

Math and Science Academy

Book Club By-Laws

First Draft: June 12th, 2020
Most Recent Update: June 2020

Article I: Name

- A. The name of this club shall be the Book Club. Book Club is a way to be a part of a community of people who enjoy reading and discussing books while in middle and high school.

Article II: Purpose

- A. Math and Science Academy's Book Club's purpose is to spark interest and conversation about books and book-related content during middle and high school. This club aims to read and discuss books while also helping our community with a book drive and other community-service-related activities. Our mission is to provide students within the Math and Science Academy with a group that inspires others to read and allows for a place for the students to talk about the books they read, while also helping those who don't have books to read in other places around the world.

Article III: Membership

A. Members

- Any current student at the Math and Science Academy in grades 6-12 is eligible to join.

B. Duties of Members

- To be an active member of Book Club, members must be present at sixty percent of all meetings.
- All Book Club members are expected to come to all meetings; if they are unavailable, they must follow through with the excused/unexcused absence requirements.
- Book Club members are encouraged to contact the lead of the event no later than twenty-four hours before the event if they can no longer make it. Failure to do so will result in an unexcused absence.
- Book Club members are strongly recommended to volunteer and participate at volunteering/community service events.

C. Attendance Policies

- Excused Absence: For an absence to be considered excused, the Secretary must be informed before the meeting. Exceptions will be made for unavoidable events. Excused absences will not deduct from a member's percentage of attendance.
- Unexcused Absence: An unexcused absence is any absence that does not fit the above criteria.

Article IV: The Officers

A. General Responsibilities

- All officers should participate in the following:
 - Have clear (and efficient) communication with the other Book Club officers, members, and the advisor
 - Maintain the Book Club Google Drive folder
 - Help prepare for activities and events
 - Create and design activities and event materials
 - Updating Logs
 - Organizing and communicating with possible volunteering/fundraising events

B. The President

- The President's job is to run each meeting. They must prepare an agenda for what needs to be discussed, organized, and delegate responsibilities to other members. Responsibilities include creating surveys for voting, answering questions, organizing off schedule meetings, creating or changing bylaws, etc..
- The President must communicate with the Math and Science Academy's activity director about lettering, outreach, and open houses.

C. The Vice President

- The Vice President is responsible to fulfill the President's duties, should they be unavailable.
- Should the President need to give up their position, the Vice President must take over.
- The Vice President is an assistant to the President, and it is required that they help out the President with any roles/responsibilities stated above (as requested).

D. The Secretary

- The Secretary is responsible for taking attendance at every meeting.
- The Secretary is responsible for updating logs and recording member participation during every event and meeting.

- Should the Vice President need to give up their position, the Secretary must take over.

E. Event Coordinator

- The Event Coordinator is responsible for coordinating volunteering/fundraising events.
- Should the Secretary need to give up their position, the Event Coordinator must take over.

F. Election of the Officers

- If there are any open officer positions for the following year, there will be an election during one of the last meetings of the previous school year. Members can nominate each other or themselves for an available position. Members do not have to accept nominations and can drop out of the election whenever they choose. All active members in grades 7-11 are eligible to run to be an officer.
- Each candidate is required to submit a candidate statement to the current officers, three days before the election day. Officers should read each candidate statement thoroughly and make an unbiased decision for their vote.
- The ultimate decision will be given to the Book Club Club advisor and President. The candidates chosen will be made aware of their appointment and must accept their role as officer. If they do not accept, the candidate with the second amount of votes will be selected. Officers will be announced to the club the following meeting.
- Each officer's term begins upon election and ends upon their graduation or leaving of Math and Science Academy.

Article V: Lettering Requirements

A. Eligibility

- All members (grades 6-12) are eligible to letter.

B. Requirements

- In order to letter a member must attend eighty percent of the meeting.
- A member should not have been suspended at any time throughout the school year.
- A member must volunteer at at least one of the events of meeting commitments for Book Club. Commitments may include but are not limited to, volunteering at an community service event or fundraising event.
- In the event of an unexpected situation, such as the cancellation of school for an extended period of time or the cancellation of extracurricular activities, the

officers will meet and discuss to adjust the amount of events and percent of meetings required to letter for the respective school year.

Article VI: Funds

A. The Carrying Over of Funds

- Book Club's yearly leftover funds, in our account must be spent by the end of June of the current school year. Book Club earns money only through fundraising (ex. Jerry's Grocery Bagging). As this club is only active throughout the school year, we cannot require member participation during the summertime, to complete fundraisers. We have many activities and events that require funds to purchase materials.