

# Le Cercle Français (*French Club's*) Constitution

## **Our Mission:**

The French Club proposes to promote awareness, appreciation, and understanding of the people and diverse cultural productions of the francophone world.

It also proposes to contribute and encourage the study and appreciation of the French language.

Lastly, it proposes to foster friendly relations with other Dutchtown clubs and organizations, as well as the community, and to work with them to better understand diversity through cultural awareness.

## **Article I- Identity**

**Section 1.** The official name of this organization is “Le Cercle Français ” (French Club).

## **Article II-General Assembly**

**Section 1.** Le Cercle Français shall be a student run organization.

**Section 2.** Membership (General Assembly) in Le Cercle Français is extended to all students at Dutchtown High School who pay a membership fee, regardless of race, gender, color, sexual orientation, or physical or mental handicap, as long as they are one of the following:

- a. have been or who are currently enrolled in a French class
- b. are native-speakers of French

**Section 3.** Membership may be freely resigned by presenting a request to an Officer. The joint approval of all the Officers and the Faculty Advisors are required to expel a member.

**Section 4.** The General Assembly shall provide an official voice through the Executive Council.

**Section 5.** To be recognized as an “active” member, students must attend at least one meeting per month. Students who miss more than 2 mandatory meetings per semester that are unexcused are up for probation and/or expulsion. Excused absences may include, but are not limited to, conflicting extra-curricular activities (such as sports, church, or other clubs), and/or medical excused absence from school (i.e. Doctor’s note).

## **Article III- Executive Branch**

**Section 1: Offices.** The six (6) Officers of the Executive Branch of Le Cercle Français shall be the President, the Vice-President, the Secretary, the Historian, and two Club Ambassadors.

**Section 2: Elections.** They will be appointed based on Advisor’s nominations for the 2008-2009 school year. In additional years, students may elect their officers.

**Section 3: Qualifications.** While it is beneficial that all officers of Le Cercle Français be speakers of the French language, this skill shall not be an official requirement to become an officer of Le Cercle Français. However, any member who seeks to become an officer of Le Cercle Français should be able to provide evidence of being in good academic and disciplinary standing. Officers elect should provide two (2) letters of recommendations from teachers (non-relatives).

## **Section 4: Duties.**

- a. **President:** The President of Le Cercle Français shall:
  - Preside over all meetings.
  - Be elected into office by a majority vote of a quorum of members present at the annual election meeting. (For 2008-2009 term, President, as well as other officers, will be appointed by Faculty Advisors).
  - Serve as facilitator for the planning of on-campus and off-campus activities and events, in accordance with the Mission of Le Cercle Français.
  - Act as the official representative of Le Cercle Français.

- Be replaced by the Vice-President if impeached or withdrawing from the school.
- President must attend and act as Ambassador in all interclub meetings.
- President must also create and maintain Le Cercle Français Newsletter.
- Responsibilities in Meetings: (1) call role, (2) lead the pledge, (3) determine the agenda/itinerary for each mandatory monthly meeting, (4) promote membership, generate enthusiasm, and propose future activities to Advisors.

**b. Vice-President:** The Vice-President of Le Cercle Français shall:

- Will collaborate with the President, as well as share the Presidential duties mentioned above at Advisor's discretion.
- Will generate and post flyers for upcoming meetings, activities, and events.
- In the absence of the President, Vice-President will serve as acting President.
- Will be sworn in as President in the event of withdrawal or removal of appointed President.
- After 2008-2009 term, will be the runner-up candidate who gets the second highest number of votes in the election for President.

**c. Secretary:** The Secretary of Le Cercle Français shall:

- Maintain all official records of Le Cercle Français.
- Keep the minutes of all meetings.
- Generate and maintain current membership database, as well as agendas and programs for all events.
- In absence of President and Vice-President, serve as acting President.
- Be elected into office by majority vote at the annual election meeting.

**d. Historian:** The Historian of Le Cercle Français shall:

- Create and maintain scrapbook of events and activities.
- Take photos of events and activities.
- Work with Advisors to maintain Le Cercle Français webpage.
- At meetings, will carry the flag and distribute pledge of allegiance cards at every meeting and will also help Secretary in keeping attendance records, if so needed.

**e. Ambassadors:** Le Cercle Français Ambassadors shall:

- Oversee the set-up and clean-up of refreshments, arts and crafts, and/or any other necessary supplies needed for meetings and events.

**Section 5: Term:** The term of all offices is one (1) academic school year.

#### **Article IV- Advisors**

**Section 1.** In accordance with Henry County School Board Policy, Le Cercle Français must have a faculty member serve as the advisor for a term of no less than one academic year.

**Section 2: Duties.** The Advisor shall advise Le Cercle Français in all aspects of its operation. It is beneficial, but not required that the advisor speaks French fluently and/or teaches French or ESOL classes. Le Cercle Français Advisor should attend and supervise all meetings and events of the Club, as well as chaperone travels.

#### **Article V- Amendments**

**Section 1: Submissions.** Any active member during the course of the meeting may make a motion to make an amendment to the constitution.

**Section 2:** Unanimous approval of the Executive Council as well as Advisor (s) is required to pass all motions of amendments.

#### **Article VI- Constitutional Bylaws**

**Section 1: Meetings.** Le Cercle Français will meet on the first Thursday of every month, or at the discretion of the Supervising Advisors. French Club meetings may occur more frequently depending on the holidays and events of certain months.

-Meetings will be presided by the President or Vice-President according to ranking order. An agenda will be presented by the ranking Officer at the beginning of the meeting, and followed thereafter.

-Meetings will consist of the Pledge of Allegiance (In French), roll call, minutes from the previous meeting, a program, and refreshments.

**Section 2: Grade Requirement.** A nominee for an office must have a minimum grade of a B in any French class taken, as well as be in academic good standing.

**Section 3: Dues.** Le Cercle Français membership fee is \$20. This includes, but is not limited to, refreshments at mandatory club meetings as well as membership t-shirts to wear at special events and activities. It also helps support various service projects, transportation, and any additional expenses that may arise, as well as an end-of-the-year banquet. Further monetary/provision requests may be made periodically through the year.

-Field-trips and movies are not included in membership fees.

**Section 4: Attendance.** Officers should be in attendance at every meeting unless prior notification of absence is given. Officers can miss no more than two (2) mandatory meetings per school year.

-Non-officers can only miss two (2) mandatory meetings per semester.

**Section 5: Service Projects.** A project will be undertaken by all members to enrich, embellish, and/or benefit the school while promoting pride as foreign language students.

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## Member Information and Acknowledgement

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent's email: \_\_\_\_\_

Member email: \_\_\_\_\_

T-shirt size: \_\_\_\_\_

**Acknowledgement: "I have read and understand the organization requirements and expectations as outlined in Le Cercle Français Constitution. I also agree to abide by the rules and understand that I may contact Mrs. Moncrief with any questions or concerns."**

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Member Signature

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Date