# Constitution Of The Rotaract Club at Iowa State University

**The Rotaract Club**

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**Article I - Name**:

The name of this organization shall be the Rotaract Club at Iowa State University.

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**Article II - Purpose:**

Section 1: The purpose of this organization shall be:

1. To provide information to interested students
2. To provide opportunities for students to experience a variety of aspects all related to Rotary Club
3. To help students maintain a focus on their future goals

Section 2: Rotaract Club abides by and supports established Iowa State University policies, State and Federal Laws.

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**Article III - Statement of Compliance:**

Rotaract Club abides by and supports established Iowa State University policies and state and Federal Laws and follows local ordinances and regulations. Rotaract Club agrees to complete President’s and Treasurer’s Training annually.

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**Article IV - Non-Discrimination Statement:**

Iowa State University and Rotaract Club do not discriminate based on genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. veteran.

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**Article V - Membership:**

Section 1: Meetings and events are open for all registered students at Iowa State University

Section 2: Categories of membership shall be:

* A reasonable attendance rate will be required each year to receive active membership status and all the benefits of the clubs.

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**Article VI - Officers:**

Section 1: Only active members shall be eligible to hold office within the organization.

Section 2: The term of office shall be one year.

Section 3: The title of elected officers shall be President, Vice-President, Secretary, Treasurer, Volunteer Chair(s), Academic Chair, CALS representative and Mentoring Chair. Optional positions that may be elected are Leadership Chair, Social Chair, Webmaster and Recruitment Chair. The need of such positions shall be decided on by majority vote of the executive board.

Section 4: Duties:

1. President
   * Preside over all meetings
   * Schedule meetings/events with appropriate University offices
   * Act as consultant and assistant to the President
   * Coordinate organization promotion and publicity of events
   * Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
2. Vice-President:
   * Preside over all meetings in the absence of the President
   * Schedule meetings/events with appropriate University offices
   * Act as consultant and assistant to the President
   * Coordinate organization promotion and publicity of events
3. Secretary:
   * Keep accurate minutes and attendance records of all meetings
   * Be responsible for recording and sending the minutes to club members on time
   * Responsible for recording and sending minutes of executive board meetings on time
   * Handle all club correspondence with University administration and other organizations
   * Maintain club social media sites
   * Take photos at club events and meetings
4. Treasurer:
   * Maintain accurate record of organization transactions
   * Collect dues
   * Create budget each fiscal year
   * Attend a treasurer training session
   * Cosign organization checks along with the advisor
   * Arrange fundraising opportunities for the organization
   * Association in conjunction with the President
5. Volunteer Chair(s):
   * Update Volunteer Opportunities Folder with new opportunities relevant to goals of Rotaract Club
   * Send out E-mails regarding volunteer
   * opportunities and work with webmaster to post opportunities on the website
   * Serve as a guide to members seeking advice on where to get involved
   * Arrange group volunteer opportunities
   * There can be up to 2 elected volunteer chairs
6. CALS Representative
   * Serve as a liaison between the Rotaract Club and CALS Council
   * Represent the interests of Rotaract Students at all CALS Council meetings
7. Adviser
   * Maintain communication and meet with the officers
   * Awareness and approval of financial expenditures
   * Ensure that the organization is operating in conformity with standards set forth by Iowa State University Student Activities Center
8. Officer/Advisor Removal
   * Officers may be removed from office by ½ vote of other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.
9. Risk Manager
   * Minimize potential risks for club activities
   * Create and notify the officer team of risk management policies and procedures
   * Submit documentation to ISU’s Risk Management Office to double-check that proper waivers and background checks are on file with Risk Management for events and activities.

Section 5: Requirements for Office

1. Each officer must attend all scheduled executive meetings. If an officer cannot attend, he or she must send notice to the secretary and/or president with 12 hours advance notice.
2. Each executive officer is allowed no more than 2 unexcused absences per semester. Any officer not abiding by this rule may lose their position if a reasonable absence excuse is not given.
3. Each officer should come to meetings prepared with announcements, plans, objectives, and/or ideas to share with the group.
4. An officer may be impeached upon a majority vote of club members. The accused is allowed to speak in their defense.

Impeachable Offenses

* Bribery for the help or hurt of themself or other members
* Verbal or physical harassment of club members
* Any offenses noted from the school, government, or other club

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately before the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
2. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credit hours are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term to office.
3. Be ineligible to hold an office should the student fail to meet the requirements prescribed in (F) and (G).

Section 6: Election of Officers/Advisor

1. Nominations are open to all members of the Rotaract Club. The election date will be announced a few weeks before elections will be held. Nominations will be accepted via e-mail or official oral declaration during a specified nomination period. Members are allowed to nominate themselves or another member. All nominees must introduce themselves and make a statement before the voting begins. The present members will vote on the nominees. The nominee with the most votes will win the office for which they were running.
2. Elections will be held at the end of the Fall Semester. The term will be one year with re-election possible.
3. If there are any vacancies during the year, except for the President, new elections will be held at the publicized meeting to fill the position. In the case of the Presidency, the Vice-President will succeed and an election will be held for the position of Vice-President.

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**Article VII - Advisor:**

Section 1: The Advisor of this organization shall attend executive meetings, maintain communication with university administration, and assist with the leadership development of the organization’s officers.

Section 2: The Advisor of this organization shall be selected by a unanimous decision of the executive officers.

Section 3: The Advisor of this organization shall serve an indefinite term length at their leisure.

Section 4: Impeachment proceedings for the Advisor shall follow the same format as Officer

impeachment proceedings.

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**Article VIII - Finances:**

Section 1: All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Section 2: The organization may establish reasonable dues that must be paid in order to have full membership. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and may be presented to the membership for a majority vote. Dues shall not exceed $10.00 per semester.

Section 3: The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

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**Article IX - Amendments and Ratification:**

Section 1: This constitution shall become effective upon approval by an Executive Board majority vote. Ratified constitutions must be submitted to the Student Engagement within 10 days for final approval. A constitution may be amended with a 2/3 vote of due-paying members. The amended constitution will be submitted within 10 days to Student Engagement for approval.

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