

PROVIDENCE HIGH SCHOOL GERMAN CLUB CONSTITUTION

ARTICLE I. NAME. The association of Providence High School students in the club related to German language and culture will be called the Providence High School (PHS) German Club.

ARTICLE II. AFFILIATION. The PHS German Club is affiliated with the German Language Department of Providence High School, Charlotte, North Carolina. As such, the PHS German Club follows the rules and policies of the German Language Department, and sets its academic and social goals in a manner consistent with the academic and social goals of the PHS German Language Department.

ARTICLE III. PURPOSE. The Providence High School German Club, as one of the largest of all PHS clubs, is a very active club comprised of a wide range of students with varying language abilities and interests who come together to work, play, and provide school and community service. These students wish to nurture a love of and appreciation for the German language. The primary purpose of the PHS German Club is to deliver an enjoyable and 100% positive and supportive environment for all PHS German Club members to grow in their leadership, mentoring, team-building and most especially German language and culture knowledge and skills. It is also the objective of the PHS German Club to educate the school and wider community on German history, culture, language and customs, and to role-model the most constructive and positive words, behaviors and actions to those ends.

ARTICLE IV. ORGANIZATION.

Section 1. Membership. Any Providence High School student in grades 9-12, not limited to PHS students currently studying the German language through a PHS German language course, may join the PHS German Club. Membership “in good standing” means that said member has met the requirements of club fee. Only members in good standing may attend PHS German Club events and run for PHS German Club officer positions.

Section 2. Duties of Membership. It is the duty of all PHS German Club members to support the Constitution, to pay PHS German Club dues and activity or event fees as required, to positively and actively support the activities of the PHS German Club through attendance and attitude, and to foster the goals of inclusion and growth of the PHS German Club. While general members are not obligated to attend PHS German Club events, they are encouraged to do so. Signing up to attend a PHS German Club event is a general member’s commitment to participate in the event. Many of the PHS German Club events require the use of PHS German Club financial resources for the purchase of supplies, food and other materials. Therefore, a member must contact the membership chair prior to the event to inform the officer that she/he will not be in attendance.

Section 3. Governance. In all respects other than those responsibilities of the Faculty Advisor,

described below, the governance and management of the PHS German Club will be the responsibility of the elected officers, led by the current Co-Presidents.

ARTICLE V. FACULTY ADVISOR. The advisor(s) of the PHS German Club is/are the Providence High School teachers of German language, and serve(s) as mentor(s) to the PHS German Club, supporting the club with advice and guidance, obtaining school and outside resources and funding as needed, and serving as the PHS German Club's adult spokesperson(s) and contact(s) in event of need or emergency. Faculty advisors are not involved in the selection or dismissal process of PHS German Club officers, but may provide input as needed.

ARTICLE VI. OFFICER ELECTIONS.

Section 1. Eligibility. Only members in good standing may apply to be officers of the PHS German Club in the following academic year.

Section 2. Timing of Elections and Officer Selection Process. PHS German Club officer positions shall be filled according to a 3-step process which commences in March of the current academic year. The first step is the timely submission of the PHS German Club Officer Application for the following academic year. Applications are generally made available to PHS German Club members in the 1-2 weeks following Spring Break, and have a deadline approximately two weeks later. The second step requires PHS German Club officer applicants to sign up for and to complete an in-person officer applicant interview. Interviews are normally conducted in a German language classroom during non-class hours. Third, the student's written application, in-person interview, classroom and PHS German Club activity attendance and participation, and any other relevant factors will be discussed by the current Co-Presidents and the next academic year Co-Presidents, with advice from the Faculty Advisor, in determining the slate of officers for the coming academic year.

Section 3. Slate of Officers. The slate of officers for the coming academic year will be comprised of the following: Two (2) Co-Presidents; at two (2) Vice-Presidents; at least one (1) Secretary; at least one (1) Treasurer; at least two (2) Events Chairs; at least one (1) Service Chair; at least one (1) Historian; at least one (1) Fundraising Chair; at least two (2) Communication Chairs; one (1) Faculty-Student Liaison; and such other Officers and Committee Chairs as deemed needed by the Co-Presidents, with input from the Faculty Advisor.

ARTICLE VII. OFFICER DUTIES.

Section 1. General.

Being a PHS German Club officer means working as a meaningful part of the Officer team to plan events and activities, solve problems, and increase the value of PHS German Club membership to PHS students. PHS German Club officer position appointments are contingent upon consistent attendance at PHS German Club events, strong academic work, close cooperation with all officers, and satisfactory completion of assigned duties. It is always the

responsibility of a PHS German Club officer to help other officers by attending all PHS German Club events and activities and by helping with event/activity coordination and execution.

To ensure the orderly progress of the PHS German Club through the academic year and in order to maintain the high quality of PHS German Club activities, all PHS German Club officers are expected to attend periodic meetings. Deviations by an officer from the general and assigned duties of officers require prior approval of the co-presidents. Officers sign a contract acknowledging that they understand the PHS German Club Constitution and their individual responsibilities and that they will support the PHS German Club in letter and spirit. PHS German Club officers and members are expected to conform to the PHS Student Code of Conduct at all PHS German Club events on- and off-campus.

Section 2. Officer Term. Each officer will serve for one academic year. Officers must reapply to have a position in the following academic year.

Section 3. Attendance. In the absence of dramatic or extenuating circumstances, PHS German Officers will be expected to attend at least $\frac{3}{4}$ of PHS German Club meetings and activities during the academic year of their service. For a planned absence, Officers shall find another officer to attend in their place.

Section 4. Co-Presidents. The offices of Co-President shall be filled by rising seniors. It shall be the duties of the Co-Presidents to: (1) call all general membership meetings, officer meetings, and special meetings of the PHS German Club; (2) preside at all PHS German Club meetings and meetings of the PHS German Club Officers; (3) act as the official hosts for the PHS German Club, both within and outside the school; (4) act as the student representatives and spokespersons for the PHS German Club, both within and outside the school, including media activities; (5) serve as the final decision-makers regarding the activity calendar; (6) plan and prepare an agenda for PHS German Club meetings and PHS German Club officer meetings as needed; (7) consider new opportunities and events in order to meaningfully engage current PHS German Club members and encourage non-members to join; (8) such other actions which fulfill the duties of a club president, and such other responsibilities and Committee assignments which advance the goals of the PHS German Club.

Section 5. Vice-Presidents. The offices of the Vice-Presidents shall be filled by rising juniors. Selection as Vice-President is not a promise or guarantee that the student will become President in the next academic year. It shall be the duties of the Vice-Presidents to: (1) support the Co-Presidents; (2) support the PHS German Club through positive words and actions; (3) serve as President if the Co-Presidents are unable to fulfill her/his duties either temporarily or permanently; (4) such other responsibilities and Committee assignments which advance the goals of the PHS German Club.

Section 6. Secretary. The office of Secretary shall be filled by a rising sophomore, junior or senior. It shall be the duties of the Secretary to: (1) maintain accurate minutes of each PHS German Club Officer meeting, and track/record all events throughout the year

including officers' meetings; (2) carry out all correspondence for the PHS German Club; (3) maintain an accurate and complete contact information listing of the PHS German Club officers, and publish the list to the officers and Faculty Advisor; (4) such other responsibilities and Committee assignments which advance the goals of the PHS German Club.

Section 7. Treasurer. The office of Treasurer shall be filled by a rising sophomore, junior or senior. It shall be the duties of the Treasurer to: (1) maintain complete and accurate records of all PHS German Club receipts and disbursements; (2) maintain general PHS German Club receipts and disbursements relating to all fundraising; (3) supervise the preparation of the PHS German Club budget; (4) such other responsibilities and Committee assignments which advance the goals of the PHS German Club.

Section 8. Events Chair. The offices of Social Chair shall be filled by rising sophomores, juniors and/or seniors. It shall be the duties of the Social Chairs to: (1) organize and coordinate the successful execution of all PHS German Club activities other than school and community service events; (2) Delegate responsibilities for various events to the different officers; (3) such other responsibilities and Committee assignments which advance the goals of the PHS German Club.

Section 9. Service Chair. The offices of Service Chair shall be filled by rising sophomores, juniors, and/or seniors. It shall be the duties of the Service Chairs to: (1) organize and coordinate the successful execution of all PHS German Club activities related to school and community service; (2) such other responsibilities and Committee assignments which advance the goals of the PHS German Club.

Section 10. Historian. The offices of Historian shall be filled by rising sophomores, juniors and/or seniors. It shall be the duties of the Historian to: (1) photograph all activities of the PHS German Club during the academic year, and make the photographs available for PHS German Club use in the school's communication tools including the school website, school newsletters and in outside media, on artwork associated with the PHS German Club, and other reasonable uses which advance the club's efforts; (2) compile a PHS German Club scrapbook for the complete academic year, to be maintained at the school in the safekeeping of the Faculty Advisor; (3) such other responsibilities and Committee assignments which advance the goals of the PHS German Club.

Section 11. Fundraising Chair. The offices of Fundraising Chair shall be filled by rising sophomores, juniors and/or seniors. It shall be the duties of the Fundraising Chair to: (1) organize and coordinate the successful execution of all PHS German Club fundraising activities; (2) work with the PHS German Club Treasurer to ensure that moneys collected through fundraising activities are timely and accurately submitted to the PHS German Club Treasurer; (3) such other responsibilities and Committee assignments which advance the goals of the PHS German Club. All Fundraising activities planned throughout the school year must be approved

by PHS administration. A detailed form listing all fundraising events (and moneys expected) must be submitted to the PHS Financial Secretary at the very beginning of the school year.

Section 12. Communications Chair. The offices of Communication Chair shall be filled by rising sophomores, juniors and/or seniors. It shall be the duties of the Communications Chair to: (1) publicize all PHS German Club activities and fundraisers through the classroom, school newsletter, school website, school marquee, and posters; (2) work with the Historians to advance the club's efforts; (3) together with the Co-Presidents, coordinate outside media relationships; (4) such other responsibilities and Committee assignments which advance the goals of the PHS German Club.

Section 13. Faculty-Student Liaison

The office of the Faculty-Student Liaison shall be filled by rising sophomores, juniors and/or seniors. It shall be the duties of the Faculty-Student Liaison to: (1) update the German teacher's classrooms with upcoming events ie. writing the Club events / meetings / weekly tutoring schedule on the boards in both rooms; (2) check in with the German teachers and communicate consistently; (3) such other responsibilities and Committee assignments which advance the goals of the PHS German Club.

Section 14. Officer Removal. Rare cases of officer appointment termination could involve non-attendance at PHS German Club events, unwillingness to perform assigned duties or unwillingness to adhere to the Co-Presidents' instructions, and/or any other uncooperative or unprofessional conduct unbecoming to the honor of serving as a PHS German Club officer. The reassignment of duties or termination of officer appointment is up to the judgment of the Co-Presidents with approval of the Faculty Advisor.

ARTICLE VIII. MEETINGS.

Section 1. General Membership Meetings.

The PHS German Club activities and events scheduled and carried out during the academic year are considered to be General Membership Meetings. Attendance will be taken at all PHS German Club activities and events, including both social and cultural activities and school and community service.

Section 2. Officer Meetings.

The need and schedule for Officer Meetings will be determined by the Co-Presidents, with guidance from the Faculty Sponsor.

Section 3. Special Meetings. The need and schedule for Special Meetings will be determined by the Co-Presidents, with guidance from the Faculty Sponsor.

ARTICLE IX. RATIFICATION. A three-fourths vote of the 2017-2018 PHS German Club membership shall be necessary to ratify this Constitution.

ARTICLE X. AMENDMENTS. A proposed Amendment to this Constitution shall be published to the slate of current PHS German Club Officers for their consideration and discussion at two consecutive Officers' Meetings. If the proposed Amendment passes with a two-thirds vote of the Officers in attendance at the second Officer's' meeting, the proposed Amendment shall be added to this constitution.

Co-President (Name):

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Co-President (Name):

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Signature/Date:

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Signature/Date:

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Co-Sponsor/ Faculty (Name):

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Co-Sponsor/ Faculty (Name):

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Signature/Date:

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Signature/Date:

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Approved on 9/1/2015 by Dr. Harrill, Principal of Providence High School.