

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

ARTICLE III

Organization

(Describe your organization and the purpose or impact on the club members and officers.)

ARTICLE IV

Membership

(The qualifications to become a member of your organization, including dues if any.
Keep in mind that an organization collects dues set forth by local, state, or national associations.)

ARTICLE V

Voting

(The procedures in conducting your elections and the titles of the Officers' positions.)

ARTICLE VI

Officers

(This section will indicate in writing the responsibilities of the elected officers and the results of failure to comply. Must have a President, Vice-President, Secretary & Treasurer.)

Section 1.	-	
		_____ President
Section 2.	-	
		_____ Vice-President
Section 3.	-	
		_____ Secretary
Section 4.	-	
		_____ Treasurer

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ARTICLE VII

Meetings

(The days and time of your meetings. Sponsors, keep in mind that there are certain organizations that require meetings at specified intervals.)

ARTICLE VIII

Advisors

(The sponsor or teacher coordinator of each organization and/or office education program will serve as advisor of his/her organization. However, an alternate advisor may be appointed as deemed necessary by the school administration.)

ARTICLE IX

Conduct of Business and Finances

(Procedures for requesting a check, making a deposit, and keeping organization's records of funds raised/collected and spent. Method/calculations (merits) in which funds raised by the students will apply as a credit towards student's account. This system is very helpful for paying students' dues or other expenses in which student cannot afford but would like to participate. And most important, a monthly financial report for all club members to review.)

ARTICLE X

Amendments

These By-Laws may be amended or repealed by two-thirds of the voting members.