**Sample constitution**

(Edit what you need to and copy with your school name here)

**I.** **Definition** – Student Club is an affiliation of Operation Smile whose purpose is to raise

 funds for and spread awareness about the activities of Operation Smile and to volunteer

 themselves in the school and community.

**II.** **Meetings and Attendance**

 A. There will be meetings on the secondand fourth Wednesday of every month.

 B. Once a Student Club member has missed four consecutive meetings (non-excused

 absences), he/she will receive a notice informing him/her that he/she has missed four

 meetings and inviting him/her to attend the next meeting.

 C. Once a Student Club Member has missed six consecutive meetings (non-excused

 absences) his/her name will be dropped from the roll.

**III. Members**

 A. Any student or staff member at \_\_\_\_\_\_\_\_\_\_ High School/University may join the Operation

 Smile Student Club at any time during the year.

 B. A permanent invitation will be awarded at the third meeting attended and that person’s

 name will be added to the roll.

 C. Goals of the student members

 1. To attend all meetings.

 2. To attend at least one Student Club or Operation Smile event.

 3. To join and contribute to a committee on the club.

 4. To participate in at least one Student Club service activity.

 5. To purchase a button and/or shirt upon joining.

 6. To spread awareness at every opportunity.

 D. Goals of the Club Advisor(s) and staff member(s)

 1. To attend all meetings.

 2. To contact an officer if they have ideas to contribute.

 3. To assist in transportation whenever possible.

 4. To purchase a button and/or shirt upon joining.

 5. To spread awareness at every opportunity.

 E. Any complaints brought against Student Club members will be discussed with that

 member by the President and the Club Advisor.

 F. Members may be removed from the Student Club for serious offenses as decided by

 the President and Club Advisor and approved by the executive board by five-sevenths

 majority.

**IV.** **Officers**

 A. Elections

 1. All candidates for an office must be aware of the duties of that office before

 they run.

 2. The election of officers for the next year will be held at the last meeting of the

 current year.

 3. Elections will be held in the order they are presented. Anyone who runs for an

 office and is not elected may run for another office.

 4. At least one-half of the Student Club must be present for elections.

 B. All Officers’ Responsibilities

 1. Each officer is responsible for communication with the other officers and

 attending meetings. If an officer is aware that he/she must miss a meeting,

 he/she must contact the President or Advisor prior to the meeting date.

 2. In addition to the duties assigned in the constitution, the officers are responsible

 for other duties assigned by the President or Advisor.

 C. Individual Officers’ Responsibilities

 1. **President**

 a. Must be devoted and hard-working.

 b. Must display qualities of leadership and encourage other members to become leaders in school and their community.

 c. Must unite the officers and members.

 c. Must be aware of all Student Club and Operation Smile events, service projects,

 fundraisers, and regional meetings.

 d. Must be responsible for getting all ideas and activities approved by the

 Principal/Dean and School Board/University.

 e. Must monitor and approve all calls to Operation Smile Headquarters.

 f. Must lead organized and productive Student Club meetings.

 g. If the Advisor is not a staff member, the President must secure a meeting

 place.

 2. **Vice-President**

 a. Must plan, coordinate and execute fundraising projects throughout the year.

 b. Must contact and correspond with people and organizations that have service

 projects for Student Club.

 c. Must enter and organize Student Club in parades and other public events.

 d. Must contact the media, such as local newspapers, radio, and TV stations for

 publicity.

 e. Must orient new members, including the review of the constitution.

 f. Must publicize all Club meetings.

 3. **Secretary**

 a. Must take attendance at every meeting.

 b. Must insure that all member information, with accompanying consent form, are

 delivered to Headquarters for database purposes.

 c. Must maintain an events schedule/calendar.

 d. Must maintain an updated roll.

 e. Must keep a list of current contact information for all officers, members, and

 advisor(s).

 f. Must notify people when they have been removed from the roll.

 g. Must take minutes at each meeting and send them to officers and advisor(s).

 4. **Treasurer**

 a. Must be responsible for all deposits, receipts, checks, and other accounting

 duties.

 b. Must make a Treasurer’s Report at each meeting.

 c. Must reimburse members as soon as possible after a receipt is received.

 5. **Inter-School Relations Officer**

 a. Must organize and execute Operation Smile awareness campaigns

 throughout the school year.

 D. Advisor Duties

 1. Must come to as many meetings and activities as possible.

 2. If the Advisor is a staff member, he/she must secure a meeting place.

 3. Must fulfill other duties assigned by the President.

 E. Impeachment of Officers

 1. After missing three meetings or being recommended by at least two other

 officers as not fulfilling his responsibilities, a conference will be held in which

 President and the Advisor will discuss the situation with the Officer. If the

 President is being discussed, the meeting will be held with the President, the

 Vice-President, and the Advisor.

 2. If a satisfactory resolution cannot be reached in that conference, the officers

 will vote to decide whether or not that person should be asked to resign. The

 officer being discussed will be present for the discussion but not for the vote.

 3. In order to be asked to resign, a two-thirds majority is needed.

 4. If the officers vote in favor of asking the person to resign, the President will

 send that officer a letter stating the decision and asking him/her to resign.

 5. If the officer resigns, he will be welcome to continue as a member of the

 Student Club. If the person does not resign, he/she will be dismissed from

 his/her position and expelled from the Student Club.

 6. An election will be held in order to fill the vacant position.

V. **Amendments to the Constitution**

 A. Amendments to this document become part of the constitution when passed by a five-

 sevenths majority of the executive board and approved by a three-fourths majority of

 the Student Club in a special election.