



**CONSTITUTION OF THE ROTARACT CLUB
2024-2025**

Preamble: The main objective of Rotaract is service – in the community and throughout the world. Rotarians build goodwill and peace, provide humanitarian service and encourage high ethical standards in all vocations. The Rotary slogan is “Service Above Self”.

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.

ARTICLE I: Campus Group Name

The name of this organization shall be UTM Rotaract Club (may unofficially be referred to as “UTM Rotaract”).

ARTICLE II: Purpose and Goals

(1) 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.

(2) Goals: 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: Membership

1. Membership - membership for the UTM Rotaract club shall be

- a. Any individual who is registered as an undergraduate student at the University of Toronto Mississauga.
- b. UTM Rotaract alumni (unable to be on the Executive Team)
- c. Members of the Executive Team during their respective terms of office.

2. Termination -

a. Membership to UTM Rotaract and the Executive Team is terminated when a member or executive is expelled from the University of Toronto, or engages in inappropriate behaviour, which the terms of will be decided by the current Executive Team.

b. Terminated individuals can appeal the decision four weeks after it has been made. At this point, the individual will be able to speak with the Executive Team and appeal the decision. The fate of the individual will once again be decided through discussion, and will go through another vote by the Executive Team.

3. Membership Fees - there are no membership fees as this club is a volunteer-based organization.

4. Membership Rights -

a. All general members will be informed of Rotaract-related events and announcements through an email subscription & are eligible to run for an executive/associate position (with the exception of UTM Rotaract alumni members).

b. Limitation of rights - general members will not be allowed to vote in Executive Team Elections or internal decisions.

ARTICLE IV: Executive List

1. Executive positions for the UTM Rotaract Club are as follows. Responsibilities will reach beyond the general description given:

President(s) – This position requires the individual to effectively lead the club. Individuals must act as the bridge between UTM Rotaract and its parent group, Mississauga Rotaract/Streetsville Rotary. These individuals are responsible for organizing the other executives in order to successfully run club events. Further duties include: sustain or increase the membership base, implement successful projects that address the needs of the community, and develop leaders that can serve Rotary beyond club level. They are expected to uphold the needs of the club and support the executives.

Vice-President Internal – Will assist the president with their duties, and help oversee the management of the executives. This position is for individuals wishing to take the role of president in future academic terms. VP Internal will act as the first point of contact between executives and the presidential team, focusing on internal team relations and events.

Vice-President External - Will assist the president with their duties, and help oversee external relations. This position is for individuals wishing to take the role of president in future academic terms. VP External will act as the main liaison between the president and external communications, specifically pertaining to sponsorship and event collaborations.

Vice-President - in the case where there is only one VP (no internal or external), the VP is to follow the general roles described above for VP internal and external, both. They are responsible for supporting the President with tasks and upholding the structure of clubs. Overlooking events and schedules, with hard deadlines is their main administrative task.

Treasurer - Will assist the president with their duties, and help oversee the finances and cash flow pertaining to the club. This position is for individuals wishing to take the role of president in future academic terms. VP Finance will be responsible for ensuring that club funds are used appropriately, documentation is accurately kept for each event/transaction, and will be responsible for the club audit.

Community Service (CS) Director(s) – The community service director will organize community service and outreach initiatives on and off campus. They are the liaison between CS members of local Rotary organizations. They coordinate with the administration director and social media/communications and promotions directors for emails and promotions. They will be responsible for working with the events directors and reaching out to any speakers needed for events.

Event Director(s) – They will be responsible for ensuring the various parts of an event (room booking, food, IT, guest speakers etc.) are all coordinated. The directors shall organize, implement, and encourage professional development through events, workshops, or speaker talks. They are responsible for connecting with PD directors of local Rotary organizations. They shall coordinate with the social media/communication and design directors for emails and promotions.

Club advisor - Manage club records and communications, take meeting minutes maintain documents, and correspond with Rotary clubs and prospective members.

Outreach Director(s) - Responsible for expanding the club's visibility and engagement within the community. Involves building relationships with external organizations, promoting events, and leading initiatives to recruit and retain members.

Social Media Director(s)- They will be responsible for maintaining all social media platforms. They will share Rotaract related (PD & Charity) news and interact with members online. They must relay any online outreach and bridge the gap between executives and general members through socials. They are going to make sure all posts are posted on time.

Signing Officers shall be the two Presidents. In the case of only one president, the VP Finance will take the other signing officer role.

ARTICLE V: Meetings

1. The club shall meet on a weekly basis unless otherwise specified by the club presidents, in a location convenient for all executive members. Meetings will not be held over holiday breaks and reading weeks (unless otherwise decided on).
2. General Club members will also be invited to attend one meeting a month to learn of prospective club events
3. Minutes of the club meetings are provided to the entire club within a week of taking place. This is to ensure that everyone in the club is up-to-date on events.

ARTICLE VI: Elections

1. Elections for the executive positions shall be held annually prior to 1 April. A Rotaract club year is the same as a Rotary club year. Those elected shall take office on 1 July.
2. Nominations 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 shall be elected.
3. The position of president is only open to individuals who have served on the executive council in previous years. This is to ensure that the president has shown dedication to the club in previous years, and will have the club's best interests at heart. The position of president will be based upon an interview with the current presidential team.
4. In the case of only one individual running for a position, the individual will be elected by default.
5. Individuals running for executive positions must have attended at least one UTM Rotaract event during the year to prove general interest in the club.
6. Executive positions will be voted by general members
7. All general members will participate in voting for executives

Article VII: Removal from office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal procedure for removal (unrelated to discrimination or harassment):

- Removal may take place after an executive member fails to perform their duties as defined by the constitution.
- A written complaint is to be submitted to the President for an executive member removal.
- A written complaint is to be submitted to the VP for the removal of the President.
- After taking the complaint into consideration, a first written warning will be issued to the executive in question noting proper logical reason.
- If the first warning is not adhered to, a second and final written warning will be issued after which removal will take place after voting.
- These warnings can only be issued by the President or VP.
- The CRO is then to be informed to investigate and hold an election as per **ARTICLE VI** of the constitution.
- In case of a campus group member being removed from office, an anonymous voting system should take place where the CRO will serve as an objective validator required to hold an election after investigating the removal complaint.
- If the vote is in majority for the removal of the member, removal of the executive from office should take place.

ARTICLE VIII: Amendments to the Constitution

1. These bylaws may be amended by majority vote of the members 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 bylaws shall contravene any provision of this club's constitution.
3. Amendments to the constitution will be made through a democratic process. Voting will take place through

writing over a two-week period by the general membership. Majority decision regarding the amendment will rule.