

The Constitution of the Senior Service Club of Mercer Island High School

Article 1: Title

The title of this club shall be the “Senior Service Club” (SSC).

Article 2: Purpose

The purpose of SSC shall be to foster service development through the coordination of school community service and awareness projects. SSC will work toward its goals by:

- a) coordinating a regular series of meetings of student leaders,
- b) meet with Puget Sound Blood Bank organization to plan for two blood drives,
- c) coordinating members for a variety service events essential to the school operations.

Article 3: Membership

Section 1. Membership in SSC shall be open to any interested Senior at Mercer Island High School.

Section 2. Maintaining membership in SSC is dependant upon attendance at monthly meetings and service to school. Any member who misses more than one meeting without prior approval may be removed from the club. Any member who has not volunteered at least once prior to December 1, may be removed from the club. Failure to follow-thru with assigned service or commitment, or project may result in your removal from the club.

Article 4: Advisor/Supervision

Section 1. The Advisor must be a Mercer Island High School Employee.

Section 2. The Advisor’s duties shall include:

- a) Meeting with the club officers.
- b) Attending club meetings and club activities.
- c) Keeping abreast of club issues and intentions.
- d) Assisting with the implementation of an officer transition program.

Section 3. The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

Section 4. The Advisor shall have veto power over any decision made by the club which is in direct violation of school/district policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate school/district policy.

Article 5: Meetings

Section 1. The club shall meet at least once per month. A listing of meeting dates shall be established by the Advisors and notification to members no later than September 30.

Section 2. Only active members may vote at meetings.

Section 3. In the event that an emergency meeting of the club needs to be held, the President and/or Advisor may have the authority to call such meetings. At least 24 hours notice must be provided to all active members by sending out an e-mail and/or voicemail and/or text message. Communication of emergency meetings will be the responsibility of the Advisors and/or the Secretary.

Article 6: Finances

Section 1. All disbursements of funds must be approved by the club and Advisor.

Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.

Section 3. Any expenditure in excess of \$200 must be approved by a majority of the club members.

Section 4. All financial transactions of the Club will be managed through the ASB office, as stipulated by school policy.

Article 7: Duties

Section 1. The officers of SSC shall be the President, Vice President, Secretary, and Attendance Person. The creation of additional officer positions (e.g. Co-President, Web Master, etc) must be approved by a two-thirds vote of the active membership and with the support of the advisor.

Section 2. Only students may serve as officers.

Section 3. The duties of the President shall include:

- a) Coordinating monthly meetings of the club.
- b) Chairing all meetings of the club.
- c) Call emergency meetings, pursuant to Article 5. Section 3.
- d) Providing leadership to the club.
- e) Working directly with the Advisor to ensure the club is operating within the expectations of the school.
- f) Acting as chief spokesperson of the club.

Section 4. The duties of the Vice President shall include:

- a) Assisting the President with the fulfillment of his/her duties.
- b) Providing support for the development of club activities planned by the committees.
- c) Working with the President to establish budgets for committees which are created.

Section 5. The duties of the Secretary shall include:

- a) Keeping detailed minutes of all meetings and emailing these to the Advisor.
- b) Ensuring that all changes of officers are reported to the appropriate school officials.
- c) Working with the Vice President to establish budgets for committees which are created.

Section 6. The duties of the Attendance Person shall include:

- a) Keep a record attendance at all meetings.
- b) Keep a record of volunteer work.

Article 8. Officer election/impeachment

Section 1. All Club Officers shall be elected before June 15 and will serve a term of June 15 – June 14. The time between elections and the new school term will serve as a transition period for new officers.

Sections 2. Officer elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed)

- a) Nominations – Nominations will be held the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officers positions. Candidates can be nominated for more than one position and they may nominate themselves for a position if they are not nominated by another member.
- b) Elections – Elections will consist of each candidate speaking for up to three minutes, following by up to one minute of questions and answers from the club membership. Only active members present at the meeting shall cast a vote. The order of elections shall be as follows; President, Vice President, Secretary, Attendance Person.
- c) Run-Off elections – In the event that no candidate was a clear winner, a run-off election shall be held between the two candidates receiving the most votes.

Section 3. In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of the three other club officers and advisor) he/she may be removed by a two-thirds vote of the club's membership. The Advisor shall oversee the impeachment process to ensure a fair and democratic process.

Article 9. Amendments

Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the Club's next meeting.

Section 3. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated.

Section 4. Upon receiving a two-thirds affirmative vote in favor of a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Council for review/approval.