

Lake Travis High School Sailing Club Constitution and Bylaws

Revised 12/1/2019

ARTICLE I: NAME & PURPOSE

Section A: Name – Lake Travis High School Sailing Club

Section B: National Affiliation – The rules and regulations of the Lake Travis High School Sailing Club Constitution shall be followed when not inconsistent with the rules and regulations of SEISA or ISSA.

Section C: Purpose – The purpose of this club shall be:

1. *Create a fun environment where Lake Travis High School students are able to learn how to sail.*
2. *Provide opportunities for LTHS Sailors to race at local high school sailing events*
3. *Represent Lake Travis High School at both state and national regattas*
4. *Spread awareness of sailing as a competitive sport.*

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to all Lake Travis High School Students upon payment of the dues as outlined in Section B.

Section B: Dues – General Dues shall be \$0 per year. Dues for practices are \$200 a semester* and additional regatta dues may follow**

* students are not required to attend practices to be part of the club

** students are not required to attend regattas to attend practices but must attend practices to enroll in regattas

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer, and Social Chair

Section B: Eligibility – Officers must be in 9-12th grade and zoned for Lake Travis High School and must attend practices.

Section C: Election – The officers shall be elected by ballot at the last meeting of the fall semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the spring semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and

vacancies in any other office shall be filled by a special election. Vacancy in a position may occur if the sponsor deems any member of the executive committee not fit for their position (see VII for more details).

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership and attendance
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Keep an itemized account of all receipts and expenditures and make reports as directed
- Manage all money input and output from the club, including fundraisers and club expenses.
- Set realistic goals and expense estimates for the club.
- Organize and plan different club fundraising events.

Section E: Social Chair -- it shall be the duty of the Social Chair to:

- help organize all social events
- Run social media
- create a budget for the social events
- serve as chairperson to the social committee
- Organize events to promote the club and involve new members

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held approximately twice a month during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the majority vote of the Executive Committee.

Section C: Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee may meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.

- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.
- Ask any member of the executive committee to leave their position due to that member not contributing to the club. This may include (but is not limited to) lack of attendance to club related events, not performing their duties as a club officer, failure to keep a leadership role, and failure to represent the values of the club.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members may be appointed by the President before the end of every semester, whose duty shall be to plan the overall program of the club for one year. The program committee's term will run for 1 semester.

Section B: Social committees – A social committee composed of the Social Chair as chairperson and four other members shall be appointed by the Vice-President by the end of every semester, whose duty it shall be to plan the social events of the club for one year. The social committee's term will run for 1 semester.

Section C: Special Committees – The President shall have the authority to appoint any special committees, with a majority vote of the Executive Committee, from time to time as need demands.

ARTICLE IX: LIABILITIES

Section A: Liabilities – The Lake Travis High School Sailing Club will stand separately from the Lake Travis High School Sailing Team Program as sponsored and hosted by the Austin Yacht Club. The Lake Travis High School Sailing Club will therefore not assume any liability of the Lake Travis High School Sailing Team Program (and vice versa).

Section B: Lake Travis High School Sailing Club– The Lake Travis High School Sailing Club will have the intent of spreading awareness and recruiting for the Lake Travis High School Sailing Team Program as well presenting information about sailing opportunities for students at Lake Travis High School. The club will also strive to educate new sailors on the basics of sailing.

Section C: Lake Travis High School Sailing Team Program – The Lake Travis High School Sailing Team Program as hosted by the Austin Yacht Club shall have its separate intentions and purposes which are to be guided by the goal of teaching high school students to sail.

ARTICLE X: AMENDMENTS

Section A: Selection – These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership or by four-fifths vote of the Executive Committee

Section B: Format of Election - The format of elections is a document outlining the policy for how board members shall be elected. The Format of Election document shall be looked over and may be revised ever year. The amends policy of the Format of Election document shall be the same as the amends policy of the Club Bylaws. Lastly, the revised Format of Elections shall be posted to the members of the club as soon as possible.