

Sample CTSO Portfolio

Contents

Chapter By-Laws	2
Chapter Officers	5
Chapter Roster	6
Chapter Meeting Agenda	7
Chapter Meeting Sign-In Sheet	8
Chapter Minutes	9
Chapter Community Service	10
Chapter Leadership Conference	11
Chapter Fundraising	12
Chapter Financials	13
Extra Duty Pay Form.....	14

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be [name of club].

Section B: National Affiliation – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of CSM.”

Section C: Purpose – The purpose of this club shall be:

1. *[List in detail the purposes and objectives of the clubs.]*
- 2.
- 3.
- 4.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.] upon payment of the dues as outlined in Section C.

Section B: Dues – Dues shall be \$_____ per year. [List national and state dues separately if applicable].

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are general officers, add officers specific to the needs of the club, if necessary.]

Section B: Eligibility – Officers must be_____ [full-time students, carrying at least 1 credit, etc.]

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – 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.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings

- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Sponsor.

Section C: Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

Section D: Parliamentary Authority – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.

- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the District CTE Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B: Other committees – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

Section C: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

Chapter Officers

President: _____

Secretary: _____

Treasurer: _____

Optional Officers:

Vice President

Reporter/Historian

Chapter Roster

Portfolio must include:

1. Portfolio must obtain a printed copy of Chapter Roster from State or National organization showing members as paid.
2. Roster must also include student demographic data.
3. Include receipt from State/National Organization showing paid membership

AGENDA

[Insert Name of Club/Association] MEETING

Time, Date & Venue

- Welcome
- Apologies
- Confirmation of Minutes of previous Meeting
- Matters arising from the Minutes
- Inward and Outward Correspondence
- Reports
 - President
 - Financial
 - Committee Reports in order of need for discussion
- Special Projects
- General Business
- Closure and date of next meeting

Chapter Minutes

_____ Local Chapter Regular Meeting Minutes

Call to Order

The first regular meeting of the _____ chapter of _____ was held on September 2____, 2017, at 4:30 p.m. in Room _____ of _____. President Peter Puma was in the chair and the secretary was present.

Minutes

The minutes of the previous meeting were approved as read.

Officer Reports

The treasurer reported a balance of \$3,568.35. The report was placed on file.

Committee Reports

Mary Melody reported the Chapter exhibit had been completed and was on display in the school library. This exhibit also will be displayed during School Spirit Week. Members were asked to see Mary to sign up to help out at the table and to distribute brochures.

Unfinished Business

There was no unfinished business.

New Business

Shirley DaLune moved, and it was seconded, that we decorate the business school rooms to promote the Halloween dance. The motion was adopted.

Myra Duff moved, and it was seconded, that we sponsor a bake sale. Mary Melody moved, and it was seconded, to refer this to a committee of two to be appointed by the chair. The motion was adopted. Barbara Bonnie and Shirley DaLune were appointed to the committee.

Announcements

Mary Melody announced that local chapter adviser Hampton Braatz had been honored at the National Leadership Conference this summer as an Outstanding Local Chapter Adviser. She thanked Mr. Braatz for his dedication to the chapter and presented him with a small plaque to show the chapter's appreciation.

Adjournment

There being no further business, the meeting was adjourned at 5:30 p.m.

Ben Johnson

_____ Secretary

Chapter Community Service

Portfolio must include:

1. Description of event purpose, organization to benefit and service activity to be completed
2. Roster of attendees (Can use sample sign in sheet above)
3. Event re-cap prepared by chapter officer(s) who attended
4. Optional – group photo or other event documentation

Sample Recap:

_____ **Chapter Community Service**

Date, Location

- I. **Description of Event:** Our chapter participated in a community service project at..... During the event we.....
- II. **Impact of the Community Service Project:** Though our participation in _____,
- III. **Reflection of the Community Service Project:** AS a chapter we learned.....

Submitted by: _____

Student Signature: _____

Chapter Leadership Conference

Portfolio must include:

1. Receipt showing registration for event and fees paid if required
2. Roster of attendees (Can use sample sign in sheet above)
3. Event re-cap prepared by chapter officer(s) who attended
4. Optional – group photo or other event documentation

Sample Recap:

_____ **Chapter Leadership Conference**
Date, Location

- I. **Description of Event:** Our chapter participated in a Leadership Conference at..... During the event we.....
- II. **Lessons Learned to implement in Local Chapter:** Though our participation in _____,
- III. **Competitive Event Summary:**
 - a. **Events Competed In**
 - b. **Awards and Recognition of members in competitive events**

Submitted by: _____

Student Signature: _____

Chapter Fundraising

Portfolio must include:

1. Description of chapter fundraiser prepared by officers
2. Receipt of funds collected for deposit to CTSO account

Sample Recap:

_____ **Chapter Fundraiser**
Date, Location

- I. **Description of Event:** Our chapter hosted a fundraiser..... During the fundraiser we.....
- II. **Purpose of fundraiser, how funds will be used:**
- III. **Amount of money raised**
 - a. **When/how money donated to organization**
 - b. **Chapter benefit from amount of money raised**

Submitted by: _____

Student Signature: _____

Chapter Financials

Portfolio must include:

Copy of CTSO activity account statement showing all funds received and distributed during the semester from Business Manager

Extra Duty Pay Form

Portfolio must include:

Hours submitted must be relevant to chapter requirements. Each Sponsor must complete an individual Extra Duty Pay Form.