

# **Constitution of the Rotaract Community Service Club**

## **Article 1: Organization**

### **A. Name**

- a. Rotaract Community Service Club.

### **B. Purpose**

The Rotaract Community Service Club empowers members to give back through volunteering in local and community projects, such as food drives, beach cleanups, and campus events. By participating in these efforts, members develop leadership skills, gain confidence, and build strong connections within the community, all while making a positive impact. The club also fosters personal growth and global awareness, preparing members to become future leaders and engaged global citizens.

### **C. Membership Dues**

- a. Membership Fees
- b. The membership fee for the club is \$15 per semester. This fee helps cover the costs of club activities, events, and other operational expenses. However, we understand that financial circumstances may vary, and we do not want the fee to be a barrier to participation.
- c. If any prospective member is unable to pay the membership fee, they will still be considered for membership and welcomed to participate fully in all club activities. Please reach out to the club treasurer or president if financial assistance is needed, and we will work to ensure that everyone has the opportunity to be a part of the club, regardless of their ability to pay.

### **D. Time, place, and frequency of club meetings**

- a. 3:30 pm every Thursday, once a week.
- b. Location: Unity Center CC-127

## **Article 2: Membership**

1. Membership is open to all individuals who are Los Angeles Valley College students and pay their \$10 ASO fee.

## **Article 3: Officers and Elections**

### **a. President**

The President serves as the club's leader and is responsible for initiating and executing goals, setting plans and meetings, and overseeing all decision-making processes. The

President ensures that all officers meet their expectations and stays informed of every member's actions and participation within the club. They also collaborate with officers to plan the club's future and continue its legacy. Any current club member is eligible to apply for this position.

### **Vice President**

The Vice President holds the same responsibilities as the President and is expected to serve as their replacement if the President steps down. The Vice President collaborates with the President to initiate goals, meetings, and events and is responsible for planning the club's future steps. During the election process, the Vice President becomes the default successor to the President. Any current club member may apply for this position.

### **Secretary**

The Secretary holds the position of taking notes during every club meeting as well as informing club officers and members about events and resources, and announcing meeting times and dates. They will regulate social media, news regarding events, and overall organization of the on and off-campus events. Additionally, the Secretary must ensure of taking minutes at every club meeting.

### **Treasurer**

The Treasurer is responsible for managing all club finances, including collecting and depositing funds from activities and events such as fundraisers. They are also tasked with collecting and organizing paperwork, such as attendance sheets, field trip forms, and other necessary documents, ensuring everything is submitted promptly.

The Treasurer must coordinate with the Club Advisor to verify that all fees have been paid and will be responsible for depositing all collected funds at the Business Office. Support from the President, Vice President, or Club Advisor will be provided as needed. Additionally, the Treasurer is expected to actively participate in volunteering events.

### **Club Advisor**

The Club Advisor prioritizes the welfare and safety of members during meetings and events. They are expected to commit time during the week and actively participate in all

service events and club meetings. The Club Advisor ensures that students treat one another and guests with the utmost respect.

## **Officer Elections, Terms, and Eligibility Requirements**

- a. Election of Officers:
  - i. Officers must be elected preceding the last two weeks of the semester
- b. Special Elections:
  - i. In case of an emergency, elections may be held during the club meeting and then promptly redirected back to a regular meeting. Emergency elections will be held the same as regular elections every semester
- c. Term of Office:
  - i. Officers shall hold their positions per academic year. Therefore, elections must be held each year to determine the positions of club officers.
- d. Special Requirements as to Scholastic Standing or Other Rules:
  - i. Club officers must be regularly enrolled students with a GPA of 2.5 or above and must maintain the GPA.
  - ii. Club members must be regularly enrolled students with a GPA of 2.5 or above and must maintain the GPA.
- e. Replacement Due to Ineligibility
- f. Definition of Qorum in Regard to Council
  - i. For every meeting, all officers must be present including 5 members of the club to satisfy the attendance requirement. There should be a minimum of 10 members including the club advisor present at regular meeting days.
- g. Appointment of Committees:
  - i. Committees may be formed as needed to handle specific tasks or events. The President, with input from other officers, will appoint committee chairs. Members will be selected based on interest. Committees will report progress at regular meetings and will dissolve once their tasks are complete, unless decided otherwise by the officers or advisor.

## **Article 4: Club Rules**

- a. In the event of a violation of regulations, officers have the authority to remove students from the club, which also applies to any officer found violating the established rules. A club may be discontinued by lack of interest or disciplinary measures on the recommendation of the ASU Senate, with the approval of the Vice President of Student Affairs

b. Rules:

- i. We expect active participation from all of our officers and members. Officers are expected to attend all events, such as fundraisers or off-campus volunteer activities, and members are expected to attend at least two. If someone is unable to meet these requirements, we may need to make changes to their role in the club.
- ii. Maintaining a GPA of 2.5 or higher is also important for both officers and members. If that becomes an issue, we will need to discuss their continued involvement.
- iii. We ask that all officers show dedication to the club, and if someone is not fully committed, we may have to make adjustments.
- iv. Fairness and respect for everyone will always be our top priority.

**Article 5: Amendments to the Constitution**

- a. Any member can suggest modifications to the Amendments or propose an Amendment.
- b. No constitution should be adopted by less than a majority of the voting membership

**Article 6: Parliamentary Procedure**

Parliamentary procedure will be in accordance with this Constitution. All produce not approved for by this Constitution shall be governed by “Robert’s Rule of Order, Newly Revised Edition.”