***Article I: Name***The name of this non-profit Georgia Tech student organization shall be God’s Influence Flowing Through Every Disciple (G.I.F.T.E.D.), hereafter referred to as GIFTED.

***Article II: Purpose*
Section 1.** Encourage the spiritual wisdom, knowledge, and understanding of its members through reference of the Holy Bible.
**Section 2.** Serve the Georgia Tech and surrounding communities through the various ministries exercised by GIFTED.
**Section 3.** Maintain fellowship with other GIFTED members, peers on college campuses, the Atlanta community, etc.

***Article III: Membership*
Section 1.** Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, and national origin.

**Section 2.** A member shall be defined as one of the following:

1. A student enrolled at Georgia Institute of Technology in good standing or
2. Georgia Tech faculty, staff, or alumnus.

**Sub-Section:** Upon fulfilling the requirements of Section 2, the classified member must pay membership fees set by the Executive Board. (See Article VI Section 1)

**Section 3.** There shall be no maximum number of members in GIFTED.
 ***Article IV: Executive Boards*Section 1. Administrative Board**

1. **President**
	1. Serves as the head of the Executive Body.
	2. Serves as the official spokesperson of the body in governmental affairs.
	3. Manages all business and administrative affairs by having the ability to execute each role of the Administrative Board.
	4. Holds and conducts Executive Board meetings.
	5. Ensures that decisions are made democratically.
	6. Makes the final, impartial decision in the case that the Executive Board is unable to reach a majority vote.
	7. Calls special elections.
	8. Serves a minimum of one year on the Executive Board prior to being President.
	9. Maintains constant communication with the Vice President and Chaplain.
	10. Maintains constant communication with Academic and Spiritual Advisors.
2. **Vice President**
	1. Assists the President in all duties and assumes leadership in the absence of the President.
	2. Assumes the role of any absent Administrative Board member.
	3. Serves as a Parliamentarian for the Administrative Board and ensures that the body operates according to the constitution.
	4. Consults with the Chaplain in guiding GIFTED towards fulfilling its purpose, achieving all goals, and growing spiritually
	5. Facilitates the impeachment procedures when any Executive Board member violates the Constitution or does not fulfill his or her duties.
	6. Oversees the assembly of written proposals for distribution to potential sponsors.
3. **Treasurer**
	1. Collects membership dues set by the Executive Board for the body; Issues all receipts (See Article VI).
	2. Collects all GIFTED funds; Holds all receipts.
	3. Prepares and distributes all funds according to an annual budget in consultation with all GIFTED Executive Boards.
	4. Presents a bi-weekly status report/financial statement to the President and Vice President.
	5. Works with Fundraising Chair to organize and execute activities to increase GIFTED funds.
4. **Secretary**
	1. Compiles minutes for all Executive Board meetings.
	2. Communicates all pertinent Executive Board matters to general body.
	3. Compiles a GIFTED membership directory.
	4. Composes, maintains, and updates email distribution list of GIFTED members.
	5. Maintains and updates GIFTED calendar.
	6. Collects and distributes all incoming and outgoing mail weekly for GIFTED.
	7. Gives a verbal and/or written report at the opening of each Executive Board meeting.
5. **Event Coordinator**
	1. Handles all engagement information including:
		1. Acceptances and declines, thank you notes, etc.
		2. Itineraries.
		3. Transportation.
	2. Compiles and maintains a directory of local ministerial speakers, groups, and artists such as choirs, soloists, churches, ministers, etc.
	3. Secures room(s) for GIFTED activities/events.
6. **Fundraising Chair**
	1. Serves as the head of the fundraising committee.
	2. Organizes and facilitates all fundraising efforts.
	3. Maintains constant communication with the Treasurer.
	4. Collects membership dues set by the Executive Board for the body; Issues receipts (See Article VI) in the absence of the Treasurer.
	5. Collects GIFTED funds; Holds receipts in the absence of the Treasurer.
7. **Publicity Chair**
	1. Serves as the head of the publicity committee.
	2. Organizes campus and community publicity efforts for the organization.
	3. Works to increase organization membership and recognition via social media.
8. **Social Chair**
	1. Serves as the head of the hospitality committee.
	2. Plans and orchestrates at least one social activity per semester.
	3. Facilitates hospitality arrangements for guests during GIFTED events, such as concerts, meetings, Bible Studies, etc.
9. **Telecommunications Chair**
	1. Maintains and updates the organization website.
	2. Assists in any other technical/computer related needs of the organization.
10. **Historian**
	1. Ensures that photography and/or video footage is taken of all engagements, concerts, outreach ministries, social events, etc.
	2. Saves all documents pertaining to the organization such as newspaper articles, programs, flyers, etc.
	3. Organizes and keeps the organization’s scrap book and secures GIFTED’s placement in The Blueprint.
	4. Maintains and updates the organization’s continuing history.
	5. Compiles minutes for Executive Board meetings in the absence of the Secretary.
11. **Marketing Chair**
	1. Works closely with Event Coordinator; Enforces appropriate dress codes for all GIFTED events/activities.
	2. Works closely with Publicity Chair; Enforces the GIFTED brand and logo.
	3. Composes color schemes/palettes and determines the formality of GIFTED attire.
	4. Works closely with Treasurer and Fundraising Chair to beneficially secure funds for all costumes, accessories, and personal fashion of GIFTED members.
	5. Oversees the design and distribution of GIFTED T-Shirts.
	6. Creates programs for various GIFTED concerts, events, etc.

**Section 2. Ministerial Board**

**Sub-Section 1.**

1. **Chaplain**
	1. An appointed position by former Chaplain.
	2. Serves as the head of the Ministerial Board.
	3. Serves as the official spokesperson of the body in ministerial/spiritual affairs.
	4. Aids in the spiritual growth of GIFTED and the surrounding community.
	5. Schedules corporate Bible Studies and prayer sessions at regular intervals.
	6. Organizes and oversees the Spiritual Ministry Council to advance the spiritual growth of GIFTED members.
	7. Holds and conducts Ministerial Board meetings.
	8. Ensures that decisions are made theocratically.
	9. Makes final decisions on ministerial engagement acceptances and declines.
	10. Maintains constant communication with the Vice President and President.
2. **Spiritual Ministry Council**
	1. Appointed positions by the Chaplain.
	2. Assists the Chaplain in advancing the spiritual growth of GIFTED members.
3. **Community Service Chair**
	1. Serves as the head coordinator of G.R.O.W. Ministries.
		1. G.I.F.T.E.D. Reaching Out on Wheels (G.R.O.W.) Ministries is a venue for various outreach ministries within GIFTED. G.R.O.W. will encompass outreach ministries such as community service, visits to the sick and shut-in, prayer band visits, etc.
	2. Plans and orchestrates at least one community service activity per semester apart from the Fall Charity Concert and annual Gospel Explosion.

 **Sub-Section 2. Musicians Board**

1. **Choir Director**
	1. An appointed position by former Choir Director.
	2. Serves as the head director and teacher of GIFTED Gospel Choir, teaching music knowledge and engagement etiquette.
	3. Makes final decisions regarding song selection for engagements and concerts.
	4. Attends all choir rehearsals, engagements, concerts, and Musicians Board meetings.
	5. Facilitates order and progress during rehearsals.
	6. Maintains constant communication between Chaplain and all the members of the Musicians Board.
	7. Consults with the Director of Musicians to plan Musicians Board meetings.
	8. Attends all Ministerial Board meetings.
2. **Assistant Choir Director**
	1. An appointed position by Choir Director.
	2. Assists the Choir Director in all duties.
	3. Assumes leadership in the absence of the Choir Director.
	4. Records matters assessed during Musicians’ and Ministerial Board meetings.
	5. Acts as a corresponding secretary communicating all pertinent composition matters to the choir members.
	6. Keeps a library of all physical music given by the Director.
3. **Choir Section Leader**
	1. An appointed position by Choir Director.
	2. Keeps attendance of their section at rehearsals.
	3. Assesses section’s knowledge of vocals, thereafter plans and coordinates section rehearsals as needed.
	4. Acts as a liaison between the choir members and the Choir Director or Director of Musicians.
4. **Director of Musicians**
	1. An appointed position by former Director of Musicians.
	2. Serves as leader and coordinator of instrumental music.
	3. Hires, notifies, and/or secures musicians and their equipment.
	4. Maintains constant communication with the Choir Director and other musicians.
	5. Has full knowledge of all music.
	6. Attends all choir rehearsals, musicians’ rehearsals, engagements, and concerts.
	7. Calls and conducts musicians’ rehearsals and meetings.
	8. Maintains constant communication between Chaplain and all the members of the Musicians Board.
	9. Consults with the Choir Director to plan Musicians Board meetings.
	10. Attends all Ministerial Board meetings.
5. **Assistant Director of Musicians**
	1. An appointed position by Director of Musicians.
	2. Assists the Director of Musicians in all duties.
	3. Assumes leadership in the absence of the Director of Musicians.
	4. In the absence of the Assistant Choir Director at Musicians’ and Ministerial Board meetings, records matters assessed during the meetings.
	5. Acts as a corresponding secretary communicating all pertinent composition matters to the band members.
	6. Keeps a library of all physical music given by the Director of Musician.

 **Sub-Section 3. Creative Arts Board**

1. **Director of Dance**
	1. An appointed position by former Director of Dance.
	2. Serves as leader and coordinator of Creative Arts Ministry.
	3. Has full knowledge of all choreographed pieces within Creative Arts Ministry.
	4. Ensures that all implemented pieces are composed to songs and choreography that is aligned with the purpose and identity of GIFTED.
	5. Makes final decisions on songs and/or choreography that must be implemented within the Creative Arts Ministry.
	6. Attends all engagements, concerts, rehearsals, and meetings that require the presence of the Creative Arts Ministry.
2. **Assistant Director of Dance**
	1. An appointed position by Director of Dance.
	2. Assists Director of Dance in all duties.
	3. Assumes leadership in the absence of the Director of Dance at GIFTED Dance engagements, concerts, rehearsals, and meetings.
	4. Records matters assessed during Creative Arts Board meetings.
	5. Acts as a corresponding secretary communicating all pertinent liturgical matters to the dance members.
	6. Keeps a library of all physical music and liturgical moves given by the Director of Dance.
3. **Step Master**
	1. An appointed position by Director of Dance.
	2. Assists Director of Dance in all duties.
	3. Assumes leadership in the absence of the Director of Dance at GIFTED Step engagements, concerts, rehearsals, and meetings.
	4. In the absence of the Assistant Director of Dance at Creative Arts Board meetings, records matters assessed during the meetings.
	5. Acts as a corresponding secretary communicating all pertinent step matters to the step team members.
	6. Keeps a library of all physical music and step movements.

**Section 3. Board of Advisors**

1. Advises the Administrative and Ministerial Boards in all GIFTED affairs.
2. Shall be composed of the Georgia Tech affiliated Advisor of GIFTED and GIFTED alumni and/or spiritual leaders elected by Executive Board members.
	1. **Advisor**
		1. Advises GIFTED in business and academic affairs.
		2. Is a member of the faculty of Georgia Institute of Technology.
3. Shall serve one (1) year from Summer Semester through Spring Semester (See Article V, Section 1, Sub-section A).

**Section 4. Executive Board**

1. The Executive Board will consist of all the members of the Administrative and Ministerial Boards.
2. Executive Board meetings shall consist of the Executive Board and/or a representative appointed by an absent member.
3. All members of the Board of Advisors are permitted but are not required to attend all Executive Board meetings.

***Article V: Officer Induction and Impeachment Proceedings*
Section 1. Officer Induction Procedure**

1. **Elected Positions**
	1. Elections are to take place in the Spring Semester of each school year.
	2. An elected term is served for one (1) year from Summer Semester through Spring Semester.
	3. The existing President, Vice President, and Secretary shall facilitate elections. This election committee shall oversee the preparation and counting of ballots and/or votes.
	4. During the first week in the month of March, applications for executive positions will be distributed along with a copy of the constitution. All members that have been active for at least one semester will be consented to run for office.
	5. Prior to the last week in the month of March, all applications for elected positions must be submitted to the election committee.
	6. During the last week in the month of March, a general body meeting will be formed to review the responsibilities of the officers (administration) of GIFTED. During this meeting the following will occur:
		1. All of the current officers will describe their responsibilities according to the constitution and the tasks that they performed from the previous year.
		2. Members who have been consented to run for office will be recognized and given an allotted time period to promote themselves to the general body.
		3. An officer holding an Executive Board position may nominate a prospective officer, seconded by another member. With the consent of the nominee, nominations are closed by a unanimous consent motion.
	7. During the first week in the month of April, a short general body meeting will commence to vote by means of secret ballet.
	8. The results of the election shall be announced and emailed to the general body during the second week of April by the officiating President and are final once announced.
	9. Elected officers will take office immediately after training, transitional meeting(s), and/or documentation has been administered.
	10. In the event that an open position exists within the Administrative Board, the president-elect shall appoint a member to fill the position with fifty-one percent (51%) approval of the newly elected officers of the Administrative Board.
2. **Appointed Positions**
	1. An appointed term is served until the officiating appointed member resigns or is impeached/removed.
	2. In the case of elections during Spring Semester:
		1. During the first week in the month of March, applications for appointed positions will be distributed along with a copy of the constitution. All members that have been active for at least one semester will be consented to run for appointed positions.
		2. Prior to the second week of April the officiating appointed executive shall name his or her successor. These results shall be announced and emailed to the general body during the second week of April by the officiating appointed executive and are final once announced.
	3. In the case of elections during Fall Semester:
		1. During the last week in October applications for those interested in appointed positions will be distributed along with a copy of the constitution. All members that have been active for at least one semester will be consented to run for appointed positions.
		2. Prior to the second week of November the officiating appointed executive shall name his or her successor. These results shall be announced and emailed to the general body during the second week of November by the officiating appointed executive and are final once announced.
	4. Appointed officers will take office immediately after training, transitional meeting(s), and/or documentation has been administered.
	5. Members of the Executive Board, Ministerial Board, and Board of Advisors can submit recommendations for appointed positions verbally, electronically, and physically.
	6. In the event that an open position exists within the Ministerial Boards, the executive-elects shall appoint a member to fill the position with minimal fifty-one percent (51%) approval of the board.

**Section 2. Officer Impeachment and Removal Procedure**

1. **Elected Positions**
	1. If it is believed that an officer is not fulfilling his or her constitutional duties then a petition requesting his or her removal must be signed by at least fifty-one percent (51%) of the Executive Board and presented at the Executive Board meeting.
	2. A member of the Board of Advisors shall preside over the impeachment hearing.
	3. Two-thirds (2/3) of the Executive Board must be present in order for the impeachment proceedings to commence.
	4. Upon verification of the validity of the petition, the accused and the accuser(s) have an opportunity to present each case at least two (2) weeks from the date of submission.
	5. After all arguments have been heard, a secret ballot vote shall be held. If at least fifty-one percent (51%) of the Executive Board present at the hearing vote for removal, then the officer shall be removed immediately.
2. **Appointed Positions**
	1. At the end of every year term, all appointed executive (Ministerial Board) members wishing to remain in office will be evaluated by a member(s) of the Executive Board assessing effectiveness and prosperity. Members of the Board of Advisors can submit observations to the Executive Board (verbally, electronically, or physically) assessing the effectiveness and prosperity of appointed executive members.
	2. If it is believed that a member of the Ministerial Board is not fulfilling his or her constitutional duties then a petition requesting his or her removal must be signed by at least fifty-one percent (51%) of the Executive Board and presented at a special assembly of the Executive Board.
	3. A member of the Board of Advisors shall preside over the impeachment hearing.
	4. Two-thirds (2/3) of the Executive Board members must be present in order for the impeachment proceedings to commence.
	5. Upon verification of the validity of the petition, the accused and the accuser(s) have an opportunity to present each case at least two (2) weeks from the date of submission.
	6. After all arguments have been heard, a secret ballot vote shall be held. If at least fifty-one percent (51%) of the Executive Board members present at the hearing vote for removal, then the Ministerial Board member shall be removed immediately.

***Article VI: Funding*
Section 1. Dues**

1. All members will pay yearly dues in the amount set by the Executive Board by the second week of classes of Fall Semester.
2. All members entering GIFTED during Spring Semester will pay the same dues set during Fall Semester.

**Section 2. Donations**

1. Donations are accepted by and reported to the Treasurer.

***Article VII: Parliamentary Procedure***

* 1. Robert’s Rules of Order will govern Executive Board meetings.

***Article VIII: Constitutional Amendments***

1. Amendments to this constitution may be proposed by a fifty-one percent (51%) vote of the Executive Board
2. Suggested amendments must be submitted in a written proposal to the Executive Board to be reviewed. The proposal must be clearly stated and justified in the written forms.
3. Written notification of all voting members must be made by mail or email at least two (2) weeks in advance of any proposed change in the constitution.
4. Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.
5. Ratification of any amendment to this constitution shall be subject to a fifty-one percent (51%) of the members of GIFTED.

***Article VIIII: Advisor***

1. A full-time GT faculty or staff member will serve as Advisor to the organization.
2. Nominations for Advisor will take place within the Executive Board. An Advisor will be chosen within two weeks of a vacancy. The Executive Board will choose the Advisor by a majority vote and invite him/her to serve as Advisor for the next academic year.
3. During officer elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.