**HyperText Markup Language (HTML) Club Constitution**

1. *Article I*: Purpose/Goals
   1. Section A: Name
      1. The name of this club will be and will remain *HyperText Markup Language Club* ***(HTML Club)***
   2. Section B: Goals/Purpose
      1. *HyperText Markup Language Club* ***(HTML Club)***) is a club in which the students have many opportunities to use their programming skills to design web pages of different styles and types. Not only that, students will be able to compete with each other for the best design and for the most efficient programming. We will be using a portable programming software which will help members code wherever they want and whenever they want. If someone doesn’t know HTML and CSS, they will be taught as well.
2. *Article II*: Membership & Dues
   1. Section A: Eligibility
      1. Membership shall be open to all Plymouth Canton Educational Park (PCEP) students upon payment of the dues as outlines in Section B, *Article II*.
   2. Section B: Dues
      1. No dues shall be charged
3. *Article III*: Officers
   1. Section A: Officers
      1. Officers of **HTML Club** shall be President, Vice President, Secretary, Treasurer, Chairman, and a Supervisor. Duties for these office positions is discussed in *Article IV*
   2. Section B: Eligibility
      1. Officers must be able to donate their time in the **HTML Club** when needed.
   3. Section C: Election
      1. The officers shall be elected by ballot at the second to the last meeting of **HTML Club** at the end of 2nd Semester by majority of the votes cast for a certain office. Time of meeting may be extended on Election Day if needed.
   4. Section D: Term
      1. The officers shall serve for 2 full semesters.
      2. Officers shall not serve more than 1 term for the same office position.
      3. Supervisors shall keep their office for how much they want.
   5. Section E: Vacancy
      1. If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election
4. *Article IV*: Duties of Officers
   1. Selection A: President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      1. Preside at meetings
      2. Vote only in case of tie
      3. Represent the club
      4. Make sure club runs smooth
      5. Approve any decisions made by committee officers
      6. Make changes to constitution when needed upon agreement of more than half of the committee officers.
      7. Lead decisions made in meeting discussion
      8. Teach the fundamentals of software used in the club
      9. Provide leadership and management in the club
      10. Keep control of discussion related to **HTML Club**
   2. Selection B: Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      1. Preside in the absence of the President
      2. Deliver news to all other **HTML Club** officers for further examination.
      3. Should be able to answer any questions about the club
   3. Selection C: Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      1. Records the minutes of all meetings
      2. Keep a file of the club’s records
      3. Maintain a current roster of membership
      4. Takes care of paper work
   4. Selection E: Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      1. Receive all funds and process all requests
      2. Keep an itemized account of all receipts and expenditures and make reports as directed
      3. Make ideas for fundraising
   5. Selection F: Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      1. Proceed the meeting
      2. Know HTML and CSS coding and should also be able to help teach to the members that do not know
      3. Help out with projects
      4. Show leadership when necessary
      5. Keep up with the website and update when necessary
   6. Section G: Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      1. Responsible for supervising the **HTML Club**
      2. Makes sure that the club runs smoothly and that all the officers make appropriate decisions.
      3. Responsible for taking and counting votes during the election day of the **HTML Club** officers.
5. *Article V*: Meetings
   1. Section A: Meetings
      1. Regular meetings shall be held on every other Wednesday after school day ends.
      2. The duration shall be about 1 hour
   2. Section B: Special Meeting
      1. Special meetings may be called by the President or the Vice President with the approval of more than half of the **HTML Club** officers
   3. Selection C: Quorum
      1. A quorum shall consist of 2/3 of the membership.
6. *Article VI*: Advisor
   1. Section A: Selection
      1. Advisers shall be the officers who has been selected for their offices
      2. The Advisers shall be the President, Vice President, Chairman, Secretary, and Treasurer
   2. Section B: Duties
      1. Maintain an awareness of the activities and programs
      2. Meet on a regular bases with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club
      3. Lead the projects done in club and assist others who need assistance
      4. Explain and clarify campus policy and procedures that apply to the club
      5. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.
7. *Article VII*: Amendments
   1. Amendment 1: Selection
      1. Amendments should be made by 2/3 majority vote of the members and club officers
   2. Amendment 2: Notice
      1. All members shall receive advance notice of the proposes of amendment at least five days before the meeting
8. *Article VIII*: Declaration
   1. **iClub** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

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| **Name** | **Nisarg Patel** | **Position** | President |
| **Signature** |  | **Date** |  |
| **Name** | **Param Patel** | **Position** | Vice President |
| **Signature** |  | **Date** |  |
| **Name** | **Ayushi Patel** | **Position** | Secretary |
| **Signature** |  | **Date** |  |
| **Name** | **Malav Patel** | **Position** | Chairman |
| **Signature** |  | **Date** |  |
| **Name** | **Maitra Patel** | **Position** | Treasurer |
| **Signature** |  | **Date** |  |
| **Name** | **Carolyn Costantino** | **Position** | Sponsorer / Supervisor |
| **Signature** |  | **Date** |  |