

CLUB BY-LAWS

OF THE CAMPUS ROTARACT CLUB OF DAVIS

ARTICLE I – Duties & Powers of Officers

- 1 The following are duties of all officers.
 - i To be actively involved with the Service Committee.
 - ii To provide assistance to fellow officers and members.
 - iii To attend Board Meetings and General Meetings.
 - iv To maintain their respective committees by planning and chairing committee meetings
 - v To provide weekly updates to the Board regarding the status of their Committee, past projects, ongoing projects, and future projects.
 - vi To promote awareness of Rotaract and the Club
 - vii To follow the aforementioned duties of their respective position.

2 President. The President shall preside at all regular and special meetings of the club and the board of directors. She/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. She/He shall be an ex officio member of all committees. She/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.

a. Duties

- i. Preside over all regular and special meetings of the club and the board of directors.
- ii. Oversee club functions and operations.
- iii. Actively promote Rotaract and this club through legal methods that reflect the Rotary spirit of goodwill and friendship.
- iv. Set future visions and goals for the club, and oversee that they are carried out and met.
- v. Maintain strong relations with the sponsoring Rotary club(s), and to establish new relationships with Rotary clubs abroad, and to maintain existing relationships.

b. Powers

- i Call any special meetings of the club and the board of directors.

- ii With approval of the board of directors, 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 a special election or the next regular election is conducted.
- iii Appoint, with the approval of board of directors, person(s) to serve in the position of club advisor.
- iv Create and assign tasks and assignments to the Vice President.
- v Create and assign tasks and assignments to any Director.

3 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.

a. Duties

- i In the absence of the President, preside over all regular and special meetings of the club and the board of directors.
- ii Assist the President in overseeing club functions and operations.
- iii Actively promote Rotaract and this club through legal methods that reflect the Rotary spirit of goodwill and friendship.
- iv To help the President in setting future visions and goals for the club, and oversee that they are carried out and met.
- v Maintain strong relations with the sponsoring Rotary club(s), and to establish new relationships with Rotary clubs abroad, and to maintain existing relationships.

b. Powers

- i Call meetings of the club and the board of directors during the absence of the President.
- ii Create and assign tasks and assignments to any Director.

3 Director of Service. The Director(s) of Service, up to two (2) person, shall be responsible for organizing and overseeing the service events and activities of the club, both in the local field and the international field.

a. Duties

- i. To organize service events.
- ii. To hold Service Committee meetings.
- iii. To actively seek out service events at all times.
- iv. To act as the primary liason or point person between the Club and outside service organizations and partners.
- v. To coordinate district service projects and the district international project with Rotaract district leadership.
- vi. To maintain service hours of all Rotaractors, and to report them to Membership.

To maintain strong relationships with local service organizations.

- vii. To deliver regular updates to the President and Vice President.
- viii. To perform any other duties directed by the President or Vice President.
- ix. To assume the duties and responsibilities of the President during the absence of *both* the President and the Vice President.

b. Powers

- vi. Create service projects and events for the club.
- vii. Commit to service projects on behalf of the club.
- viii. Correspond on behalf of the club to external organizations and entities.

4 Director of Finance. The Director(s) of Finance, up to two (2) persons, shall be responsible for overseeing the financial transactions of the club, and for raising club funds so that they are sufficient enough to provide for the club operations.

a. Duties

- i. To maintain a record of the Club's financial transactions.
To organize fundraising events for the Club.
- ii. To hold Finance Committee meetings.
- iii. To oversee and safeguard all monetary transactions made to and from the Club.
- iv. To collect membership dues and applications, and maintain a record of paid members.
- v. To conduct business and maintain our agency account with the Student Programs and Activities Center (SPAC) Business Office.
- vi. To ensure that the Club budget is balanced.
To actively seek out grants, sponsorships, and donations for events.
- vii. To deliver regular updates to the President and Vice President.
- viii. To perform any other duties directed by the President or Vice President.
- ix. To assume the duties of the President during the absence of the President, the Vice President, and the Director(s) of Service.

b. Powers

- i. Create fundraiser projects and events for the club.
- ii. Commit to fundraising projects on behalf of the club.
- iii. Correspond on behalf of the club to external organizations and entities.
- iv. Oversee the bank account and agency account.

- v. Collect monies on behalf of the club, for the club only.
- vi. Approve reimbursements.

5 Director of Professional Development. The Director(s) of Professional Development, up to two (2) persons, shall be responsible for overseeing the development of the professional skills of club members through guest speakers, workshops, committees, and projects.

a. Duties

- i. To maintain a strong relationship with the Sunrise Rotary Club.
- ii. To organize professional development events.
- iii. To hold Professional Development Committee meetings.
- iv. To actively seek out professional development opportunities.
To regularly survey and assess the professional development desires and needs of the Club.
To maintain and actively grow a database of professional contacts for the Club.
- v. To maintain professional development hours of all Rotaractors, and to report them to Membership.
- vi. To deliver regular updates to the President and Vice President.
- vii. To perform any other duties directed by the President or Vice President.

b. Powers

- i. Create professional development projects and events for the club.
- ii. Commit to professional development projects on behalf of the club.
- iii. Correspond on behalf of the club to external organizations and entities.
- iv. Correspond with Rotary on behalf of the club, for the purpose of professional development.

6 Director of Membership. The Director(s) of Membership, up to two (2) persons, shall be responsible for the recruitment of new members to the club and for the retention of current members through fellowships & socials, member incentive program(s), and projects.

a. Duties

- i. To organize fellowships for club members.
- ii. To hold Membership Committee meetings.
- iii. To maintain a database of Rotaractors in the club, their membership level, contact information, fellowship hours, service hours, and professional development hours.
- iv. To communicate with other Rotaract clubs to organize joint fellowships.

- v. To actively seek out opportunities for member recruitment and member retention.
 - vi. To maintain fellowship hours of all Rotaractors.
 - vii. To deliver regular updates to the President and Vice President.
 - viii. To perform any other duties directed by the President or Vice President.
- b. Powers
- i. Create fellowship projects or socials for the club.
 - ii. Commit to fellowship-related projects on behalf of the club.
 - iii. Correspond on behalf of the club to external organizations and entities.

7 Director of Publicity. The Director(s) of Publicity, up to two (2) persons, shall be responsible for the publicity of the club and club-sponsored events through flyering, tabling, social media, word of mouth, and other legal means of advertising.

- a. Duties
- i. To publicize all ongoing and future club events.
 - ii. To hold Publicity Committee meetings.
 - iii. To create and send out a weekly newsletter to club members of events and ways to get involved with the Club.
 - iv. To actively promote Rotaract and seek out new ways to promote the Club.
 - v. To create publicity materials for club events.
 - vi. To maintain the Club's Facebook group page, as well as create and maintain Facebook event pages for the Club. To create and send out press releases as directed by the President or Vice President.
 - vii. To reserve tables and spaces for tabling events.
 - viii. To deliver regular updates to the President and Vice President.
 - ix. To perform any other duties directed by the President or Vice President.
- b. Powers
- i. Create publicity projects and events for the club.
 - ii. Commit to publicity projects on behalf of the club.
 - iii. Correspond on behalf of the club to external organizations and entities.
 - iv. Release press releases on behalf of the club.
 - v. Create, maintain, and administrate listservs and newsletters on behalf of the club.

- vi. Reserve tables and other publicity locations on behalf of the club.
- vii. To appoint a member of the club to the position of webmaster for the purpose of assisting the director of publicity in maintaining the website.

8 Historian. The Historian(s), up to two (2) persons, shall be responsible for the documentation of all club activities and events, and maintaining a record of the club's history.

a. Duties

- i. To take visual records—in the form of photographs or videos—of club events.
- ii. To hold History Committee meetings.
- iii. To maintain an online gallery of photographs or videos of club events.
- iv. To create and maintain a scrapbook of club events for the Rotary year.
- v. To create slideshows of club events to show to members.
- vi. To collect club documents to preserve them for future records.
- vii. To document club events and the club history.
- viii. To document winners of awards.
- ix. To deliver regular updates to the President and Vice President.
- x. To perform any other duties directed by the President or Vice President.
- x. To record the minutes of each General Meeting and Board Meeting, and to publish these minutes to the Club.
- xi. To maintain the website

b. Powers

- i. Create club history projects and events for the club.
- ii. Document club events and activities through any means necessary and reasonable.
- iii. Create and maintain a club scrapbook.
- iv. Create and release club slideshows and videos.
- v. Create and release awards for club members.

9 International Service Committee Chair.

The International Chair, shall be responsible for overseeing the development, completion, and follow-up of international community service projects, internships, and host workshop/ presentations on ways club members can branch out internationally through service opportunities.

a. Duties

- i. To organize education and volunteering abroad opportunities.
 - ii. To actively seek out international education and volunteering opportunities throughout the Rotary year.
 - iii. To regularly survey and assess the educational and volunteering interests, desires and needs of the Club.
 - iv. To maintain and actively grow a database of International Education and Service Contacts for the Club.
 - v. To act as the primary liason or point person between the Club and outside international service organizations and partners.
 - vi. To maintain strong relationships with the international service and education organizations.
 - vii. To attend weekly board meetings to update board directors on upcoming events and workshops.
 - viii. To deliver regular updates to the President and Vice President.
 - ix. To perform any other duties directed by the President or Vice President.
- b. Powers
- i. Create international volunteering and educational projects and events for the club.
 - ii. Commit to international volunteering and educational projects on behalf of the club.
 - iii. Correspond on behalf of the club to external organizations and entities.
 - iv. Correspond with Rotary on behalf of the club, for the purpose of international volunteering and educational development.
 - v. Host workshops, presentations, or guest speaker during general meeting to educate members of international projects.
 - vi. Annually complete and donate to CRC Davis International Project.

ARTICLE III – 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.

ARTICLE IV – Fees and Dues

- 1 Annual membership dues shall be decided by the board of directors before September of each year, and shall be for the entirety of the Rotary year (July to July).
- 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 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 (including the university community).
- 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 awareness and 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.

ARTICLE VI – Amendments

- 1 These by-laws may be amended through the method as described in the club constitution.
- 2 Nothing in these by-laws shall contravene any provision of this club's constitution.