

## **Standard Rotaract Club Constitution**

### **ARTICLE I — Name**

The name of this organization shall be the Rotaract Club of the University of Michigan.

### **ARTICLE II — Purpose and Goals**

The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

The goals of Rotaract are:

1. To develop professional and leadership skills;
2. To emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations;
3. To provide opportunities for young people to address the needs and concerns of the community and our world;
4. To provide opportunities for working in cooperation with sponsoring Rotary clubs;
5. To motivate young people for eventual membership in Rotary.

### **ARTICLE III — Sponsorship**

1. The sponsor of this Rotaract club is the Rotary Club of Ann Arbor which, through a committee of its Rotarians, the number of which shall be determined by the club, shall provide guidance and have supportive responsibility for this Rotaract club. The continued well-being of this club shall depend on the continued active personal participation of the sponsoring Rotary club.
2. The basis of organization shall be young men and women residing, employed, or studying anywhere in the vicinity of the sponsoring Rotary club. Where a university or other institution of higher education is located within the vicinity of the sponsoring Rotary club, the student body of each institution may also be a basis of organization. This club is not a part of, and neither this club nor its members have any rights or privileges with respect to, the sponsoring Rotary club.
3. This club is a non-political, non-sectarian organization.
4. In the event that the sponsoring Rotary club is terminated, the governor of the Rotary district will seek to install another sponsoring Rotary club; if one cannot be found within 180 days, the Rotaract club will be terminated.

### **ARTICLE IV — Membership**

1. The membership of this club shall consist of young men and women of good character and leadership potential between the ages of 18 and 30.\* It is recommended, but not mandated, that there be a minimum of 15 charter members when chartering a new club.
2. The method of electing members of this club shall be determined by this club in consultation with the sponsoring Rotary club. The method of electing new members of university-based\*\* Rotaract clubs shall have the approval of the appropriate authorities.
3. Each member of this Rotaract club shall attend at least 60% of the club's regularly scheduled meetings annually, provided that absence from a regularly scheduled meeting of the club may

be made up as follows: any member absent from a regular meeting of this club may make up such absence by attendance at a regular meeting of any other Rotaract club or any Rotary club on any day of the two weeks immediately preceding or following the day of the absence, or attendance and participation in a club service project or a club-sponsored community event or meeting authorized by the board.

4. All Rotary Foundation scholars, who are within the age guidelines adopted by the board for the Rotaract program, shall be eligible for guest Rotaract club membership during the period of their study in another country.

5. Membership shall automatically terminate (a) upon failure to meet attendance requirements unless excused by the board of directors of this club for good and sufficient reason or (b) by termination of the club or (c) on 30 June of the Rotaract year in which the member becomes 30 years old.

6. Membership may be terminated (a) upon failure to continue to meet the qualifications for membership, or (b) for cause, as determined by this club by vote of not less than 2/3 of all the members in good standing.

\*On 30 June of the Rotaract year in which the member becomes 30 years old his/her Rotaract membership will end.

\*\*As used in this constitution, the term "university" is intended to include all institutions of higher education.

#### **ARTICLE V — Meetings**

1. The club shall meet not less than twice per month, as provided in the by-laws, at a time and place suited to the convenience of the members.

2. The board of directors shall meet as provided in the by-laws.

3. Rotary International recommends each sponsoring Rotary club to designate one or more members of its club to attend the meeting(s) of its Rotaract club(s) at least once a month.

4. Meetings of the club and of the board of directors may be cancelled during holiday or vacation periods at the discretion of the board of directors. The board may cancel a regular meeting if it falls on a legal holiday or in case of the death of a club member, an epidemic, a disaster affecting the whole community, or an armed conflict in the community that endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

5. Minutes of the meetings of the club and board of directors shall be provided to the chair of the sponsor Rotary club's Rotaract committee within two weeks after each meeting is held.

#### **ARTICLE VI — Officers and Directors**

1. The officers of this club shall be a president, vice-president, secretary\*, treasurer and such additional officer(s) as may be provided in the by-laws.

2. The governing body of this club shall be a board of directors composed of the president, immediate past president, vice-president, secretary, treasurer, and additional directors whose number shall be determined by this club, all to be elected from among the members in good

standing. All decisions, policies, and actions of the board and of the club shall be subject to the provisions of this constitution and policy established by Rotary International and its members. If university-based, this club shall be subject to the same regulations and policies established by the appropriate authorities for all student organizations and extracurricular activities of the university. The board of directors shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a board of appeals from the rulings of all officers and actions of all committees.

3. Elections of officers and directors shall be held annually prior to 1 March by methods compatible with local customs and procedures, but in no case shall more than simple majority of the members present and in good standing be required for elections.

The term of office of all officers and directors shall be one year. No provisions shall be made for a term of office shorter than one year except with the permission of the sponsoring Rotary club.

4. All incoming Rotaract club officers, directors, and committee chairmen shall be provided with leadership training from the district Rotaract committee.

#### **ARTICLE VII — Activities and Projects**

1. Within the limits prescribed in Section 1 of Article III, this club shall be responsible for planning, organizing, financing, and conducting its own activities and shall itself supply money, labor, and creative imagination necessary thereto, except in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s).

2. This club shall undertake among its activities at least two major service projects annually, one to serve the community and the other to promote international understanding, and each shall involve all or most of the members of the club.

3. This club shall provide for a professional development program for its members.

4. It is the responsibility of the club to raise the funds necessary to carry out its program. It shall not solicit or accept more than occasional or incidental financial assistance from the sponsoring Rotary club, nor shall it make general solicitations from Rotary clubs other than its sponsoring Rotary club or from other Rotaract clubs; nor shall it solicit financial assistance from individuals, businesses, or organizations in the community without giving something of value in return. All funds raised for service projects must be expended for that purpose.

#### **ARTICLE VIII — Committees**

1. There shall be provided in the by-laws of this club the following standing committees; club service, international service, community service, professional development, finance, and such other standing committees as may be deemed necessary or convenient for the administration of the club.

2. The president, with the approval of the board, may appoint such special committees as he/she may deem necessary, citing their duties at the time of appointment. All such special committees shall lapse upon the completion of their duties, upon discharge by the appointing president, or with the end of his/her term of office, whichever occurs first.

#### **ARTICLE IX — Fees**

1. Each sponsoring Rotary club upon organization of a new Rotaract club shall be required to pay an RI Rotaract organization fee equivalent to US\$50 with the “Rotaract Club Organization List.”
2. Any fees, dues, or assessments on the membership of the club shall be nominal and shall only be for the purpose of meeting the administrative costs of the club. Funds for activities and projects undertaken by the club shall be raised apart from such fees, dues, or assessments and shall be placed into a separate account. A thorough audit by a qualified person shall be made once each year of all the club’s financial transactions.

#### **ARTICLE X — Acceptance of Constitution and By-Laws**

Every member of the club, by acceptance of membership, thereby accepts the principles of Rotaract as expressed in its purpose and goals and agrees to comply with the constitution and by-laws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and by-laws on the plea that a copy of them has not been received.

#### **ARTICLE XI — Standard By-Laws**

The club shall adopt the “Standard Rotaract Club By-Laws,” together with such amendments as are not inconsistent with this constitution and which may be deemed necessary or convenient for the government of the club, provided that such amendments are adopted in accordance with the amendment procedure prescribed in the “Standard Rotaract Club By-Laws.”

#### **ARTICLE XII — Rotaract Emblem**

1. The Rotaract emblem shall be preserved for the exclusive use and benefit of Rotaract club members. Each member of this club shall be entitled to wear or otherwise display the Rotaract emblem in a dignified and appropriate manner during the period of membership. Such entitlement shall be relinquished upon termination of membership or termination of this club.
2. When displayed by individual club members, the emblem may be used without further information. When the emblem is used to represent a club, the name of the club should appear with the emblem.

#### **ARTICLE XIII — Duration**

This club shall exist so long as it continues to function in accordance with the provisions of this constitution and policy relating to Rotaract established by Rotary International, or until it is terminated (a) by this club upon its own determination and action, (b) by the sponsoring Rotary club upon withdrawal of its sponsorship, after consultation with the district governor and district Rotaract representative, or (c) by Rotary International for failure to function in accordance with this constitution or for other cause.

Upon termination of this club, all rights and privileges relating to the Rotaract name and emblem shall be relinquished by the club and by its members individually and collectively. The Rotaract club shall relinquish all financial assets to the sponsoring Rotary club.

#### **ARTICLE XIV — Administration**

The constitution may be amended only by the Board of Directors of Rotary International and all amendments to the “Standard Rotaract Club Constitution” adopted by the Board of Directors of Rotary International shall automatically amend the Constitution.

## **STANDARD ROTARACT CLUB BY-LAWS**

By-Laws of the Rotaract Club of the University of Michigan.

### **ARTICLE I — Elections**

1. Election for the offices of the presidential core shall be completed before the second week of March.
2. The election process for the presidential core and executive board shall follow the processes as outlined below.
3. A transition meeting will be held within two weeks of the conclusion of elections. Those elected shall take office after the transition meeting is concluded with the previous board operating in an advisory capacity.

### **Presidential Core**

The presidential core of Rotaract is defined as the president, vice-president of operations, and vice president of communications (also known as secretary as defined in the Constitution).

1. Only members who have served a minimum of (1) year on either the presidential core or executive board will be eligible to run for these three positions (exception in 1a.). These positions will be self-nominated.
  - a. In the instance that there is not a sufficient number of eligible candidates (minimum of four), executive board members will be called upon to nominate 1-3 of their committee members to run for a presidential core position.
2. Nominations of officers shall be made in writing and submitted to the *electing committee*\* via email to an account set up by the residing electing committee chair as appointed by the Rotary advisors. Each candidate can be nominated for up to two positions on either presidential core or executive board.
3. The nomination form as shown in appendix I-1, shall be sent out (2) weeks prior to the election date.
4. (1) week prior to the election date, the electing committee will compile all of the completed nomination forms into one document and send this out to all existing Rotaract members and Rotary’s Rotaract committee for their perusal prior to the election meeting.
5. Candidates shall be voted upon (1) week after the Rotaract membership receives the complete information regarding all of the candidates. The meeting shall be held during the regular Rotaract meeting time. The voting ballot form will be as shown in appendix I-2.
6. The president shall be elected first. Each presidential candidate shall be allotted 2-3 minutes for their presidential speech, followed by 2 minutes of Q & A. All candidates who are not speaking will stand outside the room.
7. Upon completion of all speeches, voting shall proceed by secret ballot. These ballots will be counted immediately by the electing committee and the new President announced immediately.

The candidate receiving a majority of the votes of the members present and in good standing shall be elected.

8. The elections shall then proceed with the vice presidential elections. All nominees who have not yet spoken will be allotted 2-3 minutes for their speech. Vice presidential candidates who ran but were not elected to president shall receive a 1-2 minute slot addendum to their previous speech. Each speech shall be followed by 2 minutes of Q & A.

9. The candidates receiving a majority of the votes of the members present and in good standing shall be elected.

\* The electing committee shall be made up of those executive board members who are not running for a position as well as the club's rotary advisors, also known as "Rotary Moms." Those people participating in the electing committee cannot vote in the elections.

### **Operational Chairs**

The operational chairs are defined as Treasurer, Community Service Co-Chairs, Social/Publicity Chair, Professional Development Chair, and International Service Chair. The election process for these officers will be as follows:

1. Any existing member of the Rotaract club may nominate themselves for a chair position.

2. Nominations for officers shall be made in writing and submitted to the *electing committee*\* via email to an account created by the incumbent electing committee chair as appointed by the Rotary advisors. Each candidate can be nominated for up to two positions on either presidential core or executive board.

3. The nomination form as shown in appendix I-1, shall be sent out (2) weeks prior to the operational chair election date, and (1) week before the presidential core election date.

4. (1) week prior to the operational chair election date, the electing committee will compile all of the completed nomination forms into one document and send this out to all Rotaract board members.

5. A meeting will be set at a time when all board members can attend in order to deliberate over the candidates' qualifications for each officer position. This meeting shall be presided over by the current president.

6. The election process shall be in two rounds. The first round is to remove those candidates and applications that are not qualified to be discussed further. This will be completed by a majority vote by secret ballot.

7. The second round will be a discussion of those candidates that make it past the first round. Each position will be allotted 20 minutes of discussion. The president can call a halt to discussion after 10 minutes if the additional time is not needed.

a. If there are not enough qualified candidates, there will be a 1 week extension and another call to the general membership for candidates, and the process will repeat.

b. If a previous board member makes it to the second round, an interview process must be conducted with the current board member and with the next 1-2 most qualified candidates; however if no other candidates made it to round two, this process may be waived.

8. After discussion is completed, a majority vote can either call for an interview process (step 9), or voting may proceed by secret ballot shall be held to elect the new officer. A 2/3 majority vote is required for election. If a decision is not reached by 2/3 majority, or a previous board member is in the second round (see 7b.), proceed to step 9; otherwise skip to step 11.
  - a. A majority vote can also call for the interview process (step 9).
9. An interview process shall be conducted where the top 2-3 candidates for a position shall be allotted a 5 minute interview, and 5 minute Q and A.
10. After the interview process, voting by secret ballot shall ensue and a majority vote is required for election.
11. The newly elected operational chairs shall be notified by mass Rotaract email.

## **ARTICLE II — Duties of Officers**

### **Presidential Core**

#### **1. President**

Duties:

1. Serve as Rotary Club liason (attend or delegate attendance to weekly committee meetings and Rotary Lunch meetings on Wednesdays in the Michigan Union)
2. Ensure completion of the club's professional and leadership development activities, and community and international service projects via vice president delegation.
3. Construct agendas for executive and general meetings and facilitate accordingly.
4. Power to initiate emergency meetings to dismiss poorly performing board members
5. Delegates board responsibilities and establishes meeting schedules with board input.
6. Plan a board retreat at the beginning of every semester
7. Organize and monitor elections

#### **2. Vice-President of Operations**

Duties:

1. Ensure club operations are in order (between secretary and president)
2. Help plan semesterly retreats
3. Book meeting rooms for the next year at the end of the current academic calendar year.
4. Fill in for the President as needed
5. Help VP of Communication with general duties
6. Serve as liaison between other Rotary Clubs and Interact Clubs
7. Coordinate with Rotary on weekly luncheons and hosting Rotarians at Rotaract meetings.
  - a. Update board on Rotaract Committee agenda and updates.
8. Plan and execute t-shirts before school starts in September, and coordinate with treasury for distribution.

#### **3. Vice-President of Communications**

Duties:

1. Take minutes at every meeting and make information accessible via Ctools or some other electronic format.
2. Keep track of attendance and Rotaract membership (including keeping track of dues)
3. Maintain and update the Ctools, Club Website, and Maize Page

4. Maintain the official Rotaract listserv on the UM Directory
5. Send email reminders for weekly meetings
6. Compile and send weekly Rotaract Newsletter
7. Respond to inquiries to the club both internally and externally.

## **Operational Chairs**

### **1. Treasurer**

Duties:

1. Plan minimum of 2 independent fundraisers per year.
2. Fill out all necessary grant applications for school sponsored funding
3. Submit budget/ funding proposal to Rotary before the end of the winter semester for the following school year
4. Keep records of all incomes and expenses
5. Submit mid-semester and end of semester financial reports to Rotary
6. Maintain account balance and communicate with chairs on how much money to spend
7. Handle disbursements and deposits through SOAS
8. Collect dues

### **2. Community Service Co-Chairs**

Duties:

1. Co-Chairs should split up work evenly between large and smaller, local events
2. Chair a committee to help with service events
3. Keep track of community service attendance and communicate to secretary
4. Plan at least (2) community service events per month to be planned at the beginning of the respective semester
5. Coordinate with other officers to provide help with community service events in miscellaneous events

### **3. Publicity/Social Chair**

Duties:

1. To be a social awareness ambassador on the University of Michigan campus, which includes: Festifall, Winterfest, and campus advertisements for the club
2. Event advertisement periodically throughout the year
3. Charter dinner Planning in the Fall Semester
4. Senior Send-Off dinner in April
5. Bowling with Rotary in the Winter semester
6. Facilitate social interaction through at least 2 events per semester, which includes: potlucks, group trips, and bar crawls.
7. Plan at least one social "getaway weekend trip" i.e. Ski Trip
8. Plan social events and/or meetings as deemed necessary by the Co-Presidents

#### **4. Professional Development Chair**

Duties:

1. Maintain and expand upon the Professional Development Committee's initiatives, geared towards professional education, outreach and alumni relations
2. Plan and execute a minimum of (2) projects/events relating to P.D. per semester. (e.g. guest speakers, workshops, professional outings, etc)
3. Review, and continue the development of the Rotary-Rotaract Mentorship Program, coordinating one (1) engaging event per month for participants.
4. Maintain relationship with local Interact Clubs through the Rotaract-Interact Mentorship Program and plan at least one (1) event with them for the year.
5. Serve as Chairperson of the Professional Development Committee.

#### **5. International Service Chair**

Duties:

1. Plan at least one international community service trip to take place either during Spring Break or directly after the semester
2. Chair a committee to assist with trip planning, and assign a "Committee President" to assist in high level planning
3. Plan international cultural awareness meeting
4. Serve as a representative for Rotaract to Rotary Clubs, Rotaract Clubs, and Service Organizations abroad

#### **ARTICLE III — Meetings**

1. Meetings of the club shall be held bi-weekly, and meetings of the board shall be held biweekly on weeks where the general club is not in session.
2. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club. Any six members of the board, one of whom must be the president or vice-president, shall constitute a quorum at any meeting of the board.
3. No mandatory meetings shall be held when the University of Michigan's Fall or Winter terms are not in session.

#### **ARTICLE V — Membership**

A member in good standing is defined by a member who meets the membership requirements as defined in the constitution, is due-paying, and espouses the principles of Rotaract. A member can be officially stripped of membership by a vote of  $\frac{2}{3}$  of the executive board (presidential core + operational chairs). Individuals stripped of membership will be barred from attending all club functions, including but not limited to general meetings, service events, and social events.

#### **ARTICLE IV — Fees and Dues**

Fees and Dues are to be determined by the Board of Directors at the first officer's meeting of September.

#### **ARTICLE VI— Amendments**

1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present, provided notice of intention to call such a vote is given at least fourteen days earlier at a meeting of the club at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club.
2. Nothing in these by-laws shall contravene any provision of this club's constitution.
3. The constitution and by-laws shall be reviewed yearly at the fall officer's retreat.

#### **ARTICLE VII-- Removal of President and Vice President**

1. The President or Vice President may be removed by the following process:
  1. In order to bring the motion to remove the President or Vice President to the general membership,  $\frac{2}{3}$  of the members of the executive board must vote affirmatively to bring the motion to the general membership.
  2. In order to remove the President or Vice President, once the motion to remove is brought to the general membership,  $\frac{2}{3}$  of a quorum of the general membership at a regularly scheduled general meeting must vote affirmatively to remove the President or Vice President. The club's decision is effective immediately.