

# Rotaract Club of GITAM

## Name of Organization :

Rotaract Club of GITAM (RACG),  
GITAM(Deemed to be University), Visakhapatnam Campus.

## About and Purpose of the Club:

### About:

Rotaract is an international organization for young people aged between 18 to 30 who are committed towards community service and professional development. Its membership totals over 2,16,660 in more than 9,420 clubs worldwide.

Established in 2007, Rotaract club of GITAM(RACG) is a university based club committed to serve the community through volunteer service projects and social outreach. RACG is one of the 40 clubs in R. I. Dist.3020, which comprises of six revenue districts viz. Krishna, West Godavari, East Godavari, Visakhapatnam, Vizianagaram & Srikakulam. The Rotaract Club of GITAM works under the guidance of Rotary club of Visakhapatnam.

### Goals:

Rotaract stands for "Rotary in Action" and has the following 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.

## Purpose of Rotaract Clubs

Rotaract is an international organization committed towards community service and professional development. Rotaract clubs are self-governing and self-supporting and can be either university-based or community-based. Individual Rotary clubs sponsor Rotaract clubs and offer guidance and support, making the Rotaract clubs true “partners in service” and key members of the family of Rotary.

As a Rotaractor, you can:

- Volunteer locally and internationally
- Build career contacts
- Develop leadership skills
- Network with service-minded people worldwide
- Make new friends and expand your circle.

### Affiliation:

The Rotaract Club of GITAM is sponsored and governed by the parent club, Rotary Club Visakhapatnam.

### Membership:

Any registered GITAM(Deemed to be University) Students, faculty, staff, who fall in the age limit and are interested may officially join the club by attending any of the General Body Meetings or events hosted by the club.

The Club does not discriminate its members based on race, ethnicity, color, national origin, religion or belief, ability, gender expression, or sexual orientation.

### Officers/Board Members:

The governing body of Rotaract club of GITAM is divided into Executive body and Board of Directors.

<b>Executive Body:</b>	<b>Board of Directors:</b>
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1. President	1. Director- Club Service
2. Secretary	2. Director- Community Service
3. Vice-President	3. Director- International Service
4. Joint Secretary	4. Director- New Generations
5. Treasurer	5. Director- Professional service
6. Sergeant-at-arms	6. Chairman- Membership
	7. Chairman- Rotary TEACH
	8. Chairman- Web Services
	9. Chairman- Editorial Board
	10. Chairman- Six areas of focus
	11. Public relations and Media

### **President:**

The president helps the members develop leadership qualities and works to ensure that the club's professional and leadership development activities happen effectively. He/She also ensures that the community and international service projects are successfully promoted and completed.

The President is ultimately responsible for all actions and activities of the club, maintaining the club image and upholding the principles and policies of Rotaract. The President should report regularly to the sponsoring Rotary club.

### ***Responsibilities of the President:***

- Identifies members skills and interests and puts them to work in club projects
- Maintains club operations, delegating responsibilities and establishing meeting schedules
- Develops a plan for the year as early as possible
- Presides over all meetings of the club and its board of directors (following parliamentary procedure may help to keep discussion relevant)
- Appoints all standing and special committees, with board approval, and follows up on committee progress with the help of the Vice President
- Should maintain regular communication with:
  - a. Sponsoring Rotary Club through joint activities & meetings.
  - b. District Rotaract Representative through club participation in district activities & meetings.

### **Secretary:**



The Secretary is responsible for the implementation of all decisions taken by the board. He/She handles the club's communication with the public, maintains all club records, and takes the minutes for all board and club meetings. Once club members reach the Rotaract age limit of 30, the secretary sends the Notice of Rotaract Alumnus (Potential Rotarian) form to the secretary of the sponsoring Rotary club.

### ***Responsibilities of the Secretary:***

- Record and circulate minutes of club and Board meetings.
- Record membership attendance and publish attendance statistics to the club
- Liaise with Treasurer to determine the list of members in good standing.
- Compose and distribute all communication to members, the public, sponsors, Rotary, and various stake holders.
- Maintain list of club members and prospective members with current contact information.
- Maintain records of when members are pinned and when a person obtains prospective member status.
- Maintain, with the Treasurer a record of all club assets and location of assets

### **Vice-President:**

- Preside over club and Board meetings in the absence of the President.
- Assist the President in the administrative functions of the club.
- Coordinate activities and projects of various committees.
- Liaise with Secretary and Treasurer on administrative matters, including membership standing, communication, and finance.
- The Vice-President is an ex-officio member of each committee.

### **Joint-Secretary:**

The Joint Secretary acts a right hand to both the Secretary and Treasurer and also fulfills their duties in their absence. It is therefore recommended that both the Secretary and Treasurer work closely with the Joint Secretary and keep them abreast of all developments regarding their role. Some of the tasks of the Secretary and Treasurer can be assigned to the Joint Secretary.

### **Treasurer:**

As the collector and disbursing officer of club funds, the treasurer is responsible for the club's solvency and financial stability. In preparing for this assignment, the treasurer should

meet with the previous treasurer and consult the sponsoring Rotary club treasurer and a certified accountant.

### ***Responsibilities of the Treasurer:***

- Works with the board of directors to develop the budget
- Collects dues and all funds raised by the club
- Pays all club bills and reimbursements for club expenses
- Maintains the club's accounts at financial institutions.
- Reports the club's financial status at each business meeting
- Have the books been audited at the end of the fiscal year?

### **Sergeant-At-Arms:**

- Schedule the meeting location and arrange the room before the meeting starts, including setting up the club banner, bell and gravel
- Maintain all club equipment and materials for each meeting and ensure that there are adequate supplies after each meeting
- Ensure the meeting starts on time and gets everyone seated and ready to start.
- Collect ballots and tally votes for awards and elections.
- Promote the ideals of Rotaract.

### **Director – Club Service:**

- Develops strategies for membership development & retention
- Takes meeting minutes
- Writes & distributes the club bulletin
- Plans fellowship activities for the membership

### **Director – Community Service:**

- Reviews suggestions & develops plans for the club's annual community service project(s)
- Takes a leadership role in organizing & facilitating the project(s)

### **Director – International Service:**

- Reviews suggestions & develops plans for the club's annual International service project(s)
- Takes a leadership role in organizing & facilitating the project(s)

· Develops other activities that promote international understanding among club members & in the community

### **Director – New Generations:**

New Generations Service recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

### **Director – Professional Service:**

- Reviews suggestions & develops plans to provide opportunities for professional development for the club's membership.
- Takes a leadership role in facilitating programs & projects related to this area.

### **Chairman – Membership:**

- Works towards increasing the membership of the club
- Maintains a record of all newly joined & left members

### **Chairman – Rotary TEACH:**

- Works to identify a school for implementing TEACH literacy mission taken up by Rotary International.
- Maintains a record of all the volunteers at TEACH Mission & coordinates with the school administration where the program is being implemented.

### **Chairman-Web Services:**

- Assists the Secretary in Database Management.
- Maintains the club website & accounts in the social media.

### **Chairman-Editorial Board:**

- Assists the Secretary in all documentation works associated with the club.
- Prepares the Club Monthly reports in coordination with Secretary.
- Maintains contact with PRO (Public Relations Officer) at college & print media for coverage of club events.

### **Chairman-Seven areas of focus:**

- Plans projects in all the six areas of focus namely-



- Disease prevention and treatment
- Peace and conflict prevention
- Maternal and child health
- Water and Sanitation
- Economic and community Development
- Basic Education and Literacy
- Supporting the Environment.

### **Public Relations and Media:**

- Should ensure proper photo coverage of each event.
- Should keep the social media handles of the club active and updated.

### **Elections:**

- Only active members of RACG will be allowed to contest and vote in the Elections.
- Election Committee consists of Election commissioner, who is not part of the Current board and 3 other people appointed by the EC.
- President assists the EC in the execution of the elections. An alumni of the club, generally the IPP and the Faculty advisor will supervise the elections on the election day.
- Every contestant will be allowed to file their nomination for one executive position and one non-executive position or for two non-executive ones.. Nominating for two executive positions is not allowed.
- Each contestant is allowed to talk two minutes to present their ideas for the post they have filed the nomination for. The time limit may be increased for executive positions.
- Also, audience questions will be invited for the executive positions. The contestants should answer the questions posed by the voters.
- The voters will be given ballot papers to register their vote. They will fill the names of two preferences. Two points will be given to the candidates in first preference and one will be given to the candidates in second preference. The candidate getting the highest number of points wins

### **Faculty advisor:**

The RACG is fully and effectively functioning under the guidance of our Faculty

advisor.

Sri.NVLM Krishna Munagala

Assistant Professor,Department of EIE.

Mobile No:9440321934

Email Id:mmunagal@gitam.edu

## **Events, meetings, programs:**

All the events and programs conducted will correspond to one of the above mentioned Avenue of Services.

All the events shall be led by the Directors assigned to each Avenue of service to which that particular event corresponds.

The President shall preside at all the events and meetings.

All the information regarding events and updates of the club will be circulated via various message channels.

## **History:**

The Charter for the Rotaract Club of GITAM (RACG), was drafted on August 7, 2020. The charter is subject to change as per the norms of the international Rotaract guidelines.

