

**CONSTITUTION-**  
**Rotaract Club**  
**Eastern Mennonite University (EMU)**

**ARTICLE I - Name**

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

**ARTICLE II - Purposes and Goals**

A. 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 promote better relations through the framework of friendship and service.

B. The goals of Rotaract are:

- To develop professional and leadership skills
- To emphasize respect for the rights of others, and promote ethical standards and the dignity of all useful occupations
- To provide opportunities for young people to address the needs and concerns of the community and our world
- To provide opportunities for working in cooperation with sponsoring Rotary Clubs (Harrisonburg Rotary Club)
- To motivate young people for eventual membership in Rotary

**ARTICLE III - Membership**

A. The membership of this club shall consist of young men and women of good character and leadership potential of age 18-30 that are enrolled as EMU students. EMU does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status in any of its school administered programs.

B. The method of electing members of this club shall be as follows. Prospective members shall attend meetings and activities of the organization first as an observer. During this period, prospective members will be able to learn about the organization. Afterwards, membership will be awarded by the vote of not less than  $\frac{2}{3}$  of the club members.

C. Each member of this Rotaract club shall attend at least 75% of the club's meetings.

D. All members shall be eligible for guest Rotaract club membership in another country/state

E. Membership may be terminated:

- Upon failure to meet attendance requirements, unless excused by the board of directors for good and sufficient reason
- For a reason determined by the club by a vote of not less than  $\frac{2}{3}$  of all members in good standing

**ARTICLE IV - Officers and Directors**

A. The officers of the Rotaract club shall be a president, vice-president, secretary, treasurer and such additional officer(s) as may be provided in the by-laws. Only members in good standing are eligible for office.

B. The governing body of this club shall be a board of directors, composed of the president, immediate past president, vice-president, secretary and treasurer, all to be elected from among 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, and policy established by Eastern Mennonite 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.

C. Election of officers and directors shall be held annually prior to 1 April by methods compatible with local customs and procedure, 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 Rotary Club of Harrisonburg

D. All incoming Rotaract club officers and directors shall be provided with leadership training from the district Rotaract Committee.

**President:**

The president's primary role is to ensure that the club's professional and leadership development activities are successful and that its service projects benefit the community.

**Responsibilities include:**

- Conduct effective club meetings with detailed agendas that allow enough time for reports from officers and committee members
- Chair meetings of the board of directors
- Appoint all standing and special committees, with board approval, and serve as an ex officio member of all committees
- Appoint committee chairs based on individuals' experience, and seeking their opinions about committee members
- Delegate responsibilities to help members develop their leadership skills for future club leadership roles
- Encourage club members to get involved in projects by building on their skills and interests
- Ensure that club activities and service projects are successfully promoted and executed
- Monitor membership to maintain an age and gender balance
- Communicate and collaborating with the Rotarian adviser, the Faculty advisor, Rotary club members, and district Rotaract officers.
- Update club information and membership data every six months through Member Access

**Vice president:**

The vice president's primary role is to support the president.

**Responsibilities include:**

- Preside over meetings in the president's absence
- Serve on the board of directors and as an ex officio member of all committees
- Handle special assignments as directed by the president
- Stay current on club goals and activities
- Succeed to the office of president in the event of a vacancy

**Secretary:**

The secretary's primary responsibility is to help the club function efficiently. The secretary should be well organized and have good communication skills.

**Responsibilities include:**

- Maintain all club records, including membership, committee appointments, attendance, and important club documents such as the club's certificate of organization, budgets, and reports
- Reserve meeting rooms on campus for bi-monthly meetings
- Notify the sponsoring Rotary club of club members who are graduating, to help it identify potential Rotarians
- Provide club and member information to the president for regular updates to RI
- Take minutes — a clear, concise written record of meeting discussion and actions — at all club meetings.

**Minutes should cover these points:**

- Date, time, and place
- Presiding officer

- Attendance
- Approval and correction of last meeting's minutes
- Treasurer's statement
- Summary of reports from officers and committees
- Summary of agenda (including old and new business) and actions taken
- Announcements
- Adjournment

**Treasurer:**

The treasurer works with the secretary to maintain accurate financial records. The treasurer should be a responsible, detail-oriented person.

**Responsibilities include:**

- Chair the finance committee
- Deposit all proceeds from fundraising projects
- Pay all club bills and reimbursements for club expenses
- Prepare and administering the budget
- Prepare a monthly report that accurately details
- Money on hand at the beginning and end of the month
- Income, with its source clearly indicated
- Payments, indicating for what and to whom
- Ensure that the club complies with all financial reporting requirements

**ARTICLE V - Sponsorship**

A. The Sponsor of this Rotaract club is Harrisonburg Rotary Club which, through a committee of not less than three Rotarians, shall provide guidance and have supportive responsibility for this Rotaract club. The continued well-being of this club depends on the continued active personal participation of the Harrisonburg Rotary club

B. The club must secure at least one Eastern Mennonite University faculty/staff adviser. The advisor responsibilities shall be in accordance with EMU's policy. In the event that the advisor can no longer perform his/her duties, the Rotary liaison will perform them until such time as a replacement is found.

C. The club shall include in all of its stationery the name of the Harrisonburg Rotary club.

D. This club is a non-political, non-sectarian organization

E. The basis of this organization shall be the student body of Eastern Mennonite University, located in Harrisonburg, Virginia. This club is not a part of, and neither this club or its members have any rights or privileges with respect to the Harrisonburg Rotary club.

F. In the event that the Harrisonburg Rotary Club is terminated, the governor of the Rotary district will seek to install another Rotary club; if one cannot be found within 120 days, the Rotaract club will be terminated.

**ARTICLE VI- Advisors**

**A. Faculty Advisor**

- The Faculty advisor must be a Faculty/Staff member of EMU
- The Faculty advisor must advise and guide the Rotaract Club of EMU, keeping them on the line of EMU's policy
- The Faculty advisor must assist the Rotaract Club of EMU to ensure success of its activities
- The Faculty advisor must inform the Rotaract Club of EMU of any outside opportunity

**B. Rotarian Liaison**

- The Rotarian Liaison is to be designated by the Rotary Club of Harrisonburg

- The Rotarian Liaison will advise/guide The Rotaract Club of EMU, and offer accountability to Rotary policy
- The Rotarian Liaison must assist the Rotaract Club of EMU
- To inform the Harrisonburg Rotary Club of the activities of the Rotaract Club of EMU when necessary
- Help facilitate joint activities such as career advice, service projects, etc.
- Inform the Rotaract Club of EMU of outside opportunities

## **ARTICLE VII- Meetings**

- A. This 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.
- B. The board of directors shall meet as provided in the by-laws.
- C. One or more members of the Harrisonburg Rotary club must attend the meetings of the EMU Rotaract club at least once a month.
- D. Meetings may be cancelled during holiday or vacation periods at the discretion of the board of directors, provided that notice is given to the sponsoring Rotary club and the district Rotaract representatives.
- E. Minutes of the meetings of the club and board of directors shall be provided to the chairperson of the sponsor
- F. Rotary club's Rotaract committee within two weeks after each meeting is held
- G. The president presides over meetings
- H. The members will be notified by emails of upcoming meetings.

## **ARTICLE VIII - Activities and Projects**

- A. 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 members of the club.
- B. This club shall provide for a professional development program for its members.  
It is the responsibility of this 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 IX - Committees**

- A. 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.
- B. 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.
- C. 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.

### **Club Service Committee:**

This committee shall be responsible for attendance, membership, programs, fellowship, public relations, and such other matters as may be deemed appropriate.

**International Service Committee:**

This committee shall be charged with the 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.

**Community Service Committee:**

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).

**Professional Development Committee:**

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.

**Finance Committee:**

This committee shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee.

**ARTICLE X - Fees, Dues and Finances**

A. Each sponsoring Rotary club upon organization of a new Rotaract club shall be required to to pay an

B. RI Rotaract organization fee equivalent to US\$50 with the “Rotaract Club Certification Form”

C. There will be no fees or dues associated with the Rotaract Club of Eastern Mennonite University.

D. The Rotaract Club of EMU is funded by Student Government association, Harrisonburg Rotary Club, and other club or community donors.

E. The treasures shall be responsible of managing the club’s account.

**ARTICLE XI - 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 the by-laws on the plea that a copy of them has not been received.

**ARTICLE XII - 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 XIII - Rotaract Emblem**

A. 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.

B. 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 XIV - Duration**

A. 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 (a)by Rotary International for failure to function in accordance with this constitution or for other cause.

B. 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 assets to the sponsoring Rotary club

#### **ARTICLE XV - Affiliation**

This club is affiliated with The Rotary club of Harrisonburg.

#### **ARTICLE XVI - 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.

#### **ARTICLE XVII - Amendments**

A. 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.

B. Nothing in these by-laws shall contravene any provision of this club's constitution.

#### **ARTICLE XVIII - Ratification**

The constitution shall become effective upon approval by the board of Eastern Mennonite University.