

Bosco Tech Letterman Society Constitution

PREAMBLE: The purpose of the Bosco Tech Letterman Society (hereafter referred to as the Letterman Society) is to unite the lettermen of Don Bosco Tech into a useful body which will contribute its services to the school, promote all athletic activities, and encourage all athletes to win the respect of their fellow students, the faculty, and the general public by their exemplary conduct and Salesian example by their courteous deportment and standard of speech.

CREED: The Letterman Society is found under the patronage of St. John Bosco and St. Dominic Savio and on the basis that each of its members shares a common pride and spirit. As a society, we possess the qualities of leadership and are dedicated to upholding and sustaining the reputation of Don Bosco Technical High School.

ARTICLE I: NAME

This organization shall be known as the Bosco Tech Letterman Society of Don Bosco Technical High School, Rosemead, California.

ARTICLE II: AUTHORITY

All powers of the Letterman Society are derived from the School Administration, specifically the Director of Student Activities. The Advisor shall present to the Director of Student Activities any issue or proposal made by the Letterman Society that needs official approval. The Advisor has the right to veto any decisions made by the Letterman Society and its governing council. The Advisor reserves the right to revoke any powers held by members of the Society. This right shall be used judiciously. Any group or person receiving a veto has the right to file an appeal with the Director of Student Activities, provided the Advisor has been informed of the intended action.

ARTICLE III: ELIGIBILITY

Section 1: Membership is open to any student of the school who has earned a Varsity letter by competing in an interscholastic sport, a CIF-sanctioned sport, involvement for a period of two years in the school band, or by active involvement in Speech and Debate for a period of one year.

Section 2: Membership in the Letterman Society can only be obtained a minimum of one month after the student has received their varsity letter.

Section 3: A senior receiving a Varsity letter during the second semester of the school year may apply for membership with the Approval of the Director of Student Activities, their coach, and the Letterman Society Governing Council before the end of his seasoned sport.

Section 4: Returning members shall pay a \$10 membership fee at the beginning of each school year.

ARTICLE IV: NEW MEMBERS

To achieve membership in the Letterman Society, the applicant will:

- Obtain an application from the Director of Student Activities
- Submit the completed application to the Advisor of the Letterman Society with 2 (two) character reference letters: one from their Technology Instructor, and one from an administrator or other faculty member.
- Submit a non-refundable application-processing fee of \$15.00 to the Treasurer of the Letterman Society.
- Write 2 (two) letters (one directed to the school Principal and the other to the Council of the Letterman Society.)
- Must have and maintain a minimum grade point average of 2.75.
- Be evaluated by the active members of the Letterman Society in a general meeting.
- Be accepted by a minimum 2/3-majority vote of the current members present at the meeting.

ARTICLE V: OFFICERS

The Letterman Society shall be governed by the Letterman Society Council and the Advisor.

Section 1: All applicants for a position on the Letterman Society Council must be active members or have served a minimum of one year and are subject to the approval of the outgoing Council and the Advisor.

Section 2: All applicants for a position on the Letterman Society Council shall meet the following requirements:

- a. Maintain a minimum overall grade point average of 3.0.
- b. Have no adverse conduct remarks or suspensions during any high school year.
- c. Have the ability to devote excessive amounts of time and energy to Letterman Society functions on weekdays and weekends.

Section 3: The positions on the Council and their duties shall be as follows:

- a. The President shall: oversee all functions of the Letterman Society; preside over all meetings and prepare with the Advisor an Agenda for each meeting; appoint a representative to the Student Council; and assist the Advisor and any other school officials whenever necessary.
- b. The Vice President shall: assume the duties of the President in his absence; enforce all Society policies and procedures; remind members of all meetings and functions; and call for disciplinary action when called upon by duty to do so.
- c. The Secretary shall: take the minutes of all Letterman Society meetings and present them at the following meeting; provide a copy of the minutes to all members of the Society, the Advisor and the Director of Student Activities via e-mail or hard copy; maintain the Letterman Society Binder in Student Activities; receive and answer all correspondence; count the votes at Letterman Society meetings.
- d. The Treasurer shall: keep an accurate account of all financial transactions of the Letterman Society; present all requisitions for expenditures to the Advisor for approval; and present an accurate report of all expenditures and deposits to the Letterman Society account at each scheduled meeting of the Society.

Section 4: All elections shall take place in the fourth scholastic quarter of the school year. Nominations for candidates shall be announced by a specified date. Nominees will be elected by secret ballot at the times specified for voting. All Elected candidates shall assume office at the end of May.

Section 5: If a vacancy occurs in the office of the President, the Vice-President shall assume the position. The Letterman Society will elect a candidate to fill the vacant office of the Vice President with the approval of the Advisor and the Director of Student Activities. The same procedure shall be followed to fill all other vacant elected offices.

Section 6: The Advisor for the Letterman Society shall be appointed by the Director of Student Activities and shall:

- a. Oversee all Letterman Society functions and meetings;
- b. Advise the Letterman Society in any means necessary;
- c. Approve all expenditures and fundraisers;
- d. Provide a correspondence between the Letterman Society and the Director of Activities (or other members of the Administration as necessary)
- e. Exercise the right to veto decisions of the Letterman Society Council judiciously with complete fairness to the parties involved.

ARTICLE VI: MEETINGS AND ATTENDANCE

Section 1: The Letterman Society will hold meetings the first week of each month after school. Special meetings shall be held whenever the need arises.

Section 2: A meeting shall be held in mid-May of each school year to elect new officers and to discuss means and methods of improving and modifying the policies and activities of the Letterman Society.

Section 3: Members shall be given a minimum of 24-hours notice before any given Society meeting. It is the responsibility of the Vice President to make sure that all members are notified of the meeting. If unable to make a meeting it is the responsibility of the member to meet with the President or Advisor of the Letterman Society.

Section 4: All members of the Society are expected to attend all meetings and functions of the Letterman Society unless otherwise specified. A Letterman must give a 24-hour notice to the Advisor or president if he is unable to attend a scheduled meeting.

Section 5: All members are subject to disciplinary action if notification is not received prior to an event or meeting.

- a. Three unexcused absences from a meeting shall be considered excessive and subject to disciplinary action.
- b. Two unexcused absences from functions of the Letterman Society shall be considered excessive and subject to disciplinary action.

ARTICLE VII: DISCIPLINARY ACTION

All members of the Letterman Society are held to a higher standard of behavior. Any truancy or misconduct that may result in disciplinary action from the school is subject to disciplinary action in the Letterman Society.

Section 1: All members of the Letterman Society are subject to the same disciplinary actions regardless of their status within the Society.

Section 2: Misconduct shall be defined as anything that violates the school guidelines for misbehavior, attendance, or dress code.

Section 3: Probation shall consist of the loss of privileges afforded all members of the Letterman Society

- a. Privileges include the right to wear the Letterman Society Uniform; to attend Letterman Society functions and meetings.

Section 4: Suspension shall consist of the loss of privileges afforded all members of the Letterman Society as listed in Section 1, in addition to other privileges extended to members of the Letterman Society by other organizations on campus.

Section 5: Expulsion for reasons of misconduct or attendance shall be decided by a 2/3-majority vote of active members present at the meeting.

- a. The Advisor and/or Director of Student Activities shall decide expulsion for reasons of serious misconduct.
 - i. Serious misconduct shall include the use, possession, or selling of drugs and/or possession or use of a weapon;
 - b. Any expulsion from the Letterman Society as a result of misconduct shall be considered permanent.
 - c. Excessive unexcused absences from meetings and or functions will result in either a monetary fine or probation.
- Section 6: The Advisor of the Letterman Society shall decide Suspension or Expulsion for Academic reasons.
- a. Any Letterman expelled for academic reasons may reapply the following school year.
 - b. Any members with grade point averages below a 2.0 will be immediately expelled from the Letterman Society.
 - c. Grade point averages between a 2.0 and a 2.7 are subject to probation.
 - i. Members on academic probation shall have one grading period to bring their grade up to the minimum 2.7 or face expulsion from the society.
 - ii. Grade point averages shall be based on an inflated scale.

ARTICLE VIII: PRIVILEGES OF MEMBERSHIP

Active members of the Letterman Society are entitled to the following privileges as a result of services rendered to the school and wider community:

Section 1: Members who assist with the on-campus dances shall earn service hour credit and ticket reimbursement (reimbursements must be requested within three school days of the event).

Section 2: Members who assist with events held on weekends shall earn service hour credit twice the amount of hours contributed.

Section 3: Members who complete 30 hours of service will receive a Letterman Society Patch and place it on his Letterman Society Uniform Sweater or Jacket.

ARTICLE IX: THE UNIFORM

Letterman jackets, vests, and sweaters may only be purchased from approved vendors contracted with the Letterman Society and/or Office of Student Activities. No device, pins, medallions, emblems, insignia and/or motto identifying affiliation with Don Bosco Tech Letterman Society may be worn on any other jacket, sweater, or vest.

Section 1: The Official Uniform

- a. The official formal uniform of the Letterman Society shall consist of the following:
 - i. Letterman Sweater or vest, White, button-down dress shirt; Black DTB Tie (donated by Student Activities); Black dress pants worn no lower than the hips with a black belt, black dress shoes.
- b. The official casual uniform of the Letterman Society shall consist of the following:
 - i. Letterman Sweater, vest, or jacket, polo shirt, solid color Docker-style pant worn no lower than the hips with a belt, and dress code shoes.

Section 2: Letterman Sweaters

- a. Only members of the Letterman Society shall be permitted to purchase the Letterman Sweater.
- b. The Letterman sweater shall be solid black, with three strips on the sleeves and of fingertip length.
- c. The following must be displayed on the Letterman Sweater:
 1. Varsity Letter worn on the lower left front.
 2. The Letterman Society Patch worn on the upper right sleeve.
 3. Student Name embroidered in Gold over the right chest.
 - i. No specialized Nicknames may be displayed.
- d. The following may also be displayed on the Letterman Sweater:
 1. The emblem of the sport(s) and/or activities lettered in sewn onto the letter.
 2. A bar sewn on the letter for each year a varsity letter was earned after the first year.
 3. A star sewn on the letter for each year a letterman was named captain of his sport.
 4. Year of graduation worn on the upper left sleeve.
- e. Student may embroider any other writing underneath their name that applies to the sport(s) or organizations he is involved in (i.e. "2004 League Champion" or "Varsity Basketball Captain"), Team number or event (such as SP for shot put or 400 for the 400 meter) and C.I.F. Varsity, All-League and/or Passing League Patches worn on the sleeves
- f. Medals earned through competition may be displayed on the upper right chest below the student's name.
 1. Medals must be pinned side-by-side in a row with no more than four medals in a row.
 2. Second row of medals must start directly beneath first row of medals.
- g. Each sleeve may display no more than 4 patches each.

Section 3: Letterman Jackets

- a. The jacket is to be solid black wool with cream-colored leather sleeves and a gold stripe around the collar, cuffs, and waist. Any number or letter displayed on the jacket must be black with gold trim.
- b. The following must be displayed on the letterman jacket:
 1. Varsity Letter worn on the lower left front.
 - i. The emblem of the sport(s) and/or activities lettered in must be sewn onto the letter.
 - ii. A bar must be sewn on the letter for each year a varsity letter was earned after the first year.
 - iii. A star must be sewn on the letter for each year a letterman was named captain of his sport.
 2. Letterman Society Patch must be worn on the upper **left** sleeve.
 3. Year of graduation worn on the upper left sleeve.
 4. Student Name embroidered in Gold over the right chest.
 - i. Specialized Nicknames may be displayed.
- c. The following may also be displayed on the Letterman Jacket:
 1. Student may embroider any other writing underneath their name that applies to the sport(s) organizations he is involved in (i.e. "2004 League Champion" or "Varsity Basketball Captain")
 2. Team number or event (such as SP for shot put or 400 for the 400 meter) and C.I.F. Varsity, All-League and/or Passing League Patches worn on the sleeves
 3. Medals earned through competition may be displayed on the upper right chest below the student's name.
 - i. Medals must be pinned side-by-side in a row with no more than four medals in a row.
 - ii. Second row of medals must start directly beneath first row of medals.
 4. **Any writing or designs placed on the back of a letterman jacket must be approved by the Council of the Letterman Society and the Advisor**

ARTICLE X: CONSTITUTIONAL MAINTENANCE AND REVISION

The Constitution is subject to revision at any time. Any member of the Letterman Society may make suggestions for change by appealing to the Governing Council in writing prior to the policy meeting in May.