

## BY-LAWS

### I. Meetings

- 1.1 Robert's Rules of Order will be used only when deciding what on the agenda should be placed into legislation or on the calendar.
- 1.2 Officers should contact the President to place items on the agenda prior to each business meeting.
- 1.3 Any officer who has been absent for two consecutive meetings or 3 total meetings in one semester without being legitimately excused shall have his/her rights and responsibilities suspended.

### II. Duties of the officers

- 2.1 President
  - 2.11 Preside at meetings and prepare, type, and distribute to the officers, the agenda for each business meeting.
  - 2.12 Represents the club on ceremonial, social and political occasions and to faculty and administration.
  - 2.13 Organizes and maintains resource notebooks.
- 2.2 Vice-President
  - 2.21 Organizes and presides over monthly support group.
  - 2.22 Assumes duties of President in his/her absence.
  - 2.23 Writes all correspondence.
  - 2.24 Performs other duties as requested by President.
- 2.3 Secretary/Treasurer
  - 2.31 Keep record of votes and general notes of meetings.
  - 2.32 Signs purchase order requests for funds.
  - 2.33 Give reports on the budget.
  - 2.34 Oversees fundraisers with the Activities Director.
  - 2.35 Organizes and keeps calendar of events for Public Relations Director.
  - 2.36 Performs other duties as requested by the President.
- 2.4 Activities Director
  - 2.41 Solicits suggestions for activities.
  - 2.42 Plans and organizes activities.
  - 2.43 Solicits donations for activities as needed.
  - 2.44 Performs other duties as requested by the President.

Section 5

The club shall collect dues as needed with the amount to be determined by the membership.

ARTICLE V-MEETINGS

Section 1

The schedule of business meetings will be determined by the membership with meetings to be held at least once a month.

Section 2

All business meetings will adhere to Robert's Rules of Order, unless otherwise specified in the by-laws.

ARTICLE VI-ELECTIONS

Section 1

Elections will take place within the first month of each semester. Term of office will be 1 semester.

Section 2

Special elections will be held upon the request of any member supported by a 2/3 vote of the membership.

ARTICLE VII-AMENDMENTS

Section 1

This constitution may be amended by a 2/3 vote by the members of the Achievers.

- 2.5 Assistant Activities Director
  - 2.51 Assists Activities Director at events.
  - 2.52 Performs other duties as requested by the Activities Director.
  
- 2.6 Public Relations Director
  - 2.61 Works on publicity for the club via newspapers, or other media sources.
  - 2.62 Responsible for recruiting club members.
  - 2.63 Makes and distributes flyers, newsletters, etc. for upcoming events.
  - 2.64 In charge of organizing community service/awareness projects.
  - 2.65 Performs other duties as requested by the President.