

# SAMPLE CONSTITUTION

## Article I: General Provisions

### Section 1: Name

Clause A: The name of this organization shall be the Carefree Foundation at – ENTER SCHOOL NAME HERE; hereinafter referred to as “Carefree– ENTER SCHOOL NAME ABBREVIATION HERE.”

### Section 2: Operational Calendar

Clause A: The Officers of Carefree-\*\*\* shall serve a period of one year, commencing on the first day of May and concluding on the last day of April.

### Section 3: Meetings

Clause A: The General Assembly shall meet at least once every month from September through April to ensure adequate communications and to plan future events.

Clause B: Carefree-\*\*\*'s monthly General Assembly meeting dates shall be set by the President during the first meeting.

Clause C: The President shall generate and distribute an agenda at each General Assembly meeting.

Clause D: A monthly meeting may be canceled by a majority vote of the Executive Board.

Clause E: Any student, community member, faculty member, or Administrator from ENTER SCHOOL NAME HERE may attend Carefree-\*\*\* meetings, unless the

Executive Board approves restricted participation.

Clause F: Members and/or advisors of Carefree-\*\*\* from other chapters may attend meetings, unless the Executive Board approves restricted participation.

### Section 4: Transitional Meetings

Clause A: There shall be a Transitional Meeting in April of each year during which incoming and present representatives of the General Assembly will meet.

Clause B: The purpose of the Transitional Meeting is to elect next year's Executive Board and to provide a forum whereby present representatives can orient incoming Executive Board representatives about the past year's functions and the future business of Carefree-\*\*\*.

### Clause C: During Transitional Meetings

Subsection 1: Officer positions shall be elected and must be filled in the order of President, Vice President, Secretary, Treasurer, Director of Outreach and Programming, Director of Advertisement and Publicity, Director of Fundraising and Alumni Relations, and finally Web Director.

Subsection 2: The President shall be elected by a majority vote from the returning and incoming members of the General Assembly.

Subsection 3: The Vice President shall be elected by a majority vote from the returning and incoming members of the General Assembly.

Subsection 4: The Secretary shall be elected by a majority vote from returning and incoming members of the General Assembly. The Secretary shall obtain possession of available working files and correspondences of past years.

Subsection 5: The Treasurer shall be elected by a majority vote from the returning and incoming members of the General Assembly. The Treasurer shall obtain possession of available working financial documents and reports of past years.

Subsection 6: The Director of Outreach and Programming shall be elected by a majority vote from the returning and incoming members of the General Assembly.

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Subsection 7: The Director of Advertisement and Publicity shall be elected by a majority

vote from the returning and incoming members of the General Assembly. The Director of Advertisement and Publicity shall obtain possession of past files related to advertisement and publicity.

Subsection 8: The Director of Fundraising and Alumni Relations shall be elected by a

majority vote from the returning and incoming members of the General Assembly. The Director of Fundraising shall obtain possession of past fundraising documents and alumni records.

Subsection 9: The Web Director shall be elected by a majority vote from the returning and incoming members of the General Assembly.

Article II: General Assembly

Section 1: Membership

Clause A: The General Assembly consists of all active members of Carefree-\*\*\*.

Clause B: The Executive Board may grant Graduate and Undergraduate students of ENTER SCHOOL NAME HERE membership if they are willing to uphold the Carefree mission statement.

Section 2: Powers and Responsibilities

Clause A: The General Assembly shall possess the power to propose amendments to this constitution.

Clause B: The General Assembly shall be responsible for the approval of amendments to this constitution by two-thirds (2/3) vote.

Clause C: The General Assembly may demote an Executive Officer to a Member status with a two-thirds (2/3) majority vote.

Clause D: The General Assembly may revoke Membership with two-thirds (2/3) majority vote.

Clause E: The General Assembly shall elect the Executive Board and Carefree-\*\*\* Officers at the annual transitional meeting.

Article III: The Executive Board

Section 1: Membership

Clause A: The Carefree-\*\*\* Executive Board shall be comprised of the President, Vice President, Secretary, Treasurer, Director of Advertisement and Publicity, Director of Fundraising and Alumni Relations, Director of Outreach and Programming and finally Web Director.

Section 2: Powers and Responsibilities

Clause A: The powers and responsibilities of the Carefree-\*\*\* Executive board shall be as follows:

Subsection 1: The Executive Board shall have the exclusive power to interpret and implement the Constitution.

Subsection 2: The Executive Board shall have the exclusive power to make emergency decisions with a two-thirds (2/3) majority vote, whereby an emergency is defined as a situation whose immediacy will not allow a meeting of the General Assembly to occur.

Subsection 3: Each member of the Executive Board shall possess one (1) vote during Board decisions, yet the President will vote twice if a tie occurs.

Subsection 4: The Executive Board shall be responsible for the implementation of Carefree Headquarters approved policies.

Subsection 5: The Executive Board may demote an Executive Officer to the status of Member with a two-thirds (2/3) majority vote.

Subsection 6: The Executive Board may revoke individual membership with a two-thirds (2/3) majority vote.

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## Clause B: Meetings

Subsection 1: The Executive Board shall meet with a majority of the officers of the Board present to conduct an official meeting in which decision-making votes can transpire.

Subsection 2: The Executive Board may conduct meetings via the phone or electronically, at the discretion of the President.

## Article IV: Officers of Carefree-\*\*\*

### Section 1: The President

#### Clause A: Election and Terms of Service

Subsection 1: The President shall be elected by a majority vote of the General Assembly.

Subsection 2: The President shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

#### Clause B: Powers and Responsibilities

Subsection 1: The President shall be the chief executive and administrative officer of

Carefree-\*\*\*.

Subsection 2: The President shall be a voting member of the Executive Board and of the General Assembly and possess two (2) votes if a tie should occur.

Subsection 3: The President shall preside over all meetings of the Executive Board and of the General Assembly.

Subsection 4: The President shall be the spokesperson for Carefree-\*\*\*.

Subsection 5: The President may delegate his duties.

### Section 2: The Vice President

#### Clause A: Election and Terms of Service

Subsection 1: The Vice President shall be elected by a majority vote of the General Assembly.

Subsection 2: The Vice President shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

#### Clause B: Powers and Responsibilities

Subsection 1: The Vice President shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Vice President shall preside over meetings of the General Assembly and of the Executive Board in the absence of the President.

Subsection 3: The Vice President shall assist the President in the fulfillment of his duties.

Subsection 4: The Vice President shall assume the powers and responsibilities of the President in his extended absence or resignation.

### Section 3: The Secretary

#### Clause A: Election and Terms of Service

Subsection 1: The Secretary shall be elected by a majority vote of the General Assembly.

Subsection 2: The Secretary shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

#### Clause B: Powers and Responsibilities

Subsection 1: The Secretary shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Secretary shall assist the President in the fulfillment of his duties.

Subsection 3: The Secretary shall notify each member of the General Assembly at least one (1) week in advance of each meeting regarding logistics.

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Subsection 4: The duties of the Secretary shall be to take and keep minutes of each meeting; to maintain and update the Carefree-\*\*\* files and correspondence; to setup an up-to-date email list serve of all Carefree-\*\*\* members; and to maintain an up-to-date directory of Carefree-\*\*\* membership.

Section 4: The Treasurer

Clause A: Election and Terms of Service

Subsection 1: The Treasurer shall be elected by a majority vote of the General Assembly.

Subsection 2: The Treasurer shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Treasurer shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Treasurer shall assist the President in the fulfillment of his duties.

Subsection 3: The Treasurer shall be responsible for dealing with all financial affairs

concerning Carefree-\*\*\*, including annual National financial dues.

Subsection 4: The Treasurer shall maintain an up-to-date record of all past revenues and expenditures of Carefree-\*\*\* finances.

Subsection 5: The Treasurer shall be responsible for reporting Carefree-\*\*\*'s finances to the Executive Board and to the General Assembly at meetings.

Section 5: The Director of Outreach and Programming

Clause A: Election and Terms of Service

Subsection 1: The Director of Outreach and Programming shall be elected by a majority vote of the General Assembly.

Subsection 2: The Director of Outreach and Programming shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Director of Outreach and Programming shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Director of Outreach and Programming shall assist the President in the fulfillment of his duties.

Subsection 3: The Director of Outreach and Programming shall conduct campus outreach, and shall order Carefree-\*\*\* sponsored give-outs and handouts, which will be used to increase the visibility of Carefree-\*\*\* and its mission.

Subsection 4: The Director of Outreach and Programming shall be responsible for setting up volunteer opportunities for Carefree-\*\*\* members locally.

Subsection 5: The Director of Outreach and Programming shall be responsible for planning and programming fundraising events on and off campus in cooperation with the Director of Fundraising and Alumni Relations.

Section 6: The Director of Advertisement and Publicity

Clause A: Election and Terms of Service

Subsection 1: The Director of Advertisement and Publicity shall be elected by a majority vote of the General Assembly.

Subsection 2: The Director of Advertisement and Publicity shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Director of Advertisement and Publicity shall be a voting member of the Executive Board and of the General Assembly.

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Subsection 2: The Director of Advertisement and Publicity shall assist the President in the fulfillment of his duties.

Subsection 3: The Director of Advertisement and Publicity shall be responsible for all publicity, marketing, and advertisement of Carefree-\*\*\*.

Subsection 4: The Director of Advertisement and Publicity shall be responsible for the creation of advertisements and posters to encourage students to become new members of Carefree-\*\*\*.

Section 7: The Director of Fundraising and Alumni Relations

Clause A: Election and Terms of Service

Subsection 1: The Director of Fundraising and Alumni Relations shall be elected by a majority vote of the General Assembly.

Subsection 2: The Director of Fundraising and Alumni Relations shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Director of Fundraising and Alumni Relations shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Director of Fundraising and Alumni Relations shall assist the President in the fulfillment of his duties.

Subsection 3: The Director of Fundraising and Alumni Relations shall be responsible for fundraising ventures and alumni relations.

Subsection 4: The Director of Fundraising and Alumni Relations shall be responsible for informative newsletters to the Carefree-\*\*\* alumni.

Section 8: The Web Director

Clause A: Election and Terms of Service

Subsection 1: The Web Director shall be elected by a majority vote of the General Assembly.

Subsection 2: The Web Director shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Web Director shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Web Director shall assist the President in the fulfillment of his duties.

Subsection 3: The Web Director shall be responsible for setup of Carefree-\*\*\*'s website.

Subsection 4: The Web Director shall be responsible for the renovation and maintenance of the Carefree-\*\*\* website.

Subsection 5: The Web Director shall be responsible for constantly updating Carefree-\*\*\*'s website with all pertinent information.

Article V: Amendments

Section 1: Amendment Process

Clause A: Amendments to this Constitution must originate with a proposal from a member of the General Assembly or the Executive Board.

Clause B: Amendments to this Constitution are ratified with no less than a two-thirds (2/3) vote of the General Assembly.