**ABC High School ACE CTSO**

**SAMPLE BYLAWS**

**ARTICLE I**

**NAME**

The name of this organization shall be **ABC High School ACE Student Organization.**

**ARTICLE II**

**PURPOSE**

The primary purpose of ABC High School ACE Student Organization is to serve the needs of its members and strengthen ACE (Alternative Cooperative Education) classroom instruction. The ABC High School ACE Student Organization partnership is fostered in the following ways:

a. Provides special populations (*special education and at-risk)* with a lifelong pathway to graduation, employment, and career development.

b. Fosters programs and activities which develop self-actualization through:

1. Physical, mental, and social well-being

2. Leadership, character and citizenship

3. Ethical practices and respect for the dignity of work

4. Financial independence.

c. Build confidence by providing opportunities to assume responsibilities and develop personal and occupational competencies and social skills.

d. Provide opportunities for self-assessment and self-knowledge that lead to realistic choices of careers and successful employment.

e. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.

f. Acknowledge individual academic, occupational, and/or service achievements through recognition and awards.

**ARTICLE III**

**MEMBERSHIP**

**Section 1.** Membership composition.

ABC High School ACE Student Organization is an organization of, by and for students who are or were enrolled in secondary, transition and post-secondary ACE programs.

**Section 2.** Annual affiliation fees are specified by the Colorado ACE Student Organization. There will be no local affiliation fees.

**ARTICLE IV**

**STUDENT CHAPTER OFFICERS**

**Section 1.** ACE Chapter Officers:

1. ACE Chapter Officers shall be selected by the ACE Chapter.
2. The duties of the officers shall be specified in these Bylaws and in the parliamentary authority adopted by the organization.

**Section 2.** Duties of ACE Chapter Officers:

1. The ACE Student Chapters Officers shall make themselves available, as necessary, to promote the general welfare of the ABC High School ACE Student Organization.
2. The ABC High School ACE President shall preside over all chapter meetings, develop meeting agendas, conduct meetings according to chapter bylaws, develop Program of Work and coordinate activities with chapter advisor, appoint committees as appropriate.
3. The ABC High School ACE Vice President shall assist the president in all leadership functions, preside over chapter activities in the absence of the president, assume the duties of the president should the office be vacated, and coordinate all committee work.
4. The ABC High School ACE Secretary shall prepare the minutes of meetings, chapter correspondence and reports, assist the president in meeting agenda development, record the roll at all chapter meetings and read minutes and communications at chapter meetings.
5. The ABC High School ACE Treasurer shall maintain efficient management and documentation of chapter funds and keep financial records neat and accurate, according to school district policies.
6. The ABC High School ACE Historian shall maintain a history of local chapter activities throughout the year.
7. The ABC High School ACE Reporter shall coordinate publicity for chapter activities by submitting articles to local and school newspapers and CTE Trends.

**ARTICLE V**

**MEETINGS**

**Section 1.** Meetings shall be held at least two times per term with the time and place to be designated by the ABC High School ACE Chapter Officers and the ABC High School ACE Teacher.

**ARTICLE VI**

**SUPERVISION**

**Section 1.** The ABC High School ACE Teacher shall be responsible for the ABC High School ACE Student Organization.

**ARTICLE VII**

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of **Robert’s Rules of Order, Newly Revised,** shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the organization may adopt.

**ARTICLE VIII**

**AMENDMENTS**

These Bylaws may be amended by a two-thirds vote at any ABC High School ACE Student Chapter Officer Meeting.