

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 fund-raising. 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, fund-raising, 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 an Active Member, one must attend at least 5 meetings and assist with the planning and execution of the three premier events of the Club, the Day of Reflection, Golf Outing, and Sweeps. Active Members have voting rights.

General Membership shall consist of any person of good character and reputation associated with Providence Catholic High School interested in promoting the objectives outlined above. General 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 Active Members present at such meeting, and the Director of Advancement of Providence. All Officers shall take office on May 1st. To be eligible to serve as an Officer, an Active 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 or incoming Providence student
2. Is currently an Active Member of the Club and has been for at least one year
3. Has not served in Officer roles for the last four consecutive years

Section I - The Executive Board:

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

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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. To support him in this effort, the Vice President shall appoint the following four (4) roles:
 - I. Day of Reflection Director
 - II. Golf Outing Director
 - III. Sweeps Director
 - IV. Club Events Director
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 Active Members of the Club and report directly to the Officers any current Active 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 Day of Reflection Director, Golf Outing Director, and Sweeps Director** lead the Active 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 during the second week of each month at Providence or place designated by the President. Special meetings of the organization may be held upon call of the President and notification to each of the Active 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. This 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 Active Members at the meeting.
2. Upon ratification of this constitution, all constitutions and bylaws enacted prior to passage become null and void.