



## By-Laws for the Rotaract Club of Indiana University - Purdue University, Indianapolis

Implementation  
of the  
Standard Rotaract  
Constitution

### ARTICLE I — Implementation of the Standard Constitution

Every Rotaract Club is required to adopt the Standard Rotary Constitution without omissions or addendum; however, in compliance with the “Rotaract Statement of Policy”<sup>1</sup>, our club has established the following guidelines for implementing the Standard Constitution:

1. **(Standard Rotaract Constitution: IV-1)**

In compliance with “Rotaract Statement of Policy #10,” this club will comply with IUPUI guidelines and not discriminate against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or status as Vietnam-era or special disabled veterans. *In doing so, we will not restrict our membership to individuals 18 to 30 years of age.* Membership is open to all undergraduate and graduate students at IUPUI.

2. **(Standard Rotaract Constitution: VII-4)**

As stated in “Rotaract Statement of Policy #4,” “[A Rotaract club’s] existence depends upon the continued sponsorship of it sponsoring Rotary club.” It is in this spirit that the Education Committee of the Rotary Club of Indianapolis has allotted a per-semester budget for our club.

These funds will remain in the care of the Rotary Club of Indianapolis and will be available to our club upon submission of an invoice or request for reimbursement to the Executive Director of the Rotary Club of Indianapolis.

Our club shall maintain membership dues and fees in a separate account to use for expenditures where submitting an invoice or request for reimbursement is inappropriate.

Elections

### ARTICLE II — Elections

1. Election for the offices of president, vice-president, secretary, treasurer, and directors shall be held annually by the end of March. A Rotaract club year is the same as a Rotary club year, so those elected shall take office on 1 July.
2. Nominations for officers will open two meetings prior to the election and close one meeting prior to the election. Nominations of officers shall be made in writing and candidate names will be emailed to all club members at the close of nominations.
3. 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. In addition to president, vice-president, secretary, and treasurer, there shall be elected directors.

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. (If the club chooses to be USG-compliant in order to request funding, this position must be held by an undergraduate student.)
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. S/he shall also be responsible for creating and maintaining membership badges, encouraging members to attend Rotary meetings, and coordinating special projects.
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 Education 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. 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 or checkcard with written approval of at least 2 officers. (If the club chooses to be USG-compliant in order to request funding, this position must be held by an undergraduate student.)
5. **Director of Club Service.** The Director of Club Service shall be responsible for keeping meetings on task, as well as fun and upbeat. S/he shall work to increase membership and participation in club activities. Additionally, s/he should work with other officers to recognize members who perform exceptionally well or make major contributions to the club.
6. **Director of Finance.** Our club has a special position called Director of Finance who is to be separate from the Treasurer. S/he has the primary objective of researching external funding opportunities for club trips, events, activities, etc. The Director of Finance should seek out external funding opportunities and present them to the Board of Directors, along with any eligibility requirements and associated procedures. S/he should also work closely with the President and Treasurer to establish a yearly or semester budget.
7. **Director of International Service.** The Director of Service shall be responsible for finding and organizing international opportunities for service. This may include organizing partnerships with other Rotaract Clubs, finding international volunteer opportunities through Rotary, or researching internationally-focused philanthropies.
8. **Director of Public Relations.** The Director of Public Relations shall be responsible for publicizing club activities and meetings. This may include writing press releases, creating flyers and brochures, maintaining the club website, and otherwise promoting the club.

9. **Director of Service.** The Director of Service shall be responsible for finding or organizing volunteer opportunities in the Indianapolis area. S/he should subscribe to available volunteer newsletters and listservs; should be familiar with CCL (Campus and Community Life), the Diversity Office, the Center on Philanthropy, JagNews, and CSL (the Center for Service Learning); and should report to the club about upcoming volunteer opportunities in the local community.
10. **Director of Professional Development.** The Director of Professional Development shall be responsible for finding and organizing opportunities for leadership training, business networking, or technical training. S/he should be familiar with Career Services, the Office for Professional Development, and Indyhub.org. S/he should work closely with Rotary to organize networking opportunities for Rotaractors with local Rotarians. Additionally, s/he should seek networking and cooperative opportunities with other young professional clubs.
11. **USG Representative.** The USG Representative is our primary liaison with the USG. As such, this position is very important for the continued financing of the club and includes the following responsibilities: 1) attend the bi-weekly USG Council of Organizations meetings, 2) make sure our club is compliant with USG funding regulations, 3) work with the Finance Director to develop activities that would be fundable by USG grants, and 4) voice the concerns of our club to the USG should any arise.

Quorum  
Requirement

#### ARTICLE IV — Meetings

1. Meetings of the club shall be not 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.

Fees and  
Dues

#### ARTICLE V — Fees and Dues

1. Admission for new members shall be \$5. Dues shall be \$10 per semester. As such, each new member will pay \$15 for their first semester.
2. All fees and dues must be paid before a member will be considered in good standing.

Committee  
Duties

#### ARTICLE VI — Committees

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

1. **Club service.** This committee shall be responsible for attendance, membership, programs, fellowship, public relations, and such other matters as may be deemed appropriate.
2. **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.
3. **Community 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 and the university.

4. **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 acceptance of high ethical standards in business and professional life.
5. **Finance.** This committee shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee. 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.

#### Amendments

#### 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 the Standard Rotaract Constitution or the policy's of IUPUI.**