

Constitution of Dedicated to Our Community of North Carolina

ARTICLE I: NAME & PURPOSE

SECTION A: NAME

The official name of the non-profit organization shall be *Dedicated to Our Community of North Carolina*.

SECTION B: PURPOSE

The purpose of this organization shall be to provide tools for young leaders to serve in the Triangle and beyond and create a network of inspired people around the world making a difference.

SECTION C: NON-DISCRIMINATION POLICY

Discrimination based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and will not be tolerated.

ARTICLE II: PARTICIPATION

SECTION A: ELIGIBILITY

Membership in this organization shall be open to any person over the age of 5 at the beginning of the fiscal year. Membership shall be for each year the participation requirements are fulfilled.

SECTION B: MEMBERSHIP REQUIREMENTS

A member shall be considered in good standing with the organization as long as he/she fulfills the following criteria:

1. Contributes a minimum of twelve hours of service over the course of the fiscal year.
2. Partakes in a minimum of two events over the course of the fiscal year.

Members who remain in good standing are entitled to vote in elections, partake in events, attend meetings, run for leadership positions, etc.

Failure to meet any of the requirements listed in Section B may result in loss of any or all privileges associated with DOC NC, and, in extreme cases, may be grounds for removal of

membership. Loss of privileges or membership shall be determined exclusively by the president(s) or Chair of the Board.

SECTION C: BECOMING A MEMBER

Anyone who wishes to participate in DOC NC meetings or events must:

1. Fill out the volunteer inquiry form available on the DOC NC website.
2. Join the DOC NC Remind and email list.
3. Attend at least one inaugural meeting.

SECTION D: DUES

To receive a DOC NC shirt, a participant wishes to purchase a DOC NC t-shirt, they must donate ten dollars to the beneficiary of the organization.

ARTICLE III - OFFICES

The Principal Office of this organization will be located at 105 Westongate Way, Cary, North Carolina, 27513.

SECTION A: CHANGE OF OFFICE

If determined necessary, the organization may find a need to change such offices, to be determined exclusively by the Chair of the Board

ARTICLE IV – OFFICERS

SECTION A: OFFICERS

The elected officials of this organization shall include President(s), Vice President(s), Secretary, Treasurer, Marketing Lead, and Communications Lead.

SECTION B: LEADERSHIP ELIGIBILITY

To be an eligible candidate for any position, the following conditions must be met:

1. Any person considering an elected officer position should become familiar with that respective position by reading the duties listed in the constitution and/or shadowing the current officer for a minimum period of time.
2. Any person nominated must be in good standing with the organization.
3. Persons nominated must be present in the election meeting.
4. Persons nominated must verify that they will be returning in the fall to fulfill their position if elected as an officer

5. Persons nominated for the position of President or Vice-President must verify that if they will be returning in fall, they will be committed to a full term of service.
6. Persons must be in high school.
7. Persons must have been active DOC NC members for at least one (1) year OR have led at least one event or initiative.
8. No person shall serve as President or Vice President for more than one (1) term.
9. Nominations must be made at least two weeks prior to official elections.
10. Nominations may be submitted in writing by email or in person to the presiding president(s).

Once accepted, the executive officers will verify qualifications (listed above) and bring that information to the general membership prior to elections.

SECTION C: ELECTIONS

Elections will be held biennially during the final meeting before the summer of the fiscal year, unless decided otherwise by the board of officers.

Elections will be conducted by ballot, facilitated by the president(s) with the assistance of the board members. If the president(s) is running for a particular office, that specific vote will be facilitated by another member of the executive committee. Board members may not vote for or endorse any candidate in these elections.

If there is only one position open, officers will be chosen by a simple majority.

In cases where there are 2 available seats, both candidates must receive at least 35% of the vote to be elected. If nobody reaches this threshold, the bottom 50% worst ranked candidates shall be eliminated and another vote shall be held. If the second candidate does not reach the 35% threshold, only one person shall occupy the position.

SECTION C: TERMS

The president(s) term of office shall be for two fiscal years and are only eligible to hold this position one time. There may be no more than two (2) individuals occupying this position at any given time.

The vice president(s) term of office shall be for two fiscal years and are only eligible to hold this position one time. There may be no more than two (2) individuals occupying this position at any given time.

The secretary's term of office shall be for two fiscal years and is eligible to hold this position two times. There may be no more than one (1) individual occupying this position at any given time.

The treasurer's term of office shall be for two fiscal years and is eligible to hold this position two times. There may be no more than one (1) individual occupying this position at any given time.

The communications coordinator(s) term of office shall be for two fiscal years and is eligible to hold this position two times. There may be no more than one (1) individual occupying this position at any given time.

The marketing coordinator(s) term of office shall be for two fiscal years and is eligible to hold this position two times. There may be no more than one (1) individual occupying this position at any given time.

SECTION D: DUTIES

The president(s) shall

1. Plan, coordinate, schedule, and lead each meeting
2. Coordinate with all officers to provide updated information to members at each aforementioned meeting.
3. Coordinate with annual beneficiaries to communicate goals, events, etc.
4. Delegate responsibilities to members or officers
5. Execute the duties of any other officers at their discretion. The offc

The vice president(s) shall

1. Serve as interim president if and when the presidents are unable to
2. Maintain the membership roster, service hours, and email list.
3. Contact team members for information as needed related to events, presentations, trivia, etc.
4. Coordinate with marketing and communications coordinators
5. Maintain the DOC NC website

The secretary shall

1. Take meeting minutes in any and all meetings, whether they be in person or over the phone, and share with members within 48 hours of the end of the meeting.
2. Maintain the monthly presentation and trivia spreadsheet, ensure presenters are prepared and share their presentation materials with the president(s)

The treasurer shall

1. Track expenses and funds raised by the organization
2. Provide updated figures of fundraising goals upon request.

The communications coordinator(s) shall

1. Determine members in his/ her committee and provide contact information at the request of any member.
2. Assist in any and all document writing, event sign-up creation, etc. at the discretion of the president(s) or vice president(s)

The marketing coordinator(s) shall

1. Determine members in his/ her committee and provide contact information at the request of any member.
2. Update DOCNC Website promptly, professionally, and effectively
3. Post event information and images on all social media and online presence.
4. Create and distribute flyers in a timely manner for events and fundraisers.

Members of the communications committee or marketing committee shall

1. Assist their coordinator in any and all duties
2. Complete tasks at the discretion of the president(s) or vice president(s)

SECTION E: VACANCIES

An officer wishing to leave their position must notify the board at least two weeks prior to their resignation and must work until that point. The organization shall hold an election to fill the vacant spot. The nomination and election process is the same as outlined in Sections B and C.

SECTION F: OFFICER IMPEACHMENT

In the event that an officer does not contribute to expected standards, they will be subject to removal by a two-thirds vote by the presiding officers and board members. A proposal for removal is made by the president(s) or Chair of the Board. These proposals must be accepted by the other lead officers: president(s), vice president(s), and Chair of the Board. Board members receive a written warning before action is taken to remove them. If their performance does not improve promptly, they may be removed.

ARTICLE V: THE BOARD OF EXECUTIVES

This board represents the prevailing leadership and conducts the business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. This committee is composed of members at the discretion of the Chair of the Board.

SECTION A: ELIGIBILITY AND APPOINTMENT

Nominations shall be made by the Chair of the Board and shall be appointed by a two-thirds majority of the prevailing board. There is an unlimited number of positions on the board. All members must be above the age of 18.

If the Chair of the Board wishes to step down, general elections shall occur at the next monthly meeting. Elections will be conducted by a show of hands, facilitated by the president(s). Any board member can be nominated to be the Chair of the Board.

The Chair will be chosen by a simple majority.

SECTION B: TERMS

There is no term limit to members of the board.

SECTION C: EXPECTATIONS

The Chair of the Board shall serve as head of the organization and shall

1. Preside over all meetings of the Board of Directors and Executive Committee.
2. Execute any and all contracts, documents, etc. that may be authorized by the Board to be executed by the organization, except when required by law that the president(s) signature must be provided.

Board members are expected to uphold the following:

1. Any board member should become familiar with and uphold the DOC NC constitution.
2. Any board member must be in good standing with the organization.
3. Any board member shall complete their duties at the discretion of the Chair of the Board.
4. Board members may not vote in officer elections, and cannot endorse any candidate in officer elections.

SECTION D: BOARD MEMBER IMPEACHMENT

In the event that a board member does not contribute to expected standards, they will be subject to removal by a two-thirds vote by the presiding officers and board members. A proposal for removal is made by the president(s) or Chair of the Board. These proposals must be accepted by the other lead officers: president(s), vice president(s), and Chair of the Board. Board members receive a written warning before action is taken to remove them. If their performance does not improve promptly, that may be grounds for impeachment.

ARTICLE VI: MEETINGS

SECTION A: FREQUENCY

Meetings shall be conducted on the first Sunday of every month. If that cannot occur, the meeting will be held on a date decided upon by existing officers.

SECTION B: MEETING MINUTE REQUIREMENTS

The secretary shall be responsible for recording all minutes at each and every meeting, whether it be in person or over the phone. The president(s) will then share meeting minutes with members over the appropriate channels. If the secretary does not appear at a meeting, the task is then allocated to the vice president(s). If the vice president(s) do(es) not appear at the meeting as well, the president(s) will appoint another officer to record meeting minutes.

ARTICLE VIII: STANDING COMMITTEES

Standing committees can be created at the discretion of the officers. These groups may be responsible for organizing certain events, updating the website, etc.

ARTICLE IX: AMENDMENTS AND REVISIONS

Any general member or board member in good standing can propose an amendment to the constitution to the prevailing president(s) digitally or in writing. Proposed amendment should not be acted upon, but shared with the members before the general meeting in which they are to be voted on. Approval should require at least two-thirds of voting members present. General members and board members may vote.

ARTICLE XI: METHOD OF DISSOLUTION

In the case of organizational dissolution, the organizational funds will be donated directly to a non-profit organization voted upon by the existing membership.

LATEST REVISION DATE

Revised on May 3rd, 2020.