

CHS Gearheads Club Constitution and By-Laws

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be Gearheads.

Section B: National Affiliation – None

Section C: Purpose – The purpose of this club shall be:

1. To increase project time for interested students and allow for longer duration projects than the regular class does.
2. To tie community giving to our passion for cars and allow members to give back through maintenance projects on senior citizens cars within our community.
3. To prepare for State Technical MITES Competition and other competitions as interest dictates.

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to any Coloma High School Automotive Student and due to safety concerns regarding LAB use and the requirement of automotive students to carry OSHA certifications we cannot be open to students that do not have that training.

Section B: Remaining in good standing - Members must attend 6 of the 9 monthly meetings and must volunteer for one service project day. Further members must attend a minimum of 1 Open Lab per month. Medical note will be accepted to excuse from member meetings all other excuses must be approved by a simple majority vote of the seated Officers. Written warnings will be issued when a member is in danger of being unable to meet the minimum requirements.

Section C: Removal of a Member - members who violate the above mentioned requirements may be removed as a member by a $\frac{2}{3}$ vote of the remaining members. Further the advisor may at his or her sole discretion remove any member that is a detriment to the continued viability of the club and the image of Coloma Community Schools. Such a removal will be discussed with the Officers prior to the action being taken however it will remain the advisor's sole decision.

ARTICLE III: OFFICERS

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

Section B: Eligibility – Officers must be current automotive students enrolled in both semesters, carrying at least 1 credit

Section C: Election – The officers shall be elected by ballot at the first meeting of 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 begin at the commencement of the fall semester.

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.

Section F: Discipline - If a concern about an Officer's behaviour is brought to or by the Executive board the remaining officers shall investigate and if the concern is valid a written warning shall be prepared and delivered to the offending officer. If this does not end the issue impeachment proceedings may be called.

Officers may be investigated for improper behaviour or misuse of position by the remaining officers. The remaining officers may then vote to Impeach. However a conviction of Impeachment requires a $\frac{2}{3}$ vote of the entire membership.

Section G: Nominations - Nominations shall be requested via a google form 1 week prior to the yearly vote. Further written floor nominations shall be excepted in the first 10 minutes of the elections meeting. All such nominations will be verified by the advisor and a member chosen at random from the attendees. Once the nominations are verified a list will be typed and projected for each position. Blank ballots will be passed out and each member will record their votes for each position. 2 members and the advisor will tally the votes and announce the winners.

ARTICLE IV: 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
- 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:

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

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year. All meetings shall be announced on Google Classroom for all Automotive Classes.

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 a minimum of 50% of the current membership in the case of executive meetings it shall be 3 of 5 members.

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 advisor.

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

ARTICLE VII: ADVISOR

Section A: The faculty advisor shall be the Automotive Instructor

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 School Administration
- 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.
- Shall implement all District policies in regard to field trips.

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 October, whose duty shall be to plan the overall program of the club.

Section B: Other committees – None

Section C: 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. Any member may propose an amendment in writing by presenting it to the Secretary 1 week prior to any meeting. Such a proposal will need 1 other member to second it to be valid.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before any vote. Voting will be carried via a google Form so that even members unable to attend the physical vote can have their voice heard.

Section C: Veto .The advisor or principal can Veto any amendment that would violate District policy or State or Federal Law. Further all amendments should be recognized by the sponsor and principal prior to a vote to eliminate this issue.