

# **SADD Club Official By-Laws**

## **Preamble:**

SADD (Students Against Destructive Decisions) Club is a national nonprofit organization dedicated to the safety and wellness of students by providing the necessary tools to combat issues such as underage drinking, drug use, mental health, driving safety, and teen dating violence, among other various issues. Our club's mission is to empower students in our community to confront the dangerous risks and pressures they face throughout their daily lives, and hopefully guide them in becoming well-equipped with the resources and knowledge to educate others in their communities about these issues. We aim to host various fundraisers, community service projects, activities, and events that not only involve SADD members, but members of our school community as well. These events will be centered around raising awareness and educating people about the numerous "destructive decisions" our club aims to put a stop to in a manner that is entertaining and enjoyable, but also manages to emphasize the importance of our message.

## **Membership: Article I**

All persons interested in SADD (Students Against Destructive Decisions) Club shall be eligible for membership. Membership shall be by application upon such terms as the club shall provide in its By-Laws.

## **Officers: Article II**

**Sec. 1.** The chief officers of this club shall be: President, Vice-President, Secretary, Treasurer, Chief Technology Officer (CTO), and Social Media/Outreach Officer. The club officers shall also elect a President Elect, Vice-President Elect, Secretary Elect, Treasurer Elect, Chief Technology Officer (CTO) Elect, and Social Media/Outreach Officer Elect.

**Sec. 2.** The officers of this club shall be elected for a term of two years. The election process shall consist of officer applications and interviews whereby the chief officers shall elect the "elect" officers. During their first year, "elect" officers shall be under the mentorship of their chief counterparts. Once the chief officers have completed their two-year term, the "elect" officers shall assume chief responsibility of their position during their second year. "Elect" officers shall *only* assume chief responsibility once the chief officers have completed their two-year term. To allow for a smooth transition of leadership, the "elect" officers shall be one grade level younger than their chief counterparts.

**Sec. 3 –** Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation. If the situation arises in which the chief officer is not able to complete their two-year term, their "elect" counterpart shall assume the responsibility of chief officer and elect a new "elect" officer. If the "elect" officer has withdrawn or resigned, a new "elect" officer shall be elected in their position.

**Sec. 4 -** Officers may be removed by a three-fourths vote of the membership.

## **Duties of Officers: Article III**

**Sec. 1** - The President shall preside at all meetings of this club, and conduct them according to the rules adopted. They shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the club, and perform all other duties pertaining to the office of President.

**Sec. 2** - The Vice-President shall assume all the duties of the President in their absence. In addition, they shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club.

**Sec. 3** - The Secretary shall keep a record of the proceedings of all meetings (“meeting minutes”), keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and ensure that all documents are shared with the chief officers. They are also responsible for keeping an up-to-date calendar/schedule, and ensure that all club members are well informed of club events/meetings. At the expiration of their term, they shall turn over all items belonging to the club to their successor (“elect” officer).

**Sec. 4** - The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; pay no bills without proper authorization. At the end of each quarter, they shall submit an itemized statement of disbursements and receipts. At the end of their term they shall turn over everything in their possession belonging to the club to their successor (“elect” officer).

**Sec. 5** – The Chief Technology Officer (CTO) shall oversee upkeeping and regularly updating the club website, which was created by the first-ever LOLHS SADD Club Chief Technology Officer (CTO). At the expiration of their term, they shall turn over all items belonging to the club to their successor (“elect” officer).

**Sec. 6** – The Social Media/Outreach Officer shall manage all of the club’s social media platforms, as well as create digital media posters/infographics/flyers promoting club activities. One of their top priorities is to effectively promote the club and expand the club’s audience and membership. They shall also come up with a monthly newsletter outlining what the club has accomplished during said month and include pictures as well as the club’s schedule/goals for the upcoming month.

#### **Meetings - Article IV**

**Sec. 1** - The club officers shall hold at least one (1) introductory meeting at the beginning of the school year before any club events have taken place. From there, the club officers shall hold at least one (1) in-person *or* virtual meeting at least one day before a club event. This meeting is optional; however, those who do not attend this meeting will not be able to participate in the club event.

**Sec. 2** - At *any* club events, members must be in official LOLHS SADD club attire, which shall be decided upon by the standing chief officers, if they wish to participate in the club event.

**Sec. 2** – If any decisions need to be made that directly involve the club members, the Secretary shall contact members via Remind (or other platform) to ensure that at least 2/3 of the effected members have had their input on the decision.

#### **Dues: - Article V**

The club, by majority vote of those present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Non-payment of such dues or assessments shall be cause for expulsion from the club within the discretion of the membership.

#### **Amendments: - Article VI**

This constitution or the By-Laws may be amended by a two- thirds vote of the total membership. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following regular meeting, provided all members have been notified by mail of the intent to amend the constitution and/or By-Laws at said meeting.

#### **Dissolution**

Upon any one of the following conditions, the group will dissolve:

No club sponsor/campus supervisor

No formal meeting for 4 months