***CONSTRUCTION MANAGEMENT CLUB CONTRIBUTION AND BY-LAWS***

**ARTICLE 1 – NAME**

The name of the club shall be the Construction Management Club of Coral Springs High School.

**ARTICLE 2 – PURPOSE**

The purpose of the club shall be to

1. Help others understand Construction Management Club.
2. To build and construct.
3. Gain experience for real life situations.

**ARTICLE 3 – AUTHORITY**

Section 1. All powers of the Construction Management club are delegated to it by the CSHS

administration.

Section 2. All actions of the Construction Management club are subject to review by the school’s

Principal or his/her designee.

Section3. The principal shall appoint a member of the faculty as an adviser to aid the Construction

Management club in its activities and projects.

**ARTICLE 4 – ORGANIZATION**

The Construction Management club shall consist of an Executive Board and the General Membership.

**ARTICLE 5 – MEMBERSHIP**

Section 1. The Executive B shall consist of 5 elected Club officers and their appointees.

Section 2. The general membership shall be open to all interested CSHS students upon payment of club

dues.

**ARTICLE 6 – DUTIES AND RESPONSABILITIES**

Section 1. The Executive Board shall:

1. Be responsible for the day-to-day conduct of the Construction Management club.
2. Plan and recommend activities and programs to the General Membership.
3. Meet the week before each general membership meeting to discuss progress and procedures and to set the agenda.

Section 2. The General Membership shall:

1. Meet every Tuesday and Thursday during the school year.
2. Approve, reject or change the general program presented by the Executive Committee.
3. Approve by a 2/3 majority any changes to the organization’s constitution and by-laws.

**ARTICLE 7 – OFFICE AND APPOINTEES**

Section 1. The elected officers of the Construction Management club shall be the President, Vice

President, Secretary, Treasurer, and Historian.

Section 2. With the advice and consent of the adviser, a Second Vice President and a Member at Larger

may be appointed as a deemed necessary.

**ARTICLE 8 – DUTIES OF OFFICERS**

Section 1. It shall be the duty of the President to:

1. Preside over all club meetings.
2. Vote only on any matter in which the club is equally divided.
3. Represent the Construction Management club to all school officials.
4. Report to the General Membership the results of official meetings with the administration and or adviser.
5. Act as chairperson with the advice and consent of the Executive Board.
6. Appoint committee chairpersons with the advice and consent of the Executive Board.
7. Serve as ex-officio member of all committees.
8. Obey and enforce the Construction Management Club constitution.

Section 2. It shall be the duty of the Vice President to:

1. Perform the duties of the President in the event of his/her absence.
2. Assume the office of President should the position become vacant.
3. Attend all monthly ICC/SGA meetings. In case of a schedule conflict, arrange for a substitute.
4. Serve as Co-Chairperson of the Service Committee.
5. Obey and enforce the Construction Management Club Constitution.

Section 3. It shall be the duty of the Treasure to:

1. Maintain an itemized record of receipts and expenditures of the Construction Management club.
2. Handle all club funds.
3. Deliver and accurate financial report during General Membership and Executive Board meetings.
4. Co-chair any club fundraising drive.
5. Obey and enforce the Construction Management Club Constitution.

Section 4. It shall be the duty of the Secretary to:

1. Take and type minutes at Executive Board and General Membership meetings, keep a copy for club records and Email a copy to the Construction Management club adviser within 3 days.
2. Type and distribute the agenda prior to all Construction Management meetings.
3. Keep an accurate attendance record at meetings.
4. Update Construction Management Club Calendar at the beginning of every month.
5. Be responsible for all Construction Management Club correspondence.
6. Publicize all Construction Management Club meetings and activities.
7. Obey and enforce the Construction Management Club Constitution.

Section 5. It shall be the duty of the Historian to:

1. Keep an accurate visual record of the club events through photos, videos and other media.
2. Collect and print photos of all activities from all club members.
3. Create a yearly slideshow and/or scrapbook and present it to the Construction Management Club by terms’ end.
4. Maintain the Construction Management Bulletin Board by the way of pictures and announcements.
5. Obey and enforce the Construction Management Constitution.

ARTICLE 9 – DUTIES OF APPOINTEES

Section 1. It shall be the duty of the Second Vice President to:

1. Co-Chair the Service Committee.
2. Be an ex-officio member of all projects of a service nature.

Section 2. It shall be the duty of the Member At Large to:

1. Help the secretary to publicize club events and activities.
2. Help with all recruitment activities.

**ARTICLE 10 – ELECTIONS AND QUALIFICATIONS**

Section 1. The election of Construction Management Club officers shall take place yearly, no later than

the April General Membership meeting.

Section 2. All elections shall be won by a majority of the votes cast for that office.

Section 3. Construction Management Club officer elections shall be by secret ballot. Ballots shall be

counted under the supervision of the Club Adviser.

Section 4. Officers shall serve for one school year.

Section 5. All Construction Management Club officers shall be enrolled in a Construction Management

class during their term of office.

Section 6. In order to run for a Construction Management Club Office, a member must have a minimum

unweighted GPA of 2.1, a minimum cumulative Construction Management GPA of 3.0.

**ARTICLE 11 – REMOVAL FROM OFFICE AND VACANCIES**

Section 1. Construction Management Club officers may be removed from office for

1. Excessive absences from Construction Management Executive Board or General membership meetings as per guidelines set at the beginning of their term.
2. Dereliction of duties.
3. Failure to abide by CSHS and SBBC policies.
4. Failure to display good citizenship.

Section 2. Vacancies in any of the elected positions other than Construction Management Club President

shall be filled by a special election. Therese candidates to office shall meet all qualifications stated in Article 10.

**ARTICLE 12 – COMMITTEES**

Section 1. The Standing Committees of the Construction Management Club shall be the Service

Committee and the Fundraising Committee.

Section 2. The Service Committee shall consist of a minimum of Construction Management club

members appointed by the President with the consent of the Construction Management Club

Adviser. It shall be chaired by the Construction Management Club Vice President. This committee shall plan activities of the club.

Section 3. The Fundraising committee shall be co-haired by the club Treasurer. It will consist of a

minimum of four members appointed at the recommendation of the club adviser with the

consent of the club’s fundraisers.

Section 4. Other committees, standing or special, may be appointed by the Construction Management

Club President with the consent of the Executive board as deemed necessary to carry on the

work of the Construction Management Club.

Section 5. The Construction Management President shall be an ez-officio member of all Committees.

**ARTICLE 13 – MEETINGS**

Section 1. Construction Management Club General Membership meetings shall be held every Tuesday and Thursday while school is in session.

Section 2. Special meetings may be called when deemed necessary by the Club President, the Executive

Board, the adviser, or the school Principal. Adequate advance notice is required for a special meeting.

Section 3. A quorum shall be the members present at a regularly scheduled meeting.

Section 4. Executive Committee meetings shall take place at least one week prior to a General

Membership meeting.

Section 5. Club Officers are encouraged to attend all of the club’s meetings. In cases when they need to

be absent, they must notify the adviser and submit any necessary reports at least three days

prior to their absence.

**ARTICLE 14 – ADOPTION AND ASSEMBLY**

Section 1. This constitution shall be ratified by a 2/3 majority of the General Membership.

Section 2. Amendments to this constitution can be proposed by any member, or by the adviser. An

amendment must be presented at a regularly scheduled general meeting, and a 2/3 majority of

the membership is necessary to ratify it.

Ratified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_