

# **CONSTITUTION OF THE BIOLOGY OLYMPIAD CLUB**

(January 2017)

## **ARTICLE I: NAME**

The name of this organization shall be Biology Olympiad Club.

## **ARTICLE II: PURPOSE**

Section 1. The purpose of this club shall be to provide an area in which members can practice for the Olympiad with others; through the use of textbooks, notecards, and practice questions so that we may succeed together in the Olympiad.

## **ARTICLE III: MEMBERSHIP**

Section 1. Membership shall be limited to currently enrolled students of Carnegie Vanguard High School.

Section 2. Members shall be expected to follow the rules of the school and the club, and to fulfill their duties to the club.

Section 3. Duties of Members:

- a. Pay membership dues of \$5 per semester.
- b. Attend at least one meeting every week.
- c. Vote qualified members (previous members of at least 1 semester) to office.
- d. Act in a professional and sportsmanlike manner and follow club customs.

Section 4. Inactive members are put on probation and must attend 3 meetings every two weeks for one month to regain membership.

Section 5. Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, or sexual orientation.

## **ARTICLE IV: MEMBER BENEFITS**

Section 1. Members have full access to club-owned equipment. (textbooks and other resources)

Section 2. Members can vote.

Section 3. Members can run for office.

Section 4. Members can represent the club in tournaments and other competitive events

## **ARTICLE V: OFFICERS**

Section 1. Officers shall be President, Vice-President, Secretary, Treasurer

Section 2. Officers shall be selected by majority vote.

Section 3. Officers shall serve for one year until the reestablishment of the club the following year.

Section 4. Officers may be impeached by majority vote with just cause.

Section 5. The Officers and the Club Sponsor shall collectively be referred to as the Executive Board.

#### **ARTICLE VI: DUTIES OF THE OFFICERS**

Section 1. It shall be the duty of the Executive Board to:

- Arrange a schedule to make sure that at least one officer is present to open and close each practice session
- Explain club rules and customs to new members
- Recruit and assist in training new members
- Watch out and resolve disturbances caused by members
- Work together to submit budget requests and disbursements to the school administration
- Plan activities and events for the club

Section 2: It shall be the duty of the President to:

- Administer and announce club meetings
- Represent the club and act as club liaison
- Act as a coach for club members, teaching and correcting techniques and strategy when necessary

Section 3. It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Work closely with the President in coordinating activities for the club
- Maintain equipment supply and order as needed
- Act as a coach for club members, teaching and correcting techniques and strategy when necessary

Section 4. It shall be the duty of the Secretary to:

- Keep a record of all files, documents, announcements, and information of meetings of the club.
- Maintain a roster for attendance and mailing purposes

Section 5. It shall be the duty of the Treasurer to:

- Collect dues at the beginning of each semester
- Ensure that all members pay their dues
- Keep an itemized account of all dues, donations, expenses, and receipts

#### **ARTICLE VII: THE SPONSOR**

Section 1. The Sponsor should be a full time member of the faculty or of the administrative and professional staff of Carnegie Vanguard High School.

Section 2. The Sponsor shall be invited to service by the Executive Board to become an official member of the Board.

Section 3. The Sponsor, in coordination with the Officers, may appoint a Co-Sponsor.

Section 4. The Sponsor shall serve his or her term for life or until he or she, for whatever reason, wishes to no longer serve the Club.

Section 5. It shall be the duty of the Sponsor to:

- Supervise all after-school meetings.
- Establish and secure a space for meetings.
- Ensure that all activities that the club organizes and partakes in comply with school regulations.
- Help ensure the club to be fully functional.

### **ARTICLE VIII: ELECTIONS**

Section 1. Elections shall take place during the Spring Semester in March or April.

Section 2. To be eligible to run for office, a member must have been an active participant for at least one year. Additionally, the member must meet the membership requirements of the club (Article III).

Section 3. The candidate with the most votes wins the position. The executive board shall break ties.

Section 4. The newly elected executive board will assume position the following year, but will begin working with the current executive board.

Section 5. If a position becomes vacant, the executive board shall appoint an interim officer to serve until the next election.

### **ARTICLE IX: MEETINGS**

Section 1. Lunch meetings shall be announced by the President and will be held when necessary.

Section 2. The club shall meet regularly during the school year. The time and location shall be announced at the beginning of each semester. Any variations to the schedule shall be announced in advance through email.

Section 3. Mandatory meetings for voting and upcoming events are announced via email and social media. These will come directly from the officers or from the official email: [cvhsbclub@gmail.com](mailto:cvhsbclub@gmail.com).

### **ARTICLE X: EQUIPMENT**

Section 1. Equipment shall be stored in the room of the sponsor if the sponsor allows it.

Section 2. It is the responsibility of the club members to bring their own equipment.

### **ARTICLE XI: ACTIVITIES**

Section 1. Special activities planned shall be discussed during meetings and be planned thoroughly with all members of the club.

Section 2. Activities shall include tournaments and any others suggested by members of the club.

## **ARTICLE XII: RATIFICATION, APPROVAL, and REVIEW**

This constitution will be available for all members to approve during the first general body meeting of the academic year. If a member disagrees with the contents of this constitution, he or she may discuss the disagreement with the executive board. If the executive board determines the claim to be legitimate, the club will discuss the claim, and all present members may vote on a resolution. A simple majority is needed to accept a resolution, and the executive board will break any ties. After all resolutions have been agreed upon, or if there are no disagreements by the end of the meeting, then this constitution will be considered to be ratified.

## **ARTICLE XIII: AMENDMENTS**

Amendments to this constitution may be suggested at the end of the academic year. All present members may vote on the amendment. A simple majority is needed to accept the amendment, and the executive board will break any ties.

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