

## ***Constitution of the Project Graduation of McKenzie, Tennessee***

- Article I:** This body shall be named *Project Graduation of McKenzie High School, McKenzie, TN*.
- Article II:** The purpose of this body is the following:  
Project graduation is a non-profit organization with the following purpose: To offer and fund an alcohol and drug free celebration to supplement the McKenzie High School graduation festivities.
- Article III:** Funding:  
Funding for Project Graduation will be provided through various activities and fund raisers which only students and parents or legal guardians must participate.
- Article IV:** This body shall in no sense seek to interfere, dictate, or usurp the powers of school officials, directors or other personnel who are responsible for directing students through in-school functions.
- Article V:** The business, property, and affairs of the body shall be managed by the body membership in a regular or called meeting forum. A quorum of ten (10) members will be needed to transact the business of the body. Managed by the officers (senior parents) and the present graduating class and parents (or legal guardian) in a regular or called meeting forum. A quorum of 10 seniors and/or parents will be needed to transact the business of the body.
- Article VI:** Officers:
1. There shall be four (4) officers: a President, Vice-President, Secretary and Treasurer.
  2. The officers may not be employees of the McKenzie Special School District and shall be elected by the body and shall serve for one (1) year.
  3. Officers shall be elected by the body at the first meeting in the month of August.
  4. Duties and Responsibilities:
    - a. President: He/she shall preside over the meetings, shall be an ex-officio member of all appointed committees with a voice but no vote, and shall perform other duties that normally come under his/her office.
    - b. Vice-President: He/she shall, in the event of disability of the President, succeed him/her and thus perform all duties regularly assigned to the President. He/she shall also be Publicity Director or appoint a suitable substitute.
    - c. Secretary: He/she shall assume the customary duties of records, correspondence, and other such duties as assigned to this officer.
    - d. Treasurer: He/she shall be responsible for all funds of the body. Body expenditures shall only be paid by check, such check to bear the signature of both the treasurer and president. A monthly financial statement shall be given, detailing the revenue and expenditures for the month and the results of any fundraiser. No funds shall be dispensed without the approval of the body. An exception to this is as follows: the President may authorize expenditures of funds up to \$100 per transaction without approval of the body.
- Article VII:** Meetings:
1. The committee shall meet bi-weekly, beginning in August and ending in April.
  2. The members of the body shall determine the day and the time.

3. The President has the authority to call a special meeting at any time he/she feels all members should be consulted on any item of business.

**Article VIII:** Projects:

1. The body shall establish projects and fundraisers that shall be subject to the approval of the school administration.
2. The body shall elect a chairperson and co-chairperson for each project or fundraiser. The duties of these shall be to organize each event.
3. Before taking final action on a project or fundraiser recommended, all pertinent information regarding such project shall be submitted to the body for approval.

**Article IX:** Constitution:

1. The constitution can be amended by a 2/3 majority vote of the members present at a regular or called meeting.
2. Proposals to amend the Constitution must be submitted in writing at any meeting, but the vote of decision will be taken at the next scheduled or called meeting.

**Article X:** Regulations at Meeting:

The Roberts Rules of Order will be used.