

Hispanic Youth Leadership Council
Club Constitution

Preamble

The mission of HYLC is to develop leadership skills among its members to:

- ❖ Better serve the school and community at large.
- ❖ Serve the school and community by providing cultural activities.
- ❖ Encourage and support education beyond high school.
- ❖ Provide leadership opportunities for members through school-based activities.
- ❖ Provide opportunities for career awareness.
- ❖ Provide social activities where members will show respect for each other.

Article I: Name

The name of the organization will be the “Hispanic Youth Leadership Council” of Livingston High School.

Article II: Membership

Membership is open to any Livingston High School Student. Each member in good standing will have one vote.

Article III: Officers

The officers will consist of: President, Vice-President, Secretary, Treasurer, Public Relations, Historian and Sergeant at Arms.

Article IV: Selection of Officers, Terms of Office

The general membership will nominate new officers each may. Upon nomination, nominees will either accept or decline nomination and if accepted, they will complete an Officer Application which will be reviewed by interview committee. An interview will be held in which officer’s skills and qualifications will be assessed and will be appointed based on such skills. Elected officers and board members will take office immediately upon election. Officers will serve one year.

Article V: Duties of officers and Board Members

The President will preside at all meetings and perform all duties applicable to presiding officers. They will be in charge of signing all corresponding paperwork having to do with fundraisers, payments, fieldtrips, etc. and will have to work on tentative calendar at the beginning of the year.

The Vice-President will be in charge of programs, be official greeter at each meeting and serve as President in the President's absence.

The Secretary will maintain member records and record minutes of all minutes. They will be responsible for printing and turning in minutes to the SBO.

The Treasurer will be responsible for accounting of HYLIC funds and to report to membership at large on the status of funds. All funds must be turned in to the school bookkeeper, to be held in trust for club activities.

The Public Relations Officer will be in charge of all social media networks and keeping these updated. They will be in charge of writing and submitting morning announcements for events and keeping members informed of upcoming events.

The Historian/Photographer will keep records, photographs, media advertisements, and any other printed materials related to activities conducted by HYLIC members. They will keep a record of community service hours and participation points accumulated by members.

The Sergeant at Arms will assist in maintain order during meeting, and make an attendance book available for guest signatures.

Article VI: Meetings

General membership meetings will be held every two weeks throughout the school year except when there is a conflict with the LHS schedule.

Article VII: Amendments

The By-laws may be amended by a two-thirds majority vote of the general membership in good standing.

Clubs and Organizations

Clubs and organizations exist to meet the co-curricular needs of students, to enhance self-esteem, and to provide student involvement.

This section gives general outline for organizing clubs and providing information on clubs, which may exist or need to be formed.

Organizational Issues

Advisors: Each club or organization must have an advisor who is familiar with the established procedures for working with S.B.O.

Inter-Club/Organization Council: if a council exists in the high school, HYLC will create a system of communicating between each club and the S.B.O. HYLC will be responsible for organizing dates for its activities, and asking for approval of dates and sales items for fundraising club petitions for concessions dances.

Student Responsibilities: Club programs are established by and for students. Students should:

- a. Conduct their own meetings with the advisors present.
- b. Plan their yearly program, which is coordinated with the master calendar.
- c. Establish a budget under the guidelines set by the S.B.O.
- d. Make arrangements for their own functions coordinated with master calendar.
- e. Attend all Inter Club/Organization Council meetings.
- f. Use the club advisor as a resource.

Privileges: Clubs/Organizations that have S.B.O. sponsorship are eligible for privileges such as: conduction fundraising activities on campus, use of campus advertising facilities, use of the school name and logo, and membership in the Inter-Club/Organization council.

Eligibility: Each club must meet the standard requirements to be eligible for the rights and privileges of and S.B.O. sponsored club. These requirements usually include:

- a. Having a faculty or staff advisor.
- b. Having an up-to-date constitution on file in the S.B.O. office.
- c. Completing an application for club charter with a statement of purpose.
- d. Being actively represented in Student Council.
- e. Maintaining individual Grade Point Averages and other requirements set by the school board for extra-curricular activities.
- f. Abiding by the S.B.O. Constitution, the club constitution, and state and local codes.

Procedures: Guideline for individuals interested in starting a new club should conclude:

- a. Meeting with an individual in charge of clubs (usually S.B.O commissioner) to discuss standard procedures and pick up an application for club charter.
- b. Finding an advisor.
- c. Setting a date for initial meeting with advisor and interested members.
- d. Publicizing first meeting date.
- e. Setting up a committee to write a club constitution.
- f. Scheduling a meeting for ratification of the constitution and election of officers once the constitution and required forms are completed.
- g. Submitting all completed forms to the individual in charge of clubs for consideration of approval.
- h. Receiving an official charter and the school's club handbook or other information upon the club's approval.
- i. Clubs that do not adhere to established guideline lose the rights and privileges of S.B.O. sponsorship.

Membership: Restriction and obligations for membership must meet with S.B.O approval.

Finances: Procedures for raising, handling, and spending funds must be clearly defined in a standard format for all clubs/organizations to follow, as specified by S.B.O. Any fundraiser held will net 10% of the profits to the Student Body General Fund. All deposits are to include a complete deposit slip.

Activity Request Forms: Must be turned in for any and all activities (fundraisers, socials, community service projects, dance, etc.) at least 3 weeks in advance (six weeks for a dance-pick up Dance Packet). If facility use is requested, a Use of Facilities Form must be completed.

Community Service Projects: All clubs and organizations should schedule one Community Service Project per Semester.

Types of Clubs and Organizations: Will vary based on area, needs culture and interests.