

## **RICKARDS HIGH SCHOOL MULTIMEDIA CLUB BYLAWS**

### **ARTICLE I: NAME & PURPOSE**

**Section A: Name** – The name of this club shall be Rickards High School Multimedia Club

**Section B: Purpose** – The Rickards Multimedia club is a group of creative and dedicated students who will showcase the talent of its diverse student body through means of multimedia productions, including videography, photography, podcasts, and short documentaries. To fulfill this, our club makes promotional videos for other clubs and sports teams, participates in competitive events, and provides educational and professional learning opportunities to students interested in the area.

### **ARTICLE II: MEMBERSHIP & DUES**

**Section A: Eligibility** - Membership shall be open to all students of Rickards High School who have an unweighted GPA of at least 2.5, upon payment of the dues as outlined in Article VI.

**Section B: Election** – The Office of President and Vice President have one-year terms. The Secretary, Historian, and Treasurer shall serve for 1 school year after their appointment, and their term of office shall begin immediately at the conclusion of elections.

**Section C: Term** – The President and Vice President shall serve for 1 school year after their appointment and their term of office shall begin immediately at the conclusion of elections. The Secretary and Historian shall serve for 1 school year after their appointment, and their term of office shall begin immediately at the conclusion of elections.

**Section D: Vacancy** – If a vacancy occurs in the office of the 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 III: DUTIES OF OFFICERS**

**Section A: President** – **It shall be the duty of the President to:** Preside at meetings, Vote only in case of a tie, Represent the club, Propose project ideas, conduct deadline systems for projects, maintain order and structure within the club, 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, Assist the President in the proposition of project ideas, Help in the operations process, assist Social Media Manager with outreach/promotions

**Section C: Project Manager** - **It shall be the duty of the Project Manager to:** Oversee and assist the team leads, make sure all deadlines are met

**Section D: Treasurer - It shall be the duty of the Treasurer to:** Conduct fundraisers, collect member fees, in charge of buying/maintaining equipment

**Section E: Team Leads - It shall be the duty of the Team Leads to:** Organize, lead, and look over the overall execution of their respective projects

1. **It shall be the duty of the Social Media Lead to:** Direct the promotion and advertisement of the club and maintain the social media (Instagram)
2. **It shall be the duty of the Podcast Lead to:** Direct the podcast and plan out episodes
3. **It shall be the duty of the TedX Lead to:** Plan TedX event and host it
4. **It shall be the duty of the Sports Lead to:** Oversee all sports content, including sports videos/documentaries

#### **ARTICLE IV: SPONSOR**

The club sponsor, who will be a member of the faculty/staff of Rickards High School will have the right to:

1. Knowledge of all activities/meetings.
2. Responsibility to maintain/regulate tasks and content of the podcast.
3. Ability to reject any ideas or suggestions that may be detrimental to the students and the health of the team.

#### **ARTICLE V: CHANGES TO BY-LAWS**

Adjustments to any By-Laws may be made through a proposal/pitch to the and club sponsor of the club by any team member. The proposed change will be voted on by officers once approved.

#### **ARTICLE VI: QUALIFICATIONS**

Applications for positions will be open each year. A member's dedication, initiative, and the past working record will be considered when making decisions.

#### **ARTICLE VII: BUDGET INFORMATION**

Program Name: Rickards High School Multimedia Club  
Sponsor/Faculty Contact: Ms. Casanova  
Mandatory dues/fees: \$15  
Optional Fees: T-shirts, hoodies, and special events  
Grade Levels: All