



Los Alamitos High School

Club Constitution Outline



- I. **CLUB NAME:**
 - a. Clearly states the name of the proposed club.
 - b. Explains where the club name comes from, to clarify any confusion.

- II. **STATEMENT OF PURPOSE:**
 - a. Explain the purpose of the club.
 - b. Here is where you include your mission statement (goals; long-term and short-term goals)

- III. **MEMBERSHIP:**
 - a. Define the general requirements necessary for membership. Some examples may include a time commitment, attendance at meetings, or GPA. If no qualifications are required, please state that "all LAHS students are welcome to attend and become a member of the club.
 - b. If your club would like to collect dues for membership, explain the following:
 - i. How much dues will cost.
 - ii. Clearly list ALL expenses to be covered by dues.
 - c. If a student would like to join the club, but cannot pay dues, in NO WAY may this student be blocked from membership in any club.

- IV. **OFFICERS:**
 - a. Include a list of the positions you plan to assign. DO NOT LIST THE INDIVIDUAL PEOPLE – instead, list the job titles that will exist in your club each year.
 - b. Identify how club leaders/officers will be selected (i.e. election, appointment, etc.)
 - c. If you are chartering a new club, list contact information for CURRENT officers.

- V. **MEETINGS & ACTIVITIES:**
 - a. Include the room, day of week, time, and frequency of your proposed meeting(s).
 - b. List anticipated service projects/activities that your club is going to participate in each year. You may always add projects/events, but listing the major yearly events will help members decide whether or not they would like to participate.

- VI. **ASSOCIATION(s):**
 - a. Please explain any specific associations your club may have with off-campus organizations.
 - b. Example – American Red Cross Club = associated with Red Cross chapters in both L.A. and Orange counties.
 - c. Example – Interact Club = associated with Rotary International.

Once the constitution is complete, please have the club advisors and club president sign it. Turn this in attached to your formal club application.

ADD THE FOLLOWING AT THE END OF YOUR CONSTITUTION:

Staff Advisor (print)

Staff Advisor (signature)

Club President (print)

Club President (signature)

Club President EMAIL (print)