Constitution of the Flagler Palm Coast High School Digital Video Technology Club (DVT)

Article I - Name

Section 1

The name of the organization shall be Flagler Palm Coast High School Digital Video Technology Club.

Article II - Purpose

Section 1

The purpose and mission of this organization are as follows:

As members of the Flagler Palm Coast High School Digital Video Technology, we will strive to promote school spirit, encourage our peers to focus on academic achievement and then celebrate their success, and serve our community. We are committed to serving others by creating a positive school culture that includes all students and celebrates all successes. FPC-TV members represent creativity, craftsmanship, and integrity—elements that are a part of life.

Article III - Membership

Section 1

The Advisor reserves the right to deny membership if the applicant does not meet the membership requirements. In order to become a member, the applicant must attend at least two DVT meetings.

Section 2

All members must meet the minimum GPA of 2.5 on an unweighted scale.

Section 3

Past discipline records are considered at the time of membership selections. A Level 3 or 4 offense during the application year could withhold membership for the upcoming year, but will not be considered for future years as long as there are no additional offenses.

Section 4

In order for a member to earn a graduation club service cord, they must be an active member for at least two years, one of which must be their senior year. During this time, the member must earn a minimum of 40 DVT-specific action hours.

Article IV - Authority

Section 1

The authority of the Flagler Palm Coast High School Digital Video Technology Association is derived from the fact that it is the official representative body of Flagler Palm Coast High School.

Section 2

Any actions of this organization may be vetoed by the principal or other designated persons of the FPCHS Administration.

Section 3

The parliamentary authority shall be the newest version of Robert’s Rules of Order.

Article V - Officers

Section 1

Officers of the Flagler Palm Coast High School Digital Video Technology shall be known as the Executive Board. The Executive Board shall consist of a minimum of three and a maximum of eight members using the following possible titles:

• President

• Vice President

• Secretary

• Director of Communications

• Director of Advertisement

• Team Leader(s)

Section 2

The DVT President and Vice President shall be students who have previously taken and are currently enrolled in the DVT/Leadership Class.

Section 3

The elected Executive Board will not be required to take the DVT/Leadership Class.

Article VI - Duties of Officers

Section 1 - DVT President

The President is responsible for overseeing the operations of FPC-TV and ensuring the club’s goals and projects stay on track.

Responsibilities:

• Host and lead meetings every Tuesday, setting the agenda and ensuring discussions remain productive.

• Coordinate with leadership members to ensure smooth progress on all projects, including sports game films, school event coverage, and news segments.

• Act as the main point of contact between the club and school administration, ensuring compliance with school guidelines.

• Foster teamwork and creativity, encouraging members to contribute ideas and improve their media skills.

• Make executive decisions when necessary to keep projects on schedule and resolve team conflicts.

Section 1.1 - DVT Project Manager (President)

The Project Manager oversees the execution of FPC-TV projects, ensuring they meet quality standards and stay on schedule.

Responsibilities:

• Manage all aspects of production, from pre-production planning to final edits.

• Set deadlines and track progress to ensure filming, editing, and scriptwriting teams stay on task.

• Facilitate collaboration between writers, directors, and editors.

• Identify and resolve production issues to maintain workflow efficiency.

• Ensure all projects meet FPC-TV’s creative and technical standards before publication.

Section 1.2 - DVT Vice President

The Vice President serves as second-in-command, assisting the Project Manager in overseeing projects and ensuring smooth team operations.

Responsibilities:

• Support production coordination and facilitate communication between departments.

• Step in to lead when the Project Manager is unavailable.

• Assist with decision-making, scheduling, and maintaining team morale.

Section 2 - DVT Personnel Manager

The Personnel Manager tracks member participation and ensures accountability within FPC-TV.

Responsibilities:

• Take attendance at meetings and document member participation.

• Follow up with absent members to provide updates and assignments.

• Engage members by checking in with smaller groups and helping them stay accountable.

• Work with the Director of Staff to keep production teams on track.

Section 3 - DVT Director of Staff

The Director of Staff ensures FPC-TV members are organized, accountable, and efficient in their roles.

Responsibilities:

• Maintain attendance and participation records.

• Supervise filming, editing, and reporting teams to ensure project deadlines are met.

• Act as a liaison between different teams for smooth communication.

Section 4 - DVT PR Manager

The PR Manager handles FPC-TV’s public presence and content promotion.

Responsibilities:

• Post weekly news updates on YouTube with engaging, well-edited content.

• Manage FPC-TV’s social media presence and engagement.

• Develop promotional materials and track analytics for improved outreach.

Section 4.1 - DVT PR Advisor

The PR Advisor reviews promotional content, ensuring high-quality and consistent branding.

Responsibilities:

• Review social media posts, promotional materials, and video projects before release.

• Provide feedback to maintain a professional and polished public image.

Section 5 - DVT Senior Editor

The Senior Editor leads FPC-TV’s post-production team, ensuring all content meets high-quality standards.

Responsibilities:

• Manage the editing workflow and assign tasks to Junior Editors.

• Review edited projects before final publication.

• Troubleshoot technical editing issues and maintain FPC-TV’s creative vision.

Section 6 - DVT Collaboration Coordinator

The Collaboration Coordinator manages external partnerships and business inquiries.

Responsibilities:

• Organize and oversee external collaborations through Mrs. Davis.

• Ensure projects align with FPC-TV’s capabilities and mission.

• Communicate expectations, deadlines, and deliverables to external clients.

Section 7 - DVT Team Leader (2)

Team Leaders co-direct FPC-TV’s video productions.

Responsibilities:

• Oversee filming, directing talent, and collaborating with camera operators.

• Ensure smooth production workflows and troubleshoot filming challenges.

Section 8 - DVT Script Writers (2)

Script Writers transform story concepts into structured scripts.

Responsibilities:

• Write and revise scripts for FPC-TV productions.

• Ensure scripts align with FPC-TV’s vision and storytelling goals.

Section 9 - DVT Junior Editors (4+)

Junior Editors contribute to post-production editing.

Responsibilities:

• Edit FPC-TV content, ensuring quality and consistency.

• Apply effects, transitions, and storytelling techniques.

Section 10 - DVT Story Writers (2)

Story Writers develop engaging narratives for FPC-TV projects.

Responsibilities:

• Brainstorm and pitch story ideas.

• Collaborate with Script Writers to refine concepts.

The document is now fully formatted for consistency, ensuring each officer role follows the same structure. Let me know if you need any further refinements!

**Article VII- Elections**

Section 1- Selection of the DVT Executive Board

A. DVT members interested in serving on the upcoming Executive board will fill out the provided form to declare what position they wish to run for in the school year prior to the term they wish to serve.

B. Appointments to the Executive Board are determined through membership input, but the final decision is made by the DVT director.

a. All members in attendance at the designated Elections meeting will

be given the opportunity to turn in an Executive Board Selection

survey matching candidates with positions.

C. The official election meeting will be held during the DVT banquet in

April/May of each school year.

**Article VIII- Terms of Office**

Section 1- DVT Executive Board Members, shall take their office on the last day of the school year the election was conducted and a one-year term. Officers are able to be re-elected for the same position for a maximum of two terms.

**Article IX- Impeachment**

Section 1- Any member of the DVT Executive Board is subject to

impeachment from office.

A. A written complaint must be submitted to the Leadership team, who will then forward it to the DVT Director.

a. Level 3 or 4 infractions (as defined by the FPC Code of

Conduct) can result in immediate removal from office by either the

sponsor or Administration.

b. For offenses that do not fall under the FPC Code of Conduct,

a vote for removal from office will be taken. A 2/3s vote is

native for removal from office, and/or a decision from the DVT

director.

B. If removed, the officer will automatically become a general member

and the office will be filled by an appointment of the

DVT Director.

**Article X - DVT Meetings**

Section 1- There shall be at least one meeting of the Executive Board prior to the start of the new school year.

Section 2- Club meetings will be held bi-weekly during the school year. The day of week shall remain consistent and be advertised so that any members currently enrolled in the class may plan to attend.

Section 3- There shall be a ceremonial meeting, referred to as the DVT awards Banquet, held

at the end of each school year.

**Article XI- Amendments**

Section 1- This constitution can be amended by a ⅔ vote of the general members of the

FPCHS Digital Video Technology Club.

Section 2- Any and all changes are subject to the approval of the sponsor and will be enacted by

the members of the Flagler Palm Coast Digital Video Technology Club.

Section 3- Amendments to this Constitution shall only be written by the DVT President after the

required measures are taken for approval.