

## **ACCESS CLUB BY-LAWS**

### **Article I – Name**

Section 1. The name of the organization is **Access to College, through Collaboration, Excellence, and Student Success**, hereinafter referred to as the ACCESS Club.

Section 2. The name ACCESS Club is the intellectual property of the Foundation for Ensuring Access and Equity, Inc.

Section 3. \_\_\_\_\_ is granted use of the ACCESS Club name only as long as the club adheres to the mission, vision, and guiding principles of the Foundation for Ensuring Access and Equity, Inc ([www.accessandequity.org](http://www.accessandequity.org)).

### **Article II – Purpose**

Section 1. The primary function of the ACCESS Club is to support students and families in preparing, and becoming competitive candidates, for college admissions. Any funds generated by the ACCESS Club shall be directed to the advancement of the student achievement, education, and college preparation purposes of the ACCESS Club.

Section 2. The purpose of these by-laws is to ensure a smooth and proper flow of business at meetings and activities involving the ACCESS Club.

Section 3. The ACCESS Club shall be non-union, non-profit, and no part of the net earnings shall inure to the benefit of any individual member.

### **Article III – Club Affiliation**

Section 1. ACCESS Club membership is open to anyone interested in supporting the mission and vision of the ACCESS Club, and adhering to the guiding principles as stated in Article XVI of these by-laws.

Section 2. The ACCESS Club is not to be misrepresented as having the authority to transact business or enter into contractual agreements on behalf of the Foundation for Ensuring Access and Equity, Inc., or the sponsoring school/organization.

Section 3. No member is to use his or her membership to influence or otherwise profit from the club association.

Section 4. Club attendees who are not voting members, may only offer suggestions when in attendance or when guests of this organization.

Section 5. Only members of the Executive Board(s) shall make contact with the Board of Directors of the club regarding ACCESS Club matters, and then only with the approval of the President(s) of the Executive Board(s).

Section 6. The President(s) of the Executive Board(s) may notify and invite a representation of the club to the Board of Directors or Executive Board meetings when necessary.

#### **Article IV – Governing Officers and Boards**

Section 1. There shall be a Board of Directors.

Section 2. There shall be Two (2) Executive Boards.

a. There shall be a Parent Executive Board.

b. There shall be a Student Executive Board.

Section 3. There shall be Two (2) groups of officers and committee chairpersons.

a. There shall be officers and committee chairpersons for the student group.

b. There shall be officers and committee chairpersons for the parent group.

#### **Article V – Officers and Terms**

There shall be two (2) types of officers: Elected officers and committee chairpersons.

Section 1. Elected officers shall consist of: President, Vice-President, Secretary, and Treasurer.

Section 2. The President, with the approval of the Executive Board shall appoint Committee Chairpersons.

Section 3. The President, or his or her designate, of the student group shall be the official ACCESS Club liaison to other student clubs at the sponsoring school/organization.

Section 4. The President, or his or her designate, of the parent group shall be the official ACCESS Club liaison to other parent booster clubs at the sponsoring school/organization.

Section 5. The President(s) shall be ex officio member(s) of all

committees.

Section 6. Only dully elected or appointed parents (or guardians) of students currently attending the sponsoring school/organization can serve as officers or committee chairpersons of the parent group.

Section 7. Only dully elected or appointed students currently attending the sponsoring school/organization can serve as officers or committee chairpersons of the student group.

Section 8. The standing committees, as listed in Article XV, may vary from year to year and consist of such other committees as appointed by the President.

Section 9. From time to time it may be necessary to appoint a committee chairperson for a specific task. This may be done at the discretion of the President with approval of the Executive Board. This appointment is not required to be a sponsoring school/organization parent or student but anyone deemed beneficial to the ACCESS Club by the President.

Section 10. The Executive Boards shall consist of the following persons.

a. There shall be a Parent Executive Board, elected by the general parent membership or appointed by the President and shall consist of the elected officers and committee chairpersons of parents.

b. There shall be a Student Executive Board, elected by the general student membership or appointed by the President and shall consist of the elected officers and committee chairpersons of students.

c. Any vacancy on the Executive Board shall be filled by vote of the Executive Board and ratified by a majority vote of the general membership at the next regularly scheduled general membership meeting.

e. A person may not serve in the same position on the Executive Board for more than one (1) year.

Section 11. The purpose of the Executive Boards is to oversee the general operations, review the annual budget, approve committee budgets, manage the financial responsibilities of the organization, and to ensure that the operations of the ACCESS Club are consistent with, and reflective of, the mission, vision and guiding principles as stated in Article XVI herein.

Section 12. Each Executive Board shall consist of the four (4) elected officers and committee chairpersons.

Section 13. The student President shall serve as the Chairman of the Student Executive Board and the parent President shall serve as the Chairman of the Parent Executive Board.

Section 14. Each Executive Board member shall cast one vote in all Executive Board decisions.

Section 15. A simple majority shall apply to all Executive Board decisions.

Section 16. In the event of a tie, the vote of the Chairman of the Executive Board shall be the deciding vote.

Section 17. The Board of Directors shall consist of the following persons.

a. One at-large gender representative from each student racial group exceeding 5 percent of the general student population at the sponsoring school/organization.

b. One at-large gender representative from each parent racial group exceeding 5 percent of the student population.

c. One representative from the counseling department who is to be appointed by the school/organization.

d. One representative from the administration who is to be appointed by the school/organization.

f. The President of the Student Executive Board who shall also be the Co-chairman of the Board of Directors.

g. The President of the Parent Executive Board who shall also be the Chairman of the Board of Directors.

h. The Secretary of the Parent Executive Board who shall also be the Secretary of the Board of Directors and is responsible for recording the minutes.

Section 18. At-large members to the Board of Directors may be nominated by any member of the Board of Directors, but must be presented before the general membership and ratified by a majority vote of the general membership prior to participating in Board of Directors meetings.

Section 219. At-large members to the Board of Directors may serve only until the election of new officers, however, they may be re-nominated for another annual term and must be presented before the general membership and ratified by a majority vote of the general membership prior to participating in Board of Directors meetings.

Section 20. Each Executive Board member shall cast one vote in all Executive Board decisions.

Section 21. A simple majority shall apply to all Board of Directors decisions.

Section 22. In the event of a tie, the vote of the Chairman of the Board of Directors shall be the deciding vote.

Section 23. The purpose of the Board of Directors is to oversee the overall operations of the ACCESS club.

a. That the club's operations are consistent with those as outlined by the Foundation for Ensuring Access and Equity, Inc.

b. That the club's operations are consistent with school and school board policy.

c. That the club's operations and programs are consistent with ensuring access and equity for all students.

e. That the club's officers, Executive Boards, and committee chairpersons reflect racial and gender diversity.

f. That the club's operations and financial obligations are fiscally sound.

g. That the club is not engaged in any operation or activity that would jeopardize its non-profit status.

h. The amicable resolution of any disputes or disagreements between the Student Executive Board and the Parent Executive Board.

Section 24. The President shall preside at all meetings of the ACCESS Club.

Section 25. In the event of the President's absence, the Vice-President shall preside.

Section 26. If both are absent, the Treasurer shall preside.

Section 27. If all of the aforementioned officers are absent, the Secretary shall preside. In the event that all major officers are absent, the meeting will be postponed.

Section 28. All officers shall serve in their position for a period of one (1) year.

Section 29. The term of office shall run from September to September of the following year when elections are held.

Section 30. All student officers must be in good academic and disciplinary standing and currently enrolled at the sponsoring school/organization.

Section 31. All parent officers must currently have students enrolled at the sponsoring school/organization.

Section 32. All officers must be active members of the ACCESS Club for one (1) full year before holding an office. An active member is one who attends meetings on a regular basis and actively participates in various ACCESS activities, throughout the year.

Section 33. The one (1) year participation requirement is waived during the first year that the ACCESS club is established.

Section 34. Elections:

a. Nominations shall be held at the August general meeting, where any member may be nominated for an office and nominations seconded. Each nominee must accept or decline his or her nomination at this time.

b. The listing of all candidates for an office is to be drawn up and printed in the next newsletter. An absentee ballot shall be available to any member upon request. The newsletter shall print where to obtain this ballot before the election.

c. The election of officers shall be held at the first general meeting in September, and shall take place after the regular business of the general meeting is concluded.

d. All the nominations from the August general meeting shall be announced with additional nominations taken from the floor with a second. Nominees must be present to accept or decline at this time. There will be no limit to the number of nominations. A motion to close nominations with a second must be made before voting can take place.

e. All voting shall be done by secret ballot.

f. The President shall appoint a committee to count the ballots after each vote. The results will be announced immediately after the vote for the office and before the vote is taken for the next office.

g. The President shall be the first officer elected and shall assume the responsibilities of the office after the installation of the newly elected officers.

h. The new President shall do the appointment of Committee Chairperson at a regular scheduled meeting.

i. To cast a ballot, you must be an ACCESS Club member in good standing and listed on the current dues paying membership roll.

j. Immediately after new officers are elected, all of the necessary books, files, inventory, bank records, and all other such records relating to the ACCESS Club shall be passed from the previous officers to the newly elected officers.

Section 35. Removal:

a. In the event an officer is not in attendance for three (3) consecutive meetings, he or she will be automatically removed from office.

b. In the event an officer states publicly that he or she wishes to retire, the three (3) meeting clause is voided and he or she is automatically removed at the next meeting.

c. In the event an officer expires, he or she shall be replaced at the next meeting.

d. In the event a Committee Chairperson is not in attendance for the three (3) consecutive meetings, he or she will be replaced.

**Article VI – Dues**

Section 1. Memberships shall be from September to September of each year. Dues must be paid by September 30<sup>th</sup> or name will be removed from rolls.

Section 2. The annual dues are:

a. Family - \$15.00 non-refundable

b. Adults - \$10.00 non-refundable

c. Students - \$5.00 non-refundable

Section 3. Upon payment of dues, a copy of these by-laws shall be given to each member.

Section 4. All members must be recorded on the roll of current membership to vote.

## **Article VII – Meetings and Procedures**

Section 1. The regular meetings will be scheduled as needed, but no less than monthly. Meetings will begin at 6:30 PM, on weeknights, and at 10:00 AM on weekends, and continue until completion of business.

Section 2. The President may call special meetings at any time. Board meetings will be held as needed at a time and place designated by the President.

Section 3. The Secretary shall read the minutes of the previous regular meeting or shall provide printed copies of the minutes.

Section 4. The President may make a motion to waive the reading of the minutes that must be seconded by a voting member.

Section 5. The Treasurer will give a financial report including details of all receipts and expenditures for the previous month at every meeting.

Section 6. The President may make a motion to waive the reading of the financial report that must be seconded by a voting member.

Section 7. The President may ask for committee reports from each chairperson, followed by discussion, this includes old and new business.

Section 8. When needed at the end of a discussion, a motion may be made and seconded. A verbal show of hands or secret ballot shall be taken. A simple majority shall carry the vote and is final.

Section 9. A meeting of the Board of Directors must occur at least once per year. A time and place for the meeting may be set by the President of the parent group and must be communicated to all Board of Director members.

Section 10. Special meetings of the Board of Directors may be called by either President. A time and place for the meeting must be set and communicated to all Board of Director members.

## **Article VIII – Terms**

Section 1. Quorum - minimum number of members of an organization who must be present for the valid transaction of business. Minimum number is (10) members, 50 percent of the Board, or 50 percent of the operating committee.

Section 2. Simple Majority - Majority rule.

Section 3. Dues - Money paid to become a member.

Section 4. Board of Directors - Elected officers: President, Secretary of the Parent group, and members who are appointed in accordance with Article IV, Section 17.

Section 5. Board Meeting - Meeting elected officers, standing committee chairpersons, and dully appointed persons.

Section 6. ACCESS Club - The Access to College, through Collaboration, Excellence, and Student Success Club.

Section 7. Executive Board - Elected officers: President, Vice-President, Treasurer, and Secretary and Committee Chairpersons.

Section 8. The Foundation - The Foundation for Ensuring Access and Equity, Inc.

### **Article IX – Duties of Officers**

Section 1. The President shall preside at all meetings of the ACCESS Club. He or she shall appoint all Standing Committees with the approval of the Executive Board. He or she shall appoint all Special Committees and shall be ex-officio member of all committees. He or she shall cast the deciding vote in the event of a tie.

Section 2. The Vice-President shall perform the duties of the President or Secretary in the absence of either.

Section 3. The Secretary shall keep an accurate record of the proceedings of all meetings of the ACCESS Club. He or she shall conduct the general correspondence of the Club and keep an accurate list of memberships and perform such other duties as pertain to the office. He or she shall keep attendance record of all members at every meeting. He or she shall keep an accurate list of members' names, addressees, email addresses, and telephone numbers. He or she shall provide an updated telephone and email list to the officers at each board meeting, if there are any new or reactive membership since the previous meeting.

Section 4. The Treasurer shall collect all money due to the ACCESS Club, keep an accurate record thereof, the amount and date that membership dues are paid, and deposit same in the name of the Club in the bank selected by the Executive Board. He or she shall present a full report at each regular meeting of the Board of Directors and regular meetings or at any time upon request. Bills will be paid upon receipt, no later than thirty (30) days after the incurred expense. Finances will be totally transacted through a checking account under the name of the ACCESS Club or through the sponsoring school/organization's bookkeeper. All checks written by the ACCESS Club shall require the signature of two (2) elected officers. Checks to the Club shall be made payable to the ACCESS Club.

## **Article X – Code of Conduct**

Section 1. All members of the ACCESS Club shall act in good faith at all events. Any conduct that is violent or abusive in action shall give just cause for dismissal as a member of the ACCESS Club. Such actions should be reported in writing to the Board of Directors stating offensive action, date, and signed by the individual reporting incident. A vote shall be taken at the next regular meeting on actions of any member that warrants a review from the Board of Directors.

Section 2. Any conduct by ACCESS Club members that is considered in conflict with the mission, vision, and guiding principles shall provide just cause for dismissal as a member of the ACCESS Club. Such actions should be reported in writing to the Board of Directors stating the conflicting action, date, and signed by the individual reporting incident. A vote shall be taken at the next regular meeting on actions of any member that warrants a review from the Board of Directors.

## **Article XI – Amendments**

Section 1. These by-laws may be amended or lengthened at any time with the following procedures:

- a. The amendment is placed on the floor as a motion.
- b. Discussion of the motion, pro and con, if any.
- c. The motion will rest until the next regular meeting.
- d. At the next regular meeting the discussion will resume, pro and con. At the end of this discussion, a show of hands vote will be taken. The motion shall pass or fail by a majority. If passed, it shall be entered immediately.

Section 2. A copy of the amendments shall be distributed to each member at the next regular meeting. It is the member's responsibility to attach the amendment to his or her copy of the by-laws, which he or she received upon joining the ACCESS Club

## **Article XII – Adoption of By-Laws**

Section 1. The by-laws have been read at one (1) regular ACCESS Club meeting and accepted by a simple majority.

## **Article XIII – Placement**

Section 1. A copy of these by-laws shall be given to the Head Counselor or official representative of the school/organization.

Section 2. A copy shall be given to each member at the time they join the Club.

### **Article IVX – Expenditures**

Section 1. The President or Vice-President may approve spending up to but not to exceed Fifty Dollars (\$50.00) without prior approval.

Section 2. Proper receipts shall be turned in to the Treasurer.

Section 3. Expenditures over Fifty Dollars (\$50.00) shall be approved by a simple majority at regular scheduled meetings, at Executive Board meetings, or by conference calls between the President, Vice-President, and Treasurer.

Section 4. In the event that there are 2 (two) or more officers from the same family, both signatures on a check may not be from that same family.

Section 5. The Treasurer shall make the financial records available for review at each meeting of the Executive Board.

Section 6. The Treasurer, at the end of the school year or at the end of his or her term as Treasurer, shall turn over the financial records to the Executive Board.

### **Article XV – Committees**

Section 1. Consistent with the ACCESS Club mission of expanding college awareness and preparedness, standing committees shall consist of:

a. Academic Committee: responsible for assisting students in course selection and academic preparation.

b. Alumni and College Relations Committee: responsible for communicating with ACCESS Club alumni and College Admissions officers and staff.

c. Awards Committee: responsible for establishing awards and identifying award opportunities for ACCESS Club members.

d. College Admissions Committee: responsible for assisting students and guiding students through the college admissions application process.

e. College Visits/Fairs Committee: responsible for arranging for or keeping ACCESS members aware of college visits and fairs.

- f. Leadership Committee: responsible for identifying leadership opportunities and providing leadership development for ACCESS members.
- g. Fundraising Committee: responsible for identifying and engaging in fundraising activities to support the ACCESS Club programs and initiatives.
- h. Hospitality Committee: responsible for scheduling, coordinating, and hosting ACCESS Club meetings and events.
- i. Internships and Pre-College Programs Committee: responsible for identifying internship and Pre-College program opportunities.
- j. Mentoring Committee: responsible for identifying mentors and mentees in the areas of academics, leadership, community service, and in extracurricular activity involvement.
- k. New Member Orientation: responsible for welcoming and assisting new members in identifying committees and in taking full advantage of ACCESS Club opportunities.
- l. Newsletter Committee: responsible for creating and distributing newsletters pertaining to ACCESS Club events, college admissions information and opportunities, and issues of interest to ACCESS Club members.
- m. Photography Committee: responsible for taking photographs and maintaining a video journal of ACCESS Club events.
- n. Publicity Committee: responsible for creating flyers, posters, and the overall publicity, community and media relations.
- o. Scholarship Committee: responsible for identifying scholarship opportunities and assisting students with preparation of scholarship forms and materials.
- p. Seminar/Workshop Committee: responsible for identifying scholarship opportunities and assisting students with preparation of scholarship forms and materials.
- q. Website Committee: responsible for maintaining and updating the ACCESS Club website.

## **Article XVI – The Club Mission, Vision, and Guiding Principles**

Section 1. The mission of the ACCESS Club is to provide communication between, and support of, students and families in expanding their college awareness and preparedness.

Section 2. The vision of the ACCESS Club is to enhance the educational, leadership, and personal development opportunities for all students and families within the sponsoring school/organization community.

Section 3. The five guiding principles of the ACCESS Club are:

a. Integrity of data gathering to ensure that students and families are fully aware of the options, opportunities, obstacles, and barriers to educational achievement pertaining to race, gender, and socioeconomic background.

b. Integrity of information sharing to ensure that students and families are exposed to and aware of the multitude of school-wide, district-wide, local, state, national, and international opportunities for student growth and development.

c. The active involvement of parents/guardians in the college planning and preparedness of students.

d. The continual character and leadership development of ACCESS Club student members.

e. To engage in ongoing collaboration with the staff, counselors, administrators, and support personnel of the sponsoring school/organization and local school district.

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