

CLUB CONSTITUTION

OF ROTARACT CLUB AT UC San Diego

ARTICLE I. NAME OF STUDENT ORGANIZATION*

The name of this organization shall be the Rotaract Club at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE*

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

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

Article III. Nonprofit Statement*

Rotaract Club at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP*

1. The membership of this club shall consist of young adults of good character and leadership potential between the ages of 18 and 30.
2. All students currently enrolled at the University of California, San Diego for the academic year, are eligible for membership of this Rotaract club. Individuals who are not enrolled at the University of California, San Diego may participate in club functions, but may not hold office or vote in any club decisions.
3. To obtain full membership of this Rotaract club, each prospective member must do the following tasks: attend at least one general body meeting; participate in a club service project or event; submit a membership application to the club board; and pay membership dues, as decided upon by the club board at the beginning of each Rotary year.
4. Each member of this Rotaract club shall attend at least one of the club's regularly scheduled meetings quarterly, 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 contact with a club officer about absences, or participation in a club service project or a club sponsored community event or meeting authorized by the board.

5. 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.
6. 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.
7. 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. FREQUENCY OF ORGANIZATION 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. The time and location shall be announced to the members no less than 48 hours prior to the meeting.
2. The board of directors shall meet as provided in the by-laws.
3. General body meetings are open to all students at the University of California, San Diego and guests of Rotaract.
4. 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.
5. Meetings of the club and of the board of directors may be canceled 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.
6. Meetings of the club are in recess during the summer session period, which ranges from June to September. The last meeting of the academic school year shall be on the week before finals of the spring quarter. The first meeting of the academic school year shall be no later than the third week of fall quarter.
7. 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. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS*

Only registered UC SAN DIEGO students may hold office in the organization. Only registered UC SAN DIEGO students may vote in elections for the selection of the organization's officers.

1. The officers of this club shall be a president, vice-president, secretary, treasurer; directors of service, membership, and marketing and such additional officer(s) as may be provided in the by-laws.
2. Only registered UC SAN DIEGO students may hold office in the organization. Only registered UC SAN DIEGO students, namely club officers, may vote in elections for the selection of the organization's officers.
3. 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 of service 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. In addition, 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.
4. Elections of officers and directors shall be held annually prior to 1 June by methods determined to be best by the Board of Directors, 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.
5. All incoming Rotaract club officers, directors, and committee chairmen shall be provided with leadership training from the district Rotaract committee in conjunction with the RI district Rotaract committee.

ARTICLE VII. RISK MANAGEMENT*

Rotaract Club at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

Rotaract Club at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

1. In case of interaction with minors and/or the elderly, the Rotaract Club at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). The Rotaract Club

at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CNARA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situation; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

Rotaract Club at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Rotaract Club at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE VII. SECTION 2. IN CASE OF INTERNATIONAL TRAVEL

Rotaract Club at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

ARTICLE VIII. FINANCIAL MANAGEMENT

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

3. In the keeping of the finances of the club, Rotaract Club at UC San Diego will hold a bank account of which can only be accessed by the president and treasurer. Only the president and treasurer may be allowed to make purchases on behalf of the club. This includes but not limited to the following: checks, money transfers, withdrawals and debit charges.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

ARTICLE III — Sponsorship

1. The sponsor of this Rotaract club is the La Jolla Golden Triangle Rotary Club of which, 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 adults, employed, or studying anywhere in the vicinity of the University of California, San Diego and its surrounding areas. This club will mostly be comprised of students at The University of California, San Diego. 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. Rotaract at UC San Diego is a non-profit student organization.
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 180 days, the Rotaract club will be terminated.

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

ARTICLE XII — Standard By-Laws

The club shall adopt the “Rotaract Club at UC San Diego 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 “Rotaract Club at UC San Diego By-Laws.”

ARTICLE XIII — 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 XIV — Duration

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

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

ARTICLE XV — Administration and Amendments

The constitution may be amended only by the Board of Directors of Rotaract Club at UC San Diego.

ROTARACT CLUB AT UC San Diego

BYLAWS

ARTICLE I – Election

1. Election for the offices of the executive board which consists of president, vice-president, secretary, treasurer, and general board directors shall be held annually prior to 1 May. 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. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. 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 elected director as determined by needs of the club.

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. S/He 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. S/He shall be an ex officio member of all committees. S/He 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, S/He 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.
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. S/He 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.

ARTICLE III – Meetings

1. Meetings of the club shall be not less than twice a month, and meetings of the executive board not less than twice 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

1. The admission for the new members shall be \$30. Annual dues shall be \$30 per member OR quarterly dues shall be \$15 per member.
2. All fees and dues must be paid before a member will be considered in good standing.

ARTICLE V – Committees

The president, with the approval of the board of directors, shall appoint the following standing committees:

1. Club service. This representative shall be responsible for attendance, membership, programs, fellowship, public relations, and such other matters as may be deemed appropriate.
2. Community service. This representative 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). The community service committee shall 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.
3. Professional development. This representative 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.
4. Fundraising. This representative shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee.

ARTICLE VI – HAZING PREVENTION

Rotaract Club at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that:

- i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or
- ii. the person knew or should have known was likely to cause serious bodily injury.

As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Proactive Prevention:

All members of the Rotaract Club at UC San Diego will annually review and acknowledge UCSD's Hazing Prevention training and resources to help maintain a safe and respectful environment.

ARTICLE VII – Amendments

1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present, provided notice of intention to call such a vote is given at least fourteen days earlier at a meeting of the club at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club.
2. Nothing in these by-laws shall contravene any provision of this club's constitution.
3. An elected officer of the Rotaract Club at UC San Diego may only be relieved of duty by majority vote from the board of directors.