

James S. Rickards High School



SUCCESSFUL YOUNG WOMEN CLUB BYLAWS

Article I. Club Name

The name of the club is referred to as the Successful Young Women club.

Article II. Purpose of the Club

1. Provide an environment for students who wish to improve their potential for success.
2. Define varying degrees of success and expose students to short- and long-term goal setting.
3. Explore careers and create a plan of action to achieve specific career choices.

Article III. Membership

1. Membership is open to any female student currently enrolled at Rickards High School.
2. Current members may bring up new business during the open floor session of regularly scheduled meetings.

Article IV. Officer Positions

1. The officers of this club shall be President, Vice President, Secretary, Treasurer, Public Relations, and Business Manager.
2. Officer positions may be deleted or established by a majority vote of the club.
3. Officers will be elected for one year by a vote of the club at the beginning of each term year.
4. Officers must be currently enrolled Rickards High School students and are in good academic standing.
5. Officers cannot miss more than one meeting per quarter.

Article V. Officer Duties

1. *President* - principal officer and is responsible for leading the club in meetings and activities in accordance with guidance established by the Rickards High School administrators, the club sponsor, and these bylaws.
2. *Vice President* - shall assist the president in club management, shall preside over club meetings in the absence of the president, and shall perform other duties assigned by the president.
3. *Secretary* - shall keep minutes of club meetings, maintain club membership records, and shall perform other duties assigned by the president. The secretary shall maintain an attendance roster for the club records.
4. *Treasurer* - shall maintain all of the financial holdings of the club including maintaining a current balance

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sheet. The treasurer shall make a financial report to the club on a semi-annual basis or whenever the faculty sponsor or president deems necessary. The treasurer shall make a financial report to the club before the election of a new treasurer or in the event the treasurer leaves office before regular elections.

5. *Public Relations*- shall create and maintain a dynamic presentation to the school's webmaster for the school's site as well as other public relations business of the club.
6. *Business Manager*- shall be responsible for fundraisers and other duties as assigned by the president.

Article VI. Faculty Sponsors

1. There must be a faculty sponsor(s).
2. Sponsors may vote in meetings and participate in all club activities.
3. A sponsor must be present at all club meetings.
4. A sponsor will be responsible for supervising elections and maintaining order within the club.
5. A sponsor will work closely with the club officers in business matters of the club, including maintenance of the club public relations activities.

Article VII. Executive Committee

1. The executive committee will be composed of all club officers and sponsor(s).
2. The executive committee will meet as required to make club decisions that do not need a majority vote of all club members.
3. Meetings will be called as necessary.
4. This committee may recommend the creation of other committees. The additional committees will be created by vote of the club.

Article VIII. Voting

1. Each member may vote.
2. All proposed changes (amendments) to these bylaws must be approved by a majority of the club.

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Article IX. Dues

This club dues will cover t-shirts and basic functions for meetings as agreed upon at the beginning of the year by a majority vote.

Article X. General Fund

1. The club will provide an annual budget designated for start- up costs, equipment, activities, events, student travel, guest speakers, and certifications.
2. This fund will be managed by the club and placed into the club's school account.

Article XI. Meetings

1. General meetings will be held at least monthly. Meeting locations and times are subject to change by a consensus of the club's officers.
2. At least one sponsor is required to attend each meeting.
3. Minutes and attendance will be taken during all meetings.
4. Minutes will be submitted to the sponsor at the end of the school year.

Article XII. Activities

Activities will be varied throughout the year and may include but not be limited to:.

1. Fund raisers as needed
 - Fundraisers will be approved by the School's Bookkeeper in advance.
 - Proceeds from fundraisers will be deposited into the club's school account via school's business office
2. All activities on and off campus will follow the school's code of conduct and policies.
3. Career Day
4. Adopt-A-Street program
5. Career planning

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6. Lecture series (Guest speakers will be invited in periodically)
7. Teachers' Appreciation Week activity
8. End of year activity
9. Contribute to charity of choice – one per semester
10. Dress for success (days will vary)
11. Lock in
12. Assisting Teachers

Article XIII. Newsletter

A monthly newsletter will be generated and distributed to all students.

The content of the newsletter may include, but is not limited to; club activities, meeting schedule, technology articles, Women in Industry, school activities, etc.

The newsletter will also be published on the club and/or school's website.

The newsletter will contain factual information and will not contain personal opinions (e.g., political).

Article IX. Public Relations

Public Relations Items in ALL forms will adhere to all Leon County School District policies.

Article XV. Code of Ethics

1. All members will be responsible for their actions and respect the genius of others' work and property.

2. Members shall abide by the student code of conduct published by Leon County Schools.

The club shall operate under current school policy.

Article XVI. Changes to Bylaws

Articles in this set of bylaws may be deleted or modified as deemed necessary by a majority of the club.

Changes to the bylaws will be done as amendments.

A majority vote is required to make any changes to the club's bylaws.