

# CONSTITUTION OF

Campus Civitan

September 13, 2011

## ARTICLE I

### Name

This organization should be known as the Macon State College Campus Civitan Club

## ARTICLE II

### Purpose

The purpose of the organization shall be promote personal and professional growth through service to our fellow man.

## ARTICLE II

### Membership

- Section A. Membership  
All students of Macon State College shall be allowed membership.
- Section B. Membership Qualification(s)  
Membership in Campus Civitan shall not be denied because of age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight.
- Section C. Selection of Members  
New members shall be admitted year round.
- Section D. Voting Privileges  
All members in financial good standing shall be allowed voting privileges.

## ARTICLE IV

### Officers

- Section A. Elected Officers
1. President
    - a. The President shall oversee all operating function of the organization.
    - b. The President shall represent the club to the sponsoring Civitan Club, Civitan International, and the Macon State College Administration.
    - c. The President shall coordinate and plan meetings of the elected officers and the membership.
    - d. The President shall plan and coordinate the Initiation Ceremonies.
  2. Vice President
    - a. The VP shall coordinate the activities of the Directors.
    - b. The VP should be comfortable in assuming the responsibilities of the Directors in the event they require assistance.
  3. Secretary

- a. The Secretary shall coordinate all communications of the organization including but not limited to distribution of meeting minutes, submitting paperwork to headquarters, and sending official letter/cards of the from the organization.
  - b. The Secretary shall also be responsible for the scheduling of meetings, events, and service projects.
- 4. Treasurer
  - a. In cooperation of the advisor, the Treasurer will oversee the financial status of the organization.
  - b. The Treasurer will prepare budgets for approval by the organization.
  - c. Coordinate fundraiser for the club.
- 5. Director of Membership
  - a. The Director of Membership shall be responsible for the recruitment efforts of the organization.
  - b. The Director shall plan, implement, and coordinate recruitment activities.
  - c. The Director should coordinate retention efforts.
  - d. The Director shall oversee a graduation reception for members.
  - e. The Director shall assist the President in planning Initiation Ceremonies.
  - f. Plan social and fellowship activities for the club.
- 6. Director of Service
  - a. The Director of Service shall be responsible for coordinating service projects of the organization.
  - b. The Director shall work closely with the officers and members to ensure all necessary aspects of service projects are completed.
  - c. The Director should compose a “service intake” each year to find the areas of focus for non-traditional service projects.
  - d. Coordinate fundraisers for non-profits and charities.
- 7. Director of Development
  - a. The Director of Development shall be responsible for planning activities which further the goals of personal and professional growth.
  - b. The Director shall plan and schedule all speakers.
  - c. The Director shall find innovative ways to bring new professional opportunities to the membership.

Section B. Qualifications for holding office

- 1. Must be a member in good financial standing.
- 2. Must have and maintain an overall GPA of 2.5 or higher.

Section C. Selection of Officers

- 1. Elections shall held every fall semester
- 2. Nominations for office shall be taken at the first meeting in October.
- 3. Elections shall take place at the second meeting in October.
- 4. Prior to elections, all candidates must be verified by the advisor.
- 5. Elections shall be taken from a secret ballot.
- 6. Elections shall be oversee by the club advisor.
- 7. The newly elected officers shall assume their positions in January.
- 8. Length of the term of office shall be one calendar year.

Section D. Filling Vacancies

- 1. In the event the president fails to meet the responsibilities of the office, the vice president shall assume office.
- 2. In the event any of the elected officers, excluding the president, fail to meet the responsibilities of office a special election shall be taken to replace said officer.

Section E. Recall of Officers

- 1. An officer may be recalled in the event that he/she is not meeting the responsibilities of the office to which he/she was elected.

2. A two-third vote of the membership is required to remove an officer from his/her position.

## **ARTICLE V**

### **Advisors**

The advisor(s) shall be a faculty or staff member of Macon State College.

## **ARTICLE VI**

- Section A. Frequency of regular meetings
1. Regular meetings shall be held every two weeks.
  2. These meetings are to be scheduled and distributed to the members every semester.
- Section B. Special Meetings
1. Special meetings may be called by any officer.
  2. Special meetings must be scheduled with at least 48 hours notice to the members.
- Section C. Quorum – represents more than half of current membership
- Section D. Parliamentary Authority - Roberts Rules of Order

## **ARTICLE VII**

- Section A. Duties, Assessments, and Initiation Fee(s)
1. Dues are set by Civitan International Headquarters
  2. Initiation fees are set by Civitan International Headquarters
  3. The club may assess membership dues, but this amount must be approved by the membership.
- Section B. Budget Planning
1. The budget should be prepared by the Treasurer at the beginning of the year.
  2. The budget should be approved by the membership.

## **ARTICLE VIII**

### **Amendments**

Constitution: Amendments and revisions (Procedure: Any member, at any regular meeting, may propose a written amendment, final action on which will be delayed until the next regular meeting. An affirmative vote of two-thirds or three-quarters of the membership shall be required for adoption of an amendment.)

### **Bylaws**

The Bylaws constitute the technical details necessary for carrying out stipulations in the constitution. The following are examples of subjects covered by the Bylaws:

1. Initiation procedures if applicable
2. Detailed notations of powers and duties of officers
3. Committees other than Standing Committees and their areas of responsibility
4. House rules, duties and disciplining of members
5. Order of Business to be followed at meetings