

Montgomery Blair Club Constitution and By-Laws

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, attach a copy of the national constitution as it will become part of this document:

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

[List in detail the purposes and objectives of the clubs.]

- 1.
- 2.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to [define membership qualification, i.e., must be Montgomery Blair student, 2.0 grade point average in previous semester, majors in a particular academic area, etc.] upon payment of the dues as outlined in Section B.

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

ARTICLE III: OFFICERS

Section A: Officers – The officers shall consist of 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 – List Officers requirements:

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
- Work closely with the Club Sponsor and Financial Specialist (Mrs. Franklin) to ensure that all MCPS procedures and policies are being followed.

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held during the school year. Define day and times the club will meet. Clubs must meet on regular school days. There will be no club meetings on abbreviated days or during testing periods. Clubs must conclude their meetings prior to 4:00pm. Meetings outside of these times may require scheduling and payment through ICB. Please communicate all building use with Ms. Addison in the main office.

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

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.]

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the Officers as listed in Article III and the Faculty Sponsor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the Club to organize and plan future activities.

ARTICLE VII: STAFF SPONSOR

Section A: Selection – there shall be a Staff Sponsor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the Staff Sponsor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leaders of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend **all** regular meetings, executive board meetings and club events.
- Assist in the orientation of new officers.
- Submit all contracts or financial agreements to the Business Office for review prior to signature. All contracts and agreements must be signed

by the Principal. No other employee or student is authorized to commit the school to a financial obligation.

- Explain and clarify MCPS and School policy and procedures that apply to the club. Ensure that all fundraising and field trip policies are followed and coordinated with the Business Office.
- Must collect and transport all cash from club events and fund raisers. 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 VIII: 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.]

Article X: APPENDIX

Club specific addenda here: