

The Rotaract Club of Downtown San Diego

P.O. Box 86520
San Diego, CA 92138

www.sdrotaract.org
info@sdrotaract.org

By-Laws and Constitution

of

The Rotaract Club of Downtown San Diego

Board of Directors 2003 – 2004

President
EVAN PAPEL
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Vice President
JUSTIN BLOCK
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Treasurer
GIDGET RANGEL
gidgetrangel@hotmail.com

Secretary
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International
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Community Service
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Historian
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Sergeant at Arms
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Deputy Secretary
TANJA WRAGE
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Past President
MELISSA STONEHAM
hos7us@yahoo.com



By-Laws of the Rotaract Club of Downtown San Diego

Updated May 19, 2003

The Rotaract Club of Downtown San Diego

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Article I - Elections

Election for the offices of President, Vice-President, Secretary, and Treasurer shall be held annually prior to June 1. The Rotaract year is the same as a Rotary Club year. Those elected shall take office on July 1.

Nominations of the officers shall be made in writing. Candidates shall be voted upon at a regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes and whose membership is in good standing with the club shall be elected.

In addition to the President, Vice-President, Treasurer and Secretary, there shall be appointed the following directors' positions, Sergeant at Arms, Community Services Chair, Fundraising Chair, Social Chair, Professional Development Chair, International Rotaract Liaison, Public Relations Chair, Website Chair and Historian.

All Past Officers and Directors shall pass on general and specific information and records within the last month of service to the future persons holding those positions.

Article II - Duties of Officers

President

The President shall preside over all regular and special meetings of the club and board of directors. The President shall, with the approval of the board, appoint all standing and special committees and, in the event of a vacancy in the board of directors, shall, with the approval of the board, fill such vacancy by appointment until the next regular election of the club. The President shall be an ex-officio member of all committees. The President 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.

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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 the board. The Vice-President shall be nominated every year, and shall not automatically succeed to the office of President after the Vice-President's term has expired. The Vice-President shall be responsible for overseeing recruitment new members, which shall include membership drives and membership awareness, help the secretary maintain the current membership list, inform members of our by-laws, history and will help the club continue to grow. This position shall also maintain communication with fellow Rotaract Clubs in the area.

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. The Treasurer 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 made by check and with the signature of one of three authorized officers. Prior to March 1st each year, the Treasurer shall submit the fees required by the District Rotaract Representative in payment of club Rotary International Rotaract dues. The Treasurer shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee. The position will be required to submit a year end financial report.

Secretary

The Secretary shall maintain all club records. He/she shall keep meeting minutes for all general and board meetings. The Secretary shall keep records of all membership attendance to general meetings, board meetings, community and social events (which shall be coordinated with the appropriate chairperson.) All of the above minutes and records shall be copied and passed on to our club President to be distributed to the Liaison of our sponsoring Rotary Club.

Sergeant-at-Arms (Appointed)

The Sergeant-at-Arms will organize the quote-of-the-day, and any ice-breakers or activities as deemed necessary by the board. The positions will lead the members in the Pledge of Allegiance and will introduce guests. The Sergeant-at-Arms will maintain order of meetings, and fine those as necessary. Each year the newly appointed Sergeant-at-Arms will present the fines to be enforced. The revenue gained from these fines will be used as the board members see fit. This position will also require maintaining the Rotaract Club Banner and other items as the board sees fit. The banner will need to be displayed at all of the general meetings and any other appropriate events.



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Past-President

The Past-President will be required to be present for the first three months and avail the board of any information required for a smooth transition for the following year. The first month, the Past-President will be required to attend board meetings to answer any questions the board may have. The Past-President will also attend Rotary and District Events with the new President to allow for introductions and new contact information to be exchanged.

Article III - Meetings

Meetings of the club will be not less than twice a month, and meetings of the board not less than once a month, at a place and time suited to the convenience of membership.

A majority of members in good standing shall constitute a quorum at any regular or special meeting of the club. Any four members of the board, one of which must be the president or vice-president, shall constitute a quorum of the board.

Article IV - Fees and Dues

The admission for new members shall be \$28.00 to be paid in full upon acceptance of membership. Annual dues shall be \$60.00 per member, due at the beginning of each quarter as announced by the treasurer.

All fees and dues must be paid before a member can be considered in good standing and extended the privileges of membership.

Article V – Appointed Positions

The President with the approval of the board of directors, shall appoint the following standing chair persons:

Community Service

This Chair shall have the responsibility for enhancing knowledge and understanding of community needs, problems, and opportunities and for formulating and developing appropriate activities for serving the community and is solely responsible for planning and scheduling with the appropriate people and keeping all of the members informed.

Fundraising

This Chair shall be responsible for planning fundraising events to support club administration and service activities.



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Social

This Chair shall have the responsibility for promoting attendance, membership/social programming, fellowship, and such other matters as may be deemed appropriate.

Professional Development

This Chair shall have the responsibility for organizing and maintaining professional development activities by scheduling guest speakers at general meetings, tours, or other such activities. These programs should be 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.

International Rotaract Liaison

This Chair shall be charged with the responsibility for enhancing the knowledge and understanding of worldwide needs, problems and opportunities and developing activities to give service for promoting international understanding and goodwill towards all people. It will be required that this chairperson keep the members up-to-date with the latest from the Rotaract and Rotary International News.

Public Relations

This Chair will work on continuing to promote Rotaract to the general public, to Rotary Clubs and to Rotaract Clubs.

Historian

This Chair will be responsible for the maintaining and archiving community and social events the Rotaract club has participated in. This role will also require the chairperson to bring the album(s) to all general meetings and fundraisers. The Historian will need to coordinate with the Website Chair for website historical data.

Website

This Chair will be responsible for keeping the Rotaract Website information up-to-date, including current events, links and contact information.

Article VI - Amendments

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



Standard Rotaract Club Constitution

ARTICLE I — Name

The name of this organization shall be the *Rotaract Club of Downtown San Diego*.

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, based on recognition of the worth of each individual;
3. To recognize the dignity and value of all useful occupations as opportunities to serve;
4. To recognize, practice, and promote ethical standards as leadership qualities and vocational responsibilities;
5. To develop knowledge and understanding of the needs, problems and opportunities in the community and worldwide;
6. To provide opportunities for personal and group activities to serve the community and promote international understanding and goodwill toward all people.

ARTICLE III — Sponsorship

Rotary Club Sponsor

1. The sponsor of this Rotaract club is the *San Diego Downtown Breakfast Rotary Club* which, through a committee of not less than five Rotarians, 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 club shall include on all of its stationary the name of its sponsoring Rotary club.
3. 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.
4. This club is a non-political, non-sectarian organization.
5. 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 120 days, the Rotaract club will be terminated.

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Membership Qualifications

ARTICLE IV — Membership

1. *The membership of the Rotaract Club of Downtown San Diego shall not be conditioned by age, gender, religious affiliation, political orientation, race, ethnicity, nationality or sexual orientation.* 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-based¹ 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. In cases where Rotaractors wish to make up at a Rotary club, the Rotaractor must gain permission from the club before attending its meeting.

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.

Bimonthly Meetings

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 requires 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, provided that notice is given to the sponsoring Rotary club and the district Rotaract representative.

¹ As used in this constitution, the term "university" is intended to include all institutions of higher education.

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5. Minutes of the meetings of the club and board of directors shall be provided to the chairman 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. All Rotaract club presidents and district representatives who reach the age of 30 during the term of office may serve one additional year as immediate past president or immediate past district representative, to provide continuity in leadership.

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 written permission of Rotary International.

4. All incoming Rotaract club officers, directors, and committee chairmen shall be provided with leadership training from the district Rotaract committee² in conjunction with the RI district Rotaract committee.³

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, manpower, 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).

²District Rotaract committee (composed of Rotaractors)

³RI district Rotaract committee (composed of Rotarians)



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 solicitation 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

Five 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 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 term of office, whichever occurs first.

ARTICLE IX — Fees

Fees

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 X — Acceptance of Constitution and By-Laws

Constitution

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 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.”

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Rotaract Emblem

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.

Duration of Club

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.

Amendment

ARTICLE XIV — Administration

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. A thorough audit by a qualified person shall be made once each year of all the club's financial transactions.

