

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 the school as it works toward its goal of providing quality Catholic education to all its students. Support is given through service, projects and fund-raising. The 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

Article II - Purpose:

1. The purpose of this organization will be to support the programs of Providence Catholic High School.
2. Upon approval of the Executive Board or by a majority vote of the membership, other activities relating to functions of Providence Catholic High School may be undertaken.
3. Because of the important contribution of athletics to the Providence program, activities supporting athletic programs may be undertaken.

Article III - Membership:

In order to be considered as an active voting member, one must attend a combination of three meetings or work activities per year. Membership shall consist of any person of good character and reputation associated with Providence Catholic High School interested in promoting the objectives outlined above.

Article IV - Administration:

Officers shall be elected annually at the regular April meeting. The officers of this organization shall be president, vice president, secretary, and treasurer. All elected officers shall take office in the succeeding month after the election. It is preferable that any person elected as officer of this club shall take office in the succeeding month after the election. It is preferable that any person elected as officer of this Club be familiar with the general functions of the Club. To accomplish this objective, it is desirable for officers to serve more than one year. It is desirable that the vice president become president the next year. No one shall hold the same office for more than two consecutive years.

Section I - The Executive Board:

The Executive Board shall consist of the officers listed, the school principal, the development director, the immediate past president and the director appointed by the president. The directors appointed shall be approved by the officers, and they shall chair a committee to achieve their goals. Director - Membership, Director - Publicity, Director - Social Activities, Director - Recruiting, Director Projects.

Section II - Committee Meetings:

Committees will meet once a month before the general meeting to plan the advance work. The chairman of each committee will be responsible to conduct the meeting.

Section III - Nominating Committee:

The Nominating Committee of three (3) members shall be appointed by the president at the February meeting for the purpose of selecting candidates for any open office. 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 obtaining and coordinating all manpower needs for all activities. It will be the duty of the vice president to cooperate at all times with the president and assume his duties in his absence.
3. It will be the duty of the secretary to take attendance at meetings, read the minutes of each previous meeting, keep an accurate record of the minutes of each meeting, issue all notices of the meetings and conduct all necessary correspondence common to the office.
4. It shall be the duty of the treasurer to 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 president. The funds should be deposited in an area banking institution and credited to the Providence Catholic High School Men's 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.
5. It will be the duty of the Men's Club membership to disperse the income from their activities in ways which will benefit Providence Catholic High School.

Article VI - Directors Duties:

1. The Membership Director will head all drives to obtain new members from people associated with Providence Catholic High School. He shall work with a committee to obtain new members.
2. The Publicity Director will concentrate his efforts with the area media regarding meetings and the social events of the Club.
3. The Social Director will work with other members of the Club on the planning and executing of the social events of the Club.
4. The Recruiting Director will work with a committee to assist the development director with potential students and their parents who are interested in attending Providence Catholic High School.
5. The Project Director will coordinate with the other officers the manpower and materials for Providence projects.

Article VII - Meetings:

1. Regular meetings of this organization shall be held on the second Tuesday of each month at Providence Catholic High School 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 members in good standing.
2. 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 members in good standing at the meeting.
2. Upon ratification of this constitution, all constitutions and bylaws enacted prior to passage become null and void.