

# FORT BRAGG HIGH SCHOOL "S" CLUB BYLAWS

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## Article I—Name

Section 1—The name of this club shall be the **Fort Bragg High School "S" Club**.

## Article II—Objectives

Section 1—The objectives of this club shall be:

- a. to improve the lives of women and girls in local communities and throughout the world;
- b. to cooperate with school authorities in creating a school environment with high standards and ideals;
- c. to prepare members to assume leadership in the business and professional world.

## Article III—Membership and Sponsoring Club

Section 1—Membership in this club shall be for anyone interested in community volunteerism and who show leadership in extracurricular activities in school.

Section 2---The Sponsoring club for this S Club shall be Soroptimist International of Noyo Sunrise.

## Article IV—Officers

Section 1—The officers shall be a president, vice president, secretary, and treasurer.

Section 2—The officers shall assume office following their election and shall hold office for one year, or until their successors take office.

Section 3—Duties of the officers:

- a. The president shall preside at all meetings of the club; represent the club in student activities when necessary; appoint all committees; and be an ex-officio member of all committees, except the nominating committee if one is formed.
- b. The vice president shall perform the duties of the president in their absence.
- c. The recording secretary shall keep the minutes of all club and board meetings; maintain a roll of membership and attendance; be a custodian of the permanent records of the club; conduct all official correspondence; prepare a calendar of events and notices of meetings for the school bulletin; and prepare a monthly report for the Soroptimist club.
- d. The treasurer shall collect all dues and keep an account of all receipts and expenditures; deposit funds in accordance with the procedure recommended by the school; submit a monthly financial report to the club; and be a member of the Budget Committee.
- e. A report shall be made by each officer at the end of the term of office on activities pertaining to the office.

## Article V—Nomination and Election of Officers and Advisor(s)

Section 1—A Nominating Committee of three members may be appointed by the president if a majority of members want one. This committee, or the general membership if no committee is formed, shall assume the following duties to nominate new officers:

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- a. Nominate one or more members for each office.
- b. Report and discuss nominations at a meeting in April. Nominations may be made from the floor with the consent of the nominee.
- c. Elect officers between April 1 and May 15. A majority shall elect.

Section 2—The faculty advisor(s) shall be appointed/approved by the school administrator. There shall be no limit to the term of office.

Section 3—In case of vacancy in the office of president, the vice president shall become president. In case of vacancy in any other office, nominations may be made from the floor and the club shall elect an officer to fill the vacancy.

### **Article VI—Meetings**

Section 1—The time and place of the meeting shall be determined by the school administrator and the faculty advisor(s).

Section 2—Meetings will be held weekly on Fridays at lunchtime during the school year, except on school holidays or if there are conflicting school events: a business meeting shall occur once monthly.

Section 3—At least one Soroptimist advisor and/or one faculty advisor shall be present at every regular meeting.

Section 4—A quorum shall consist of a majority of the members.

### **Article VII—Committees**

Committees, descriptions, and duties may be added at a future time.

### **Article VIII—Dues**

Section 1—Club dues will be considered annually.

Section 2—If the club disbands, any remaining funds in the treasury shall revert to a Fort Bragg High School club to be voted on by a majority of members.

### **Article IX—Parliamentary Authority**

Section 1—The latest edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for all matters of procedures not specifically covered by this constitution.

### **Article X—Amendments**

Section 1—These bylaws may be amended by a majority vote by club members, followed by a majority vote by members of Soroptimist International of Noyo Sunrise.

Section 2—Proposals for amendments may be submitted by this club through the Soroptimist International of Noyo Sunrise.