

# Constitution of Rotex of District 5100

## Article 1 - Name

The name of this Rotary Alumni Association shall be Rotex of District 5100 (“Rotex”).

## Article 2 - Purpose and Goals

The purpose of Rotex is to support District 5100 Rotary Youth Exchange (RYE) students in every stage of the program, including former participants; and to assist in the administration of the program to such extent as determined in cooperation with the District Youth Exchange Committee (DYEC).

The goals of Rotex are:

1. To provide Rotex with an opportunity to network and socialize with one another;
2. To assist the DYEC in the planning, updating, and execution of its orientations and other activities;
3. To support the Rebound, Inbound, Outbound Candidate, and Outbound students and their families;
4. To assist Rotary clubs in raising awareness of RYE in their communities, recruiting Outbound Candidates, finding host families, welcoming Inbounds to their schools and communities, and re-integrating Rebounds; and
5. To encourage RYE participants to continue in some aspect of the Rotary organization at some time following the conclusion of their exchange.

## Article 3 - Relationship with the DYEC

1. Rotex shall operate autonomously. However, any planning of and participation in District RYE activities shall be subject to approval of the District RYE Committee Chair.
2. Rotex serving on the DYEC shall have no privileges or authority within this Association greater than those of an active member, unless concurrently serving as an officer.
3. Any Rotex interaction with current participants in RYE (Outbound Candidates,

Outbounds, Inbounds, and Rebounds) will be strictly adherent to the Youth Protection Policies laid out by District 5100 and Rotary International, in addition to the Rotex Code of Conduct.

## Article 4 - Membership

1. Membership in Rotex shall consist of two levels: member and active member. “Rotex member” may be abbreviated as “Rotex.”
  - a. **Member:** any participant in a Long-Term Exchange Program (LTEP) or Short-Term Exchange Program (STEP) from District 5100 who was not sent home under controversial circumstances and who has been home for at least 1 year.
  - b. **Active member:** anyone from District 5100 meeting the specifications for “member” who has expressed an interest in the Goals of Rotex and has met additional requirements specified in the By-Laws.
2. Membership and active membership may be granted on an individual basis to former RYE participants who do not meet all of the specifications in 1, including those from other districts.

## Article 5 - Meetings

1. Rotex shall have social meetings and working meetings, whose frequency shall be determined in the By-Laws.
  - a. **Social meeting:** a meeting whose sole purpose is to provide Rotex or other groups of RYE participants an opportunity for socialization, networking, and fun.
  - b. **Working meeting:** a meeting in which the focus is on planning future events, preparing for District RYE orientations and activities, or otherwise pursuing the goals identified in Article 2.
2. The Board of Rotex shall meet regularly to coordinate planning, execution, and other administrative efforts, as may be provided in the By-Laws.

## Article 6 - Officers

1. The officers of this Association shall consist of the Inbound Liaison, Outbound Liaison, Rebound Liaison, Rotex Liaison, Rotary Liaison, Internal Liaison, and any others identified in the By-Laws, all to be elected from among the active members in good standing.
  - a. All positions shall have a term of one Rotary year (July 1 - June 30).

2. The governing body of this Association shall be a Board of Directors composed of the officers specified in Section 1. All decisions, policies, and actions of the Board shall be subject to this Constitution.
  - a. In order to decentralize authority across the Board, administrative duties shall be distributed among the Board members, as specified in the By-Laws.
  - b. Three board members shall be identified as Senior Directors. These officers have an additional responsibility to reach a decision in the unlikely event of a prolonged disagreement among the Board.
3. Elections shall be held annually in a manner specified in the By-Laws.
4. Should a position become vacant, the Senior Directors shall appoint an active member in good standing to fill the position for the remainder of the term.
5. Officer status may be terminated upon written recommendation of another Board member or 3 active members not on the Board, followed by a vote of not less than 2/3 of the remainder of the Board.

## Article 7 - Dues

Any dues on the membership shall be nominal or nonexistent and shall only be for the purpose of covering the costs of induction, meeting expenses, and other administrative costs.

## Article 8 - Other Governing Documents

Rotex shall adhere to the By-Laws of Rotex of District 5100 and the District 5100 Rotex Code of Conduct, insofar as they are consistent with the Constitution and are amended in accordance with the By-Laws (Article 6).

## Article 9 - Acceptance of the Governing Documents

Every member of Rotex, upon accepting membership, thereby accepts and agrees to abide by the goals and principles identified in the Constitution, By-Laws, and Code of Conduct.

## Article 10 - Amending the Constitution

The Board of Directors shall propose amendments to the constitution when it is deemed necessary by written opinion of at least 3 active members. Such amendments shall be ratified by a 2/3 vote of active members consisting of a quorum at the next working meeting.

# By-Laws of Rotex of District 5100

## Article 1 - Membership

1. In order to be considered for active membership, or to retain such membership, a Rotex must:
  - a. Agree in writing to the District 5100 Rotex Code of Conduct;
  - b. Maintain, through the administration of the District Youth Exchange Committee (DYEC), a current volunteer profile in the YEAH, including an annual background check and various training modules on regulations and youth protection;
  - c. Attend at least 50% of working meetings and 25% of social meetings over a period of a Rotary year (unless excused by the Board); and
  - d. Pay admission or annual dues, respectively, as specified in Article 5.
2. A 6-month grace period will be applied for new candidates to meet the attendance standard in Section 1c, provided the other qualifications are met.
3. Rotex who do not meet the basic membership requirements listed in Article 4 of the Constitution due to participation in another district's program, early termination of exchange, or other reason, may be admitted as active members upon fulfillment of the qualifications for active membership and a majority vote by the Board of Directors. The Board may require a letter from a District Youth Exchange Officer before making this determination.
4. Active membership may be terminated upon failure to continue to meet the qualifications for active membership, including violation of the Code of Conduct, or for a reasonable cause as confirmed by a majority vote of the Board.
5. All active members are eligible to vote in working meetings, participate in District programming, contribute to the development of new resources, and run for Board positions.

## Article 2 - Meetings

1. Social meetings shall be open to all Rotex, and by invitation to Rotarians, other RYE participants, friends, and family (and host family), depending on the nature of the event. Social meetings may occur as often as desired, but not less than every 2 months. Additional social meetings specifically for RYE participants may also be held.
2. Working meetings shall be open to active members (and members upon

invitation). The Board may invite members of the DYEC or other non-Rotex to attend. Working meetings may occur as often as needed, but not less than every 2 months.

3. Board meetings shall be open to Board members (and other members upon invitation). The Board may invite members of the DYEC or other non-Rotex to attend. Board meetings may occur as often as needed, but not less than monthly.
4. Any meeting may be conducted virtually.
5. At any working or Board meeting, attendance of at least 50% of active or Board members, respectively, shall constitute a quorum.
6. Emailed notice of all meetings must be given at least 7 days in advance.

### Article 3 - Officer Duties

1. **Inbound Liaison.** The Inbound Liaison shall coordinate the development and facilitation of Inbound training materials in close cooperation with the DYEC Inbound Coordinator and oversee the support of all Inbounds throughout their exchanges. Additionally, they shall facilitate and make the agenda for each working meeting and Board meeting.
2. **Outbound Liaison.** The Outbound Liaison shall coordinate the development and facilitation of Outbound training materials in close cooperation with the DYEC Outbound Coordinator and oversee the support of all Outbounds and Outbound Candidates throughout their exchanges and preparations for exchange. Additionally, they shall manage the Association's budget and funds, and promote initiatives related to diversity, equity, and inclusion (DEI) in all RYE practices.
3. **Rebound Liaison.** The Rebound Liaison shall coordinate the development and facilitation of Rebound training materials in close cooperation with the DYEC Rebound Coordinator and oversee the support of all Rebounds during their Rebound year. Additionally, they shall manage social media and marketing platforms and maintain the Rotex calendar.
4. **Rotex Liaison.** The Rotex Liaison shall oversee recruitment to membership of eligible Rotex and plan and execute all social meetings. Additionally, they shall be responsible for communicating with Rotex, including sending meeting announcements; and regularly update the Board on the status of action items and deadlines.
5. **Rotary Liaison.** The Rotary Liaison shall act as the primary contact with the

DYEC for matters involving Rotex generally, work with Rotary clubs within the district to provide support and training, and represent Rotex of District 5100 at the regional, national, and international level.

6. **Internal Liaison.** The Internal Liaison shall be responsible for maintaining a record of all Rotex activities, including photographing (or collecting photographs of) events, taking meeting minutes, recording Association membership and attendance, and maintaining official Rotex documents.

## Article 4 - Elections

1. Elections for Board positions shall be held annually prior to May 1 and results announced by the second day of the District 5100 Conference. Elections may be administered in person or online.
2. The Board shall select from its membership 3 Senior Directors by the end of the District 5100 Conference.

## Article 5 - Dues

There shall be no fee for admission into active membership or for continued active membership.

## Article 6 - Amending the By-Laws

1. These By-Laws may be amended by majority vote of active members constituting a quorum at any working meeting. Nothing in these By-Laws shall contravene any provision of the Constitution.
2. The same process shall be applied for amendment of the District 5100 Rotex Code of Conduct.