



TEMPLATE: CLUB BYLAWS

Article I. Club Name

The name of the club is _____.

Article II. Purpose of the Club

- I.
- II.
- III.

Article III. Membership

- I. Membership is open to any currently enrolled Denmark High School student.
- II. Membership is open to any current faculty and staff at Denmark High School
- III. Only currently enrolled students are allowed to run for club offices.
- IV. Current members may bring up new business during the open floor session of regularly scheduled meetings.

Article IV. Officer Positions

- I. The officers of this club shall be President, Vice President, Secretary, Treasurer, Webmaster, and Editor. Officer positions may be deleted or established by a majority vote of the club.
- II. Officers will be elected for one year by a vote of the club at the beginning of each term year.
- III. Officers must be currently enrolled Denmark High School students and are current on annual dues.
- IV. Officers cannot miss more than one meeting per quarter.

Article V. Officer Duties

- I. President - principal officer and is responsible for leading the club in meetings and activities in accordance with guidance established by the Denmark High School administrators and these bylaws.

- II. 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.
- III. 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.
- IV. Treasurer - shall maintain all of the financial holdings of the club including maintaining a current balance 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.
- V. Webmaster - shall create and maintain a dynamic website for the club.
- VI. Editor - shall be responsible for the editing of the monthly newsletter before the final draft is printed and distributed.

Article VI. Faculty Sponsors

- I. There must be a faculty sponsor(s).
- II. Sponsors may vote in meetings and participate in all club activities.
- III. A sponsor must be present at all club meetings.
- IV. A sponsor will be responsible for supervising elections and maintaining order within the club.
- V. A sponsor will work closely with the club officers in business matters of the club, including maintenance of the club website.

Article VII. Executive Committee

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

Article VIII. Voting

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

Article IX. Dues

- I. This club does not require dues.

Article X. General Fund

- I. The club will provide an annual budget designated for start-up costs, equipment, activities, events, student travel, guest speakers, and certifications.

II. This fund will be managed by the club and placed into the club's school account.

Article XI. Meetings

I. General meetings will be held monthly. Meeting locations and times are subject to change by a consensus of the club's officers.

II. At least one sponsor is required to attend each meeting.

III. Minutes and attendance will be taken during all meetings.

IV. Minutes will be submitted to the assistant principal at the end of the school year.

Article XII. Activities

I. Fundraisers - proceeds from fundraisers will be deposited into the club's school account via school's business office.

II. Competitions and Fairs

III. Site Visits

IV. Certifications

V. Equipment

VI. Software

Article XIII. Newsletter

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

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

III. The newsletter will also be published on the club website.

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

Article IX. Website

I. The content of the website may include, but is not limited to:

- Discussion
- Q&A
- Links
- Tutorials
- Articles
- Schedule
- Fundraising
- DHS program information
- Newsletter

II. Items and links on the website will adhere to all Denmark School District policies.

Article XV. Code of Ethics

- I. All members will be responsible for their actions and respect the genius of others' work and property.
- II. Software piracy is not allowed.
- III. Members shall abide by the student code of conduct published by Denmark High School.
- IV. The club shall operate under current school policy.

Article XVI. Changes to Bylaws

- I. Articles in this set of bylaws may be deleted or modified as deemed necessary by a majority of the club.
- II. Changes to the bylaws will be done as amendments.
- III. A majority vote is required to make any changes to the club's bylaws.