

BYLAWS OF INTERACT DISTRICT COMMITTEE

ROTARY DISTRICT 3292, NEPAL & BHUTAN

Adopted by the Interact District 3292- Nepal & Bhutan on 28th June, 2026.

Article 1 — Definitions

1) Short title and Commencement:

- i. The name of the Interact District shall be "Interact District 3292- Nepal & Bhutan",
- ii. These guidelines shall come into effect immediately after any of the major District Events adopts the resolution.

2) Abbreviations and definitions:

- i. **District:** Rotary International District 3292- Nepal & Bhutan.
- ii. **Board:** The District's board of directors.
- iii. **Director:** A member of the District's board of directors.
- iv. **Quorum:** The two-third majority of the present number of participants who must be present when a vote is taken: the majority of the Presidents and Secretaries of the clubs.
- v. **Active Clubs:** Clubs that have cleared the district dues.
- vi. **Tenure:** The 12-month period that begins on 1 July
- vii. **R.I.:** Rotary International
- viii. **D.I.R.:** District Interact Representative
- ix. **I.P.D.I.R:** Immediate Past District Interact Representative
- x. **C.D.I.R:** Charter District Interact Representative
- xi. **P.D.I.R:** Past District Interact Representative
- xii. **D.I.R.E:** District Interact Representative Elect
- xiii. **D.I.R.N:** District Interact Representative Nominee
- xiv. **A.D.I.R:** Assistant District Interact Representative
- xv. **D.S. :** District Secretary

xvi.**D.T.R:** District Treasurer

xvii.**Z.I.R:** Zonal Interact Representative

xviii.**D.I.C.C:** District Interact Committee Chair

xix.**D.G:** District Governor

xx.**DIR Council** : Council/Committee including DIR, IPDIR and PDIRs. (Can also be referred as Council of DIRs)

Article 2— Roles and Responsibilities

1) Interact District Committee:

i.Interact District Committee shall be composed of Interactors in good standing, appointed by DIR. It should assist DIR in initiating and executing the Interact programs, promoting the organization of new Interact Clubs, and facilitating the programs of Interact Clubs within the District,

ii.The Interact District Committee shall serve and facilitate the Interact Clubs sponsored by Rotary Clubs within the jurisdiction of R.I. District 3292- Nepal & Bhutan,

iii.The head of the committee will be the District Interact Representative (DIR) acting as liaison with the DICC and the District Governor of R.I. District 3292- Nepal & Bhutan,

iv.The D.G. and the DICC shall be the ex-officio members of the Interact District 3292.

2) Roles, Functions, and Responsibilities of Interact District Committee:

i. The Interact District Committee shall recommend and share new ideas to improve club activities and work

with the Rotarians to establish new clubs,

ii. It shall organize and conduct district training sessions for Interact club officers,

iii.It shall plan for district-wide projects and activities,

iv. It shall help DIR to develop and distribute Interact District newsletter, plans, arrange and hold the Interact District Assembly, the Interact District Conference, other district events and coordinate public relations activities to promote Interact at the district level,

v. It shall focus on strengthening clubs, thus all the major events of the district except the Installation ceremony of the clubs should be hosted by Interact Clubs with the District Supporting as an Organizer.

3) Other roles, functions, and responsibilities include.

- i. The Interact District Committee shall support DIR in the administration and documentation of the District and the committee,
- ii. It shall conduct Interact promotion and extension activities throughout the district in coordination with the District Interact Committee,
- iii. It shall encourage attendance and participation of Interactors at the Rotary events, District Conference and Interact events,
- iv. It shall work with the District Interact Committee to help coordinate joint Rotary/Interact activities in the district,
- v. It shall regularly visit to Interact clubs for monitoring of their activities,
- vi. It shall work in collection & evaluation of reports of the clubs and the club activities,
- vii. It shall enhance the information and communication channel among the Interact clubs and between the Interact Clubs and the District.

4) District Directors:

- i. The designations and numbers of directors in the committee and their responsibilities will be determined by DIR with reference to Rotary International documents on Interact. In addition to DIR, IPDIR, DIR Elect, and DIR Nominee, the District Committee may be composed of the ADIR, District Secretary, District Treasurer, District Directors, Zonal Interact Representative, and officers/members appointed by the DIR,
- ii. However, to revive and maintain retention of the clubs a training forum or a club revival committee is mandatory for a period of 6 years from the date the by-laws are in effect or amended,
- iii. The members of the Committee [except the DIR, IPDIR and DIR Elect] will be appointed by DIR. DIR shall have the right to appoint his/her committee chair and members through an election process,

HOWEVER there shall not be any voting involved,

- iv. DIR Elect may also call nomination; inviting Interactors to file their nomination to serve in the various capacities as described by DIR Elect in the nomination call. The candidate should get consent from their home club before filing for nomination,,
- v. In case of termination, resignation, or any such case of absence or vacancy, DIR shall have the right to appoint the committee members with the quorum of the board of directors,
- vi. The members of the Interact District Committee shall be Interactors between ages 12 -18 i.e. below 19 years old as the age specified in the Rotary Guidelines for Interact Clubs,
- vii. The members of the Committee shall **preferably** be the past presidents or any other active, committed, and resourceful members who have actively participated in his/her club.

5) Role and Responsibilities

- i. The DIR presides at all regular and special meetings of the District and the board of directors,
- ii. The DIR appoints all standing and special committees and fills vacancies in the board of directors by appointment until the next regular election of the District,
- iii. The DIR defines and circulates the duties and responsibilities of his committee members in the first meeting of the tenure,
- iv. The DIR and PDIRs must have and record every receipt, bill, and other financial detail of their tenure and must be accountable for any of these details to the Interact District Committee.
- v. The ADIR on mutual understanding succeeds the office of DIR in the event of the removal of the latter for whatever cause, and, in the absence of the DIR, presides at all meetings of the District,
- vi. The District Treasurer shall make all disbursements under procedures determined by the Board of Directors. The treasurer shall make all records available for inspection by Rotary District Committee upon request,
- vii. District Treasurer shall lead the finance committee within the Interact District Committee, consisting of District Interact Representative and District Secretary. The DICC shall be ex-officio members of the committee. This committee shall identify the active and inactive clubs at the beginning of the tenure to revive and support the inactive club and provide necessary assistance to foster active clubs.

Article 3 — Elections and Terms of Office.

1) For District Interact Representative

a. Call for nomination

- i. Election for the office of District Interact Representative shall be held annually prior to 28th February of every year,
- ii. The election committee should consist of the following members: The Charter DIR, the current DIR, IPDIR, the two most recent past DIRs (each holding one vote), the DICC, and one representative from Rotary's District Interact Committee selected by the DICC.
- iii. Two months before the elections of DIR, the District Interact Representative shall invite nominations for the District Interact Representative Elect by notification in the letter/email to the clubs.

b. Eligibility for the District Interact Representative

- i. The candidate should be an active member of an Active Club as per the District's Database,

ii. The candidate must be serving in the Interact District Committee during the tenure they are elected as DIR Elect,

iii. The candidate must have served as a member of an Interact Club for at least three Rotary Years,

iv. The candidate must have served as a president for one - full term of an Active Club before the beginning of his/ her tenure in the district committee. However, the candidate can draft the nomination while serving as the president of an Interact Club.

v. The candidates shall be Interactors between ages 12 -18 i.e. below 19 years old as the age specified in the Rotary Guidelines for Interact Clubs.

vi. The candidate should be in good standing socially, morally, and legally.

c. Documentation

i. A full bio-data of the candidate including information about their experience in Interact,

ii. A letter from the candidate expressing their interest to be a candidate,

iii. Letter of recommendation from one rotary club and two Interact clubs from every zone shall be required for submitting their nomination for the post of District Interact Representative.

HOWEVER, if there are less than 10 interact clubs in any zone, only one Letter of recommendation shall be required,

iv. The clubs whose Letter of Recommendation is not used by the candidates should be aware about it,

v. Nomination paper duly filled up and signed by the Interact Club Resolution of the Meeting of the home club of the candidate, in which the decision of nominating them was taken, shall be duly signed by the President and Secretary, sponsoring Rotary Club President / Interact Committee Chair and the candidate,

vi. Two passport-size photographs of the candidate,

vii. Photocopy of birth certificate or any official document as proof of date of birth,

viii. All the above mentioned documents must be verified by the president of respective sponsoring parent club,

d. Election Method and Process

i. After the review of the nominations, candidates shall be called for an interview, which will be taken by the election committee. The two most recent past DIRs will have one vote each. If the two most recent past DIRs are not able to attend the election, the next most recent past DIRs will be given priority to vote. The Charter DIR, the current DIR, IPDIR, the DICC, and one representative from Rotary's District Interact Committee selected by the DICC also have one vote each. Out of the available votes, the candidate with the highest number of votes will secure the nomination.

ii. The candidates should be allocated time for presenting their ideas to the election committee prior to the election,

iii. The sole decision shall be taken by the Election Committee only and no voting shall be done among the Interact Clubs.

iv. The election committee shall announce the District Interact Representative Elect within 14 days of the election process.

v. The composition of the election committee shall remain unchanged for a period of three years from the date of adoption of these election rules.

vi. Any modification, revision, or continuation of the election process shall be determined through a joint meeting of the District Interact Representative (DIR) and the Election Committee. Such meeting shall be convened for the purpose of reviewing the existing election process and deciding, by consensus of the DIR and the Election Committee, whether the prevailing process shall continue unchanged or be amended. The authority to make this determination shall rest exclusively with the Election Committee of the Rotary year in which the three-year lock-in period concludes, and any decision so taken shall be applicable from the subsequent election cycle.

e. The term of office of DIR shall be of one rotary year i.e. July 1st – June 30th

2) Elections and Terms of Office of District Directors and Committee members.

a. Call for nomination

i. Election for the District directors and committee members of the Interact District Committee shall be held annually prior to 31st May,

ii. The election committee should consist of the following members: DIR, IPDIR, District Secretary, District Advisor, and the last two PDIRs

b. Eligibility for the District Officers

i. The candidate should be an active member of an Active Club as per the District's Database, ii. The candidate must have served as a member of an Interact Club for at least two Rotary Years,

iii. The candidates for district officer must be between ages 12 -18 as the age specified in the Rotary Guidelines for Interact Clubs. **HOWEVER** members exceeding the age limit by and up to 14 days are accepted,

c. Documentation

i. A full bio-data of the candidate including information about their experience in Interact,

ii. A letter from the candidate expressing their interest to be a candidate,

- iii Letter of recommendation from their home club and at least one interact club from their respective zone shall be required for submitting their nomination for any designation,
- iv. For Zonal InteractRepresentatives Letter of recommendation from at least one Rotary Club and two interact clubs of their zone (Other than their home club) will also be required,
- v. Photocopy of birth certificate or any official document as a proof of date of birth,
- vi. All the above mentioned documents must be verified by the president of respective sponsoring parent club,
- vii Provided that the above provisions are fulfilled, nomination papers shall reach the Election Committee for discussion and review.

d. Election Method and Process

- i. After the review of the nominations candidates shall be called for an interview, which will be taken by the election committee which includes; DIR, IPDIR, District Secretary, District Advisor, and the last two PDIRs
 - ii. The sole decision shall be taken by the Election Committee.
- e. The term of office shall be of one rotary year i.e. July 1st – June 30th

Article 4— District Meetings

- 1) An annual meeting of this District, the board of directors with the presence of D.I.C.C and D.G is to be held twice: once in July and once in a feasible midterm period of the tenure, for the purpose of discussing plans and objectives for the year and/or upcoming year, and reaffirming the responsibilities and commitment of the sponsorship relationship.
- 2) The DIR shall preside over all meetings of the committee. In his/her absence, ADIR is appointed to conduct proceedings.
- 3) Regular District meetings shall be held twice a month. There can be changes and/or cancellation of the regular meetings, but a formal notification should be given to the committee at least a day prior to the meeting.
- 4) The meetings, as per the feasibility, can be either physical or virtual.
- 5) The members shall give prior notice about their absence in the meeting to the DIR or District Secretary.
- 6) If any District official fails to attend two (2) consecutive District Committee meetings without providing prior information or justification to the Interact District, a formal written warning shall be issued through official email communication. If the same District official then fails to attend a third (3rd) consecutive meeting following the warning, again without providing prior information or justification,

such absence shall constitute grounds for termination from the District Committee, subject to confirmation by the quorum of the Board of Directors.

7) The minutes of the meetings will be read out and confirmed by the members present at the end of each meeting. It will be circulated to all the committee members.

8) Sergeant at arms will be responsible to maintain the decorum of the meeting.

9) Actions will be taken if any committee member is found to violate the decorum.

Article 5— District Fund and Its Regulations

1) District Dues

i. The club should pay district dues comprising of NPR. 2000 per club as district dues within the month of September, in case if the club/s fail to deposit the district dues within 30th of September, the district committee shall give an ultimatum of 14 days,

ii. For new club/s chartered after September, given that the district has given a formal notice to the club/s regarding the dues, the club/s shall deposit the dues within 1 month of receiving the charter certificate,

iii. Club/s failing to deposit the dues as mentioned above shall be regarded as inactive club/s.

iv. In case a club fails to pay district dues by the end of September, the club:

- a. Won't Qualify as an Active Club,
- b. Cannot nominate a candidate for the post of DIR,
- c. Cannot nominate in the award ceremony,
- d. Cannot nominate a candidate in Interact District Committee.

2) The District Interact Representative shall collect the dues through District Treasurer and shall be the custodian of the District Fund.

3) The District Fund will be kept in the bank account of the district under the name "RI DISTRICT 3292-INTERACT" in NMB Bank.

4) Any balance in the District Fund shall be handed over to the incoming DIR.

5) The District Treasurer shall present a part of the finances every month to the district committee and to the Interact Clubs upon request.

6) Utilization of District Fund

The District Fund shall be used for the following purposes:

- i. To meet the administrative cost of Interact District Committee, which includes the cost involved in conducting regular district meetings /special meetings /emergency meetings. It shall also include the rent charge of the District Secretariat and Interact related communication expenses of DIR, DS, and DTR,
- ii. To meet travel expenses for the DIR and committee members accompanying him/her in DIR visit, ZLTS and as approved by Interact District Committee,
- iii. To meet any other expenses as approved in the District Conference or in special cases by consent of 3/4th majority of District Committee members provided that it should be approved by the DICC.

Article – 6 -Major District Events

- i. The major district events shall be the Interact District Assembly, President-Secretary Meetings , Zonal Leadership Training Seminars, and Club Officers Training Seminars,
- ii. The Interact District Conference shall be tentatively held every year in the months of May/June, iii. A notice regarding the date and venue should be given at least 30 days prior to the significant district events.

Article - 7 -Terminations

1) The D.I.R. shall be terminated for the following reasons;

- i. With the quorum of the board of directors, if the D.I.R. fails to maintain financial transparency,
- ii. With the quorum of the board of directors, if failed to work according to the ByLaws of the District,
- iii. With the quorum of the board of directors, if failed to abide by the duties of the D.I.R.,
- iv. The D.I.R. shall be automatically terminated if charged with a criminal offense and suspended until not proven innocent by the D.I.C.C.

2) **The District directors shall be terminated for the following reasons.**

- i. With the quorum of the board of directors, if the director fails to maintain his attendance,
- ii. With the quorum of the board of directors, if failed to abide by the duties of the director,
- iii. In case of violation of obligations of agreement of appointment, the director shall be asked to write a justification letter to DIR, if they fail to do so, with the quorum of the board of directors they shall be terminated,
- iv. The director shall be automatically terminated if charged with a criminal offense and suspended until not proven innocent by the D.I.R.

Article – 8 Zones:

1) The Zones of Interact District 3292- Nepal & Bhutan shall be divided geographically as per the region of the

Interact Club as follows:

Zone 1: Jhapa, Biratnagar and Sunsari

Zone 2: Chitwan, Birgunj, Hetauda, Janakpur and Nawalpur

Zone 3: Kaski, Tanahun, Gorkha and Baglung

Zone 4: Rupandehi, Bhairahawa and Palpa

Zone 5: Kapilvastu, Dang and Dhangadhi

Zone 6: Kathmandu

Zone 7: Bhaktapur and Kavre

Zone 8: Lalitpur and Kirtipur

2) In case of organization of Club/s otherwise of above mentioned regions the club/s will be assigned to the nearest zone.

Article – 9 Amendments:

1. Any club that wants amendments in the District By-Laws shall send its proposal to the D.I.R and DS by informing ZIR within one month prior to any of the major district events in the club letterhead duly signed by the club president. Alternatively, the D.I.R can also call for an amendment by addressing the proposal to the District Interact Council.,
2. These received proposals shall be then reviewed and verified by the DIR Council,
3. These verified proposals shall be then reviewed and finalized by the Interact District Committee with the consultation of the clubs that have proposed the agenda for amendments or clarification sharing in the District event,
4. All proposed amendments to the District Bylaws shall be formally presented and deliberated during the President–Secretary (P–S) Meeting. Only those amendments that are duly approved at the P–S Meeting shall be incorporated into the draft of the revised District Bylaws. In the event of any dispute, deferral, or lack of consensus regarding any proposed amendment, such amendment(s) shall be reconsidered in a dedicated Bylaws Amendment Session at the Interact District Conference of the same Rotary year. All disputed or revised amendment proposals shall be finalized and circulated to all Interact Clubs through official club email addresses at least fourteen (14) days prior to the District Conference for review and consideration.

Article – 10 Miscellaneous:

1. No Objection Certificate

i) Any member changing membership to some other Interact club from their present club shall take a no objection certificate from their present club and only then may become a member of another Interact club. The club accepting the membership will inform the committee in written form.

ii) In case the club takes a vindictive stand and does not give a no-objection certificate, it may be issued jointly by the sponsoring Rotary Club President and the District Interact Representative

2. Date of Birth

ii. The DIR shall be empowered with the right to ask for verification of the age of any Interactor of any Interact Club of Interact District 3292 if he feels that the concerned Interactor is either below 12 years of age or has reached 18 years.

3. Code of Conduct

i. Consumption and sale of intoxicating agents (Alcoholic drinks, Cigarettes, and others) at any formal club or district events shall not be allowed,,

ii. Any activity that violates the law and order of the country/state shall not be allowed, iii. The Interactors are required to maintain decorum in every meeting and event and act accordingly to the guidelines of the organizer/s,

iv. Any activity that is defined in the law as not to be performed by minors shall be performed under the guidance of DICC and/or District Advisor,

v. Violation of any of these will mean suspension of the club for that Interact year.

4. Publication.

i) The District shall publish the DIR's Newsletter at a regular interval, preferably quarterly and at least bi-annually.

ii) To avoid complaints of postal delay, the newsletter will be as far as possible hand-delivered in the District events or a digital copy shall be sent to all the clubs.

iii) The Newsletter will reach all the Interact clubs of our District, Interact District Committee members, all members of District Interact Committee, District Governor, District Governor Elect, Immediate Past District Governor, Inner Wheel Chairperson, District Interact Representative, DRCC, all the sponsors and well-wishers of the issue and all others as deemed appropriate by the DIR,

iv) Efforts will be made that the Interact District directory is released at District Installation or within two months from the Installation.

5. Dispute Resolution

DG through the District Interact Committee shall be referred for dispute resolution if the Interact District Committee fails to reach an agreement.

6. Interpretation

The Interact District Committee of the Rotary International District 3292 shall have the final authority to interpret these bylaws.

7. Adoption of Guidelines

We, the undersigned, are all of the members of Rotary International District 3292, and we consent to, and hereby do, adopt the foregoing guidelines, consisting of the preceding pages, as the guidelines of the Rotary International District 3292.

