



Raiders Class of 2022
Constitution and By-Laws



ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this organization shall be Class of 2022

Section B: Purpose – The purpose of this organization shall be:

1. *Fundraise for Class of 2022 Senior Prom*
2. *Promote school spirit.*

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to currently eligible Rivera ECHS 9th grade Students.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, Historian and Treasurer.

Section B: Eligibility – Officers must be Rivera ECHS Class of 2022 students.

Section C: Election – The officers shall be elected by ballot at the first meeting of the fall 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 end on May 30, 2019.

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 80% of meetings and activities
- 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:

- Keep an itemized account of all receipts and expenditures and make reports as directed
- Advisors will process Request for Payment, Deposit Slip, and Officer Signature Forms.

Section E: Historian

- Photograph and properly document club activities and fundraisers.

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

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 two-thirds (2/3) of the membership.

Section D: Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

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 advisors Mrs. L. Tolman and Ms. K. Tapia.

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

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- 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: 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.]