

Il Circolo Italiano Constitution

PREAMBLE

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution (or substitute the preamble of your national organization).

ARTICLE I – NAME

Section 1 – The name of this organization shall be ‘Il Circolo Italiano’.

ARTICLE II – PURPOSE

Section 1 – It shall be the primary purpose(s) of this organization to:

A. Advance and celebrate the Italian culture, language, and history.

Section 2 – Additional purposes shall include but are not limited to:

A.

ARTICLE III – MEMBERSHIP

Section 1 – Membership shall not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation.

Section 2 – Board membership shall consist of those students of the University of Houston who have agreed to uphold this Constitution and are responsible for all decisions regarding this organization and to participate fully in the activities of this organization.

A. Board members have the right to vote.

B. Board members have the right to vote for Executive Board positions.

C. Board members are those who have paid their dues, attend all events, monthly meetings, and have been chosen by the voting members to represent the club at an Executive level.

Section 3 – Regular membership shall consist of those students of the University of Houston who have agreed to uphold this Constitution and to participate fully in the activities of this organization.

A. Regular members shall have the right to vote.

B. Regular members are those members that have paid their annual dues, attend all events and monthly meetings.

Section 4 – Special membership shall consist of those persons who have not fulfilled the requirements of Article III, Section 1 or 2.

A. Special members shall not have the right to vote.

B. Special members are those alumni members and members of the community.

ARTICLE IV – OFFICERS

Section 1 – The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, and Public Relations officer, and shall collectively be referred to as the Executive Board.

Section 2 – The responsibilities of the President shall be as follows:

- A. To preside at meetings of this organization;
- B. To serve as the representative of this organization to University Administration, The Student Government Association, and other organizations;
- C. To execute the orders of this organization, subject to the approval of the membership;
- D. To appoint chairpersons and members of all committees, subject to the approval of the membership;
- E. To delegate Presidential responsibilities when deemed appropriate, subject to the approval of the membership;
- F. To have signature authority on all checks issued by this organization;
- G. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other Organizations;
- H. To perform other such duties as the membership or Constitution may specify.

Section 3 – The responsibilities of the Vice-President shall be as follows:

- A. To preside at meetings of this organization in the absence of the President;
- B. To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
- C. To assume the office of President in his/her absence, vacancy, resignation, or dismissal;
- D. To perform other such duties as the membership or Constitution may specify.
- E. To assist the President in his/her duties;

Section 4 – The responsibilities of the Secretary shall be as follows:

- A. To handle all correspondence of this organization not under the preview of the President;
- B. To pick up all mail received at the Center for Student Involvement at least once a week, in addition to any other location at which mail for this organization may be delivered;
- C. To maintain an accurate list of the membership of this organization;
- D. To update and maintain all files of this organization;
- E. To assume the office of Vice-President in his/her absence, vacancy, resignation, or dismissal;
- F. To perform other such duties as the membership or Constitution may specify.
- G. To prepare agendas and to record minutes of meetings of this organization;
- H.

Section 5 – The responsibilities of the Treasurer shall be as follows:

- A. To keep accurate records of the financial status and transactions of this organization.
- B. To receive and disburse all money of this organization;
- C. To have signature authority on all checks issued by this organization;
- D. To hold personal responsibility for all organization funds in his/her possession;
- E. To represent this organization when requesting funds from the Activities Funding Board;

- F. To assume the office of Secretary in his/her absence, vacancy, resignation, or dismissal;
- G. To collect annual dues from all members and bill members for unpaid dues.
- H. Prepare the club's budget, present it to the Executive Board for approval, and ensure that club activities adhere to the budget.
- I. To perform other such duties as the membership or Constitution may specify.

Section 6 – The responsibilities of the Public Relations Officer shall be as follows:

- A. To plan, develop and implement Public Relation strategies.
- B. To prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs.
- C. To head and supervise social events.

ARTICLE V – ELECTIONS

Section 1 – Candidates for the Executive Board must have served at least one year in a board position in this organization.

Section 2 – Candidates for Board positions must have been an active member of this organization for at least one year.

Section 3 – Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

- A. Election of Board members shall be by a majority vote of the current Board membership and regular membership.
- B. Regular Membership votes shall count as 1/3 of overall vote in elections
- C. Board Membership shall count as 2/3 of overall vote in elections

Section 4 – Election of officers and board positions shall take place at a meeting of this organization called for that purpose to occur within the last thirty days of the Spring semester, with term of office lasting one year.

- A. In case of a tie, the Current President shall cast the deciding vote

Section 7 – If there is only one candidate applying for an office, that candidate shall take office by default.

Section 8 – Officers may be re-elected without limitation.

ARTICLE VI – REMOVAL

Section 1 – Any officer may be removed by a three-fourths vote of the membership.

Section 2 – In case of a tie, the Faculty/Staff Advisor shall cast the deciding vote.

Section 3 – A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the board membership.

ARTICLE VII – MEETINGS

Section 1 – Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the voting membership at the first meeting of the Fall semester.

Section 2 – Special meetings shall be called at the discretion of the President upon the request of any five voting members of this organization.

Section 3 – The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

ARTICLE VIII – RULES OF PROCEDURE

Section 1 – This organization shall use Robert's Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2 – Quorum

A. One more than half the voting membership shall constitute a quorum.

B. No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote.

Section 4 – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE VIII – AMENDMENTS

Section 1 – One or more voting members of this organization may author an amendment to this Constitution.

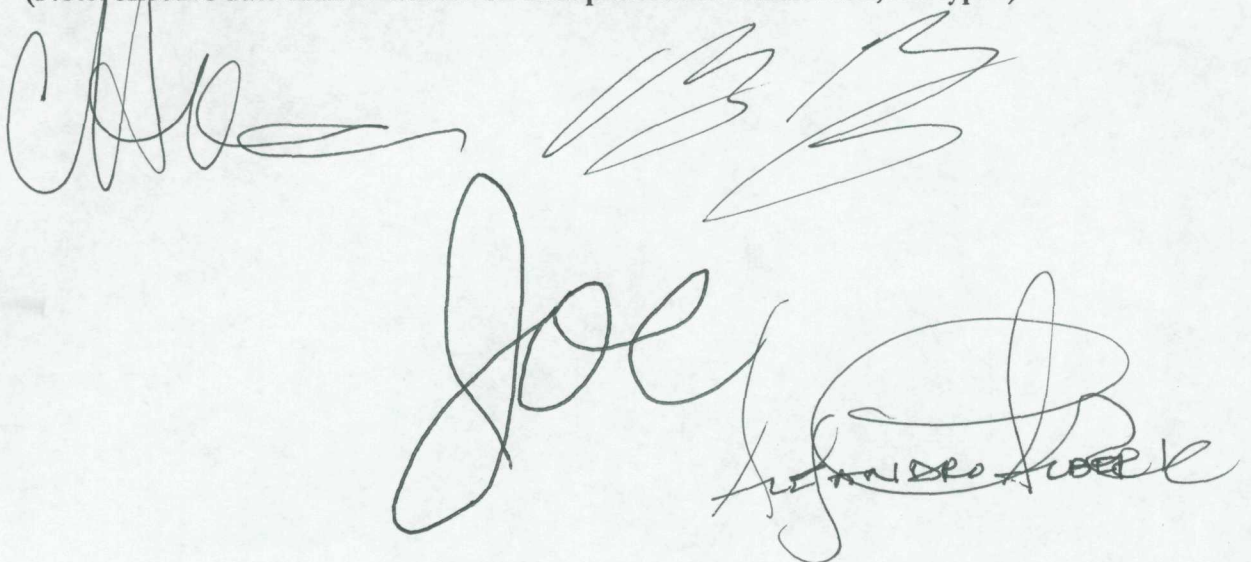
Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading.

Section 4 – At the next meeting following the acceptance of an amendment, updated copied of this Constitution shall be given to each voting member.

EFFECTIVE DATE: SEPTEMBER 2014 (month/year)

(Note: effective date shall be written on final printout of constitution, not typed)



The image shows three handwritten signatures in black ink. The first signature is on the left, the second is in the middle, and the third is on the right. The signatures are stylized and cursive.