



Sharyland High School History Club Constitution & By-Laws

CLUB CONSTITUTION:

ARTICLE I.

NAME:

Section 1. The name of the organization shall be the Sharyland High School History Club.

ARTICLE II.

PURPOSE:

Section 1. The purpose(s) of this organization shall be to encourage and facilitate the further development, awareness, and appreciation of history and its counter-parts, like economics, political science, anthropology, geography, and archeology.

ARTICLE III.

MEMBERSHIP:

Section 1. Membership is restricted to students currently enrolled at Sharyland High School and Sharyland Advanced Academic Academy.

Section 2. A student's membership is consistence on attendance of meetings and events.

Section 3. The rights of voting and holding an office are reserved for club members and sponsor only.

ARTICLE IV.

OFFICERS:

Section 1. The executive officers shall be...

- President:
- Vice President:
- Secretary:
- Treasurer:
- Public Relations:

The cabinet officers shall be...

- Spirit Affairs Coordinator:
- Parliamentarian:
- Reporter:
- Any Deputy Officer:

Section 2. The club shall be organized with the following structure and the line of session in the by-laws.

Section 3. The Vice President shall represent the club on the Sharyland High School Student Council.

Section 4. To be eligible for office, candidate shall maintain an A/B honor roll average and have no school suspensions or placement at the Alternative Education Program (AEP).

Section 5. Officers shall be elected by the group, sponsor, or combination of sponsor and president. Additionally, teacher classroom evaluations shall be considered or required.

Section 6. Vacancies in office shall be filled by sponsor appointment.

Section 7. When deemed necessary by the sponsor, he/she may deputize additional officer positions to assist the main officer position. The deputized officers will serve in an associate-level standing below the ranking of the main officer, but will be part of the Officer Cabinet.

Section 8. Officers failing to fulfill their responsibilities, may be removed from office at mid-year of their term. Based on a 51% majority of the officer team's vote and then authorized by the sponsor, all of the officer's attendance and participation records may be reviewed to determine which responsibilities are being met. Responsibilities that must be met for an officer position are outlined below:

- Must have fulfilled all the responsibilities as outlined in Article II. Duties of Officers, related to their respective position or deputized position.
- Must have attended club meetings equal to or greater than the term average attendance of all currently serving officers.
- Must have attended club events equal to or greater than the term average attendance of all currently serving officers.

Failure to meet two of three responsibilities outlined above would constitute removal from office due to not fulfilling the responsibilities and expectations set forth according to the club constitution and by-laws. The officer's status would then change to a member and a

replacement would be named at the advisor's discretion in accordance with Article IV. Section 6.

Section 9. A sponsor may immediately remove an officer from their position, if the officer violates school policy and receives disciplinary action as outlined below:

- A placement at AEP while serving in office.
- Receiving at least one Level II or greater disciplinary referral for an action occurring at a History Club meeting, event, or school-sponsored activity.
- Receiving two or more Level II or greater disciplinary referrals for any action occurring at the campus or district-level.

Removal from office, shall be implemented immediately after an AEP placement is made or disciplinary referral is processed by administration. The officer's status would then change to a member and a replacement would be named at the advisor's discretion in accordance with Article IV. Section 6.

ARTICLE V.

MEETINGS:

Section 1. Regular meetings shall be held monthly.

Section 2. Special meetings may be called by the sponsor or president.

Section 3. A quorum of $\frac{1}{4}$ of the members and officers shall be necessary to conduct business.

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ARTICLE VI.

SOURCE OF POWER:

Section 1. The source of power of this club is the Superintendent of Sharyland ISD, the legal representative of the Board of Trustees, who delegates the powers as are appropriate to Sharyland ISD, which recognizes each club to conduct its power of business. In accepting this constitution, the Sharyland High School History Club agrees to abide by Sharyland ISD's policies and regulations, which apply to students and student clubs.

ARTICLE VII.

AMENDMENTS AND RATIFICATION:

Section 1. The constitution shall be ratified by a majority vote of a meeting's quorum of members.

CLUB BY-LAWS:

ARTICLE I.

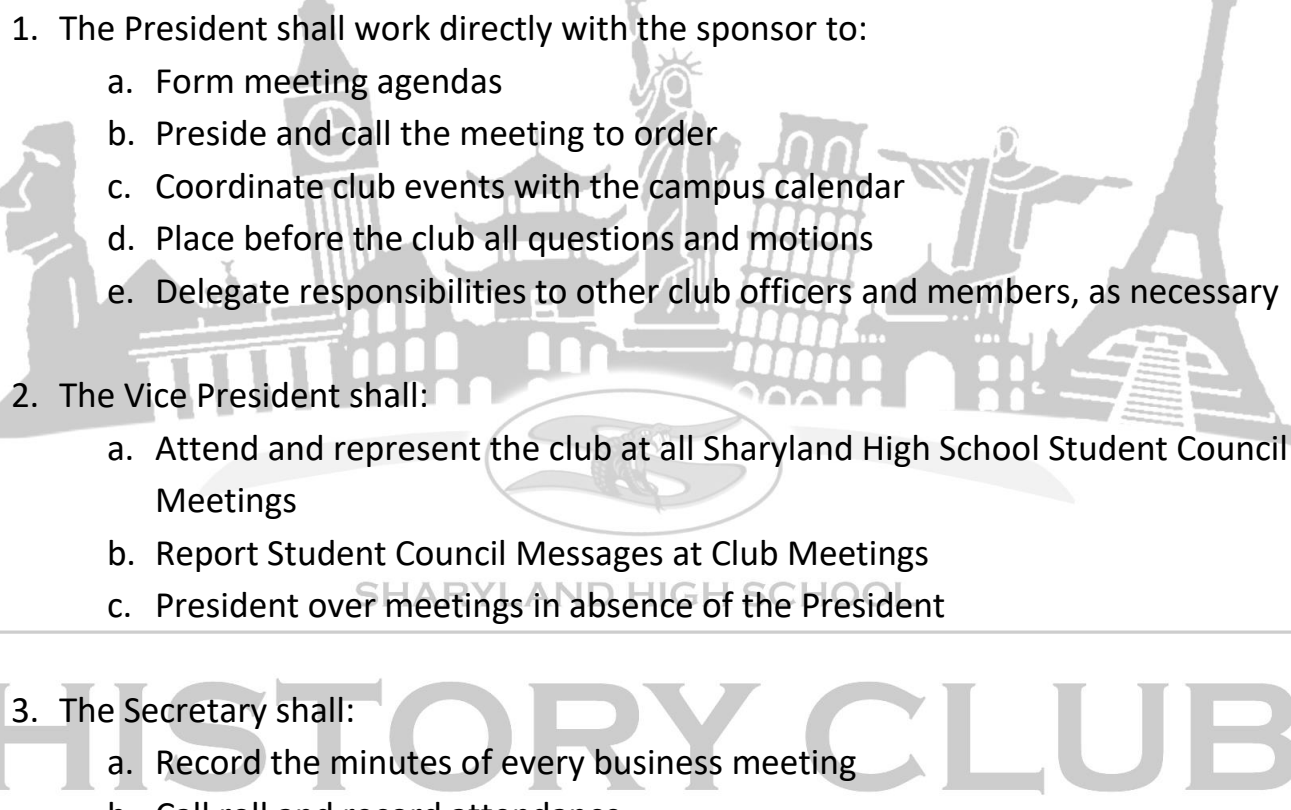
RULES OF PROCEDURE:

Section 1. The club shall be guided in its procedures by Robert's Rules of Order, latest edition, when no other rules have been specifically established in the by-laws or constitution.

ARTICLE II.

DUTIES OF OFFICERS:

Section 1. The duties of the officers shall be:

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1. The President shall work directly with the sponsor to:
 - a. Form meeting agendas
 - b. Preside and call the meeting to order
 - c. Coordinate club events with the campus calendar
 - d. Place before the club all questions and motions
 - e. Delegate responsibilities to other club officers and members, as necessary
 2. The Vice President shall:
 - a. Attend and represent the club at all Sharyland High School Student Council Meetings
 - b. Report Student Council Messages at Club Meetings
 - c. President over meetings in absence of the President
 3. The Secretary shall:
 - a. Record the minutes of every business meeting
 - b. Call roll and record attendance
 - c. Read the previous minutes at every meeting
 4. The Treasurer shall:
 - a. Assist the sponsor with completion of fundraising forms
 - b. Report the financial status to members at business meetings
 - c. Solicit fundraising ideas and garner membership support

5. Public Relations shall:

- a. Develop ideas to recruit members.
- b. Assist the reporter in taking pictures.
- c. Develop and organize ideas for club fairs.

6. The Spirit Affairs Coordinator shall work directly with the sponsor to:

- a. Represent the History Club in all efforts related to school spirit.
- b. Organize spirit squad events
- c. Organize spirit workshops
- d. Delegate responsibilities to other club officers and members, as necessary at spirit squad events.

7. The Parliamentarian shall work directly with the sponsor to:

- a. Take roll call or attendance at all History Club events or meetings.
- b. Ensure rules and regulations are being followed by all members and officers.
- c. Make sure members and officers are responsible for their actions and respectful

8. The Reporter shall:

- a. Create and contribute content for the club's webpage and social network accounts
- b. Take pictures at club events
- c. Create press releases of the club's events
- d. Advertise club meetings and special events

ARTICLE III.

MEMBERSHIP DUES:

Section 1. Dues shall be collected annually payable at the beginning of the school year, at a rate adjusted to price inflation related to the cost of member shirts.

Section 2. The availability for members to join a local historical service organization, can be made available for an additional fee. Such as allowing members to become student members of the Mission Historical Museum at a cost of their membership fee, in addition to that of the History Club.

ARTICLE V.

ELECTION/OFFICER SELECTION:

Section 1. Nominations shall be made by club members and sponsor.

Section 2. Election for new officers shall be conducted every fall or spring.

Section 3. Votes will be counted by the club sponsor.

Section 4. New officers shall be installed at the first meeting after the election.

ARTICLE VI.

SCHOLARSHIP:

Section 1. The club and its sponsor, shall be authorized by an officer vote to award two competitive History Club Scholarships each school year when funds are available. The decision shall be made in December of each school year, and the scholarship shall be equal to or greater than \$100 but equal to or less than \$200 each. The two scholarships shall be designated as one for senior officers only and the other for senior members, who have met the qualifications below:

1. For officers to qualify for the competitive scholarship, they must have:
 - a. Successfully fulfilled the responsibilities of their office till May of that school year.
 - b. Assisted the club in both of their yearly fundraisers.
 - c. Attended club meetings and events, equal to or greater than the average attendance of all officers for that school year.
 - d. Completed the designated scholarship application and submitted on time to the Go Center.
2. For members to qualify for the competitive scholarship, they must have:
 - a. Successfully fulfilled the responsibilities of an active member till May of that school year.
 - b. Assisted the club in both of their yearly fundraisers.
 - c. Completed the designated scholarship application and submitted on time to the Go Center.

The selection of each scholarship recipient shall be based on a competitive points based process as outlined in the scholarship application. In which members receive points based on their qualifications over their time in high school related to: club meeting and events attendance, fundraiser participation, being a member of a local historical service organization,

current teacher recommendation, and current sponsor recommendation. The member who receives the most points in each member and officer designation shall be the recipient of the scholarship for that school year. All calculations of qualifications and points shall be conducted through the Go Center, which will also coordinate the distribution and collection of scholarship application. Once awarded, the scholarship must be redeemed through the Go Center's policies.



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