

## Union County High School STEM Club Constitution and By-Laws

### ARTICLE I: NAME

The name of this organization shall be the Union County High School STEM Club.

### ARTICLE II: PURPOSE AND FUNCTION

The purpose of the UCHS STEM Club is to encourage and support the students and faculty in the UCHS STEM Academy.

### ARTICLE III: MEMBERSHIP

Membership is open to parents/guardians of UCHS STEM Academy students, alumni of the Academy, and parents/guardians of STEM Academy alumni who subscribe to the purpose and function of the UCHS STEM Club.

### ARTICLE IV: OFFICERS

The officers of the club shall be adult members and shall consist of a President, a Vice President, a Secretary and a Treasurer. STEM Academy faculty and staff may not serve as officers. Only one person per family may represent the Executive Team.

### ARTICLE V: MEETINGS

Section I: Five (5) regularly scheduled meetings shall be held annually (every other month during the school year): August, October, December, February, and April.

Section II: Meetings other than the five (5) yearly meetings will be conducted upon the call of the President.

Section III: General club meetings are open to any interested person. Only members may vote.

### ARTICLE VI: AMENDMENTS

These Articles of the Constitution may be amended at any meeting of the membership by a two-thirds (2/3) affirmative vote of the voting adult members present, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

BY-LAWS OF THE  
UCHS STEM CLUB

ARTICLE I: MEMBERSHIP

Section I: Qualifications

- A. Membership is open to parents/guardians of UCHS STEM Academy students, alumni of the Academy, and parents/guardians of STEM Academy alumni who subscribe to the purpose and function of the UCHS STEM Club.
- B. STEM faculty status supersedes parental status. (STEM faculty must maintain a faculty-only role in the organization even with a child in the program.)
- C. Annual dues for membership for the STEM Club fiscal year shall be twenty dollars (\$20) for immediate family membership (two parents/guardians) and fifteen dollars (\$15) for single membership.

Section II: Representation

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

ARTICLE II: OFFICERS

Section I: Officers

The officers shall be nominated at the February meeting and elected by majority vote at the April meeting.

Section II: Vacancies

In case of a vacancy of the office of President, the Vice President shall become the President for the remainder of the term. In case of a vacancy of any other office, the President may appoint an interim officer to fill the remainder of the term.

Section III: Duties

A. The President:

- 1. Shall preside at all club meetings.
- 2. Shall set the agendas for the meetings.
- 3. Shall personally represent the club or appoint a delegate where representation is deemed advisable.
- 4. Shall appoint committees and committee chairpersons.
- 5. Shall effect compliance with the rules, regulations, and policies of the Union County Board of Education, Union County High School, and the STEM Club.

B. The Vice-President:

- 1. Shall have such powers and perform such duties as may be delegated by the President.
- 2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers on the President.
- 3. Keeps records of the location of all property purchased with club funds.
- 4. Shall serve as president-elect and become the next year's president.

C. The Secretary:

- 1. Shall keep the minutes of all meetings of the membership.

2. Shall keep such other records as directed by the President.
3. Shall sign with the President, or with the Vice-President, all contracts in the name of the club.
4. Shall perform all the duties usually incident to the office of Secretary, including Club correspondence (or the delegation of correspondence duties as needed).

D. The Treasurer:

1. Shall keep the financial records of the club, collect dues, pay bills on approval of the budget or executive team to be reported at the next meeting, and have custody of all funds.
2. Shall provide a financial report at all meetings.
3. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Executive Team.
4. Shall update corporate information every year after the election of the new officers.
5. Shall update and maintain tax-exempt Club status.
6. Shall be bonded as prescribed by the by-laws of the organization and the Executive Team.

E. The Executive Team:

1. Shall be comprised of the President, Vice-President, Secretary, Treasurer, and the STEM Academy Director or Director's designee.
2. Shall develop and present a budget proposal for the school year to be presented at the first meeting of the school year.

### ARTICLE III: FINANCE

Each expenditure will require two signatures: the Treasurer and the President or Vice-President. The funds are to be deposited in a bank approved by the Executive Team and may be withdrawn on the signature of the Treasurer and President or Vice-President.

### ARTICLE IV: FISCAL YEAR

The fiscal year of the STEM Club shall begin July 1 and end June 30.

### ARTICLE V: BASIC POLICIES OF OPERATION

The following section delineates the policies of the UCHS STEM Club.

- A. The club shall be non-political and non-sectarian.
- B. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.
- C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Executive Team.
- E. In the event of the dissolution of the club, its assets shall be distributed to Union County High School and in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.

#### ARTICLE VI: AMENDMENTS

These By-Laws may be amended at a meeting of the membership by a 2/3 affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

#### ARTICLE VII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.

#### ARTICLE VIII: FINANCES

- A. The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Only the treasurer upon the approval of the Executive Team shall be authorized to disburse funds.
- B. The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month from the association's funds when it is not feasible to call a special meeting of the Executive Committee. A report of these expenditures shall be given at the next regular meeting.
- C. This association is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to the Union County High School.
- D. All funds collected by the officers or members shall be deposited in an account approved by the Executive Team.
- E. The Treasurer of the association shall pay by check all debts of the association within seven (7) days after receipt or on approval by the Executive Committee.
- F. The Treasurer of the association must be bonded in the amount set by the Executive Team. The fee for the bond is to be paid by the association. The bond must be payable to the Union County Board of Education. No bonding company report shall be made public.
- G. All projects that require financial obligation of the club as proposed by faculty will be presented to Executive Team at least one month prior to the August meeting. The budget shall normally be voted on at the August meeting.
- H. Total expenditures cannot exceed approved total budgeted amount without the approval of the Executive Team.
- I. An annual audit by one or more non-officers shall be required. The treasurer will be required to submit a detailed report at the end of each year. The incoming President and one other officer shall select an auditor or auditors. A formal letter by the auditor or auditors shall be standard procedure expressing the findings and filed in the records of the club.

#### ARTICLE IX: AMENDMENTS

A: This Constitution may be amended at any meeting of the association by the affirmative vote of two-thirds (2/3) of the members present, provided that any proposed change shall be presented for discussion and debate no later than the two (2) weeks prior to the meeting and that it be listed on the agenda for the meeting.

Revision approved and effective February 1, 2016