

# Rotaract Statement of Policy



1. The Rotaract program was created by and is an activity of Rotary International, and the authority for the establishment and enforcement of constitutional provisions, organizational requirements and standards of procedure, and for the preservation of the Rotaract name and emblem is retained by Rotary International.
2. A Rotaract club is a Rotary club-sponsored organization of young adults ages 18 to 30, whose purpose is to provide opportunity for them 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, and whose goals are:
  - a) To develop professional and leadership skills;
  - b) To emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations;
  - c) To provide opportunities for young people to address the needs and concerns of the community and our world;
  - d) To provide opportunities for working in cooperation with sponsor Rotary clubs;
  - e) To motivate young people for eventual membership in Rotary.
3. Rotaract club programming shall consist of professional development, leadership development, and service program development as outlined in the "Standard Rotaract Club Constitution."
4. A Rotaract club is organized, sponsored, and counseled by a Rotary club or clubs and is established following the endorsement of the governor and upon certification and recognition by Rotary International; it can be created and sustained in no other way, and its existence depends upon the active sponsorship of its sponsor Rotary club and continued recognition by Rotary International.
5. Rotaract clubs are strongly encouraged to mention after their own names "sponsored by the Rotary Club of (name)."
6. Within the framework established by Rotary International, the sponsor Rotary club is responsible for organizing the Rotaract club and providing it with guidance and counsel thereafter.
7. Rotary clubs should appoint Rotarian mentors to the Rotaractors in the Rotaract clubs they sponsor.
8. Where the Rotaract club is university-based, control and counsel by the sponsor Rotary club shall be exercised in full cooperation with the university authorities, with the understanding that such clubs are subject to the same regulations and policies established by the university authorities for all student organizations and extracurricular activities of the university (or other institution of higher education.)

9. All Rotaract club activities, projects and programs shall be conducted in harmony with the policies of Rotary International; continued sponsorship of a Rotaract club by a Rotary club and recognition of it by RI are contingent thereon.
10. There shall be a “Standard Rotaract Club Constitution” prescribed by Rotary International and subject to amendment only by the Board of Directors of Rotary International. As a prerequisite of its organization and certification, each Rotaract club shall adopt the “Standard Rotaract Club Constitution” and shall automatically adopt all amendments thereto subsequently made.
11. Each Rotaract club shall adopt bylaws not inconsistent with the “Standard Rotaract Club Constitution” and with policy established by Rotary International. Such bylaws shall be subject to the approval of the sponsor Rotary club.
12. Rotaract clubs shall be sponsored only by Rotary clubs within the boundaries of the district in which they are located.
13. A Rotaract club may be organized and sponsored jointly by more than one Rotary club under the following conditions:
  - a) The governor must approve, in writing that, in the governor’s considered judgment, the best interests of the district, the Rotary clubs concerned and the Rotaract program would be served by the proposed joint sponsorship.
  - b) The circumstances must be such that the organization of separate Rotaract clubs, each sponsored by a single Rotary club, would create an artificial division of what is essentially a single body of young adults within the community or university.
  - c) A joint Rotaract committee must be created with effective representation from each of the sponsor Rotary clubs.
14. Each member of a Rotaract club, agrees to accept and to adhere to the provisions of the constitution and bylaws of his or her Rotaract club.
15. Rotaractors may make-up Rotaract club attendance at meetings of Rotary clubs at the discretion of the individual Rotary club. Rotary clubs that sponsor Rotaract clubs should invite Rotaractors to make up absences from their regularly scheduled Rotaract club meetings to their regularly scheduled Rotary club meetings.
16. On 30 June of the Rotaract year in which a member becomes 30 years old, his or her Rotaract membership will end.
17. Membership in a Rotaract club shall be evidenced by Rotaract membership identification cards that include the name of the sponsor Rotary club.
18. The Rotaract name and emblem are the property of Rotary International and shall be preserved for the exclusive use of those involved in the Rotaract program. When displayed by individual club members, the emblems 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. Where a Rotary district exists, it may use the respective emblem but only in conjunction with reference to the district and its number.

19. Rotaract club members shall be entitled to use and display the Rotaract name and emblem in an appropriate and dignified manner during their period of membership in a Rotaract club and shall relinquish such entitlement upon termination of membership in a Rotaract club or upon the termination of the Rotaract club.
20. A Rotaract club may be terminated:
  - a) By Rotary International, with or without the consent, approval or concurrence of the sponsor Rotary club, for failure to function in accordance with its constitution, or for other cause.
  - b) By its sponsor Rotary club, after consultation with the governor and the district Rotaract representative, or
  - c) By the Rotaract club itself upon its own determination.
21. Upon termination of a Rotaract club, all rights and privileges relating to the 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 sponsor Rotary club.
22. As a matter of policy, the Board does not recognize the right of any individual or organization except RI to circularize Rotaract clubs for any commercial purpose, except in the case of Rotaractors who are responsible for organizing Rotaract club, district and multidistrict meetings and only within the districts directly involved.
23. Governors should appoint one joint district Rotaract committee composed of equal numbers of Rotarians and Rotaractors. The district Rotaract committee chair (a Rotarian) and the district Rotaract representative (a Rotaractor) should serve as co-chairs of this committee. Where feasible and practicable in the appointment of district Rotaract committees, there should be provision for continuity of membership by appointing one or more members for a second term. The district Rotaract committee should assist the governor in publicizing the Rotaract program, promoting the organization of new Rotaract clubs, and administering the program of Rotaract within the district.
24. Rotaract organization beyond the club level:
  - a) A district with two or more Rotaract clubs must elect a district Rotaract representative from among their membership. The method of election shall be determined by the Rotaract membership and approved by the district Rotaract committee and district governor. The district Rotaract representative must have served as a Rotaract club president or as a member of the district Rotaract committee for one full term before taking office.
  - b) In a district with one Rotaract club, the district Rotaract representative shall be the most recent, available past Rotaract club president.
  - c) The district Rotaract representative will be guided and counseled by the Rotary governor and should work with the district Rotaract committee and other appropriate Rotary district committees.
  - d) The district Rotaract representative in conjunction with other district leaders, should:
    - 1) Develop and distribute a district Rotaract newsletter;
    - 2) Plan, arrange, and hold a district Rotaract conference;
    - 3) Encourage attendance and participation by Rotaract club officers, directors, and committee chairs at the Rotary district conference and all relevant district level training meetings;

- 4) Conduct Rotaract promotion and extension activities throughout the district;
  - 5) Plan and implement service activities (if approved by three-fourths of the Rotaract clubs in the district);
  - 6) Provide advice and support to Rotaract clubs in implementing their projects;
  - 7) Help coordinate joint Rotary-Rotaract activities in the district;
  - 8) Coordinate public relations activities for Rotaract at the district level;
  - 9) Plan and implement a training session for Rotaract club officers in the district.
- e) All election disputes should be resolved locally in consultation with the district governor and district Rotaract chair. RI will not intervene.
25. Rotaract meetings beyond the club level:
- a) The purpose of the district-wide meeting of Rotaract clubs is to promote community service projects, increase international understanding and enhance professional development in a context of friendship and camaraderie.
  - b) No meeting of members of Rotaract clubs beyond the club level shall have any legislative authority nor shall be so organized as to give the appearance of having such authority. Nevertheless, such a meeting may include ideas which might be of value as advisory observations to those involved at the district or other levels of Rotaract administration.
  - c) At a district Rotaract meeting, a three-fourths majority of the Rotaract clubs in a district may vote to undertake a district service project and to establish a district Rotaract service fund to raise funds for this project. Contributions to such a fund must be voluntary. Such a project and service fund must be approved by the governor, and specific plans and instructions for the administration of the district project and use of the fund must also have the approval of the governor and three-fourths of the Rotaract clubs in the district. The governor must appoint a district fund committee to be responsible for collecting and administering the district fund, such committee to be composed of at least one Rotaractor and one Rotarian from the district Rotaract committee. The district service fund must be kept in a bank account which clearly indicates that the fund is the property of the district Rotaract organization and not the personal property of any individual Rotaractor or Rotaract club.
  - d) All district Rotaract activities shall be financed by the Rotaract clubs in the district. No expenses of district Rotaract club meetings shall be paid by Rotary International. The cost of such meetings shall be minimal and within the financial means of those participating.
26. Rotaract activities beyond the district level
- a) Rotaract Multidistrict Service Projects. Rotaract-sponsored service projects involving clubs in two or more districts may be implemented provided that such projects
    - 1) are, in nature and scope, within the capability of the clubs and Rotaractors in the districts to undertake successfully without interfering with or detracting from the scope and effectiveness of club activities;
    - 2) shall not be undertaken initially unless each district Rotaract representative concerned has agreed to such a joint project and then, only after approval of two-thirds of the clubs in each district;
    - 3) shall be undertaken with the approval of the governors concerned;
    - 4) shall be under the direct supervision of the district Rotaract representatives concerned; the custody of all funds contributed or collected for such projects shall be the responsibility of the district representatives concerned, through a committee of Rotaractors from within the districts involved, who may be appointed to assist in administering any such project and related funds;

- 5) shall be undertaken only after the district Rotaract representatives have jointly secured in advance the authorization of the general secretary, acting on behalf of the Board, to undertake the project;
  - 6) shall involve the participation by Rotaract clubs and/or individual Rotaractors on a voluntary basis, clearly presented as such; the cost of participation by a club or individual Rotaractor, if any, should be kept to a minimum, and not be implicitly or directly made an obligation in the form of a per capita tax, or assessment or otherwise;
- b) Rotaract Multidistrict Information Organizations. Districts may develop a multidistrict organization for the purpose of disseminating information and facilitating communication between Rotaract clubs in the districts concerned, provided that
- 1) there is no objection by the governors of each of the districts concerned;
  - 2) authorization is secured from the general secretary, acting on behalf of the RI Board of Directors, to develop and maintain such an organization;
  - 3) the organization complies with RI policy or is subject to termination of its status by the general secretary on behalf of the RI Board of Directors;
  - 4) each member district is represented by its district Rotaract representative. Each district Rotaract representative may appoint a proxy from his/her district organization, as needed, to carry out the activities of the multidistrict organization;
  - 5) funds needed to implement the organization's activities (i.e. production and distribution of regional club directories and newsletters, dissemination of Rotaract program information, general correspondence) shall be obtained on a voluntary basis only;
  - 6) the organization has no decision making or legislative powers, except for decisions concerning the activities of the organization, for which each member district (as represented by its district Rotaract representative) shall have one vote.
- c) Multidistrict Rotaract Meetings
- 1) Meetings of Rotaract club members from more than one district, particularly from districts in more than one country, are to be held under the guidance of the host governor and the district Rotaract committee, and in conjunction with the host district Rotaract representative. Such meetings are subject to the advance approval of the governors of the districts involved. Invitations to governors to hold multidistrict Rotaract meetings must be accompanied by:
    - a) information including the date, location, purpose, facilities, program and participants of the proposed meeting;
    - b) a copy of the anticipated meeting budget with assurance that the sponsors are in a position to and will assume complete responsibility for contractual and financial obligations inherent in the meeting;
    - c) assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotaractors and Rotarians;
  - 2) The host club or district must maintain liability insurance for multidistrict Rotaract meetings with coverage and limits appropriate for the geographic location. Evidence of such coverage must be provided to RI or the governor of any participating district upon request.
  - 3) The district Rotaract representative shall inform the RI director(s) for the zone(s).

27. Leadership Training

- a) All incoming Rotaract club officers shall be provided with Rotaract club officers leadership training at the district level, such training to include a one to two-day leadership training

seminar facilitated by the district Rotaract committee chair and the district Rotaract representative for all incoming Rotaract club officers, directors, and committee chairs to be paid for by the sponsor Rotary clubs, or where circumstances dictate, by a mutually agreed-upon financial arrangement involving the sponsor Rotary clubs, Rotary district, and the Rotaract participants.

- b) All incoming governors-elect are encouraged to provide adequate training to their incoming Rotaract club presidents and, where appropriate, include such training as part of the program of the Rotary district assembly.

28. Financing the cost of the Rotaract program:

- a) All sponsor Rotary clubs must pay a certification fee of US\$50 for new Rotaract clubs.
- b) Individual Rotaractors shall pay annual membership fees to their Rotaract club to cover the cost of club administration.
- c) Any fees, dues or assessments on the membership of any Rotaract club shall be nominal and shall be only for the purpose of covering the cost of administering the club; funds for activities and projects undertaken by Rotaract clubs shall be raised by such clubs 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.
- d) It is the responsibility of the Rotaract club to raise the funds necessary to carry out the program of the club.
- e) Rotaract clubs should not make general solicitations for financial assistance from Rotary clubs or from other Rotaract clubs. Sponsor clubs may provide financial support when mutually agreed upon.
- f) Contributions to fund district Rotaract service projects must be voluntary and cannot be made enforceable upon the individual Rotaractor or Rotaract club.
- g) No part of the expenses of meetings of Rotaract clubs or groups of Rotaract clubs shall be paid by Rotary International, with the exception of the annual Rotaract Preconvention Meeting.
- h) Sponsor Rotary clubs shall strongly encourage and pay for the attendance of their Rotaract club officers, directors and committee chairs at all relevant and necessary district-level leadership training meetings (or, when circumstances dictate, these meetings shall be paid for through mutually agreed upon financial arrangements involving the sponsor Rotary clubs, the Rotary district and the Rotaract participants).
- i) Rotary districts shall pay for the attendance of their districts' Rotaract representatives at district-level or multidistrict leadership training meetings.
- j) Rotary clubs and Rotary district conferences inviting members or Rotaract clubs to participate in the programs of such clubs and conferences should subscribe to sufficient trip, accident and liability insurance to protect the Rotary club or district conference against any possible legal or moral obligation and liability.
- k) The district should make provisions to fund the administrative activities of the District Rotaract committee.

29. As a matter of principle, Rotaract clubs are not authorized to assume membership in or merge with other organizations regardless of the purpose of such organizations.
30. Rotaract club presidents shall submit updated membership lists to RI each year no later than 30 September and 31 March through Member Access. These lists shall include the names, e-mail addresses, and gender of each Rotaractor in the club. Rotaract clubs that do not submit updated contact lists to RI in a two-year period will be terminated.

The Board regularly reviews and amends, as necessary, the *Rotaract Statement of Policy*, *Standard Rotaract Club Constitution*, and *Standard Rotaract Club Bylaws*.

The Rotaract Statement of Policy is excerpted from Rotary Code of Policies, Article 41.020, and is subject to change by the RI Board of Directors. Please refer to the RI website for the most recent policy:

[www.rotary.org/RIdocuments/en\\_pdf/code\\_ri\\_current.pdf](http://www.rotary.org/RIdocuments/en_pdf/code_ri_current.pdf)

# Standard Rotaract Club Constitution



## Article i — name

The name of this organization shall be the Rotaract Club of North Bay – Nipissing \_\_\_\_\_.

## 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.

### Goals

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

### Rotary club Sponsorship

1. The sponsor of this Rotaract club is the Rotary Club of North Bay – Nipissing 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 who are committed to the goals of the Rotaract program and to building a relationship with 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.

### Membership Qualifications

## 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

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\*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.



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.

### **Article V — Meetings**

bimonthly  
Meetings

1. The club shall meet not less than twice per month, as provided in the by-laws, at a time 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**

Governing body

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**

objective

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**

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**

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 Certification Form."
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**

constitution

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**

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**

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**

Duration of club      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**

amendment      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.

# Rotartact club of North Bay – Nipissing By-Laws



By-Laws of the Rotaract Club of North Bay – Nipissing.

## Article i — Elections

Voting Method

1. Election for the offices of president, vice-president, secretary, treasurer, and directors shall be held annually before the Rotary Weekend. A Rotaract club year is the same as a Rotary club year. Those elected shall take office on 1 July.
2. Nominations of officers shall be made at a meeting or, through email or via the Facebook Group page. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made, and votes can be emailed in prior to the meeting, should a member be unable to attend. Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members good standing shall be elected.
3. In addition to president, vice-president, secretary, and treasurer there shall be elected directors.

official Duties

## Article ii — duties of officers

1. President. The president shall preside at all regular and special meetings of the club and the board of directors. Should he/she not be available he/she is responsible to find another member to chair the meeting, approaching the Vice – President first He/she shall be an ex officio member of all committees. He/she shall maintain communication with the sponsor club and the district Rotaract representative to ensure they are continually informed of all actions taken by the club.
2. Vice-President. The vice-president shall succeed to the office of president in the event or removal of the latter for whatever cause, and, in the absence of the president, shall preside at all meetings of the club and of the board.
3. Secretary. The secretary shall maintain all club records. He/she shall keep minutes of all the meetings of the club and board of directors, and provide copies of such to the chair of the sponsor Rotary club's Rotaract committee.
4. Treasurer. The treasurer shall have custody of all club funds, maintaining all necessary records and depositing all such funds in a bank approved by the board of directors. He/she shall report on the club's financial status at each meeting of the club and shall hold all records available for inspection by any club member. All disbursements shall be by check and with the signature of two authorized officers.
5. The President Elect. The successor to the President shall have pervious service as a member of the Rotaract executive, whether Vice-President, Treasurer, or Secretary.

## Article iii — Meetings

Quorum Requirement

1. Meetings shall be held bi-weekly, with the exception for events that take place in lieu of meetings or holidays.
2. Only meetings that require a vote, such as changing meeting times voting for the board etc. will require a quorum, all other meetings can proceed no matter the number of members present, quorum 50%

## Article iv — Fees and dues

Fees and Dues

1. Membership fees are \$30 for the year. New members who join between January and April are only required to pay \$15 and members who join after May are only required to pay \$30 for the following Rotary Year.
2. All fees and dues must be paid before a member will be considered in good standing.

## Article V — committees

committee  
Duties

Club committees are voted on as part of the board voting process. These committees can change year-to-year and are defined by president and the board. Committees may consist of but are not limited to:

1. Club service. This committee shall be responsible for attendance, membership, programs, fellowship, public relations, and such other matters as may be deemed appropriate.
2. International service. This committee shall be charged with primary responsibility for enhancing knowledge and understanding of worldwide needs, problems, and opportunities and developing activities to give service for promoting international understanding and goodwill toward all people.
3. Community service. This committee shall have responsibility for enhancing knowledge and understanding of community needs, problems and opportunities, and for formulating and developing appropriate activities for serving the community (including the university community).
4. Professional development. This committee shall be responsible for developing a program designed to provide information about a wide cross-section of businesses and professions and to stimulate awareness and acceptance of high ethical standards in business and professional life.
5. Finance. This committee shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee.

The international service and community service committees shall each have the duty of initiating and planning one major activity in its field each year which shall involve all or most of the club membership.

Membership

## Article Vi – Membership

1. Members must be between the ages of 18 to 40.

Mem

amendments

## Article Vi — Amendments

1. Amendments to the by-laws must be voted on by the board and can only be adapted once per Rotary year.
2. Nothing in these by-laws shall contravene any provision of this club's constitution.

