



CONSTITUTION AND BY-LAWS

WEB DEVELOPMENT & DESIGN

ARTICLE I NAME

Section 1:

This organization shall be known as the “Web Development & Design (WebD2)”.

ARTICLE II PURPOSE

Section 1: The purpose of the WebD2 is to develop a structure in which members can increase their knowledge of web technologies.

The club will provide a format for:

1. Networking.
2. Learning and Sharing.
3. Student Driven Leadership.
4. Developing Personal Portfolios
5. Community Service (Creating Nonprofit Websites).

ARTICLE III GOVERNMENT

Section 1: The structure of the WebD2 consists of:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Advisor(s)

ARTICLE IV
IMPEACHMENT OF OFFICERS

Section 1: Any member may start impeachment procedures.

1. Impeachment procedures are: a petition signed by the majority Voting members submitted to the club board one week prior to the actual impeachment vote.
2. If an officer misses three assigned meetings in succession, the members will decide whether to retain the officer.

ARTICLE V
AMENDMENT PROCEDURES

Section 1: Two active members may propose an amendment to the Constitution at a club meeting by submitting a petition with their two signatures. Amendments shall be approved by the majority vote of the active members in attendance. If passed, the amendment shall be submitted to the advisor. After notification, the amendment shall take affect.

BY-LAWS

ARTICLE I
MEMBERSHIP

Section 1: General members must fulfill the following requirements:

1. Be interested in web technologies and want to enhance their experience and knowledge.
2. Must have paid the club dues for the academic. Dues will be determined by the officers at the first officer meeting.
3. Will receive access to the local chapter website.

ARTICLE II
OFFICERS

Section 1: Each officer must fulfill the following requirements:

1. Meet the requirements of a general member.
2. Be enrolled in a College of Business program.
3. Be elected by the WebD2 members.

Section 2: Duties of the officers:

PRESIDENT:

1. Preside over and conduct meetings in accordance with accepted parliamentary procedures.
2. Keep discussions on the subject.
3. See that time limits are observed.
4. Cast the tie-breaking vote in case of a tie.
5. Act as official school spokesperson regarding activities.
6. Consult regularly with the advisor on the progress of the club's program of work.
7. Call any needed special club meetings.

VICE-PRESIDENT:

1. Assist the president in the discharge of his/her duties and responsibilities.
2. Preside over meetings in the absence of the president.
3. Assume presidency if vacated.

TREASURER:

1. Collect and record individual member dues.
2. Work with the Finance Office to deposit and disperse funds on authorization from the club which must have a double signature (treasurer and advisor).
3. Keep record of all account transactions and file a copy of all receipts in the club file.
4. Prepare a report of the financial status of the club upon request. A balance sheet will be prepared between January 20-30 every year.

SECRETARY:

1. Keep minutes of each club meeting and file them in the club files.
2. Post important information or announcements.
3. Type, copy, mail, and file any correspondence needed.

ARTICLE III
ELECTION AND TERM

Section 1: Officer elections will take place at the start of the fall term of each year.
Term of office for all officers will begin immediately following election and will last until the end of the summer term following the election.

Section 2: A vacated office may be filled for the remainder of the term by nomination and a majority vote at a general meeting.

Section 3: The advisor will remain in office unless impeached or he/she resigns.

ARTICLE IV
MEETINGS

Section 1: General Meetings

1. Meetings shall be in accordance with parliamentary procedures.
2. Meetings will generally be held every other week.
3. Proxy votes will be allowed with written permission.
4. The advisor may act as mediator when deemed necessary.
5. Special meetings may be held as needed.

Section 2: Executive Committee

1. Consists of officers and advisor.
2. Should meet prior to the general meeting to discuss and establish agenda
3. All executive committee members must have prior notification of meeting time and agenda.

Section 3: General Committees

1. Formed as needed.
2. Meet as needed.