been adopted by three-fourths of the members of such Club, and that such resolution shall have been certified by the president and Secretary of such Club, to the National Secretary within two weeks after the passing of the resolutions. Such resolution shall become effective if and when adopted by the National Board. The National board may upon written application of such Club reinstate the said Club to membership of the National Association with Charter Fee.

**Sec. 8 Appeal :-** If the National Board shall suspend or revoke the Charter of any Club, the National Secretary, shall not less than one week after such suspension or revocation send a notice of the same by registered mail to the last reported President and Secretary of such Club. Any Club against which such action has been taken may within two months



of the date of posting of such notice to its President and Secretary file with the National Secretary written Notice of Appeal which shall be considered and decided by the next National Board Meeting.

**Sec.9** The National Board may restore such Charter upon good and sufficient cause being shown.

**Sec.10 General :-** Any Club which for any cause ceases to be member of the National Association shall relinquish the Word "Apex" in its name, and surrender to the National Association its Charter, and shall not thereafter use the name, emblem, badge or insignia of "Apex" in any manner whatsoever. All property of the Club, including money in hand shall be applied firstly in satisfaction of the outstanding liabilities (if any) of the Club for which the National Association shall not beheld responsible, and the remainder thereof shall be transferred to and shall become the property of teh National Association.

## ARTICLE XII

### CLUBS

**Sec.1 Objects :-** The objects of a club shall be objects of the National Association.

**Sec.2 Club Ethics :-** The ethics of a Club shall be

- (a) Public and personal morality and conduct consistent with the accepted

standard of loyalty required by the Club.

- (b) Any further standard of requirements which shall be required of Clubs or their members by the National Board or National Convention.
- (c) Apex membership shall not be used by any member when advertising for financial or commercial gain.

**Sec. 3 Club Meetings :-**

- (a) Regular Meeting-Club Meeting shall be held at least twice monthly.
- (b) **Annual Meetings :-** The Annual Meeting of a Club shall be held in the month of April each year.

**Sec. 4 Election :-**

- (a) The Club Board shall be elected in the manner prescribed in the Model Club By-Law, as adopted or amended by each Club.
- (b) **Qualification :-** Each Club Board member shall be an active member.

**Sec. 5 The President :-** No member shall hold the office of president for two terms in succession, except, that:

- (i) A retiring President shall be eligible for re-election as President, if appointed or elected to fulfill an unexpired term of not more than six months.
- (ii) The President of a newly Chartered Club may be re-elected as President at the next Annual General Meeting.
- (b) The Secretary and Treasurer may serve successive term of office.

(c) All Board members shall retire at Annual General Meeting and shall be eligible for re-election.

**Sec.6 Club Reports :-** Each Club shall not later than 1st May in each year, submit to the National secretary and to its District Governor an Annual Report as at 31st March of each year containing a return of membership and such other information as may be required by the National Board.

#### ARTICLE XIII

#### AMENDMENTS TO THE CONSTITUTION

**Sec.1** (a) Amendments to the Constitution shall be made only at Annual National Convention by a three-fourths majority vote of the delegates who cast a vote.

(b) A proposed amendment may be submitted only by the National Board or a District Governor and in either case the resolution to submit the proposed amendment shall require a three-fourths majority vote of the members or delegate who cast a vote. A proposed amendment from a District Convention shall be submitted in writing to the National Secretary before 30th September together with a supporting statement of reasons.

(c) Copies of the proposed amendment to be considered by the National Convention shall not less than 2 month prior to the National convention be forwarded by the

National Secretary to each District Governor and to each club together with a copy of supporting statement of reasons.

- (d) After a resolution of the Annual National Convention adopting a proposed amendment, the National Secretary shall notify all National Association Officers and the Club within two month of such adoption of amendments.

#### **ARTICLE XIV**

#### **AMENDMENTS TO MODEL BYE-LAWS**

##### **Sec.1 District :-**

- (a) The Model District Bye-Laws shall be adopted by every District and shall constitute the Bye-Laws of each District.
- (b) The Model District Bye-Laws may be amended by any District Convention by a three-fourths majority vote of the delegates entitled to vote and who vote.
- (c) A proposed amendment may be submitted by a Club or the District Governor within the time limits prescribed for District Convention Agenda items.
- (d) The Model District Bye-Laws may be amended by the National Board by a three-fourths majority vote.

##### **Sec.2 Club :-**

- (a) The Model Club Bye-Laws shall be adopted by all Clubs admitted to membership and shall constitute the Bye-Laws of each Clubs.

- (b) The Model Club Bye-Laws may be amended at the Annual General Meeting of the Club on the motion of any member by a three-fourths majority of member present and voting, provided that such proposed amendment shall not be inconsistent with the Constitution and District Bye-Laws and that written notice thereof shall have been sent to each member and the National Secretary at least ten days before the Annual General Meeting.
- (c) All amendments shall be reported to the National Secretary and the District Governor within two months of the decision for the such amendments are made.
- (d) The Model Club Bye-Laws may be amended by teh National Board by a three-fourths majority vote.

## **MODEL DISTRICT BY-LAWS**

### **BY-LAW 1**

1. **DISTRICT GOVERNOR** : The governing administrative District Officer of the National Association for each District shall be the District Governor who shall, subject to the direction and supervision of the National Board, have control and management of the affairs of the National Association in the District.
2. **DUTIES** : In addition to any other duties the District Governor shall within his District.
  - (a) Attend meeting of Club Board whenever possible.

- (b) Make quarterly reports to the National Board upon the activities of his/her clubs.
- (c) Enquire into and inspect the working and activities of all Clubs and advise and instruct Clubs, Officers and directors as required.
- (d) Act as accredited representative of the National Board in the formation of Club.
- (e) Cause each officer and director of a Club in course of formation to be fully instructed in his/her duties and assure that each officer and director is fully proficient in his/her duties prior to the application for the Club's Charter.
- (f) Report to the National Board as to the advisability or otherwise of granting application for Charter of a new Club.
- (g) Act as Chariman at Charter nights until the presentation of the Charter, after which he/she shall hand over the chairmanship to the President of the newly Chartered Club.
- (h) Present Charter to newly Chartered Clubs on behalf of the National Association except when the National President or Vice-President is in attendance.
- (i) To organise at least one District Servie Programme in a year.

**3. QUALIFICATION :** The District Governor shall be an active member within his/her District during the term of office.  
He/she should have served as club President at least for one year.

## **BYE-LAW 2**

### **FORMATION OF CLUBS**

1. **AUTHORITY** : The District Governor shall receive and may approve applications from sponsor Clubs investigation, formation and innaguration of new clubs with intimation to the National Extension Committee.
2. **RESTRICTIONS** :
  - (a) Approval for the formation of Clubs may be given by District Governor only in those centres which have a sufficient diversity of business, agricultural, institutional and professional activities to give promise of additional membership resources sufficient to ensure the future stability of the Club.
  - (b) Until a new District is established to include any such Club, it shall for all purposes be deemed to be included in the District which has supervised formation of such club.

## **BYE-LAW 3**

### **DISTRICT CONVENTIONS**

1. **ANNUAL** : An Annual District Convention shall be held in each district between June and August on such days as shall be determined by the District Governor.
2. **SPECIAL** : Special District Convention may be called by the District Governor (i) on requisition by two thirds of the Clubs in the District accompanied by a supporting statement

of reasons and (ii) by the district Governor with the approval of the National President in case of emergency.

**3. PLACE OF CONVENTION :-** Application from Clubs for holding an Annual District Convention in their respective centres shall be made in writing to the District Governor, who shall determine the closing date of applications and if he/she receives more than one application shall make necessary arrangements for inclusion in the District Convention Agenda for selection by vote of those delegates who cast a vote.

**4. OFFICIAL CALL :-** Each District Governor shall not less than ninety days prior to the Annual District Convention despatch on Official call to convention to the Secretary of each club within his/her District.

**5. AGENDA :-**

(a) Items for the convention Agenda may be submitted by Clubs, the District Governor, National convention, National Board or may at any time be included on the Agenda by a three-fourths majority of those delegates who cast a vote.

(b) Agenda items from Clubs shall be forwarded to the District Governor not less than 60 days prior to the Convention and each item shall be accompanied by a supporting statement of the reasons.

(c) All motions on the Agenda shall be accompanied by a supporting statement of the reasons.

(d) The District Governor shall 45 days prior



to the Convention forward a copy of the Agenda to the National President, National Vice-President, immediate past National President, National Secretary, National Association committee Chairman and all Clubs within the District.

- (e) The District Governor shall not more than 45 days after the Convention or before 30th September whichever is earlier, forward a copy of the minutes of the Convention to the officer and Clubs enumerated in paragraph (d) hereof.

**6. DELEGATES :-**

(a) **Official :-** Each Club within the District shall be entitled to two official delegates at all District Conventions within its District.

(b) **Unofficial :-** Any Club while appointing two official delegates may appoint two unofficial delegates. In the absence from the District Convention of any official delegate for any reasons other than his/her suspension by the Convention, his/her place may be taken by one of the unofficial delegates of his/her clubs who shall be entitled to the same privileges as the official delegate when he/she replaces.

**7. VOTES :-** Each official delegate shall be entitled to one vote on each question submitted at any District Convention.

**8. QUORUM :-** A Quorum at any District Convention shall not be less than two-thirds of the total

official delegates entitled to attend the Convention.

**9. COMMITTEES :-** The District Convention or the District Governor may from time to time form such committees as may be deemed necessary or advisable.

**10. CONVENTION PROCEDURE :-**

(a) District Governor shall make arrangements for all District Conventions within his/her District, and shall determine the official programme and order of business.

(b) **Changes :-** Changes in the official Programme and order of business may be made from time to time by the convention.

(c) **Sergeant-at-arms :-** At or prior to each District Convention the District Governor shall appoint a Sergeant-at-arms of the Convention and such assistants as the District Governor may deem necessary.

(d) **Time of Speeches :-** The time for which delegates and others may speak in Convention shall be decided by a majority vote of the Convention at the opening thereof.

**11. NOMINATION AND ELECTION OF DISTRICT GOVERNOR**

(a) **Time :** The official programme of the District Convention shall indicate the day and hour for nomination and election of the District Governor.

(b) **Eligibility :-** Any active member with in the District shall be eligible but no person shall be nominated for election without his/her consent in writing first

being obtained.

(c) **Nominations :-** Each proposed nomination shall be signed by two Board Members on behalf of the Club of which the nominee belongs submitting the nomination and shall be lodged with the District Governor not less than sixty days prior to the Convention. Each nomination be submitting accompanied by the individual candidate's Membership Form. With an application fee of Rs. 250/- towards National Service Projects. The District Governor shall notify nomination received to all Club Secretaries within the District not less than fortyfive days prior to the Convention. In case no nomination is received a fresh call by the District Governor shall be made for submitting such nomination from the floor duly proposed and seconded by two Apexians with the written consent of the candidate.

(d) **Mode of election and counting of votes :-** The procedure for the election shall be that prescribed in Article VI, Sec. 8

(e) In the event of no nomination being received in accordance with paragraph (c) hereof, the National Board shall have the power to appoint a District Governor for such District and such appointed District Governor shall enjoy full privileges as elected District Governor.

**12. DISTRICT GOVERNOR ELECT :-** The successful

candidate shall be District Governor Elect and shall not take office as District Governor until the next Annual National Convention. From the date of election until he/she takes office the District Governor Elect shall act as assistant to the District Governor and be entitled to attend all meetings of the National Board with liberty to speak to motions but he/she shall have no vote.

#### **BYE-LAW 5**

**APPEAL** - Any Club Dissatisfied with any action by its District Governor during the term of office or by his/her conduct in the District Convention shall have the right to appeal to the National Board by written notice sent by registered mail to the National Secretary and to the District Governor. National Board shall then consider the appeal and shall take appropriate action which shall be final and conclusive.

### **MODEL CLUB BYE-LAWS**

#### **BYE-LAW-1**

##### **MEMBERSHIP**

1. The Club Board will receive suggested nominations for membership and will decide the method of electing members.
2. Active members are required to attend at Club service work and meetings regularly.
3. **TRANSFER OF MEMBERS :-** Any active members may transfer his/her membership to any other Apex Club for which written application is to

be made to the Secretary of the Club to which he/she wants to get transfer. Such application shall be considered provided the application is accompanied by a certificate under the hand of the Secretary of his/her present Club that he/she is still worthy of membership and has fulfilled so far as has been required of him/her/his/her obligation to the Club.

4. **TRANSFER OF WORLD COUNCIL MEMBERS :** Any member of any other National Association affiliated with the World Council of Service Club may transfer his/her membership to apex Club provided he/she fulfils the obligations prescribed in By-Law.

5. **READMISSION OF PAST MEMBERS :** Any past member of the Club reappearing for admission to membership shall in addition to all other requirements for admission accompany his/her application with a certificate under the hand of the Secretary of his/her last Club that he/she relinquished his/her membership for good reason after having fulfilled his/her obligation to Apex.

6. **TERMINATION OF MEMBERSHIP**

(a) The Club Board may terminate the membership of any member who.

(i) violates any of the provisions of the Constitution and Bye-Laws, or any ethics of the Club. or

(ii) is absent from five or more consecutive meetings without tendering any apology, or

- (iii) is absent from five or more consecutive meetings with apology, or
  - (iv) attends, less than 60 per cent of meetings over a complete period of twelve months or,
  - (v) does not in the opinion of the Board carry out sufficient service work. or
  - (vi) is default in paying the membership fee for more than 3 months.
- (b) Notice in writing of the action proposed and of the meeting at which the motion for termination of membership is to be considered shall be sent to the member concerned not less than ten days prior to the meeting. The member may appear or be represented at such meeting and may tender such oral or written evidence as he/she may desire.
- (c) A resolution terminating the membership of a member shall require a two-thirds majority of the relevant Board present and voting.
8. **RESIGNATION FROM MEMBERSHIP** : A member may resign from the Club on giving written notice to the Secretary. The resignation shall be accepted by the Board provided all arrears of the member to the Club is paid.
9. **LIFE MEMBERS** : The Club Board may from time to time select those members or past members who, in the opinion of the Board, are worthy for life membership by reason of their having rendered meritorious service to the Club as provided in Article II, section 4

## **BYE-LAW 2**

### **MEMBERSHIP FEES**

1. (a) Members shall pay an admission fee and a membership fee per month such sums as fixed by the Club Board.
- (b) The admission fee shall be paid by a new member together with the membership fee upon his/her admission to the Club.
- (c) The membership fee shall be paid at the first meeting or every month. The Membership fee for the year may be paid at a time in advance if a member so desires.

## **BYE - LAW 3**

### **CLUB MEETINGS**

1. (a) Club meeting shall be held as specified in Article, XII, Section 3.
- (b) The regular meeting of the Club shall be held at a place and time appointed by the Board, or at such other place and time as a Board may from time to time deem advisable.
- (c) Special General meeting of the Club may be called by the Board of Directors when deemed necessary and shall be called upon the request in writing of three-fourth majority of the Club members addressed to the Secretary and stating the purpose for which it is required.
- (d) Any member who is absent from any meeting without due apology to the Secretary or Sergeant-at-arms not later than 24 hours prior to such meeting maybe charged with

the tea meeting fee.

**2. Attendance Obligation** - Each active member shall be obliged to attend all regular meetings of the Club but may be granted his/her attendance mark by the Club Board in the case of his/her non-attendance should.

- (a) He/she be absent from any meeting whilst engaged in matters dealing with Apex.
- (b) He/she attend the regular meeting of another Club, proposed Club, unchartered Club, or Club affiliated with World Council during the period between the meeting at his/her Club immediately preceding the meeting at which he/she did not attend and the meeting following the meeting at which he/she did not attend.

**3. Quorum** - One third of the membership shall constitute a quorum at annual and regular meeting of the Club.

**4. Attendance Percentages :**

- (a) In calculating the attendance percentage of an active member or of the total active membership of the Club, the conditions mentioned in Section 2 hereof shall be applied.
- (b) A member of a Club, where there is no other Apex Club within a radius of 50 miles, absent from his/her Club's regular meeting but who attends a regular meeting of another Club, proposed Club, unchartered Club, or Club affiliated with World Council during the current fiscal year, shall be granted his/her attendance mark provided that he/she shall not be entitled to be granted his/



her attendance mark in that way for more than two meeting in succession and he/she shall not be entitled to be granted attendance mark in that way from more than 60 percent of his/her total attendance during the current Club fiscal year.

- (c) The absence of members on transfer or leave shall not be taken into account when calculating any attendance percentages.

#### **BYE-LAW - 4**

##### **CLUB BOARD**

1. **Governing Body** - The Governing administrative Body of the Club shall be the Club Board which shall comprise the officers of the Club, namely, the President, the Secretary and the Treasurers and may co-opt other such Directors as may be deemed necessary by the Club. The Vice-President shall be elected from the Secretary, Treasurer of the other Directors.
2. **Powers** - The decision of the Board shall in all matters relating to the Club be final. It shall have general control of officers, committees and subcommittees, and may for good cause declare any office vacant. It shall constitute a board of Appeal from the rulings of officers and actions of all committees, and may hear and determine any disputed matters or any complaints or grievances as to Club matters between members.  
The Board shall also have the powers
  - (a) to summon the Annual General Meeting of the Club;
  - (b) to appoint committees or sub-committees

with such powers and duties as may be considered necessary and expedient;

(c) to accept donations, gifts, movable or immovable properties for the object of the Club.

(d) to accept lease, mortgage or otherwise dispose of and deal with all or any part of the property of the Club deemed necessary or expedient for the purpose of the Club.

**ELECTION**

3. (a) The President and Secretary shall be elected at a meeting of the Club during February in each year, Nomination shall be called for by the Board for candidates for the office of President and Secretary for the following year by a notice at least two weeks prior to the meeting at which the elections are to be made.

(b) Nominations for the offices referred to in the preceding paragraph shall be proposed and seconded by active members and the

consent of the nominees given in writing. The closing date for the lodging of nominations shall be fixed by the Board.

- (c) The procedure of the elections of the offices of President, Secretary and Treasurer shall be that prescribed in Article VI, Sec. 8(d), (e) of the Constitution.

**6. EX-OFFICIO BOARD MEMBERS**

- (a) A retiring Secretary who is not a member of the new Board shall automatically become an ex-officio member of the Club Board for a period of six weeks.
- (b) A member who is elected to the National Board or a District Governor shall automatically become the ex-officio member of the Club Board with power to vote.

**7. DUTIES OF BOARD MEMBERS**

**(a) President :**

It shall be the duty of the President to preside at the meeting of the Club and Board, and to perform such other duties as ordinarily pertain to his/her office.

- (b) Secretary :** It shall be the duty of the Secretary to keep the records of membership, record the attendance at Board Meeting, send out of cause to be sent out notice of meeting

of the Club and the Board, record and preserve the minutes of Board Meeting and to perform all other duties and ordinarily pertain to his/her office.

(c) **Treasurer** : It shall be the duty of the Treasurer to have the custody of all funds, accounting for the same to the Club at its Annual General Meeting and at any other time upon demand by the Board. He shall deposit all funds of the Club in some bank to be named by the Board, and shall perform all other duties pertaining to his office.

(d) **Vice-President** : It shall be the duty of the Vice - President to preside at meeting of the club and Board in the absence of the President an to perform such other duties as ordinarily pertaining to his/her office.

(e) **Directors** : Each Director, if any, shall carry out the duties pertaining to his/her portifolio and shall be subject to the direction of the Board.

**8. BOARD MEETINGS :**

(a) The Board Meeting shall be held at least once monthly. The time and place for such meetings shall be determined by the Board.

(b) Special meetings of the Board may be called by the President whenever deemed necessary, and shall be called upon the request in writing of two members of the Board addressed to the Secretary and stating the purpose for which it is required.

(c) Two-third members of the Board shall

constitute a quorum of the Board.

**9. ABSENCE FROM BOARD MEETINGS :-** The Board may declare vacancy on the Board in respect of a Board member who

- (a) is absent from two or more consecutive Board Meetings without tendering an apology, or
- (b) is absent from three or more consecutive Board Meetings with apology.

**BYE-LAW 5**

**1. ANNUAL MEETING :-**

- (a) The annual meeting of the Club shall be held in the month of April as prescribed in Article XII, Section 3(b).
- (b) The meeting shall adopt the club annual report and audited statement of accounts of the club.
- (c) Result of the elections for members of the Board shall be notified at the annual meeting.

**BYE-LAW 6**

**1. ANNUAL REPORT :-**

- (a) The Club shall prepare an annual report at the close of the year which shall contain President's report Secretary's report, Treasurer's report and duly audited financial statements, reports from other Directors, if any, attendance records for regular meetings and Board meetings a list of service hours or other service records and such other matters as

the Board decides.

- (b) The Club shall prepare 3 Quarterly (9 months) reports of the year which shall be submitted to National Secretary & District Governor. Remaining last quarter report (3 months) be placed at the National Convention. A return of membership on date & such other information as may be required by the National Board shall be submitted.

#### **BYE-LAW - 7**

**REGISTER OF MEMBERS :-** The club shall maintain the register of members containing the names addresses, their occupations and date of births. The register shall be kept open for inspection of the members of the club on requisition.

#### **BYE-LAW - 8**

**AFFILIATION -** The club is affiliated with the National Association of Apex Clubs of India and as such members are to abide by the Constitution and Bye-Laws of the National Association and to carry our orders which will be received from time to time for achieving the object of the club. The club is also affiliated to the World Council of Service Clubs by virtue of this.

#### **BYE-LAW - 9**

**AMENDMENTS :-** The Bye-Laws of the club may be amended at the Annual General Meeting on the motion of any member by a three-fourths majority of members

present and voting, provided that such proposed amendment shall not be inconsistent with the constitution and District Bye-Laws and that written notice there of shall have been sent to each member and the National Secretary at least ten days before the Annual General Meeting. All amendments shall be reported to the National Secretary and the District Governor within two months of the decision for such amendments are made.

#### **BYE-LAW - 10**

**DISSOLUTIONS :-** The club may be dissolved by a resolution to that effect adopted by three-fourths of the members of the club at a general meeting. The said meeting shall deal with the Club funds as provided in Article XI, Sec. 10 of the Constitution. The National Association however shall be in no way held responsible for any liabilities of the club.

#### **GENERAL INFORMATION**

**Club Fortnightly Meetings Attendance record**  
:

The Bye-Laws provide that a member may be granted his/her attendance mark by the Club Board if he/she is absent from any meeting whilst engaged on matters dealing with Apex or he/she attends the regular meeting of another Club (whether chartered/unchartered or proposed or World council Club) during the period immediately preceding and the meeting immediately following his/her non-attendance and the Club Fortnightly. Meeting attendance record

shall be also amended to include such a make-up as well as the personal record of the member concerned. Conventions are classified as Club Meetings for the purpose of this provision.

**Unchartered Clubs - membership and Lapel Badges :**

Members of unchartered Clubs are permitted to wear official membership badges prior to chartering but only permitted to wear badges after the Club Charter has been granted.

**Fortnightly Meeting Notices** - An example of on Club Fortnightly Meeting Notice is appended for the guidance of Clubs, and the minimum required information is indicated thereon.

It should be remembered that the meeting notice is not merely an advice of time and date to members but is the source of Club information to District and Association official and other Clubs within the District and Association.

A Club's standing and activity is revealed by its notices, and because of their wide circulation it is important that the bounds of good taste are carefully observed. Questionable jokes and reference to liquor, including so-called "fellowship gatherings" at hotels are out of order.

It is important that the correct distribution is made and addresses changed as required. In the absence of any direction, distribution should be as follows :

Club members

District Governor

Other Clubs in District (and other Districts by arrangement)



**Note :** Unchartered Club must, in addition, forward notice atleast monthly to the National President, National Vice-President and Chairman of Extension Committee.

**Visits** - organised inter - Club visits are an essential part of a Club fellowship.

Every encouragement should be given to visting by all members and official, particularly as individual members gain as much as does Apex.

**Delegates** - Clubs have to nominate delegates to District and National Conventions, and it is important that the delegates are suited to the task.

They should not be nominated as a reward for being good fellows, but on the basis of their ability to contribute effectively to the prpose or their own desired to learn.

Acting as a delegate should be regarded as training for still further Apex responsibility. A suggested basis for appointment is :

- (a) seasoned Apexians with at least two years in Apex, preferably current Board members;
- (b) capable speakers;
- (c) a knowledge of the Constitution and Rules of debate;
- (d) keenness and enthusiasm; and lastly good fellows.

Every delegate should do adequate reading and preparation before departure for the Convention, and be so instructed or informed as to enable proper expression of the Club or Association viewpoint.

**Post Office Boxes :** All Club are urged to

secure a Post Office Box, as the permanent box number ensures continuity and facilitates distribution of circulars and "TheApexian". Registration of Name - Where State laws permit it is desirable to register the name "Apex Club of ....., to avoid the possibility of trade or other organisation using the name.

## APPENDICES

### Association Calender

#### January

National Convention held in this month.

National Board Meeting held during this period.

#### At Convention :

The National President and Vice-President, Chairman of the International Relations, Membership & Extension and Projects and publicity Committees are elected.

Venue for Convention two year in advance is voted on.

National Association Service Scheme and Service Projects are decided.

Constitutional and Bye-Law ammendments are considered.

Report on World Council of Service Club is considered.

National Board appoints committees, adopts budget for year and determines date for national Convention two years ahead.

#### February

Copy of National Convention Minutes circulated

to Clubs and National Board Officers.

**March**

National Treasurer sends notice to Clubs for percapita for first quarter.

**April**

National Association Fiscal Year commences.

**May/June**

National Treasurer sends notice to Club for percapita for second quarter.

**July/August**

Mid-term National Board Meeting. Considering of Agenda items for National Convention.

**September**

To receive agenda item, nominations for hosting National Convention and National Board Officers for vote.

National Treasurer sends notice to Clubs for percapita for third quarter.

**October/November**

National Secretary to forward to all National Association Officers and Clubs copy of all agenda items, proposed nominations and audited statement of income and expenditure of the National Association for the previous fiscal year.

**December**

National Treasurer sends notice to Clubs for per capita for fourth quarter.

**DISTRICT CALENDER**

**January**

District Governor, appointed at National Convention, obtains file from his/her predecessor

and arranges policy with new National president.

**February/March**

Advise Clubs to arrange for election of new President, Secretary, Treasurer and other board of Directors.

To remind Clubs to audit Club accounts and arrange for AGM in April

Meeting with Club Presidents & Secretaries-elect.

**April**

To attend all Annual General and Handover Meeting of Clubs. District Governor's first quarterly report to National Secretary. Ninety-day call to District Convention usually goes out this month (Convention to be held between June and August-preferably in the month of July).

**May/June**

Distribute copies of Agenda to Club and all National Board Members.

**June**

District Convention

Second quarterly report to National Secretary.

**August**

Send copies of Minutes of District Convention to Club and all National Board Members.

**September**

District Governor submit Annual Report to National Secretary.

**October**

Meeting with Club Presidents & Secretaries.

Third quarterly report to National Secretary.

**November/December**

Urging the Club to discuss the National

Convention Agenda items and to prepare the delegates accordingly.

### **CLUB CALENDER**

#### **April**

Annual membership review to National Secretary.  
Annual General Meeting. Election of new officers.

New Board takes over. Combined Board Meeting old and new Directors; fix Club fees. Consider Club activities for the year. Consider possibility of promoting a new Club Per capita to National Association.

#### **May**

Consider nomination for District Governor for District Convention.

Submit Agenda items for District Convention.

Select delegates for District Convention.

#### **June**

Discuss District Convention Agenda.

#### **July**

District Convention. Ensure maximum participation Per capita to National Association.

#### **August/september**

Consider nominations for National Association officers for National Convention.

Select delegate for National Convention.

#### **October/November**

Per capita to National Association.

Discuss National Convention Agenda.

Half-yearly review of activities, Submit financial statements, six-monthly attendance, service records etc.

**December**

Discuss National Convention Agenda, if not done already. Discuss possibilities of forming a big party to attend National Convention.

**January**

National Convention.

Annual Club Elections : Arrange closing date in February for nominations for President and secretary.

Life Membership : Check on those retiring at Annual General Meeting in April and any other particularly outstanding members and see if any measure up to requirements. If so, recommend him/her to National Board.

**February**

Hear reports of delegates to National Convention at first meeting after Convention.

Election of President and Secretary.

**March**

Arrange for President-elect and Secretary-elect to attend District Presidents and Secretaries Meeting.

Club year ends.

Election of office-bearers not previously elected.

Prepare annual reports and arrange for audit of statement of accounts.

Fix date for Annual General and Handover Meeting.

**CLUB ANNUAL MEETING PROCEDURE****April**

A suggested form is as follows :

Venue may be changed from the normal to provide improved facilities.

Distinguished guests and visitors from other Clubs, life members and retired Apexians should be invited.

Meeting may proceed as follows :

President's welcome and introduction of guests and self-introduction by Apexians and visiting Apexians, Apologies and telegrams (Sergeant-at-Arms)

Reading of the Ideal of Apex.

Fines

President's remarks and report to the Club.

Club Director's report.

Election. (Election may be held prior to the Annual Meeting-see By-Laws and previous notes).

Farewell to out-going over-age Apexians and present Retiring Membership Certificates.

Outgoing Directors inturn hand over portfolios to successors. (These should include necessary permanent records and suggested future plan of action). Outgoing President hands over his/her office to incoming President. (Suggested formula for installation of next President set out below).  
New President's remarks.

New President formally presents each new Director with a Guide to his/her portfolio where such Guide are available.

Remarks by District or National Association Officials.

Closure with National Anthem.

**Note :** A short break should be allowed during the Meeting at a suitable time.

#### **SUGGESTED PROCEDURE FOR INSTALLATION**

**OF NEW  
CLUB PRESIDENT**

It is suggested that the following formula be used for the installation of the new Club President at the Handover Meeting with a view to adding dignity to the occasion and by having a suitable established ritual to ensure that the embarrassment normally attendant upon such a Handover is diminished.....

Chairman (usually outgoing President):

"Apexian and guests, we now come to the most important part of our meeting, the installation of our new President. For this ceremony I have much Pleasure in handing over the Chair to Apexian.... (Highest National Board member or a past President), but first I would ask Apexian ... (incoming President) to rise."

The Chairman then addresses the National Board member or Past President :

"I have much pleasure in presenting Apexian .... (incoming President) and now handover the gavel so that you may continue the ceremony".

The National Board member or past President then rises and takes the gavel and the Chairman takes his/her seat whilst the incoming President remains standing : He/she then proceeds :

"Thank you for this honour, President .... (outgoing president). Before proceeding it is my duty to ensure that Apexian .... (incoming President) has been elected to this office in a true and proper manner."

"Secretary ... can you give me this assurance?"



Secretary : "National Board member or etc.....  
I, have much pleasure in informing you that  
according to the record of the Minutes, Apexian  
.... has been truly and properly elected." (The  
Secretary then becomes seated).

**The N.B. Member or etc. then says :**

"Tonight it is my honour to instal your new  
President in his/her chair of office for the  
forthcoming year. The president's duties are many.  
You are responsible for and to the Club for its  
harmonious working, ensuring at the same time a  
strict control over its meetings. you are to report  
at the required time to District and National  
Association on your Clubs activities and to see  
the all requests from them are punctually answered.  
You are to ensure that the three parts of Apex are  
inorder in your Club that the members are giving  
service to the community, that they are continually  
learning to become better citizens in the community