

PLATINUM TORCH NATIONAL SERVICE HONORARY

CHAPTER CONSTITUTION

PLATINUM TORCH
NATIONAL SERVICE HONORARY



Honor Through Service

Established 2002

PLATINUM TORCH NATIONAL SERVICE HONORARY

National Office

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PLATINUM TORCH NATIONAL SERVICE HONORARY CONSTITUTION

PREAMBLE

The **Platinum Torch National Service Honorary** was founded in 2002 to encourage the volunteer efforts and support the outstanding community service performed by students and focuses solely on volunteerism rather than academic achievement. Membership in the **Platinum Torch** includes students from high schools and college campuses across the United States.

This Constitution establishes for **Platinum Torch National Service Honorary** the guidelines and procedures to enable individual chapters, through an organized effort, to recognize the outstanding contributions members have made to the community through their volunteerism.

IDENTITY

Platinum Torch National Service Honorary is a 501 (c)(3) non-profit organization designed to increase volunteerism on campus, and establish that community service is now acknowledged as an essential component of the academic experience.

We believe that community service has become an avenue to differentiate students in the same manner as academic excellence and athletic achievement. By introducing students to the importance of service, the **Platinum Torch** hopes

to develop lifelong patterns of volunteerism and begin a student-based effort to lead by example so as to encourage and inspire community service among their peers.

CRITERIA

Platinum Torch National Service Honorary registration and membership is offered to all high school students, freshman through senior year, and college undergraduate and post-graduate students who have distinguished or desire to distinguish themselves by their commitment to service. The college may be either a 2 or 4-year public or private institution. Members must be at least 14 years old.

MOTTO

Members' achievement for outstanding community service and continued commitment to volunteerism is expressed in the **Platinum Torch** motto, "*Honor Through Service.*"

PURPOSE

The **Platinum Torch** is the only national organization that honors students solely based on outstanding community service. The **Platinum Torch** provides verification of all community service through the **Community Service Transcript**, which provides admissions offices and prospective employers with confirmation of information entered on applications/resumes. Members participate in an exciting and dynamic movement to promote the importance of community service on your campus. Our goal is to encourage students to continue to perform community service throughout their high school and college years. In this way, it is hoped that a pattern of service will be developed that will continue a lifetime.

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CONSTITUTION

ARTICLE I - NAME

- Section 1. Name. The official name of this organization shall be the Platinum Torch National Service Honorary.
- Section 2. Chapter. The _____ Chapter of the Platinum Torch National Service Honorary is established at _____.
- Section 3. Identification. Platinum Torch National Service Honorary is the name used to identify the total organization. The words, Platinum Torch, in this document shall refer to Platinum Torch National Service Honorary. For convenience, the operant terminology may be Platinum Torch or Platinum Torch National Service Honorary for financial transactions and communication.

ARTICLE II - MISSION AND ORGANIZATION

- Section 1. Mission. Platinum Torch National Service Honorary mission is to promote life long volunteerism and honor outstanding community service performed by students.
- Section 2. Incorporation. Platinum Torch is a 501 (c) (3) nonprofit organization, incorporated under the laws of the State of Arizona.
- Section 3. Organization. Platinum Torch's Board of Directors ensures the continued incorporation, operation, and function of Platinum Torch and affiliated chapters as viable, nonprofit, honorary organizations.
- Section 4. Board of Directors. Platinum Torch's Board of Directors assumes responsibility for the organizational welfare, structure and functioning of Platinum Torch and its affiliated chapters. The Platinum Torch Executive Director serves in an administrative capacity and fulfills the Board's policies and charges.
- Section 5. Membership Structure. Platinum Torch shall be composed of the Executive Director and a Board of Directors.
- Section 6. Official Code. The official code for Platinum Torch governance, management, and fiduciary responsibility as a nonprofit organization shall consist of the Platinum Torch Bylaws adopted July 12, 2003, and amended on November 23, 2007.

ARTICLE III - INSIGNIA

- Section 1. Description. The official insignia of the Platinum Torch shall be the platinum torch with flame.
- Section 2. Colors. The official colors of Platinum Torch shall be light blue and platinum.
- Section 3. Official Seal. The official seal of the Honorary shall have the Platinum Torch emblem as its basis with torch and flame design with the words, Platinum Torch National Service Honorary.
- Section 4. Certificate of Membership. The certificate of membership shall bear the official Platinum Torch insignia and seal design and shall certify that the person whose name appears thereon is a registered member of Platinum Torch.
- Section 5. Official Platinum Torch Merchandise. Platinum Torch insignia merchandise shall be made available to chapters and members through Platinum Torch National Office. The Executive Director shall enter into contracts with vendors to create and manufacture Platinum Torch merchandise. Members and

chapters shall purchase Platinum Torch merchandise through Platinum Torch website or National Office. The Executive Director may identify additional merchandise vendors of Platinum Torch pins, insignia, recognition materials, and clothing items.

ARTICLE IV – REGISTRATION AND MEMBERSHIP

- Section 1. Membership Criteria. Platinum Torch National Service Honorary registration and membership is offered to all high school students, freshman through senior year, and college undergraduate and post-graduate students who have distinguished themselves or desire to distinguish themselves by their commitment to service. The college may be either a 2 or 4-year public or private institution. Members must be at least 14 years old.
- Section 3. Annual Registration. Free registration and membership shall be completed annually.
- Section 4. Application for Registration. Students who register via mail for Platinum Torch membership shall be sent to the Platinum Torch National Office for community service verification. The Registration Application may also be completed and sent online at the Platinum Torch website.
- Section 5. Notification. Application for registration in Platinum Torch shall be confirmed, and recorded with Platinum Torch National Office before such members are considered Active Members.
- Section 6. Transfer of Membership. A member of Platinum Torch in one institution, who transfers to another institution, may transfer registration and be an active member of Platinum Torch in the institution to which he or she has transferred so long as the member is active with the former chapter. The individual seeking the transfer shall submit a letter of request for membership transfer to the new chapter.

ARTICLE V - CHAPTERS

- Section 1. Location. A Platinum Torch chapter may be established in accordance with the Constitution of the Platinum Torch in any high school or college (either two or four year public or private accredited institution).
- Section 2. Name. A Platinum Torch chapter shall be known in the official records of Platinum Torch in conjunction with the name of the institution at which it is located. According to the Platinum Torch register, the chapter name shall reflect the words Platinum Torch National Service Honorary. Platinum Torch remains the operant terminology.
- Section 3. Application for Charter. An application for the establishment of a Platinum Torch chapter may be granted to an applying group of at least five (5) active members at any high school or at any accredited college or university by the Board of Directors.
- Section 4. Governance. A chapter shall adopt Platinum Torch Chapter Constitution.
- Section 5. Official File. A copy of the chapter Constitution shall be sent to Platinum Torch National Office and kept in the permanent file.
- Section 6. Chapter Advisor.
- A. Selection Requirements. A chapter adviser shall be selected from the institution's faculty, administration, or staff.
 - B. Duties. The advisor shall cooperate with Platinum Torch National Office and shall supervise the chapter operation and standards, and ensure proper maintenance of records.
 - C. Term. The advisor's term of office shall be a minimum of two academic years.

- D. Release or Removal of Advisor. The Advisor may be asked to resign the office for just cause prior to the completion of a term by the chapter president with the consent of three-fourths of the active membership. A report of the action shall be forwarded to Platinum Torch National Office if the circumstances affecting the resignation reflect negatively on Platinum Torch.

Section 7. Chapter Officers. The proposed officers of a Platinum Torch chapter shall be: President, Vice President, Secretary, and Treasurer. Additional offices may be created on a need basis.

Section 8. Suggested Chapter Officer Duties and Responsibilities. Platinum Torch Chapters may use different terminology and different categories for the assignment of officer responsibilities. The following is a suggested outline of officers and related duties.

- A. President. The office of President is ultimately responsible for chapter governance, management, and operation. It shall be the duty of the President to preside at all meetings, uphold the Constitution and rules of the Platinum Torch, hold in custody all official documents, handle all matters not delegated to other officers or committees, and observe institutional regulations.
- B. Vice-President. It shall be the duty of the Vice President, in the absence of the President, to perform all duties of the office, and in case of a vacancy, to fill the office of President until an election can be held; and to coordinate the scheduling and projects of the chapter.
- C. Secretary. It shall be the duty of the secretary to keep a record of the proceedings and roll call of all meetings; to receive, answer, and keep a complete file of all correspondence with Platinum Torch National Office. It shall be the further duty of the secretary to make regular reports of the activities and works of the chapter, and to report immediately the names of officers to Platinum Torch National Office as a matter of record. Chapters may choose to separate secretarial duties and identify a Corresponding Secretary, a Recording Secretary, or other related function.
- D. Treasurer. When necessary, it shall be the duty of the Treasurer to disburse monies upon the vote of the chapter and with the approval of the Chapter Adviser, taking receipts therefore; and to keep a proper record of all monies received and disbursed. The chapter finances shall be subject to an annual by a committee appointed by the president of the chapter and certified by the Chapter Adviser. The Chapter shall forward a copy of the audit to the Platinum Torch National Office.
- E. All officers, at the end of their term, shall give custody of chapter records under their control to the Chapter Adviser or the successor to the office. The Chapter Adviser shall ensure that appropriate records are transmitted. The Chapter Adviser shall hold in custody the Chapter Registration Record and maintain volunteer hours performed by members during the academic year.

Section 9. Election of Officers.

- A. Election Schedule. Election of new officers shall be held within the first month of the new academic year.
- B. Notification of Election. Active members of a chapter shall be given at least two calendar weeks notice of all officer elections.
- C. Quorum. Two-thirds of all active members of a chapter shall constitute a quorum at an election. A vote of the majority of active members present shall be required for the election to an office.

Section 10. Term. The term of office shall be one academic year.

Section 11. Installation. Officers shall assume office immediately after election.

Section 12. Notification Provided to Platinum Torch National Office.

- A. Notification of New Officers. Upon the installation of new officers, the Chapter Advisor shall send names, address, and electronic address to the Platinum Torch National Office to ensure proper and uninterrupted communications between the Platinum Torch National Office and the local chapter. The address shall be updated at the beginning of the new academic year, fall term, during which the officers serve.

Section 13. Communication with Platinum Torch National Office.

- A. Chapter Address. Each chapter shall maintain a permanent address identified by a street or office location in a building to expedite delivery of parcels and correspondence. A post office box address shall be supplemental. The chapter address shall remain on file at Platinum Torch National Office to expedite administrative contact and communication.
- B. Electronic Address. Each chapter may maintain a permanent electronic address on file at Platinum Torch National Office. Electronic addresses for key chapter contacts may include electronic mail (e-mail), telephone number, and facsimile number (fax optional).

Section 14. Meetings.

At least one regular meeting shall be held each month of the academic year. Meeting schedules with general agenda items shall be published, minutes shall be taken, and both shall be distributed to all chapter members. The Chapter shall forward a copy of the agenda and minutes to Platinum Torch National Office.

Section 15. Project.

A chapter must organize and perform at least one community service project per academic year. The chapter must notify the National Office about the project planning, and report at the completion of the project.

Section 16. Finances.

- A. Chapters may apply for fund from the National Office in support of the Chapter Project. The Treasurer will be responsible for overseeing proper handling and accounting of any funds granted to the chapter in accordance with these bylaws.

Section 17. Revocation.

The Board of Directors may revoke a chapter's charter at the National Office's discretion.

ARTICLE VI - FINANCES

Section 1. Non-profit organization.

Platinum Torch National Service Honorary is a nonprofit organization. No chapter of Platinum Torch may operate as a for-profit enterprise. This does not prevent the local chapter from raising funds for the benefit of the chapter, institution, or the community.

ARTICLE VII - BY-LAWS

Section 1. Ratification.

This Constitution shall be effective upon ratification by unanimous vote of the active members at the time of chapter formation. Upon ratification of this Constitution, said document shall become effectively immediately.

Section 2. Amendments.

Any change to the Constitution requires a three-fourths vote of the Platinum Torch Board of Directors present and voting at the annual business meeting or by mail or electronic ballot.

ADOPTED:

Name of High School or College

Date of Adoption

Signature of Advisor