

Constitution of “Rotaract Club University of Toronto Student Chapter”

I. Name

The official name of this recognized campus group is “Rotaract Club University of Toronto Student Chapter” The acronym or abbreviation of this group is: “Rotaract U of T” or “U of T Rotaract”

II. Purpose and Objectives

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.

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.

III. Activities and Projects

1. 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.
2. This club shall provide a professional development program for its members.
3. 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 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.

4. All funds raised for service projects must be expended for that purpose.

IV. Sponsorship

1. The sponsor of this Rotaract club is the Rotary Club of Toronto which, through a committee of its Rotarians, shall provide guidance and have supportive responsibility for this Rotaract club.
2. 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. This club is a non-political, non-sectarian organization.
4. 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.

V. Membership

1. Membership to the group is open to all University of Toronto students. U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.
2. The annual membership fee will be \$30 for new members and \$15 for returning members. All dues must be paid before a member is considered in good standing. Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.
3. For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.
4. 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 by attending club office hours, or attendance and participation in a club service project or a club-sponsored community event or meeting authorized by the board.
5. Membership shall be terminated (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) for cause, as determined by this club by vote of not less than 2/3 of all the members in good standing.

VI. Executive List and Duties

The executive board shall be comprised of the following officers: President, Vice President, Secretary, Treasurer, Community Service Director, International Service Director, Professional Development Director, Communications Director, and Membership Officer.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Vice President and Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice-President shall:

- Assume duties of the President in his/her absence
- Hold signing officer authority along with the President and Treasurer for financial purposes
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto

The Secretary shall:

- Make a list of all registered members and maintain the member contact list
- Record notes and motions for meetings, including attendance
- Notify all members of meetings and book rooms for such meetings
- Handle official correspondence of the organization

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The Community Service Director shall:

- Organize local volunteer and awareness activities and recruit volunteers for such activities
- Keep in contact with the Rotaract Liaison for volunteer opportunities provided by the Toronto Rotary Club

The International Service Director shall:

- Organize volunteer activities and fundraising events to raise awareness of our international theme for the year

The Professional Development Director shall:

- Provide members with opportunities to network with professionals and to help members develop professionalism
- Find guest speakers for general meetings
- Keep in contact with the Rotaract Liaison for opportunities for networking with Toronto Rotary Club members
- Act as the Youth Day Liaison and sit on the Youth Day Committee with the Rotary Club of Toronto

The Communications Director shall:

- Keep the website, Facebook and Twitter pages updated
- Create posters for all events and find ways to advertise for fundraising events

The Membership Officer shall:

- Come up with new and creative ways to recruit members
- Keep track of membership information including club dues and membership attendance.
- Organize social events for the club

Termination of Executives or General Members:

1. Any member of the club who commits an act negatively affecting the interests of the club and its members, including non- disclosure of a significant or continuing conflict of interest, may be given notice of removal.
2. The member up for removal shall have the right to defend his/her actions.
3. A two-thirds majority vote of the current members present in favor of removal is required. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
4. Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.
5. The board of directors shall have general control over all officers and committees and may, for good cause, declare any office vacant.

VII. Committees

There shall be provided in this club the following standing committees: international service, community service, professional development, and such other standing committees as may be deemed necessary for the administration of the club. Each committee will be led by its respective Director.

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.

VIII. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

All executive positions shall be open for elections.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select election dates before March 30 announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays. Voting shall be by secret ballot

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box. Alternatively, secure online voting forms may be used.

In preparation for a tie, the Elections Committee will exercise a casting vote to break the tie.

After the election period is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members. Term of executive positions shall be from May 1st to April 30th.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections. Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

IX. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the executive meetings.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit

groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers. A thorough audit by a qualified person shall be made once each year of all the club's financial transactions.

X. Meetings

1. General Meetings:

The group shall not meet less than twice per month. One of these two meetings may be a social event.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. General meetings are intended to go over the group's activities and upcoming events, and propose or vote on constitutional amendments, if any. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club. The motion with the most votes will be passed.

2. Executive Meetings:

The executive committee shall meet in-person at least three times a year, (i.e. once per academic term and once during the summer) in order to discuss the group's plans, financial health, and discuss any constitutional amendments. A majority of the executive members, one of whom must be the president or vice-president, shall constitute a quorum at any meeting of the board.

3. Minutes of the meetings of the club and board of directors shall be provided to the chair of the sponsor Rotary Club's Rotaract committee within two weeks after each meeting is held.

XII. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at meetings. Constitutional amendments shall require a majority to be passed by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The

University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.

XIII. Duration

This club shall exist so long as it continues to function 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.