Utica Academy for International Studies Athletic Program By-Laws

General

* The goal of this program is to help students at the Utica Academy for International Studies achieve their Action hour requirements of the International Baccalaureate Program.
* The board consists of the Director, Vice Director, Treasurer, Secretary, and the Directors of each department.
* The core of the board, the Director, Vice Director, Treasurer, and Secretary, take care of the entire program, while the director of each department only takes care of their own department.

Director

* Oversees the entire program
* Organizes, conducts and plans the board meetings with the Secretary, Treasurer, and the department leaders.
* Organizes, conducts, and plans the general meetings with the entire club.
* Is to lead a successful program, and to attempt to meet the entire program’s goals or ideas to the best of their ability.
* Is elected in January of every year, the election must follow the election process stated below.
* Must work with the board over the summer, or any members of the program, for preparations of fall events, such as the club fair, and providing a welcome meeting for incoming freshmen.
* Must attend 95 percent of the meetings, whether that is board or general meetings.
* Is to make sure any Student Senate Request Forms are turned in.

Vice Director

* Is to keep in contact with each head of department to get updates and make sure every department is running smoothly.
* If the Director is not at a meeting, the Vice-Director runs the meeting.
* Is elected in January of every year, and the election must follow the election process stated below.
* Is to attend at least 90 percent of meetings, whether that is board or general meetings.
* Is to keep in contact and work with the Director, Treasurer, and Secretary, and helping out in tasks, whether that be helping to collect time sheets, keeping track of time sheets, helping to run meetings, etc.

Treasurer

* Is to oversee the funds of the program
* Must keep a log of funds, and keep the most the accurate records as possible.
* Is in charge of counting money from fundraisers, making sure items/services are paid for, and obtaining member dues.
* Must attend 80 percent of the meetings, whether that is board or general meetings.
* Is elected in January of every year, the election must follow the election process stated below.
* Is to help the secretary keep track of the member hours, and help in keeping accurate records of these hours.

Secretary

* Is to write the agendas for the general meetings, and write minutes of the meetings within 5 days after the general meeting. For example, if a meeting is May 1st, the minutes must be posted May 5th at the latest.
* Is to keep the website updated, and to manage the email account of the club.
* Must attend 80 percent of the meetings, whether that is board or general meetings.
* Is elected in January of every year, the election must follow the election process stated below.
* Is to keep track of the member hours, and work with the treasurer in keeping records of this.

Election Process

* All elections are run by the Teacher Advisor, who must be in the room the entire time of elections.
* Candidates are to email that they are running to the program’s email, at least one week before the official election.
* Candidates are to have 3 minutes for presenting their ideas and why they should have the position to the entire program. Questions are welcome after all of the candidates for one position have given their presentations.
* For a candidate to win a position, they must win majority of the vote. Every member that is logged in attendance before the meeting has one vote for each position. Candidates are allowed to vote for themselves.
* Every term for every board member is an entire year. For example, April 2011 to April 2012.
* If a senior is elected in their senior year, they may hold the position until April, in which an election will take place for their successor.
* If a board member is not able to fulfill their duties included in these by-laws, the board member may be impeached. To be impeached, three instances of not fulfilling duties must be recorded, and must be mentioned to the Director, Secretary, or Treasurer.
* If a board member is impeached, an election is to occur to the election process’ laws above.
* Any issues with the results of an election must be told to the Teacher Advisor.

Departments

* For a department to exist, the department must be approved by more than half of the club, and have at minimum, 5 members to that department.
* Departments are able to do hold their own meetings, plan their own events, leagues, tournaments, etc. For leagues and tournaments to be planned, the board must approve the league/tournament to ensure that there are minimum conflicts between all departments, allowing members to be part of more than one department.

Director of Departments

* Each department is decided by having a vote by the entire program. If the department meets the requirement of having more than half of the vote being yes, or having the department, the department becomes part of the program.
* Each department has a director; this director oversees the entire department.
* The director of each department is required to go to 80 percent of board and general meetings.
* The director of each department is voted on in April every year, and each term is for an entire year.
* Is to stay in contact with the Vice-Director, and provide updates to the Vice-Director.

Members

* There are two types of members, general members and members in good standing. General members do not need to meet any of the requirements, but must attend at least three in-club events throughout the year. Members in good standing record at least 50 hours of action, attend 5 program events, and attend at least half of the general meetings.
* Only members in good standing may run for board positions.
* For recording hours, time sheets must be fully completed and turned in either to the Secretary, or the Treasurer. A time sheet box may be placed in a classroom where these can be collected also.
	+ For every 5 hours recorded, one reflection must be shown. Reflections can be a signature, photo, video, memorabilia, etc.
	+ In club events do not require reflections.
* The board has the final say in deciding how many hours an in-club event is worth. The board decides this by coming to a compromise at a board meeting.
* Members are allowed to be part of more than one department.