



Le Cercle Français By-Laws

PREAMBLE:

Le Cercle Français is a group of students who meet together on a cultural and social basis in order to provide an enriching extra-curricular student activity. Le Cercle Français promotes awareness of Francophone culture, and encourages students to partake in many activities intended to widen the horizons of MHS students.

CONSTITUTION

ARTICLE I NAME

The name of the organization shall be: Le Cercle Français

ARTICLE II PURPOSE

The purpose of the organization shall be:

- A. To promote the study of French language and culture
- B. To raise awareness of Francophone culture by enjoying music, food, , traditions, and movies together
- C. To serve our community and other communities in need

ARTICLE III MEMBERSHIP

1. Membership in the organization:

- A. Membership is open to any student of Mundelein High School
- B. Must attend 80% of in-school meetings

ARTICLE IV OFFICERS & DUTIES

The Club Officers shall constitute the Leadership, with the Advisor presiding. The officers must consist of a President and Vice President and may also consist of a Secretary, Treasurer, and any offices the Executive Board shall deem of necessity to create.

Any Active Member in good standing with Le Cercle Français shall be eligible to hold any office. Candidates for elected office must be nominated at the next to last meeting of the club during the second semester of the academic year and shall be elected at the last regularly scheduled meeting. In the event that the Club should fail to follow this procedure, the Advisor shall have the power to appoint Club Officers for the following academic year.

The term of office shall be for (one year) and shall begin in August (or the start of school activities) and End on the Last week of school.

IV. Duties of officers

A. All officers' duties include the following: attendance of monthly officer meetings, attendance of all-member meetings, attendance of out-of-school activities, and checking in with the sponsor at least once a week for new updates.

If an officer has missed a total of more than three meetings/activities (unexcused) during the first term, the office will be up for reelection for the second term, and the existing officer may be challenged for his office. As another alternative, if the officer is not adequately performing his or her duties or is in violation of any major school policies, the officer and his or her parents will be notified of probationary status. If correction does not occur, the officer will be dismissed and replaced.

The officers of this organization shall be:

President:

- 1) Preside over all meetings of officers
- 2) Work with others to contribute ideas and help communication
- 3) Meet with sponsor, administrators, and FHS officers to update them on activities and goals.
- 4) Assume leadership role in organizing fundraisers and service projects.
- 5) Help lead club activities, games, or service projects

Vice president:

- 1.) Preside over all meetings in absence of the President.
- 2.) Determine all dates to be approved by the sponsor assuming leadership role in finding/organizing fundraisers and service projects.
- 3.) Help organize and lead club activities / games

Historian:

- 1.) Routinely submit photos to yearbook teacher with pictures of events along with names of students
- 2.) Post approved photos to our social media accounts to encourage growth of French Club
- 3.) Help post digital flyers to promote activities on social media
- 4.) Help MHS officers write announcements and have them approved by advisor
- 5.) Create an end-of-year slideshow with photos collected to commemorate the year

Secretary:

1. Write up a list after each election of club officers and their contact information
2. Publicity of meetings and events: Bathroom news - Posters - Media (TV) and Keep record (Google doc) of the contact person with a short description of the process
3. Help MHS officers write/record announcements and have them approved by advisor
4. Record (Google doc) full record of meetings and copy each of the officers, the advisor
5. Call roll at each leadership meeting and record membership attendance (maintaining the list of active and inactive members)

Treasurer:

1. Be responsible for acquisition of money by means such as fund-raising, donations, etc
2. Manage club fundraising activities
3. Provide a written document of the year listing potential activities of the club and their costs

Committee Chair & Committee Staff:

The Leadership shall create and eliminate committees as necessity demands. Each committee must plan and/or supervise the event or subject it was created for. The leadership shall appoint members to committees based upon interest and activity within the club.

