

Westmoore High School Asian-American Society By-Laws

Article 1 - Name

Section 1: The name of this organization shall be the Asian-American Society of Westmoore High School.

Article 2 - Purpose

Section 1: The purpose of this organization is to provide its members the opportunity to foster an understanding of, and an appreciation for, Asian cultures. Members with Asian heritage and ancestry will be encouraged to share their background and their family history on a volunteer basis. Club activities should be designed to promote social and cultural interaction among the members.

Article 3 - Faculty Sponsor(s)

Section 1: The faculty sponsor(s) must approve, before the fact, all club activities and expenditure of funds. The faculty sponsor(s) will attend all meetings and club activities.

Article 4 - Membership

Section 1: Membership is open to any student enrolled in Westmoore High School. Prospective members must complete the student information form and pay dues of five dollars (\$5.00) per year.

Section 2: A member should attend all scheduled meetings and is encouraged to participate in all club activities.

Article 5 - Club Officers

Section 1: The officers of the club may include: President, Vice-President, Secretary, Treasurer, Reporter, Historian, Parliamentarian, and/ or any other officer deemed necessary by the club and/or its executive committee. The officers of the club will form the executive committee.

Section 2: Nominees for officers must fill out an application showing the intent to run for office.

Section 3: Election of the President, Vice-President, and Secretary, will be held in April and will be conducted by secret ballot among the non-graduating club members; runoffs may be conducted at that meeting or at a later time. A majority of votes cast shall be necessary to elect any officer. Officers elected during the April meeting will begin their duties the following school year. Election of the remaining officers will take place after the first meeting of the school year.

Article 6 - Meetings

- Section 1:** Club meetings will be held on the 2nd Wednesday of each month, at 3:05 P.M., in a place designated by the sponsor.
- Section 2:** Executive committee meetings will be held on the Friday before each club meeting at 3:05 P.M. in a place designated by the sponsor.
- Section 3:** Special meetings of the club may be called by the executive committee, which will set the time and place for such meetings.

Article 7 - Duties of the Officers

- Section 1:** The office of President may be held by any club member. The duties are:
1. To preside over club meetings.
 2. To preside over meetings of the executive committee.
 3. To preside over special meetings of the club or of the executive committee.
- Section 2:** The office of Vice-President may be held by any club member. The duties are:
1. To preside over club meetings in the absence of the President.
 2. To assume all presidential powers and responsibilities in the absence of the President.
 3. To fulfill responsibilities delegated by the President.
 4. To insure the effective functioning of all committees.
- Section 3:** The office of Secretary may be held by any club member. The duties are:
1. To keep a complete record (including minutes) of the club's meetings and activities.
 2. To record and answer all of the club's correspondence.
 3. To keep a complete record of club members and their attendance at club meetings.
 4. To assume presidential duties in the absence of the President and Vice-President.
 5. To fulfill responsibilities delegated by the President.
- Section 4:** The office of Treasurer may be held by any club member. The duties are:
1. To keep a complete record of all financial matters of the club.
 2. To be prepared to submit a record of the club's finances when called upon to do so.
 3. To fulfill responsibilities delegated by the President.
- Section 5:** The office of Reporter may be held by any club member. The duties are:
1. To accept full responsibility for publicity of club activities in the school and in the community.
 2. To fulfill responsibilities delegated by the President.

- Section 6:** The office of Historian may be held by any club member. The duties are:
1. To keep an accurate account of club activities.
 2. To develop and maintain a scrapbook covering activities of the club and activities of individual members.
 3. To fulfill responsibilities delegated by the President.
 4. To create and maintain a club bulletin board.

- Section 7:** The office of Parliamentarian may be held by any club member. The duties are:
1. To advise and insure that club meetings are conducted in accordance with Robert's Rules of Order, Newly Revised.
 2. To fulfill responsibilities delegated by the President.

- Section 8:** Upon recommendation of the Faculty Sponsor(s) and approval of a majority of the executive committee, an officer may be removed from office for not fulfilling the duties and responsibilities of the office.

Article 8 - Activities

- Section 1:** Members are encouraged to take part in scheduled club activities.
- Section 2:** At the beginning of the school year, the executive committee will provide each member with a list of scheduled club activities for the year.

Article 9 - Scholarship Awards

- Section 1:** All graduating senior club members are eligible to apply for scholarship awards provided by the club when money is available. The club will award scholarship as follows:
- 1 @ \$300.00 and 2 @ \$200.00.

Article 10 - Amendments

- Section 1:** These by-laws may be amended by a majority vote of the club membership.