**Constitution & By-Laws**  
**Revised 2017**

**By-Laws**

Article I: Duties of Officers

Section 1

The President shall:

A.   Preside at all meetings   
B.   Represent the association at all public meetings   
C.   Serve as ex-officio member at all meetings   
D.   Be in charge of the selection of judges

Section 2

The Vice-President shall:

A.   Perform the duties of the President in case of the absence or the resignation of the President   
B.   Act as Chairperson of the Credentials committee   
C.   Be in charge of Discours

Section 3

The Secretary shall:

A.   Keep a permanent record of minutes   
B.   Send copies of the minutes of the main business meeting to all member schools before turning over his/her records to the new Secretary   
C.   Send a list to all member schools of the names and email addresses of their officers and officers' sponsors

Section 4

The Treasurer shall:

A.   Receive and dispense funds and keep a record of all financial transactions   
B.   Give out a financial statement at the annual convention   
C.   Act as Chairperson of the Award Committee   
D.   Be in charge of collection of the yearly dues   
E.   Be in charge of T-shirts   
F.    Be in charge of Banquet seating

Section 5

The Parliamentarian shall:

A.    See that each meeting is conducted according to the accepted parliamentary procedures   
B.    Act as Chairperson of the Rules and Elections Committee   
C.    Receive and keep a report of all written permissions signed by the respective sponsors of the candidates who run for office   
D.    Send out any amendments to the Constitution or By-Laws at least two weeks before Congrès  
E.    Be in charge of Lecture and Pièce

Section 6

The Historian shall:

A.    Act as Chairperson of the Resolution Committee   
B.    Write and publish an updated history of Congrès  
C.    Be in charge of Declamation

Section 7

The Publicity Secretary shall:

A.   Notify as many schools a possible concerning the purpose of Congrès  
B.   Maintain the website and orchestrate virtual board meetings  
C.   Act as Chairperson of the Scholarship Committee   
D. Be in charge of Casse-Tête

Section 8

The Chaplain shall:

A.   Conduct all opening prayers at the business meeting of Congrès  
B.   Lead the assembly in prayer whenever asked to do so   
C.   Act as Chairperson of the Grievance Committee   
D.   Act as Chairperson of the Conduct Committee   
E.   Be in charge of Saynète

Section 9

Members-at-Large shall be in charge of Projet and Album

Section 10

Competition responsibilities may be exchanged upon mutual agreement.

Section 11

The present Executive Board of Congrès shall determine whether the President and / or the Treasurer will conduct the pre-registration procedures.

Article II: Standing Committees

Section 1

The Standing Committees of the Congrès shall be:

A. Convention  
B. Rules and Elections  
C. Resolutions  
D. Awards  
E. Grievances  
F. Credentials  
G. Scholarship  
H. Conduct

Section 2

The duties of these committees shall be:

A. The Convention committee shall make all the arrangements for the meeting of the Congrès.  
  
B. The Rules and Elections Committee shall direct the election proceedings.  
  
C. The Resolution Committee shall:

1. Receive and study all proposed amendments to the constitution, and give the recommendations to the body of delegates  
2. Write any resolution as shall be necessary  
3. Send out proposed amendments  
4. Incorporate and keep the approved amendments to the constitution

D. The Awards Committee shall:

1. Make a list of the awards given and those receiving them  
2. Purchase and distribute these awards

E. The Grievance Committee shall:

1. Receive and compile complaints  
2. Report on grievances at the officers' meeting  
3. Respond to those schools making the grievances

F. The Credentials Committee shall register the qualified delegates at the Business meeting and ascertain that only those qualified are allowed to vote.

G. The Scholarship Committee shall:

1. Mail out scholarship application forms to all member schools  
2. Receive and screen all applications  
3. Arrange for selection committee to choose finalists and winners

H. The Conduct Committee shall:

1. Maintain a quiet atmosphere outside the competition area  
2. Ensure that all curfew times are obeyed  
3. Report any misbehavior outside the competition area after curfew

Article III: Elections

Section 1

Elections of officers shall be held at the main business meeting of the Congrès.

Section 2

Written permission from the sponsor to run for office must be turned in to the Parliament no later than 15 minutes prior to the start of the Business meeting.

Section 3

In order to run for the office of President, Vice-President, Secretary or Treasurer, either the candidate or his/her sponsor must have served on the Executive Board at least one year prior to his/her election.

Section 4

The power to vote in elections shall be vested solely in the three committee delegates from each school.

Article IV: Executive Board

Section 1

The Executive Board shall consist of the officers, their sponsors and members-at-large.

Section 2

The Executive Board shall have meetings three times yearly.

Section 3

The Executive Board shall have the power to appoint any special committee that it deems necessary to the activities of the Congrès.

Section 4

The sponsors on the Board shall have no vote concerning impending non-monetary matters, but they may enter into the discussion at will.

Article V: Dues and Registration fees

Section 1

Dues and Registration fees shall consist of the amount determined by the Executive Board.

 Subsection 1

Alumni members of La Coalition Superiéure shall pay the same Registration fee as other participants.

Section 2

Said dues shall be sent to the Treasurer by the date set by the Executive Board.

Section 3

If dues are not paid, a school may not attend that year's Congrès; the school may pay and attend the following year.

Section 4

There will be no refund on registrations or dues.

Articles VI: Officers Replacements

Section 1

In the event that a vacancy in the office of President occurs, the Vice-President shall assume the office of President.

Section 2

If a vacancy opens for a sponsor in the office of President, Vice-President, Secretary, or Treasurer, the Executive Board of Congrès shall appoint a qualified sponsor to assume the position and that sponsor shall choose a student to serve in that office subject to approval by the Executive Board of Congrès.

Section 3

In the event a vacancy occurs in the office of Chaplain, Historian, Parliamentarian, or Publicity Secretary, the sponsor shall notify the President immediately and a replacement submitted within ten (10) days. A vacancy refers to a student who must change schools, one who is ill, or one who is not currently in a French class. In the event that a student changes schools within the state is still willing to serve, he/she may do so provided the new sponsor accepts liability as per Congrès Articles of Incorporation. A list of qualifications for replacement shall be presented to the Executive Board for approval***. (who has articles of inc. / Teresita did?***

Article VII: Amendments to the By-Laws

Section 1

Proposed amendments to these By-Laws shall be submitted to the Parliamentarian in writing at least two weeks before the Congrès.

Section 2

These By-Laws shall be amended by a two-thirds vote of the officials of the Congrès.

Article VIII: Constitution

Robert's Rules of Order, Revised, shall govern the Congrès in cases where the Constitution is inconsistent or fails to make proper provisions.

Article IX: CCFF Funds

Section 1

The CCFF funds will automatically be used for the following:

1. The Suzanne Carrell Scholarship  
  
2. The annual purchase of ribbons, plaques, and trophies to be distributed at the Remise de Prix  
  
3. The supplies necessary for mailings and competitions related to Congrès  
  
4. Rooming and meals of judges during Congrès  
  
5. The purchase of T-shirts to be sold as a fundraiser

Section 2

The CCFF funds will be used for expenses other than the above named, only when approved by the entire Board.