

# **Junior Civitan Club Constitution**

Each club should outline its own constitution. The following is only an example for your club to use as a guide. **Do not copy this!** Adapt the information to fit your club. This information is available in a Microsoft Word file format on disk and can be received upon request from Junior Civitan International. If your club already has a Constitution, you may want to update it every year or so to meet the needs of your club.

## **ANYTOWN JUNIOR CIVITAN CLUB SAMPLE CONSTITUTION**

### **ARTICLE I - NAME**

The name of this club shall be the Anytown Junior Civitan Club of the Anywhere District, operating under charter granted by Civitan International and initiated by the Anytown Civitan Club of City, State.

### **ARTICLE II - PURPOSE**

The purpose of this club shall be to encourage young people to value and advance good citizenship through service to the community and school.

### **ARTICLE III - MEMBERSHIP**

**SECTION 1** - Each member of the Anytown Junior Civitan Club must be enrolled as a full-time student at Anytown school.

**SECTION-2** - Each member must be approved by the major officers within the Anytown Junior Civitan Club and members are selected on a yearly basis at the beginning of school based on objective requirements set by the officers and advisor.

**SECTION 3** - Members are required to participate in the Anytown Junior Civitan Club to the best of their ability and to follow the qualifications written within the constitution.

**SECTION 4** - Each member must maintain an overall C average in academic classes. If a member falls below this requirement, he or she will have one academic period to bring his or her grades up to this requirement. Exceptions will be decided by the advisor and the principal. If a member breaks the Code of Conduct as established by Anywhere School County Board of Education, membership will be terminated.

### **ARTICLE IV - DURATION OF MEMBERSHIP**

**SECTION 1** - Any member of this club may continue their membership until graduation providing that they follow the guidelines of the constitution.

**SECTION 2** - Members who do not participate, attend or conduct themselves in a manner that upholds the expectations in the constitution and/or neglect to pay dues or fees may have their membership terminated.

### **ARTICLE V - OFFICERS**

The governing body of the club shall be the board of directors. The decisions of the board in all club matters will be final, subject only to an appeal to the club. If a member appeals his or her case before the club, a majority of two-thirds vote can override the decision of the board.

**SECTION 1: PRESIDENT** - A candidate for the office of president must be a rising \_\_\_ grader. The president shall preside over all meetings, and appoint chaplain and sergeant of arms. The president shall select committees and call additional meetings when necessary, and perform other duties associated with the office.

**SECTION 2: VICE PRESIDENT** - A candidate for the office of vice president must be a rising \_\_\_ grader. The vice president must assume the duties of the president in his or her absence, and assume the duties generally associated with the office and as directed by the president.

**SECTION 3: SECRETARY** - A candidate for the office of secretary must be a rising \_\_\_ or \_\_\_ grader. The secretary shall take attendance, record and report minutes, maintain hour sheets, complete activity reports, take care of all Junior Civitan correspondence outside of the club, and assume duties corresponding generally associated with the office.

**SECTION 4: PUBLIC RELATIONS COORDINATOR** - A candidate for the office of public relations coordinator (PRC) may be a rising \_\_\_ grader. The PRC shall advertise all Civitan activities in newspapers, television and radio. He or she is responsible for announcing all school related projects by means of posters and announcements. The PRC is also responsible for maintaining the Civitan bulletin board and will email Junior Civitan Insider Reports and assume duties generally associated with the office.

**SECTION 5: DIRECTORS** - There shall be three director positions: one representing the \_\_\_ grade class, one representing the \_\_\_ grade class and one representing the \_\_\_ grade class. Duties of directors will vary upon requirements of the club and as directed by the president.

**SECTION 6: ELECTIONS AND APPOINTMENTS** - The president, vice president, secretary, public relations coordinator and directors shall be elected by the entire club during April or May for the following school year. Following the election of the officers, a sergeant-at-arms and the chaplain shall be appointed by the president. The duties of these appointed officers shall be defined by the president.

**SECTION 7: ADVISOR** - The advisor must be appointed by the principal or administrator. The advisor must make sure all projects are acceptable, be present at all meetings and projects, advise the president, board and members of the club. He or she must also be responsible for the financial records of the club and assume other duties associated with the position.

## **ARTICLE VII - MEETINGS**

**SECTION 1** - The Anytown Junior Civitans shall meet twice a month. Any exceptions to the bimonthly meetings will be made by the president.

**SECTION 2** - The officers shall meet once a week in addition to the regular club meetings to plan upcoming business and meetings.

**SECTION 3** - Extra meetings may be called by the president when deemed necessary.

## **ARTICLE VII - ABSENCES**

**SECTION 1** - Four absences per semester are permitted. Excused absences are death in the family, sickness, school-related and infrequent prearranged situations which needs to be cleared with an officer prior to the meeting.

All members will submit to the secretary an excuse concerning an absence at a meeting or project prior to the next meeting. All excuses are subject to verification. After the third absence, a conference will be arranged between the member and the officers.

**SECTION 2** - If any member is ten minutes late to a project or meeting, he or she will be considered tardy. Two tardies will result in an absence.

## **ARTICLE VIII - REVENUE**

**SECTION 1** - Each member shall pay dues annually. Dues are required to help finance the club. Membership will be terminated if dues are not paid.

**SECTION 2** - When special projects arise, volunteers shall pay expenses if needed.

**SECTION 3** - All other requirements such as permission slips must be turned in on time to the club or the member will not participate in the activity and an absence will be recorded.

## **ARTICLE IX - BEHAVIOR**

Meetings shall be conducted in an orderly and business-like manner. If a member's behavior is disruptive, he or she will be asked to leave the meeting and his or her absence will be recorded. *Robert's Rules Of Order* will be in affect when deemed necessary.

## **ARTICLE X - BYLAWS**

The bylaws of this club shall not be inconsistent with the constitution and bylaws of Junior Civitan International nor the Anywhere Junior Civitan District, but may be adopted or amended at any regular meeting of the club as provided in the bylaws.

## **ARTICLE XI - AMENDMENTS**

This constitution may be amended by a two-thirds vote of the club.

Adopted the \_\_\_ day of \_\_\_\_\_, 200\_\_.

### ***Items to be considered for the bylaws are:***

Method of voting  
Method of electing officers  
Committees  
Duties of committees

Resolutions and subscriptions  
Surrender of charter  
Rules of Order  
Amendments