

# *Glub Club Constitution*

## ARTICLE I

### NAME OF CLUB

The name of this club will be Skyline Marine Science Club. AKA Glub Club

## ARTICLE II

### PURPOSE OF CLUB

The purpose of this club is to educate students about the various of marine sciences, which include but aren't limited to biological and physical oceanography, chemistry, zoology, and marine ecology, and to inspire conservation of the marine environment. We will also pursue means of fundraising and gear our lessons towards participation in Washington state's ocean knowledge competition, Orca Bowl.

## ARTICLE III

### MEMBERSHIP

All Skyline High School Students are eligible for membership of Marine Science Club, and will receive full membership upon payment of club dues.

## ARTICLE IV

### QUALIFICATION AND ELECTION OF OFFICERS

#### Section 1.

Club officers must be currently enrolled, with a current Skyline High School student I.D. card with an ASB sticker, and must not currently be on academic or social probation.

#### Section 2.

Officers will be (Co.) President(s), Vice-President, Secretary, Treasurer, and Director of Media. Club elections will be held between the months of May and June, and before the end of the school year. Elected officers will begin their duties at the beginning of the subsequent school year.

#### Section 3.

Elections will be held through secret ballot by official club members who have paid their dues and attended at least two meetings. The current club officers will count ballots, and person with the most votes will be selected for the position.

Candidates must have attended at least 75 percent of of meetings and be club members. On the day of the elections, candidates will have prepared a presentation for the voting members and voting will take place after the presentations.

## ARTICLE V

### DUTIES OF THE OFFICERS

#### Section 1.

##### (Co) President(s)

- A. Preside over all meetings
- B. Call special meetings
- C. Carry out the provisions of the constitution
- D. Appoint committees and chairpersons
- E. Oversee all committee activities
- F. Attend all Inter Club Council meetings

#### Section 2.

##### Vice President

- A. Assume the duties of the president in their absence
- B. Perform any duties delegated by the president
- C. Attend all Inter Club Council meetings
- D. Organize field trips and out of school events

#### Section 3.

##### Secretary

- A. Record and keep accurate minutes of all meetings
- B. Act as correspondence clerk
- C. Distribute agenda as needed
- D. Provide members with summaries of all meetings via email
- E. Attend all Inter Club Council meetings

#### Section 4.

##### Treasurer

- A. Handle funds and finances for club
- B. Keep financial records and collect dues
- C. Pay bills and release funds as voted by the general membership
- D. Make financial reports at least once a month at the meeting
- E. Supervise fundraising events
- F. Determine and collect club dues
- G. Attend all Inter Club Council meetings

#### Section 5.

##### Director of Media

- A. Manage website and any social media accounts

- B. Help secretary with newsletter and correspondence
- C. Lead advertising campaigns
- D. Finalize communications
- E. Perform any duties delegated by the secretary

## ARTICLE VI

### EXECUTIVE COUNCIL

#### Section 1.

The Executive Council will consist of the (Co) President(s), Vice President(s), Secretary, and Treasurer, who shall meet as often as necessary.

#### Section 2.

Duties of the Executive Council

- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership
- B. To execute policies determined by the general membership
- C. To govern activities of the club
- D. To create the agenda for general meetings

## ARTICLE VII

### IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

#### Section 1.

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership. In order to be eligible to vote members must have paid club dues and attended at least two meetings.

#### Section 2.

Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. There must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.

#### Section 3.

Replacement of officer(s) shall be filled in the following manner:

#### **Option A**

The vacancy of the (Co) President(s) shall be filled by the Vice President of the different officer titles. In the vacancy of the Vice President then the position will be filled by the treasurer. In the vacancy of the treasurer then

the position will be filled by the secretary. In the vacancy of the secretary then there will be an election within two weeks.

**OR**

**Option B**

Any officer vacancies shall be filled by an election held within two weeks.

ARTICLE VIII

COMMITTEES

Section 1.

The standing committees of this club shall be appointed as necessary.

ARTICLE IX

ADVISOR

The responsibilities of the advisor are as follows.

Section 1.

- A. Follow ASB, Skyline High School, Issaquah School District, and state policies and procedures applicable to the group.
- B. Understand the legality and requirements of activity supervision
- C. Monitor all paperwork and accounting procedures including: attendance, meeting minutes, financial records, purchase orders, fundraising reports, inventories, and budgeting
- D. Ensure that the club constitution, attendance, and financial minutes are uploaded to club folder
- E. Keep a log of hours spent outside of time supervising/coordinating club activities
- F. Schedule all events well in advance with the Activity Director and appropriate personnel, sending emails from students or staff of plans, events, fundraisers, etc.
- G. Ensure all students attending club meetings hold a current ASB card, a list can be provided from the bookkeeper on request
- H. Establish and maintain a budget for the activity, and follow the ASB fundraising process carefully. All ABS fundraisers need to be approved in club meeting minutes and then by Activities Director.
- I. Supervise and chaperone all activities of the group directly and ensure that adequate adult supervision is present at all times for large group events.
- J. Arrange and coordinate the election of officers, officer and membership training, planning, and organization of activities for the upcoming year.
- K. Hold regular meetings with officers and general membership of the group.
- L. Work and communicate with the Activities Director, fellow advisor, and building administration.
- M. Attend all supervisor meetings.

N. Turn in "Summary of Club Activities" for the school year at the end of the school year.

## ARTICLE X

### RESPONSIBILITIES

The club must comply with all ASB, Skyline High School, Issaquah School District, and state policies and procedures applicable to the group.

## ARTICLE XI

### RIGHT TO ACT

#### Section 1.

Any club officer or club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

## ARTICLE XII

### AMENDMENTS TO THE CONSTITUTION

#### Section 1.

Any amendment or change requires a two-thirds vote at a general club meeting and must then be approved at the In Club Council Officers' Agenda Meeting.