



Secretary, Rotary Club of

From: Secretary/CEO R.I.B.I.

CHANGE OF TIME OF REGULAR MEETING

1. Clause 2 of By-Law 11 of the R.I.B.I. Standard Club By-Law states:-

“The Club shall have the power to make amendments to these *By-Laws* to suit its internal administrative requirements provided that the proposed changes are consistent and in harmony with the *Standard Club Constitution* and have been approved by the General Council of the Association. Such amendments, made in accordance with By-Law 7 clause (6) (b) shall not become effective until they have been submitted to and approved by the General Council of the Association. Notice of the terms of any proposed amendments shall be posted to all members at least seven days before the meeting.”

2. The day and time of the regular club meeting are contained in the By-Laws of each Rotary Club in Clause 4 of By-Law 7. In order to change the time or day of the regular weekly meeting the above procedure should be carried out, so that the changes are legal and constitutional.
3. I would be grateful, therefore, if you would complete the form overleaf and submit it to your District Secretary for the District Governors signature, who will then forward it onto Alcester for the approval and information of the General Council of R.I.B.I.

Annemarie Harte
Secretary/CEO RIBI



Change of Regular Meeting

Part A

This is to advise that, by action in accordance with the provisions of By-law 11, Clause 2 of the Standard Club Constitution, this club at its regular meeting on 200 agreed to the change of its regular meeting as stated in By-Law 7, Clause 4 of its Constitution as follows:		
Rotary Club of		
Change of regular meeting time	Change of regular meeting day	
From:	From:	
To:	To:	
Club President:	Club Secretary:	Date:

Part B

The above application has received the Approval of the District Governor		
District Secretary:	District Governor:	Dist. No.: Date:

Part C

I have, under the powers invested in me, approved the above application on behalf of the General Council of RIBI	
Secretary/CEO RIBI:	Date:

For RIBI Use Only

To: Operations Administrator (Databases)	Copies To: Club file and originating Club (when approved)
From: Secretary/CEO RIBI	
Will you please amend the RIBI Directory. A copy of this form has been sent to the club and one placed with the club records.	
Operations Administrator (Extension)	
RIBI	Date