

**Project Outreach Daphne High School  
By-Laws and Constitution  
August 2018**

**By- Laws Table of Contents**

<b>Article 1</b>	<b>Name</b>
<b>Article 2</b>	<b>Purpose</b>
<b>Article 3</b>	<b>Membership</b>
Article 3.1	Process of Selection
Article 3.2	Dues
Article 3.3	Service Hours
<b>Article 4</b>	<b>Maintaining Membership (Demerits)</b>
Article 4.1	Character
Article 4.2	Hours
Article 4.3	Conflicts
Article 4.4	Attending Activities/Hours
Article 4.5	Demerits
Article 4.6	Warning and Expulsions
<b>Article 5</b>	<b>Leadership Team Selection</b>
<b>Article 6</b>	<b>Leadership Team Responsibilities</b>
Article 6.1	Treasurer
Article 6.2	Secretary
Article 6.3	Public Relations/Social Media Chairs
Article 6.4	Volunteer Coordinator
Article 6.5	Fall Festival Chair
Article 6.6	Shooting 2 Change Chair
Article 6.7	Take Me Out to the Ballgame Chair
Article 6.8	Week of Change Chairs
<b>Article 7</b>	<b>Activities</b>
Article 7.1	Club Activities
Article 7.2	Selection Process for Activities
<b>Article 8</b>	<b>Sponsors</b>

## **Article 1 Name**

The name of this organization shall be Project Outreach Daphne High School, or otherwise known as PO.

## **Article 2 Purpose**

The goal of PO is to promote acceptance of students with disabilities at our school and community by encouraging genuine relationships between students with disabilities and their non-disabled peers. Our vision is to spread awareness about and understanding of disabilities throughout Daphne by sponsoring school events, partnering with community organizations, and forming relationships through personal experiences.

## **Article 3 Membership**

### **3.1 Process of Selection**

Current DHS students interested in becoming members of PO must have NO discipline referrals for the current school year, attend a mandatory informational meeting, and participate in an informal interview. Current grades/GPA will be reviewed as part of the application process.

### **3.2 Dues**

Each member will pay \$35.00 in dues. This money will be due in September of each year. Dues must be paid before members are placed on the roster. This fee covers your membership in PO, your club t-shirt, and dues to our parent organization, Project Outreach Gulf Coast.

### **3.3 Service Hours**

Beginning in August, each member must complete a *minimum* of **20 hours** of service each semester and a total **40 hours** a year. Service opportunities will be communicated throughout the year, and must be verified by an adult representative. Hours will be collected and posted each month.

## **Article 4 Maintaining Membership (Demerits)**

### **4.1 Character**

PO members play an important and very visible role in the life of our school, which means that members must maintain high standards of behavior. Behavior that results in an on-campus or off-campus suspension will not be tolerated, and will be grounds for probation. Member will meet with the sponsors/officers to discuss his/her membership.

### **4.2 Hours**

PO members must volunteer 20 hours a semester. PO members may not “double-up” on hours with any other organization (Key Club, GSC, NHS, Church Youth Groups, etc....) Community activities take precedence over personal priorities.

#### 4.3 **Conflicts**

PO members must have permission from the club sponsor to be excused from mandatory functions, meetings, or activities.

Members may not use their jobs as excuses to get out of volunteering at events. They are told in advance about these events and have the responsibility of notifying the work place of their schedules.

Family Functions (out of town trips, family reunions, “celebratory” family functions) will only be Excused if put in writing to sponsor *minimum one month in Advance*. All other “spontaneous” functions will be UNEXCUSED and will result in demerits (see Section 4.4 below).

##### ***Excused Absences:***

- Death of Immediate Family Member
- Auto/ Other form of Personal or Immediate Family Member Accident
- Required Event School Sponsored Organization (Band, Sports, etc.)

As stated in the Application Process, PO comes first in regards to other Extra-Curricular Activities. Officers of other organizations must balance their priorities.

#### 4.4 **Attending Activities/Hours**

Members are expected to be at all events 10 minutes early.

Members are expected to be dressed in appropriate/ required attire.

When appropriate, cell phones should ONLY be used for taking pictures and posting to official, event-associated social media (ex. Using the Night To Shine hashtag to share pictures, tagging Project Outreach Gulf Coast or Daphne High School in a picture of a PO event, etc.). A sponsor or officer will have a cell phone for emergency purposes.

Members are expected to keep a personal log, sign-in and out at all events and are responsible for reliable transportation.

The job of each PO member is to be Proactive- Look for a need- Fill a need.

All members will use appropriate language/behavior. Any PO member that displays inappropriate behavior will receive a referral at DHS as the member is representing the school at that time. Parents/ Guardians will be asked to attend a required meeting during which the situation will be discussed. It is at the discretion of the sponsor to terminate membership.

#### 4.5 **Demerit System**

No Show = 5 demerits

Incomplete Semester Hours= 10 demerits

\*If a member does not complete the required number of hours each semester, he/she will be given the option to make up the lacking hours along with the next semester's hours.

## Unexcused Meeting Absences

1= Warning (5)

2= Probation (5)

3= 15 demerits= Dismissal

Any member with two unexcused absences from meetings/ events

Family Functions (out of town trips, family reunions, “celebratory” family functions) will only be Excused if put in writing to sponsor *minimum one month in Advance*. All other “spontaneous” functions will be UNEXCUSED and will result in the above stated demerits.

**Repeated patterns of conduct that continue to disobey authority will result in a meeting with parents and may lead to dismissal from club.**

### 4.6 Warning and Expulsion

10 Demerits= Member and their parents required meeting with Sponsor. This will act as the only warning.

15 demerits = Member will be removed from club. Dues will not be refunded. Volunteer shirt must be returned.

If a member is expelled from PO, her membership is outright terminated and he/she will be unable to reapply in the future. Failure to complete requirements under probation will result in expulsion.

**\*\*Sponsors reserve the right to use discretion as to the penalties resulting in probation and expulsion, and opportunities for redemption.**

## Article 5 Leadership Team Selection

Each interesting in serving on the PO Leadership Team must submit an application, including his/her name, his/her other extracurricular commitments, and a brief statement explaining why he/she believes that he/she should be a member of the PO Leadership Team. The sponsors will examine service records and application to determine eligibility. Sponsors will work with current Leadership Team members to fill positions based upon application, interview and involvement in other activities.

## Article 6 Leadership Team Members

### 6.1 Treasurer

This position is responsible for making sure all members have paid their yearly dues. In addition, he/she will help sponsors ensure that PO DHS has adequate financial resources for any proposed events.

### 6.2 Secretary

This position serves as recorder for all meetings (both Leadership Team and Club-wide). He/she will ensure that sign-sheets are at the meetings, properly completed, and returned to the sponsors in a timely manner, will provide an up to date report of absences to sponsors, and provide immediate notification to members of probation.

6.3 **Public Relations/Social Media (2)**

These members will be in charge of informing the community about previous and upcoming events, including but not limited to events/activities not held on school ground. They will also work in conjunction with club sponsors to keep all PO social media pages updated, including but not limited to photographing events, informing members of upcoming events, and sharing community resources and/or news stories promoting disability awareness/acceptance.

6.4 **Volunteer Coordinator**

This position will be responsible for working with sponsors to find and share appropriate service opportunities with club members.

6.5 **Fall Festival Chair**

This member will be in charge of organizing and executing the Special Needs Fall Festival, in conjunction with Sponsors. He/she may recruit other PO members to serve on a committee to plan and execute the event.

6.6 **Shooting 2 Change Chair**

This member will be in charge of organizing and executing the "Shooting 2 Change" basketball event, in conjunction with Sponsors. He/she may recruit other PO members to serve on a committee to plan and execute the event.

6.7 **Take Me Out To The Ballgame Chair**

This member will be in charge of organizing and executing the "Take Me Out to The Ballgame" baseball event, in conjunction with Sponsors. He/she may recruit other PO members to serve on a committee to plan and execute the event.

6.8 **Week of Change Chair (2)**

These members will be in charge of organizing and executing the "Week of Change" disability awareness week, in conjunction with Sponsors. They may recruit other PO members to serve on a committee to plan and execute the event.

\*\* Any officer not meeting his/her obligations to the club will be called into a meeting with the sponsors for a warning. After the warning, if responsibilities/conduct are not handled effectively, the officer will meet with sponsors and administrator to be placed on probation. Following probation, the officer will be removed from his/her office position if his/her obligations to the club/conduct are not being met.

**Article 7      Activities**

7.1 **Club Activities**

The activities in which PO is involved include, but are not limited to, the following:

- Mandatory: DHS Homecoming Parade, DHS Fall Festival, Shooting 2 Change, Week of Change, Take Me Out To The Ballgame Tailgate.
- Examples of other opportunities: Mobile Down Syndrome Buddy Walk, City of Daphne Functions, Night to Shine, Christmas Parade, Activities/parties with Multi-Handicapped Class, Field Days for local Elementary Schools, Baldwin County Special Olympics.

## 7.2 **Selection Process for Activities**

If there are limited volunteer spots for PO members to participate in an event (ex. Special Olympics), the sponsors will decide which PO members will be invited to participate based on the following criteria:

- **Attendance:** Members who have participated in the most PO events will be given priority over those who have demonstrated less consistent attendance.
- **Service Hours:** In the event that the sponsors have to choose between members with the same record of attendance, they will choose the member(s) who have accrued the most service hours at the time of the event in question.
- **Demerits:** Students with current demerits will not be allowed to participate before all members in good standing have been given an opportunity to attend.

## **Article 8 Sponsors**

The sponsors of the club are available to guide, facilitate, support, and direct officers and members in the activities of the club. They will meet regularly with the elected officers, and will attend club meetings, as well as some club events.

The sponsors, with the officers, reserve the right to make adjustments and changes to these by-laws and guidelines each year as they deem necessary, to ensure the success of the club. They will oversee all officers and will hold them accountable to their responsibilities as officers and to the club.