



Community service for kids

Earlyact

Earlyact Club of Samford State School

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MISSION STATEMENT

The mission of Earlyact is to promote goodwill, understanding and peace through the active participation of its student members so that with the committed citizenship and effective leadership they may improve the quality of life of their school, local and global communities.

Earlyact teaches ...

Caring; Respect; Empathy; Responsibility; Tolerance; Citizenship; Compassion; Friendship and Leadership

DESCRIPTION OF EARLYACT

Earlyact is a school wide service club for primary school students. It is sponsored by one of the local Rotary Clubs in the township in which the school is located.

The mission and operation of Earlyact is closely linked to the ideals of Rotary and provide the foundation and natural succession into Interact.

Earlyact provides young students the opportunity for gaining an increased awareness and knowledge of their community and the world. At a young age, all students can easily be encouraged to be caring and helpful. Their minds are open to recognize the dignity and worth of each individual, which builds respect for others. Earlyact also promotes understanding and the building of friendships among the club members.

Earlyact also engages students in character-building activities and prepares them for leadership roles to identify and carry out projects, which benefit their school, local and global communities.

OBJECTIVES OF EARLYACT

The purpose of Earlyact is to provide young students with the opportunities to participate in active citizenship in a culturally diverse democratic society within and interdependent world.

1. The students develop committed citizenship and leadership qualities by identifying and taking responsibilities for real life problems within their school, local and global communities.
2. The students realize the importance of respect, dignity and caring for all people by promoting good will and understanding through their active participation at school, local and community level.
3. The students develop high student achievement by actively participating in various projects to improve the quality of life for their school, local and global communities. They work with the sponsoring club members as facilitators, mentors and role models.

GUIDELINES OF EARLYACT

Earlyact is a school-wide service club in which students are members. The Earlyact Club is self supporting and carries out three service projects annually – one for each of their school and local communities, and one which further international understanding.

The Earlyact club meets once per fortnight for forty-five minutes. The Earlyact officers conduct meetings. Meetings are conducted using parliamentary procedure, under the guiding of attending educators or Rotary advisors.

There are no dues. Monies for projects and activities are raised through Earlyact Club activities. The Earlyact submits an annual report to the sponsoring Rotary Club.

HOW TO START AN EARLYACT CLUB

If Rotary has an interest in sponsoring an Earlyact Club, it can begin by appointing an Earlyact subcommittee. One committee member can agree to act as the Rotary advisor to the Earlyact club, which involves attending meetings and offering guidance on service projects. Once the Earlyact subcommittee has become familiar with all the elements of the Earlyact program, it can make a presentation to its Rotary Club.

After the Rotary Club has approved sponsorship, the Earlyact subcommittee can contact the appropriate school principal to discuss plans for an Earlyact club. A meeting time and place can then be discussed. The educators are the driving force behind Earlyact because they are there, on site, to guide the students in carrying out the day-to-day activities of the club.

The initial meeting of the Earlyact Club establishes the goals and objectives of the club. Earlyact plan service projects, which benefit their school and local communities, and those which promote international understanding.

GUIDELINES FOR ESTABLISHING EARLYACT

1. **Rotary Club Responsibilities**
 - A. Formulate Earlyact subcommittee within your club.
 1. Appoint chairperson
 - a. Act as liaison between Rotary Club, Earlyact + school.
 - b. Meet with Principal to discuss plans
 - c. Invite District Governor for kickoff and other activities,
 - d. Prepare press release for kickoff and other activities.
 2. Appoint a Rotary advisor to Earlyact club.
 - B. General Club Membership
 1. Attend Earlyact kickoff event.
 2. Act as facilitators, role models and mentors to Earlyactors.
 3. Participate in Earlyact activities and projects.
 4. Attend Earlyact meetings when possible.
 - C. Financial Committee
 1. Start up seed money
 2. Donations of supply and equipment
 - D. Recognize Earlyact members achievements
 1. Leadership and citizenship awards to Earlyactors
 2. Parent and faculty advisor recognition.
 3. Invite Earlyact officers to your club.

11 **School responsibilities**

- A. Select Earlyact advisors.
 1. Attend Earlyact meetings
 2. Offer assistance and guidelines in service projects
 3. Guide officers in Parliamentary Procedures.

- B. Set Earlyact meeting schedule
 - 1. Meet at least every second week.
 - 2. One half hour meeting
 - C. Support by participation in Earlyact activities and service projects.
111. **Earlyact Club responsibilities.**
- A. Officers:
 - 1. President
 - 2. Vice-President
 - 3. Second Vice-President
 - 4. Secretary- correspondence
 - 5. Secretary- minutes
 - 6. Treasurer
 - B. Class representatives – 2 from each class
 - C. Establish goals and objectives of Earlyact Club including Service Areas
 - 1. School
 - 2. Local
 - 3. Global
 - D. Plan and organize projects and activities
 - 1. Select chairmen for the committees
 - 2. Choose activities than encompass service areas and involve the student body and Rotary Club.

RESPONSIBILITIES OF THE SPONSORING ROTARY CLUB.

There is a close relationship between the Earlyact and the sponsoring Rotary Club. The following are the responsibilities of the Rotary Club.

- 1. The sponsoring Rotary Club members act as facilitator’s role models and mentors to the Earlyact.
- 2. The sponsoring Rotary Club assists Earlyactors to develop activities and projects, which promote citizenship, leadership and vocational awareness.
- 3. Whenever possible the sponsoring Rotary Club participates in Earlyact activities and projects.
- 4. At least one member of the Rotary Club will attend an Earlyact meeting as Rotary advisors.
- 5. Invite Earlyact officers to your Rotary Club Meeting.
- 6. Encourage Earlyactors by recognizing their achievements, such as presenting outstanding leadership and citizen wards.
- 7. Be sure new Earlyact officers are appointed at the end of each year so that they may receive the appropriate orientation.

Club Project Teams for 2005

COMMUNITY SERVICE

Chairperson - Ella

Members:

Taylor
Casey
Imogen
Milli
Karlee
Georgia
Hannah
Rachel

INTERNATIONAL SERVICE

Chairperson - Bethany

Members:

Natasha
Bianca
Clare
Laura
Amy
Felicity
Lachlan
Katelyn
Tahlia

SCHOOL SERVICE

Chairperson - Shannon

Members:

Kate
Josh
Jess
Elise
Zoe
Mickely
Zach
Jordon

EARLYACT CLUB OFFICER RESPONSIBILITIES

- PRESIDENT**
- Plan the agenda for the meeting.
 - Run the meeting using Parliamentary Procedure.
- VICE-PRESIDENT**
- Plan the agenda for the meeting.
 - In the absence of the President, you will run the meeting.
 - Read an inspirational quote at each meeting.
- SECRETARY**
[Minutes]
- Take the minutes of the meeting
 - Type up the minutes
 - File a copy of the minutes
 - Send a copy of the minutes to the deputy principal and teacher adviser.
- SECRETARY**
[Correspondence]
- Send invitations
 - Send thank you notes to speakers and special guests for Earlyact meetings or events.
- TREASURER**
- Collect and record monies from Earlyact fundraising events and activities.
 - Report on current balances at meetings.
- COMMITTEE**
CHAIRMEN
- Reports to meetings concerning the Projects.

Draft EarlyAct™ CLUB CONSTITUTION

ARTICLE I - Name

The name of this organization shall be the EarlyAct™ Club of Samford State School

ARTICLE II - Mission

The mission of EarlyAct™ is to promote goodwill, understanding and peace through the active participation of its student members so that with committed citizenship and effective leadership they may improve the quality of life of their school, local and global communities.

ARTICLE III - Sponsorship

The sponsor of this EarlyAct™ Club is the Rotary Club of Samford Valley which shall exercise supervision over all activities, programs and policies of this EarlyAct™ club. The continued existence of this EarlyAct™ club shall depend upon the continued active personal participation of the sponsoring Rotary club.

ARTICLE IV - Membership

1. EarlyAct™ is a school-wide service club for elementary students in Years 4 to 7.
2. The club is comprised of the entire student body as members with volunteer representation attending meetings.

ARTICLE V - Meetings

The club shall meet not less than twice per month, as provided in the by-laws, at a time and place suited to the convenience of the member, with due regard for their school obligations.

ARTICLE VI - Officers

1. The officers of this club shall be president, vice president, recording secretary, corresponding secretary, treasurer, and such additional officer(s) as may be provided in the by-laws.
2. This club shall be subject to the same regulations and policies established by the school for all student organizations and extracurricular activities of the school.
3. Officers are elected from the senior classes of the primary school by the members of the club
4. The term of each officer will be one year.

ARTICLE VII - Activities and Projects

1. Within the limits prescribed in Article III, this club shall be responsible for planning, organising, financing and conducting its own activities and shall itself supply the money, manpower and creative imagination necessary thereto, except that in the case of joint projects or activities undertaken in cooperation with other organisations, such responsibility shall be shared with such other organization(s).

2. The activities of the club should encompass three areas of service; school, local community and global community.
3. It is the responsibility of the club to raise the funds necessary to carry out its programs.

ARTICLE VIII - Committees

1. Committees should represent the three areas of service.
2. The president may appoint such special committees, as he/she may deem necessary.

ARTICLE IX - Fees and Dues

1. There will be no fees or dues assessed on the membership of the club. The club shall raise funds for activities and projects undertaken by the club.
2. The sponsoring Rotary club may assist with startup costs and other minimal administrative expenses.

ARTICLE X - Acceptance of Constitution and By-Laws

With membership is acceptance of the constitution and by-laws.

ARTICLE XI - By-Laws

This club shall adopt the standard EarlyAct™ club by-laws, together with such amendments as are not inconsistent with this constitution and which may be deemed necessary or convenient for the government of the club, provided that such amendments are adopted in accordance with the amendment procedure prescribed in the standard EarlyAct™ club by-laws.

ARTICLE XII - Logo

The logo of EarlyAct™ shall be preserved for the exclusive use and benefit of EarlyAct™ members. Each member of this club shall be entitled to wear or otherwise display the EarlyAct™ logo in a dignified and appropriate manner during the period of his/her membership.

ARTICLE XIII - Duration

This EarlyAct™ club shall exist so long as it continues to function in accordance with the provisions of this constitution and policy or until it is terminated:

- A) by this club upon its own determination and action;
- B) by the sponsoring Rotary club upon withdrawal of its sponsorship.

Upon termination of this club, all rights and privileges relating to the EarlyAct™ name and logo shall be relinquished by the club and by its members individually and collectively.

Draft EarlyAct™ CLUB BY-LAWS

By-Laws of the EarlyAct™ Club of Samford State School

ARTICLE I - Selection of Officers

Election of the offices of president, vice president, recording secretary, corresponding secretary, treasurer and head chairperson shall be made annually by the members of the Club.

ARTICLE II - Duties of Officers

1. President - The president shall:

- Plan the agenda for the meeting.
- Run the meeting using Parliamentary Procedure.

2. Vice President - The vice president shall:

- Plan the agenda for the meeting.
- In the absence of the President, will run the meeting.
- Read the Four Way Test and inspirational quote at each meeting.

3. Minutes Secretary - The recording secretary shall:

- Take the minutes at the meeting.
- Type up the minutes.
- See your advisor to copy the minutes before the next meeting.
- Distribute the minutes at the meeting.
- Send a copy of the minutes to the parent and Rotary advisors.

4. Corresponding Secretary - The corresponding secretary shall: Send invitations and thank you notes to speakers and special guests for EarlyAct™ meeting or events.

5. Treasurer - The treasurer shall:

- Collect and record moneys from EarlyAct™ fund raising events and activities.
- Report on the current balances at meetings.

6. Committee Chairperson - The committee chairperson shall:

- Assist committee with school, community and global projects.
- Assist chairpersons with committee meetings to discuss how to accomplish projects.
- Make presentations to classes concerning the projects.

ARTICLE III - Meetings

1. Meetings of the club shall be held not less than twice per month at a time and place suited to the convenience of the membership and faculty.

2. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club.

3. Meetings are to be conducted under the guidance of the teacher advisor.

4. Sponsoring Rotary club should have a representative at each meeting.

ARTICLE IV - Committees

I. The president shall appoint the following standing committees:

- A. School Service
- B. Local Community Service
- C. Global Community Service

2. It is the primary responsibility of the committees to recognise real life problems, reason effectively and make logical connections as they select projects to improve the quality of life for their school, local community or global community.

3. All projects undertaken in their respective areas of service are chosen and managed by the students, and facilitated by the educators and Rotarian advisors.

4. No committee shall take any action to carry out its plans until those plans have been approved by a majority of the club membership and advisors.

ARTICLE V - Amendments

1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present.

2. Nothing in these by-laws shall contravene any provision of this club's constitution.



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MEMBERSHIP DETAILS – MEMBERS OF SAMFORD VALLEY EARLYACT CLUB