

Maker Club Constitution

Article I: Name and Purpose

Section 1:

The name of the organization shall be the Maker Club.

Section 2:

The purposes of this club shall be:

- A. To allow students to learn about and participate in the creation of various innovative machines, programs, and builds.
- B. To promote collaboration and develop skills through group projects and meetings.
- C. To give students access to tools and resources that would normally be out of reach.
- D. To allow students to turn their new and innovative ideas into reality.

Article II: Membership and Fees

Section 1: Membership

Membership shall be opened to all students at Ardrey Kell High School. Membership in the club shall be based on attendance in meetings and participation in club activities. Members will be considered active after attending 2 meetings and joining at least 1 division. Members will be required to attend at least $\frac{2}{3}$ of all meetings per year in addition to remaining active in the division(s) they chose to join, and participating in a minimum number of activities, as deemed by the officers. Officers on the other hand, must attend all meetings unless a valid reason is provided, and consistently participate in club activities to be considered active.

Section 2: Fees

In order to provide funds for new machinery and maintenance of existing machinery, there will be an optional due, to be established per year by the club officers, along with an incentive to pay the optional dues. However, members are expected to contribute their own travel fees and tournament entry fees if they do decide to compete in tournaments that have financial costs associated with them.

Article 3: Officers

Section 1: Officers

The officers shall be the President, three Vice-Presidents in charge of the three club divisions, a Treasurer, an Officer of Communications, and a Secretary/ICC Representative. These officers have the ability to maintain the day-to-day functions of the club, in addition to collaborating closely with the faculty advisor to discuss plans for the club.

Section 2: Eligibility

To be eligible for office positions, the students must be attending Ardrey Kell High School and must be an active member in the club. To be eligible for a Vice-President position, the student must have joined and participated in the respective division for an amount of time, to be determined at the current officers' discretion. To be eligible for President, the student must have joined or participated in all 3 divisions.

Section 3: Election

Officer positions shall be elected annually in May or when there are officer positions available. Officer positions shall be voted through a secret ballot using the Alternative Vote system at a certain date and time specified by current officer members. Each member who is present at the specified date and time will be able to submit a ballot.

Section 4: Term

Officers shall serve their duties until the results of the next election are announced or until they resign.

Section 5: Vacancy

If there is a vacancy in the president position, the three vice-presidents will assume the duties of the president as a council until the next election. If there are vacancies in the other officer positions, there will be an election as soon as possible to fill the positions.

Section 6: Removal

If any officer fails to perform their duties as stated in Article IV or is deemed to be non-participatory in club activities, that officer will be removed from position by the faculty advisor and the remaining officers will conduct an election as soon as possible to fill the vacancy.

Section 7: Resignation

If any officer feels that they cannot perform all the duties stated in Article IV, they may resign and the remaining officers will conduct an election as soon as possible to fill the vacancy.

Article IV: Officer Duties

Section 1: President

The President shall

- A. Conduct and organize meeting agendas and times.
- B. Establish an amicable and enjoyable environment for discussing ideas.
- C. Lead members in activities, events, and competitions.
- D. Confirm that all members are active and involved in the club.
- E. Monitor the club's progression in planned activities and events.
- F. Organize officer orientations and aid future officers in presiding in their new roles.
- G. Assist the faculty advisor in maintaining records pertaining to the club.
- H. Plan projects for the club as a whole to complete.
- I. Participate in, aid, and guide all full club projects.
- J. Authorize and provide counsel for small group projects.
- K. Execute other duties usually pertaining to this office position.

Section 2: Vice-Presidents

The Vice-Presidents shall

- A. Coordinate, lead and manage their respective division
- B. Assist the president in organizing any club activities, events, and competitions.
- C. Fulfill presidential duties in case of the president's absence.
- D. Assist in maintaining an amicable environment in the club.
- E. Assist the president in ensuring the club meetings run smoothly.
- F. Aid the president in orientating future officers.
- G. Assist the president and faculty advisor in maintaining records pertaining to the club.
- H. Assist the president in planning projects.
- I. Assist the Treasurer in creating and maintaining financial budgets and related documentation.
- J. VP Hardware will oversee and authorize use of machinery.
- K. VP Software will act as webmaster, and administrate the club GitHub.
- L. VP Systems will aid both VP Hardware and VP Software in their duties.
- M. Execute other duties usually pertaining to this office position.

Section 3: Treasurer

The Treasurer shall:

- A. Manage all club funds and authorize all transactions.
- B. Collect club fees and maintain receipts.
- C. Inform the other officers on any fundraisers or fees.
- D. Create and update financial reports for the club including the club budget.
- E. Create and maintain an inventory list for club resources.
- F. Execute other duties usually pertaining to this office position.

Section 4: Secretary/ICC Rep

The Secretary shall:

- A. Record accurate minutes of every club meeting.
- B. Create and maintain an updated roster of all members.
- C. Maintain files pertaining to the Maker Club.
- D. Document events and competitions planned by the president and vice-president.
- E. Record all votes when there are officer elections or amendment elections.
- F. Represent the Maker Club at all ICC meetings.
- G. Maintain all club information needed at ICC meetings.
- H. Inform the club on updated ICC regulations and events.
- I. Inform the ICC on information pertaining to the Maker Club.
- J. Ensure that the club maintains all ICC rules and regulations.
- K. Execute other duties usually pertaining to this office position.

Section 5: Communications

The Officer of Communications shall

- A. Communicate club information and meetings using Calendar, Remind, and Messaging accounts.
- B. Communicate with the faculty advisor any pertinent announcements, deadlines or events.
- C. Maintain club social media, such as Twitter and Instagram.
- D. Maintain club accounts, such as Gmail and GitHub.
- E. Distribute warnings to those who don't participate in meetings and/or are at risk of expulsion.
- F. Execute other duties usually pertaining to this office position.

Article V: Advisor and Duties

Section 1: Advisor Selection

The advisor shall be selected by the club officers.

Section 2: Duties

The advisor shall:

- A. Meet with the club officers to discuss planned meeting, events, and competitions.
- B. Ensure that the club follows and maintains all campus rules and regulations.
- C. Assist in the orientation of new officers.
- D. Attend regular meetings.
- E. Notify club officers and members on club violations.
- F. Assist the treasurer on maintaining dues and financial reports.
- G. Monitor group function and meetings.
- H. Approve fundraiser proposals and submit the proposals to the ICC for approval.
- I. Encourage current members to be active in the club and encourage prospective members to join.

Article VI: Meetings

Section 1: Meetings

The club will meet monthly after school on a day decided by and agreed to by all members during the annual interest meeting.

Section 2: Special Meetings

Special meetings not originally scheduled may be called by the president with the agreement of the other officers and the faculty advisor.

Article VII: Amendment

Section 1: Proposal of an Amendment

An amendment must be proposed to an officer in writing. The officers will discuss the proposed amendment, and decide whether it shall be put up for a vote or be discarded.

Section 2: Ratification of an Amendment

New laws or amendments may be passed with the majority vote of current members. Members will have one vote and if $\frac{2}{3}$ of the club consents, the law/amendment shall be added to the constitution.

Section 3: Notification of Amendment

Members will be informed if a law or amendment is passed after the election or at the next meeting.