

# PROVIDENCE CATHOLIC HIGH SCHOOL MEN'S CLUB CONSTITUTION

## **Preamble:**

The Providence Catholic High School Men's Club provides support and assistance in ways that benefit Providence Catholic High School as it works toward its goal of providing quality Catholic education to all its students. Support is given through service and fundraising. The Providence Catholic High School Men's Club also has as its goal, the building of a sense of community and mutual respect through social activities.

## **Article I - Name:**

Providence Catholic High School Men's Club (the "Club")

## **Article II - Purpose:**

The purpose of the Club is to support the programs of Providence Catholic High School ("Providence") through service, fundraising, and social activities. Recognizing the importance of extra-curricular activities to Providence, activities supporting these programs may be undertaken.

## **Article III - Membership:**

In order to be considered as a Voting Member, one must attend at least  $\frac{1}{2}$  of the regularly scheduled meetings and assist with the planning and execution of one of the two premier fundraising events of the Club, the Golf Outing and Sweeps. Voting Members have voting rights.

Active Membership shall consist of any person of good character and reputation associated with Providence Catholic High School interested in promoting the objectives outlined above. Active Membership does not have voting rights.

## **Article IV - Administration:**

The Officers of the Club shall be the President, the Vice President, the Secretary, and the Treasurer. All Officers are elected annually at the regular April meeting by a majority vote of the Voting Members present at such meeting, and the Director of Advancement of Providence. All Officers shall take office on May 1<sup>st</sup>. To be eligible to serve as an Officer, a Voting Member member must meet the following qualifications (limited exceptions can only be approved by the Director of Advancement of Providence):

1. Be a parent of a current, former or incoming Providence student
  - a. In the case of a former or incoming student, both must be within a 2 year period
2. An Alum of Providence Catholic
3. Is currently a Voting Member of the Club and has been for at least one year
4. Has not served in Officer roles for the last six consecutive years

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## Section I - The Executive Board:

The Executive Board shall consist of the Officers and the Director of Advancement of Providence.

## Section II - Nominating Committee:

The Nominating Committee of three (3) members shall be appointed by the Director of Advancement of Providence at the February meeting for the purpose of selecting candidates for any open Officer role. The Nominating Committee shall report at the March meeting.

## Article V - Officers Duties:

1. **The President** shall be the chief executive officer, preside at all meetings and be an ex-officio member of all committees.
2. **The Vice President** shall be responsible for the successful planning and execution of all Club sponsored events and assume the duties of the President in his absence.
3. **The Secretary** shall take attendance at meetings, present the minutes of each previous meeting, keep an accurate record of the minutes of each meeting, and conduct all necessary correspondence common to the office. Additionally, the Secretary shall keep an accurate record of the Voting Members of the Club and report directly to the Officers any current Voting Member who has failed to meet the requirements for service.
4. **The Treasurer** shall receive, record and be responsible for the collection of all money to be paid into the treasury and make disbursement of funds as directed by the Officers. The funds should be deposited in an area banking institution and credited to the Club. The treasurer shall make available a full report of the financial condition of the organization at each monthly meeting. In the absence of the Treasurer, the President shall have authority to sign checks, receive monies, and make bank deposits.

## Article VI - Directors Duties:

1. **The Membership Director** leads all drives to obtain new members from men associated with Providence Catholic High School. He may work with a committee to obtain new members.
2. **The Communications Director** leads all marketing for the Club. Additionally, the Communications Director shall maintain an accurate contact list for all Club events.
3. **The Club Events Director** works with other members of the Club on the planning and execution of the social events of the Club except for the Day of Reflection, Golf Outing, and Sweeps.
4. **The Golf Outing Director, and Sweeps Director** lead the Membership on the planning and execution of these events.
5. **The Sports and Club Director** is responsible for actively engaging with all coaches and moderators of Providence's extra-curricular activities and creating opportunities for the Club to support their programs.
6. **The Women's Club Liaison Director** is responsible for informing the Men's Club of any relevant activities of the Women's Club, including securing any support they need for their activities. Additionally, he will be responsible for the planning and execution of any co-sponsored events.

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### **Article VII - Meetings:**

1. Regular meetings of the Club shall be held the first Tuesday of every month at Providence or a place designated by the President. Special meetings of the organization may be held upon call of the President and notification to each of the Voting Members.
2. Each Officer and Director shall provide a report to the Club at each meeting.
3. Roberts Rules of Order shall decide all questions not provided for in these By-Laws.

### **Article VIII - Amendments:**

1. An annual review and approval of the constitution shall be conducted at the June meeting.
2. The constitution may be amended by a proposal submitted in writing and presented for consideration at any regular meeting. Said proposal shall be voted on at the succeeding meeting and approved by a two-thirds vote of the Voting Members at the meeting.
3. Upon ratification of this constitution, all constitutions and bylaws enacted prior to passage become null and void.