

## **Cross Creek High School Astronomy Club Constitution and By-Laws**

### **ARTICLE I: NAME & PURPOSE**

**Section A: Name** – The name of this club shall be the Cross Creek High School Astronomy Club. The short form shall be Astro Club.

**Section B: National Affiliation** – There is no national, state, or district affiliations for this club.

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

- 1. To promote the study of astronomy among the Cross Creek family of students, faculty, staff and families.*
2. To assist students in gaining scientific skills such as the building, use and maintenance of astronomical observation and monitoring equipment (telescopes, binoculars, star finders, etc.)
3. To increase students' scientific and personal networks to include like-minded and positive role-models.
4. To improve students socioemotional conditions through friendship, team building, and leadership.

### **ARTICLE II: MEMBERSHIP & DUES**

**Section A: Eligibility** - Membership shall be open to all Cross Creek High School students, faculty, staff and associated students of home school and virtual schools.

**Section B: Dues** – No dues are required for this student organization.

**Section C: Good standing**

All student members shall be considered in good standing when they are academically eligible using the same eligibility requirements for student athletes. The student must be taking a minimum of 5 credit (classes) and passing at least 5 of said classes.

1. and, has attended at least half the weekly meetings, unless for an approved reason. Approved reasons must be communicated to the Advisor and the President prior to the absence and includes, but are not limited to, other officially approved school or extracurricular activity and personal reasons approved directly by the Advisor. Personal reasons cannot exceed more than three out of every four meetings to maintain standing.
2. and, has joined the officially designated communication group of the Club and if needed transfers membership to the new communication system.

**Section D: Probationary Status** – a member in probationary status is hereby known as a member:

1. Any student who fails to follow the Club code of conduct or RCSS Code of Conduct any time during school hours, school related activity, or on school property during or not during any Club meeting or activity, shall face the following disciplinary procedures, unless the violation is considered a serious offense by the Executive Committee or Advisor(s), and will be placed on probationary status:
  - a. Verbal warning
  - b. Call or conference with Parent
  - c. Suspension of membership.

Major offenses of the RCSS Code of Conduct will immediately result in revocation of membership.

2. Any student who is not in good standing related to the requirements in Section C, subsection a may participate in activities after attending required tutoring offered at the beginning of regular meetings. Students who do not meet the academic eligibility requirements have three weeks to correct their academic ineligibility or will face suspension.

Additionally, any student currently under school discipline restrictions shall be considered as suspended from club activities.

#### **Section E: Suspension of membership -**

1. Any student who faces suspension of membership for a minor behavior offense shall be suspended for one calendar month.
2. Any student who faces suspension of membership for a serious behavior offense shall be suspended through the end of the current academic semester or three calendar months, which ever period is longer.
3. Any student who faces suspension of membership for academic reasons may return to probationary status immediately upon improving the current progress grade in all classes to a 70% or better and completion of the Club grade and behavior form.
4. Additionally, any student currently under school discipline restrictions shall be considered as suspended from club activities.
5. Suspension of membership may be invoked by the President, the Advisor, or an Assistant Advisor.
6. Appeal of suspension:
  - a. Any student suspended by the President has the right to appeal the suspension directly to the Advisor or an Assistant Advisor.
  - b. Any student suspended by the Advisor or an Assistant Advisor has the right to appeal the suspension, in writing. The suspension will be reviewed by the entire Advisor Committee. The decision of the Advisor Committee is final and can not be appealed. The decision will be reported to the member, the Advisor and the CCHS Assistant Principal in charge of extracurricular clubs.

#### **Section F: Revocation of membership –**

1. Any member who

- a. severely violates this Constitution or the Code of Conduct to the point of requiring a tribunal by the county,
  - b. Or, refuses to comply with instructions by any Faculty, Staff, or Volunteer as related to enforcement of this Constitution or the Code of Conduct, at any time while on school property or at any school activity, shall have their membership permanently revoked with no possibility to return.
  - c. or, who fails to complete a suspension has his membership temporarily revoked, until such time as they complete their suspension.
2. Revocation of membership is reserved to the Advisor on the advice and consent of the Advisor committee.
3. No persons who has their membership revoked is:
  - a. allowed to participate in club activities or present themselves as current members of the club.
  - b. be eligible of any honors available to a member in good standing.
  - c. allowed to wear any club regalia, such as shirts or honor stole, to any school activity.
  - d. has the right to appeal the revocation of membership.

### **ARTICLE III: OFFICERS**

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer.

**Section B: Eligibility** – Officers must be current students in good standing.

**Section C: Election** – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

**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:

1. Preside at meetings
2. Vote only in case of a tie
3. Represent the club
4. Appoint committee chairpersons subject to the approval of the Executive Committee
5. Serve as an ex-officio member of all committees except the nominating committee

6. Perform such other duties as ordinarily pertain to this office

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

1. Preside in the absence of the President
2. Serve as chairperson of the Program Committee
3. Perform such other duties as ordinarily pertain to this office

**Section C: Secretary** – It shall be the duty of the Secretary to:

1. Record the minutes of all meetings
2. Keep a file of the club's records
3. Maintain a current roster of membership
4. Issue notices of meetings and conduct the general correspondence of the club
5. Perform such other duties as ordinarily pertain to this office

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

1. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
2. Keep an itemized account of all receipts and expenditures and make reports as directed
3. Perform such other duties as ordinarily pertain to this office

## **ARTICLE V: MEETINGS**

**Section A: Meetings** – a. Regular meetings shall be held weekly, on Mondays, during the regular school year. b. Club Business meetings shall be held at the beginning of the weekly regular meeting.

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

**Section C: Quorum** – A quorum shall consist of all members present at a club meeting of a properly announced vote, as per Article IX, section B.

**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.

**Section E:** The Richmond County School System Code of Conduct and all rules of Cross Creek High School shall be in effect at all club meetings and activities.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section A: Responsibility** – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This committee shall consist of the officers as listed in Article III and the faculty advisor(s).

**Section C: Meetings** – This committee shall meet as needed between regular meetings of the club to organize and plan future activities.

## **ARTICLE VII: ADVISOR**

**Section A: Selection** – there shall be a faculty/staff advisor who volunteers their time and resources to support the club. At current, the advisor is Mr. William Saunders-Cummings. Assistant advisor is Ms. Tiffany Rogers.

**Section B: Duties** – The responsibilities of the faculty advisor shall be to:

1. Maintain an awareness of the activities and programs sponsored by the student club.
2. 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.
3. Attend regular meetings, executive board meetings as often as schedule allows.
4. Assist in the orientation of new officers.
5. Explain and clarify campus policy and procedures that apply to the club.
6. Maintain contact with the Office of Student Activities.
7. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
8. Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
9. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

## **ARTICLE VIII: COMMITTEES**

**Section A: Program Committee** – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

**Section B: Special Committees** – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

**Section C: Advisor Committee** – The Advisor Committee consists of the Advisor and the Assistant Advisor(s) as voting members of the committee and Volunteers as nonvoting advisory members. If needed, the Advisor Committee may include any Club officer as needed. Tie votes are decided by the Advisor.

### **ARTICLE IX – CODE OF CONDUCT**

The Club Code of Conduct shall be:

1. All rules within the RCSS Code of Conduct shall be enforced
2. Comments which are considered derogatory to any real-life group are strictly prohibited including, but not limited to, ethnicity, race, religion, sex, gender, sexuality.
3. Courtesy is required between members of the club
4. Communication is required between members of the club.
5. Horseplay is not allowed.
6. Members must be prompt to depart at the end of the meeting period
7. Members must maintain a clean club space.

### **ARTICLE X - SYMBOLS OF THE CLUB**

1. The logo of the Astronomy Club is:



The following can be added to the logo:

- a. Above the year - School Year
  - b. Below the year – the individual's Club title:
    - President
    - Vice President
    - Secretary
    - Treasurer
    - Advisor
    - Ast. Advisor
    - Volunteer
2. The Club shall, by the second meeting in the month of September, elect two Members as club royalty to represent to the club to the Homecoming Court. Club royalty is not considered a leadership position and has no rights or privileges associated with same. Club royalty shall be loaned a crown or tiara and, if available, a sash stating "Astronomy Club" to be worn for official Homecoming

activities, such as the Parade, Coronation and Homecoming Court, if requested by the organizer(s) of the Homecoming activity.

#### **ARTICLE XI: AMENDMENTS**

**Section A: Selection** – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership in attendance at time of the vote, minimum of three members present.

**Section B: Notice** – All members shall receive notice of the proposed amendment at least two weeks prior to the meeting with the vote, via verbal announcement and Remind announcement.

Approved and enacted by voice vote by a majority of members during the tenth meeting of the 2024-2025 school year on the twelfth day of August, twenty twenty-four in the current era.

**Attendance role call:**

3

**Results of the vote:**

Aye 3

Nay 0

Abstain: 0

Signed,



William D. Saunders-Cummings

Advisor

Isabella Almodovar

President



Haley Wright *Haley Wright*

Vice President



Iyanna Collins

Treasurer