

# Newport Math Club

## Bylaws

### Article I Name

1. This organization shall be known as the Newport Math Club.

### Article II Members

1. Membership is open to individuals in compliance with Newport High School activity policies.
2. A member is defined as any individual who is registered with the club Secretary and whose information is stored in club records. This includes the officers and advisor(s).
3. An individual can become a member by registering with the Secretary.
4. All members regardless of rank are subject to pertinent policies such as these Bylaws. Reckless disregard of the Bylaws may result in removal from the club.
5. The Newport Math Club and its associates may not discriminate on any grounds.

### Article III Leadership

1. Governmental positions held in this organization shall involve the President, the Vice President, the Treasurer, the Secretary, and the Webmaster. Additionally, at least one faculty advisor is necessary. The officers and advisors may choose to appoint additional leaders.
2. The advisor represents the Newport Math Club. In any vote of any nature, he/she must certify the results, even Board votes. The power to conduct a recount is held solely by the advisor at the request of any member. He/she also holds an ultimate tiebreaker if the Board of Officers is deadlocked.
3. Officer Duties:
  - a. The President acts as the sole, official representative whenever necessary. Unspecified responsibilities are by default the Presidency's concerns. However, the President may delegate responsibilities as necessary.
  - b. The Vice President shall be the chief personal advisor for the President. He/she will carry out public relations and

- human resources related tasks and direct the general operations of the organization. These responsibilities include communications and special events.
- c. The Treasurer is in charge of finances of the Newport Math Club budget. The Treasurer conducts fundraising and financial record keeping.
  - d. The Secretary shall keep and maintain non-financial records such as archival documents and complete necessary paperwork.
  - e. The Webmaster shall maintain the club website.
4. The Board of Officers must convene, individually of regular, organization meetings, at minimum once a month, preferably at least biweekly.
  5. Terms for the officers are held for the duration of a school year, unless an officer resigns or is removed from office.
  6. Officers may be dismissed from office due to excessive and prolonged failure to perform the necessary duties of his/her office and/or for acting repeatedly against the best interests of the club. The impeachment process begins when a current officer moves to impeach another officer. Once an officer is impeached, his or her removal from office must be approved by an advisor and all of the other members of the Board of Officers (excluding the officer impeached).
  7. Officers may choose to resign via submission of a letter of resignation to the remaining Board of Officers.
  8. Vacancies are filled at the officers' and advisor's discretion. A special election may be called, an appointee assigned, or the position forgone for the remainder of the year.

#### Article IV Elections

1. Eligibility for running for office shall be established by the Board of Officers before each election.
2. A minimum of one week prior to the day of the election, eligible candidates must announce their candidacy for up to two offices. Each candidate is allowed a speech up to five minutes in length on election day.
3. The general election shall be held in each prior school year for the upcoming school year. The election of the first four elected officials shall proceed in the order of President→Vice President→Treasurer→Secretary. Once a candidate is elected to one office, his/her nomination for any other office is void.
4. Candidates applying for the position of Webmaster shall submit an application to the Board of Officers and the advisor(s). The

old Board of Officers, the new Board of Officers (without a Webmaster), and the advisor(s) will review the applications and vote on a recommended candidate. The recommendation must be approved by a majority of the club members.

5. If a candidate for a certain office fails to obtain a majority of the vote, there shall be a runoff election between the two candidates who obtain the most votes.

#### Article V Meetings

1. The Newport Math Club shall meet weekly throughout the school year, with exception given to school cancellations, or at the discretion of a Board of Officers vote. The Board may opt to call special sessions, to cancel regular meetings, or to assemble make-up days.
2. At the beginning of each school year, the newly elected Board of Officers shall issue a syllabus with contact information, calendar, general information, etc.

#### Article VI Amendments

1. Amendments to these Bylaws may be made by the Board of Officers. Any amendment must be approved by a majority of the officers.