



Collegiate Chapter Constitution

Preamble

Whereas we believe that a group of college students interested in the field of document technology and communications should organize for mutual benefit, we hereby establish a collegiate chapter of the Xplor International which shall be known as _____ at _____ College/University.

Article 1. Purpose

Section 1. The purpose of the _____ Collegiate Chapter of the Xplor International shall be:

- a. To foster study and discussion in the field of document technology and communications;
- b. To improve the methods and techniques of document technology and communications;
- c. To develop better public understanding and appreciation of document technology and communications;
- d. To promote friendly relations between students, faculty and the business community;

Article II. Membership

Section 1. Membership shall be open to students of any major who are interested in document technology and communications and any other individuals who are approved by the Xplor board of directors.

Section 2. Any individual approved for chapter membership must become a member of Xplor International.

Article III. Board of Directors

Section 1. The board of directors shall be the faculty advisor, president, vice president, secretary, membership coordinator as well as any other officers deemed necessary by the collegiate chapter.

Section 2. The board of directors and the chapter officers shall be elected or appointed in the spring of each year with terms commencing April 1st and ending March 31st.

Section 3. All elected officers will be chosen by secret ballot with nominations being made from the floor. The candidate(s) who receive the plurality of votes for a given position will be elected.

SECTION 4. Any board member or other elected officer who fails to fulfill the terms of office or to serve in an agreed-upon official capacity may be removed. Such action shall be effective only upon a majority vote of the board of directors taken at an official meeting called for such purpose.

ARTICLE IV. Duties of the Board of Directors

SECTION 1. The president's duties shall be to preside at all meetings, to appoint all special committees, and to be the chairperson of the board of directors. The president shall also receive and share information from special chapter leader communications from Xplor International Headquarters.

SECTION 2. The vice president shall perform the duties of the president in the president's absence. In the event of vacancy of the presidency, the vice president shall succeed to the presidency.

SECTION 3. The secretary shall keep all records, except financial, handle written correspondence, perform such other related duties as the president delegates, and prepare a written report of each meeting which will be read at the next meeting.

SECTION 4. The treasurer reports collegiate chapter fund status, keeping financial records, submitting a written financial report to the collegiate chapter at least each quarter. The treasurer shall provide the chapter president and faculty advisor with information in a timely manner upon request. He/she will perform such related duties as the president shall delegate.

SECTION 5. The membership coordinator shall provide an Xplor student membership application to all potential student members. He/she shall check each application for accuracy, making sure all information requested is given and keep accurate membership records, and a chapter roster. In accordance with the chapter's determined goals, he/she shall conduct an active and aggressive membership campaign. The membership coordinator should remind members to renew Xplor membership in the month of their membership expiration. The membership coordinator can request a chapter roster at chad@xplor.org

ARTICLE V. Faculty Advisor

SECTION 1. The administration of the college/university shall appoint a faculty advisor who will be the personal representative of the administration. The faculty advisor must be a professional member of the Xplor International. In schools where the chapter may select its own advisor, this should be done in conjunction with and approved by the administration of the college/university.

SECTION 2. The advisor will serve for at least one full school year, shall attend the meetings of the collegiate chapter, and shall aid and advise the group on matters under consideration.

SECTION 3. The faculty advisor shall be responsible for the continuity of records and other property of the collegiate chapter.

SECTION 4. Additional faculty members may be asked to join the appointed faculty advisor whenever the tasks involved make it feasible to have additional faculty representation. (However, only one member of the faculty may vote as a board member as indicated in Section 1, that person being the designated faculty advisor.)

SECTION 5. The faculty advisor shall be the official contact with the Xplor International Headquarters.

SECTION 6. The faculty advisor shall insure that the minimum reporting requirements to remain affiliated with Xplor International are being met each year.

ARTICLE VI. Committees

SECTION 1. There shall be the following standing committees: the board of directors, the program committee, and the membership committee.

SECTION 2. The board of directors, which consists of all the elected officers and the advisor of the collegiate chapter at _____ College/University, shall decide on the policies of the group, as well as aid and advise the president of his/her duties

SECTION 3. The membership committee, under the supervision of the membership coordinator, shall enlist all eligible persons desiring to join the _____ Collegiate Chapter, and perform such other related duties as the president shall delegate.

SECTION 4. The program committee, under the supervision of the program coordinator shall arrange programs for the _____ Collegiate Chapter and perform such other related duties as the president shall delegate.

SECTION 5. The president shall appoint any other committees as deemed necessary.

ARTICLE VII. RECORDS

SECTION 1. The records of the _____ Collegiate Chapter shall consist of a minutes book, membership records, and financial records, as well as any other such records as the chapter deems necessary.

ARTICLE VIII. Bylaws and Amendments

SECTION 1. The constitution, together with the bylaws, shall constitute the operating basis of the chapter.

SECTION 2. The constitution may be amended by a majority vote of the members present, with proper notification having first been given to the entire membership and approval of the Xplor International Board of Directors

SECTION 3. Bylaws may be added or amended by a majority vote of the members present, with proper notification having first been given to the entire membership.

BYLAWS OF THE COLLEGIATE CHAPTER

NUMBER 1. The collegiate chapter will be responsible for renewing its charter with the Xplor International each year by maintaining and reporting the following:

- 10 Xplor student member minimum
- Officer Report Form
- Chapter Plan (fall)
- Annual Report (early spring)
- Other items as required by the Association

These items are considered to be Xplor policy and must be followed by the collegiate chapter.

NUMBER 2 _____ Collegiate Chapter's dues shall be \$_____ per year.

NUMBER 3. A copy of the constitution of the _____ Collegiate Chapter shall be provided for each member of the board of directors. The constitution will be reviewed annually to ensure that it is in keeping with the needs and activities of the collegiate chapter.

NUMBER 4. The number, location and times of meetings shall be determined by the board of directors. Notice of all such meetings shall be posted or sent in writing to all members not less than five days in advance of the date set for the meeting.

Date approved by the chapter:

SUBMITTED By

Name of faculty advisor _____ *Signature of faculty advisor* _____

Name of chapter president _____ *Signature of chapter president* _____

Approved by:

Name Xplor Region President _____ Signature Xplor Region President _____

Name Xplor Intl President _____ Signature Xplor Intl President _____

