

# GENERAL OUTLINE FOR A CONSTITUTION

## ARTICLE I NAME OF ORGANIZATION

The name of this organization shall be \_\_\_\_\_

## ARTICLE II PURPOSE OF ORGANIZATION

Social Service, Honorary, Political, or Special Interest.

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## ARTICLE III MEMBERSHIP

Membership is limited to Don Bosco Technical Institute students and, in some cases, sister school representatives only, regardless of race, religion, gender, national origin or physical limitation.

Basis of membership shall be: \_\_\_\_\_

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Membership dues shall be: \_\_\_\_\_ per \_\_\_\_\_ (optional)

## ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

- Section 1. Officers must have at least 2.0 GPA. Higher GPA requirements are determined by the club.  
Section 2. Officers are usually President, Vice President, Secretary, Treasurer, and Inter-Club Council representative.  
Section 3. Executive Council optional, but should consist of President, Vice President, Secretary and Treasurer.  
Section 4. Club elections will be held \_\_\_\_\_ (Remember: UPDATE FORM must be filed no later than the sixth week of fall semester.)

## ARTICLE V DUTIES OF THE OFFICERS

- Section 1. PRESIDENT  
A. Preside over all meetings.  
B. Call special meetings.  
C. Carry out the provisions of the Constitution.  
D. Appoint committees and chairpersons.  
E. Oversee all committee activities.  
F. Represent the organization on public occasions.
- Section 2. VICE PRESIDENT  
A. Assume the duties of the president in his/her absence.  
B. Act as publicity chair (membership, etc.)  
C. Perform any duties delegated to her/him by the president.
- Section 3. SECRETARY  
A. Keep accurate minutes of all meetings.  
B. Responsible for correspondence.  
C. Print and distribute agendas and minutes for all meetings.
- Section 4. TREASURER  
A. Administer funds and finances for club.  
B. Keep financial records and collect dues.  
C. Submit funds requests to Director of Student Activities and release funds as voted by the general membership.  
D. Make financial reports when called upon to do so.  
E. Work with Club Advisor to insure that funds are properly collected, deposited, and accounted.

- Section 5. INTER-CLUB COUNCIL REPRESENTATIVE  
A. Attend all ICC meetings.  
B. Vote on behalf of the club being represented.  
C. Report the results of ICC meetings to the club.

- Section 6. EXECUTIVE COUNCIL  
The executive council shall meet as often as the membership decides.  
A. Formulate policy of the club between regular meetings and, in case of emergencies, subject to approval of the general membership.  
B. To execute policies determined by the general membership.  
C. To govern the activities of the club.  
D. To compile agendas for general meetings.

**ARTICLE VI IMPEACHMENT AND REPLACEMENT OF OFFICERS**

Section 1. Impeachment of officer(s) is based on: (state grounds)

\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE VII MEETINGS**

Section 1. Meetings shall be held twice a month (weekly, monthly) unless otherwise decided by the club.

Section 2. Special meetings may be called through the President upon the request of five members of the club.

**ARTICLE VIII ADVISOR**

Section 1. All recognized clubs must have a Don Bosco Technical Institute permanent faculty staff member as an advisor, who attends all official meetings and events. In some cases, a non-faculty staff member who has submitted to the school's policy regarding Live Scan, may act as an advisor.

Section 2. Removal of an advisor is based on: (state grounds for removal)

**ARTICLE X RESPONSIBILITIES**

Section 1. This organization accepts full financial responsibility for all activities which bears its name as an official sponsor, and will adhere to all School and ASB/ICC policies and procedures.

**ARTICLE XI AMENDMENTS TO CONSTITUTION**

Section 1. Any amendment requires a 2/3 vote at a general meeting.

Club President's Signature: \_\_\_\_\_

Club Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_