

SAYEN BY-LAWS DOCUMENT



South Asia Youth Exchange Network (SAYEN)

BY-LAWS DRAFT

Established: [13 June 2025]

Version: June 2025

Article	Title	Page
I	Name	2
II	Purpose	2
III	Membership	2
IV	Executive Committee	3
V	Elections and Term Limits	3
VI	Qualifications for Executive Committee	4
VII	SAYEN Advisory Council	4
VIII	Committees	4
IX	Meetings	5
X	Amendments	5

Article I: Name

The name of the organization shall be the **South Asia Youth Exchange Network (SAYEN)**.

Article II: Purpose

SAYEN is a regional organization dedicated to the promotion and strengthening of the Rotary Youth Exchange (RYE) Program across the countries of India, Nepal, Bangladesh, Sri Lanka, Bhutan, Maldives, and Dubai.

The objectives of SAYEN are:

1. To strengthen communication and collaboration among Rotary districts in the region.
 2. To expand the RYE program by increasing the number of certified districts.
 3. To provide structured training for Youth Exchange Officers (YEOs).
 4. To develop and promote best practices tailored for the region.
 5. To organize an annual RYE conference fostering engagement, learning, and networking.
-

Article III: Membership

1. SAYEN membership shall be open to all **former and current Rotary Youth Exchange Officers** from **certified Rotary districts** in the specified countries who have served their district's Youth Exchange Committee in various roles and have agreed to be members of SAYEN.
2. Membership is valid for a **term of 1 year** and shall follow the **Rotary calendar year**: from **1st July to 30th June**.
3. An **annual membership fee of Rs. 2,500** shall be payable by each member. This fee will primarily be used for the functioning of the Association.
4. An **audited account** of income and expenditure shall be presented annually at the SAYEN Conference.
5. Each Rotary District that has agreed to be a member of SAYEN at the time of its inception must renew their commitment every **3 years** through a formal **consent letter from their District Governor Elect (DGE)** for the upcoming Rotary year.

6. Any Rotary District that is not currently a member of SAYEN may join at any time by sending a **letter of intent** from their district to the **President of SAYEN** expressing their interest and willingness to become a member district.
 7. As of now, there is **no fee or charge applicable to Rotary districts** that have given their consent to be members of SAYEN.
-

Article IV: Executive Committee

The Executive Committee (EC) shall oversee the operations and execution of the objectives of SAYEN.

Positions in the EC include:

- President
- Vice President
- Secretary
- Treasurer
- Regional Coordinators (as may be appointed by the EC)

Responsibilities include:

- Steering the direction of SAYEN
 - Organizing annual events and trainings
 - Managing finances and administration
 - Coordinating communication between districts
-

Article V: Elections and Term Limits

1. Election Process

- a. Elections for the Executive Committee shall be held every 2 years.
- b. A Nominations Committee shall be formed at least 3 months prior to the election year to invite, vet, and shortlist candidates.
- c. Elections will be conducted by secret ballot, either online or in-person, as decided by the Executive Committee.

2. Term Limits

- a. Each Executive Committee member shall serve a **term of 2 years**.
- b. No member shall hold the same position for more than **two full terms (4 years)**.

c. Partial terms due to appointments or mid-term vacancies will not count towards the term limit.

Article VI: Qualifications for Executive Committee

To be eligible for election to the Executive Committee, a candidate must:

1. Be an active member of SAYEN.
 2. Have completed at least **1 full membership term (2 years)** with SAYEN.
 3. Be a **current or former RYE Chair** with a **minimum of 1 year** of active RYE program experience.
 4. Have **executed at least one Long-Term Exchange**, both inbound and outbound.
 5. Belong to a **certified Rotary District**.
 6. Have attended **at least one** of the following:
 - Rotary Youth Exchange Pre-Convention
 - Regional RYE Conferences such as NAYEM, EEMA, ABIJ, RYE Australia, EAYEN, or LATIR
 - SAYEN RYE Conference
-

Article VII: SAYEN Advisory Council

1. The Advisory Council shall comprise **Past RYE Chairs** from certified districts who have also served as **District Governors**.
 2. The role of the Advisory Council is to:
 - Offer strategic guidance to the Executive Committee.
 - Support expansion efforts and development of the RYE program in the region.
 - Mentor and advise the governing council and office bearers.
 - Train and guide RYE Officers as and when invited and requested.
-

Article VIII: Committees

1. For the effective functioning of SAYEN, the Executive Committee shall establish the following Standing Committees:

- **Certification Support Committee:** Assists non-certified or partially certified districts in completing the RI certification process and becoming active participants in the RYE program.
 - **Training Committee:** Responsible for designing and conducting orientation and skill-development sessions for newly inducted and continuing Youth Exchange Officers across SAYEN districts.
 - **Host Family Engagement Committee:** Develops and updates best practices, training modules, and policy guidelines to support host families in ensuring safe, enriching, and culturally respectful exchange experiences.
 - **Membership Committee:** Actively engages, invites, and onboards current and former RYE Officers from certified districts to join SAYEN as members and contribute to its mission.
2. Additional committees may be formed by the Executive Committee to address specific tasks or evolving needs.
 3. Each committee shall be chaired by a SAYEN member appointed by the Executive Committee and may include additional members as deemed necessary.
-

Article IX: Meetings

1. The Executive Committee shall meet at least **twice annually**, virtually or in person.
 2. An **Annual General Meeting (AGM)** of all SAYEN members shall be convened once a year during the SAYEN RYE Conference.
 3. Quorum for Executive Committee meetings shall be a **simple majority** of its members.
 4. Decisions shall be made by **majority vote**; in case of a tie, the President shall have the casting vote.
-

Article X: Amendments

1. Proposed amendments to the By-Laws must be submitted to the Secretary in writing at least **60 days** prior to the AGM.
2. Amendments must be approved by a **two-thirds majority** of members present at the AGM.