# Rotaract Club of The Ohio State University Constitution 2023-2024

## ARTICLE I – Name, Purpose, and Non-Discrimination Policy

**Section 1 – Name:** The name of this organization shall be the Rotaract Club of The Ohio State University.

**Section 2 - Purpose:** 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.

**Section 3 – Non-Discrimination Policy:** Rotaract Club and its members prohibits discrimination in all activities on the basis of race, color, age, religion, disability, national origin, sex, sexual orientation, or veteran status.

## Article II - Goals

**Section 1 – Goals:**

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

## ARTICLE III – Sponsorship

**Section 1 - Rotary Club Sponsor:** The sponsor of this Rotaract club is the Rotary Club of Columbus 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.

1. The basis of organization shall be students at The Ohio State University currently enrolled in The Ohio State University. 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.
2. This club is a non-political, non-sectarian organization. If candidates in University Student Government wish to present their positions to the club the Executive Board will decide if this is appropriate on a caseby-case basis.
3. 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

**Section 1 – Membership Qualifications:** The membership of this club shall consist of students at The Ohio State University’s Columbus campus.

1. Members shall be considered to be in good standing once they have attended a minimum of five events during the current academic year.
2. Students will be recognized as members once all membership dues are paid in full.

## ARTICLE V – Meetings

**Section 1 – Frequency of Meetings:** The club shall meet weekly during Autumn and Spring Semesters. During Spring Semester, the international and domestic committees will meet at the convenience of each group and the Executive Board.

1. The board shall meet a minimum of two times per semester; a board meeting shall consist of the Executive Board and Committee Chairs.
2. All Executive Board and Committee Chairs must be present at general meetings. They shall miss no more than five meetings a semester.
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 chairman of the sponsor Rotary club’s Rotaract committee within 48 hours after each meeting is held.

## Section 2 – Membership Removal or Resignation:

1. Any member or organization leader may resign their title from the organization for any reason. A letter directed to the presiding President and faculty advisor of Rotaract Club of The Ohio State University shall be submitted a minimum of one week before resignation from a general member and a minimum of two weeks prior to resignation from an officer.
2. Any member or organization leader shall be removed from the organization upon conviction of bribery, felony, misdemeanor, theft, official misconduct of the club or University regulations, incompetence, or neglect of duty. Membership termination shall be determined by the faculty advisor and Executive Committee.
3. Executive Board and Committee Chair members must attend all but five general meetings. They must be present at a majority of Board meetings. Officers must have at least ten volunteer hours per semester to remain in their position.
4. The process of termination of any member or organization leader shall include a fair trial presenting evidence of violation against the organization or University policies. A majority three-to-two vote from the faculty advisor and Executive Committee must be reached to conclude termination. In the instance that an Executive Committee leader is subjected to termination, he/she will be withdrawn from the voting process and the Columbus Rotary liaison shall be awarded the fifth vote to conclude termination of said leader.

## ARTICLE VI – Board Positions, Elections, and Eligibility

**Section 1 – Governing Body:** The Executive Board shall be a President, Vice-President, Secretary, and Treasurer.

1. The governing body of this club shall be the Executive Board composed of the President, immediate past President (if available), Vice-President, Secretary, and Treasurer. 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.

In addition to the Executive Board, a chairperson (or two co-chairs if necessary/appropriate) shall be elected by the same means used to elect a member of the Executive board. The board shall be composed of the Executive Board and all committee chairs.

As a university-based club, 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 Executive Board shall have general control over all committees and may, for good cause, declare any office vacant.

1. Elections of the board (except for the position of Treasurer) shall be held annually during the tenth or eleventh week of Spring Semester. A simple majority constitutes a decision by membership to elect a person to office. An information session should be presented to the general membership during the fifth or sixth week of Spring Semester to give the members an idea of what each position entails. Candidacy must be announced by the Friday of Spring Break.

In the event that two or more candidates have equal number of ballots during elections. The current Executive Board and faculty advisor shall vote for the winner. If the advisor is not present during elections then the executive board has the right to proceed with voting.

The position of Treasurer shall be appointed by the President, President-Elect (newly elected President), current Treasurer, and Rotary and OSU advisors.

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.

1. In order to be eligible to run for a position on the board, the interested party must a) be currently enrolled at The Ohio State University in Columbus, b) expect to be in

Columbus for a minimum of 2 semesters of the academic year (excluding Summer Semester), c) must declare candidacy prior to the deadline, d) must be a fully paid member of the club, e) must have at least ten volunteer hours, and f) must attend a majority of general meetings, missing no more than five.

1. In the case that a board member is not able to fulfill his/her duties for a given semester, the Vice President is expected to step in for that board member, if possible. If the Vice President is not available to fulfill the duties of the absent board member, the Executive Board will appoint and vote on a board member to fulfill the duties of the absent board member.
2. Board members’ positions are considered to remain valid throughout the academic year unless the board member receives a warning from the Executive Board. A warning can be given at the discretion of the Executive Board. After a warning is given, any future issues could result in the forfeiting of the board member’s position on the board. These procedures should only be used in extreme situations.
3. All incoming Rotaract board members shall be provided with leadership training from the district Rotaract committee in conjunction with the RI district Rotaract committee and are strongly encouraged to attend.
4. The newly elected President and Treasurer shall fulfill the proper officer training in accordance with university regulations.

## ARTICLE VII – Activities and Projects Section 1 – Objective:

1. 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).
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.
3. This club shall provide for a professional development program for its members.
4. It is the responsibility of the club to raise 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 the purpose.

## ARTICLE VIII – Committees Section 1 – Committees:

1. There shall be provided in the by-laws of this club the following standing committees; local service, international service, professional development, media, and marketing/membership.
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

**Section 1 – Fees:**

1. All fees that are required to be an active Rotaract Club will be paid for by the club’s sponsoring club, the Columbus Rotary
2. Any fees, dues, or assessments on the membership of the club shall be nominal and shall only be for the purpose of providing the club with club-oriented items such as shirts, water bottles, bags, pins, etc. 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 Section 1 – 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 Section 1 – 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, pro-vided that such amendments are adopted in accordance with the amendment procedure prescribed in the club’s by- laws.

## ARTICLE XII – Rotaract Emblem Section 1 – 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.

1. 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 Section 1 – 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 it

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 Section 1 – 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.

# By-Laws of the Rotaract Club of The Ohio State University

## ARTICLE I – Elections Section 1 – Voting Method:

1. Election for the offices of President, Vice-President, Secretary, Treasurer, and directors shall be held annually during the tenth or eleventh week of Spring Semester. 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 in writing (via email is satisfactory). Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected.
3. In addition to President, Vice-President, Secretary, and Treasurer there shall be committee chairs. There shall be one chairperson for each committee unless two is deemed necessary.
4. Only members in good standing shall be allowed to vote in elections. A member in good standing is defined as a member that has attended a minimum of five events during the academic year outside of meetings.
5. Specific details regarding the election process are found in the club’s Constitution.

## ARTICLE II – Duties of Officers Section 1 – Official Duties:

1. **President**. The President shall preside at all regular and special meetings of the club

and the board of directors. 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. The President is the chair of the Executive Board and is expected to effectively lead the club within the parameters of the Four-Way test.

1. **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. Similarly to the President, the Vice-President shall be an ex officio member of all committees. The Vice-President will be responsible for taking over the duties of any other board member that is not present for a semester or if a position is not filled. If these extra duties are deemed excessive, the Executive Board can choose to appoint a member of the board or member of the general membership to take over these duties.
2. **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 chairman of the sponsor Rotary club’s Rotaract committee.
3. **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 board meeting of the club and shall hold all records available for inspection by any club member. All deposits into the club’s account should be made within 3 business days of receipt of the funds.

## ARTICLE III – Meetings

**Section 1 – Quorum Requirement:**

1. Meetings of the club shall not be less than twice a month, and meetings of the board not less than once a month, at a time and place suited to the convenience of the membership.
2. A majority of the 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 whom must be the President or Vice-President, shall constitute a quorum at any meeting of the board.

## ARTICLE IV – Fees and Dues Section 1 – Fees & Dues:

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| A. The admission for the new members shall be $15. Annual dues shall be $15 per  member. Payment of the | | |
| annual dues provides an individual with membership status for the remainder of the academic year and does not roll over into future academic years.  B. All fees and dues must be paid before a student will be considered an official member of the club.  All club fees/dues will be used towards items for members such as shirts, water bottles, bags, pins, etc. as well as membership activities.  **ARTICLE V – Committees** | | |
| **Committee**  **Duties** | The President, with the approval of the board of directors, shall **appoint the following**  standing committees: | |
|  | A. | 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. |
|  | B. | Local 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). |
|  | C. | 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. |
|  | D. | Marketing. This committee shall be responsible for marketing the club to the university and other outside organizations as well as to other students. This committee shall also be in charge of raising money and planning fundraisers for charitable causes as well as  for the club. |
|  | E. | Membership. This committee will be the primary force driving the recruitment of new  members, retention of current members, and will be responsible for planning the club’s social events. |
|  | F. | Media. This committee shall be responsible for maintaining and updating the club’s  website, facilitating media coverage, and any other media-related activities that should arise. |
|  | 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.  **ARTICLE VI – Amendments** | |

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| **Amendments** | 1. These by-laws may be amended by majority vote of the board. 2. Nothing in these by-laws shall contravene any provision of this club’s constitution.   **ARTICLE VII – Non-Discrimination Clause** |
| **Non-** | “Discrimination against any individual based upon protected status, which is defined as age, color, disability, |
| **Discrimination** | gender identity or expression, national origin, race, religion, sex, sexual orientation, or  veteran status, is |
| **Clause** | prohibited.” |