

Varsity R Constitution and By-Laws

ARTICLE I: NAME & PURPOSE

Section A: Varsity R – The name of this club shall be [Varsity R].

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

1. *To organize and carry out Pep Assemblies*
2. *To promote and encourage in season athletes and teams.*
3. *To organize and assign themes to student sections*
4. *To discuss and support athletic programs at Ridgewood High School*

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to athletes participating in Varsity Athletics. Members are deemed eligible for special events base on the D/F list.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer, Social Media Director, and Member At Large.

Section B: Eligibility – Officers must be in one or more varsity sports and remain eligible.

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

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.

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/attendance
MUST ATTEND STUCO meetings on Tuesdays at 7:30am
- 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
 - Develop fundraising ideas
 - Collect funds for field trips

Section E: Social Media Director

In charge of all social media accounts (Twitter, Facebook, Instagram)
Must tweet/retweet RHS Athletic tweets and stud section information
Must create flyers and advertisement for student sections

Section F: Member at Large

Must assist in recruitment of new members
Must sub in for the secretary at STUCO meetings on Tuesdays at 7:30am if

necessary

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held on Tuesdays during Rebel period in room 229.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the advisors.

Section C: Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

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 VII: ADVISOR

Section A: Selection – There are two advisors appointed to Varsity R to assist the students throughout the year

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 Activity Advisor and Athletic Director, as well as coaches.
- 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.