

K-12 Club Constitution



Activity Club only form)

Fundraising Club (must complete a Club Budget Plan form)

ARTICLE I – Name, Purpose and Goals

CLUB NAME: _____ SCHOOL YEAR: _____

CLUB ADVISOR: _____

- CLUB PURPOSE: (What is the goal of your club? Be creative, but be realistic, too. Think about short-term goals, i.e., weekly and monthly, and long-term goals, i.e., yearly. Write 3-5 sentences that explain the purpose and goals of your club and a list of what you want to accomplish.)

- ACHIEVING YOUR PURPOSE: (How will you achieve your club's goals? What actions will you take to work toward its purpose? List your ideas for achieving your goals. Explain how those ideas relate to the purpose of the club.)

- **CLUB AND THE COMMUNITY:** (How will your club impact the school and/or the community? What things can the club teach, share, assist with, or use to engage with the student body and/or the community? Be creative in writing down what your club can do to positively impact your school and community.)

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- **AFFILIATION:** (Is your club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries of club fundraising proceeds, please list the name(s) of these organizations. All beneficiaries must be approved by the district board of education.)

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- **EXAMPLE TYPES OF ACTIVITIES AND FUNDRAISERS:** (Again, be creative! Activities should be fun, related to the club, and you should learn something new from them. Activities can be a field trip or a fundraiser. Write down a list of ideas for activities and fundraisers for a 12-month period.)

Activity/Fundraiser	Approximate Date
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RECRUITING: (Write down your ideas for promoting the club and recruiting new members. List the various forms of media your school has to assimilate information.)

ARTICLE III – Meetings & Guidelines

- Clubs shall structure meetings with the club advisor to fit the needs of the club and to fulfill the goals that have been established. Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Meetings must be held on campus.

Meeting Day: _____

Time: from _____ to _____

Location: _____

ARTICLE IV – Club Officers and Duties

- **ELECTION OF CLUB OFFICERS:** (Explain how and when officers will be elected, who elects them, how long they will hold office, and what the qualifications for office shall be.)

- President: _____ email address: _____

- Vice President: _____ email address: _____
- Treasurer: _____ email address: _____
- Secretary: _____ email address: _____
- Publicity Chair: _____ email address: _____

Duties:

The club president will have the following duties:

- Preside over all meetings.
- Call special meetings.
- Plan and prepare an agenda for all meetings.
- Act as a facilitator of group discussion by summarizing, clarifying, etc.
- Work closely with the student club advisor on all planning.
- Participate in student club activities.

The club vice president will have the following duties:

- Work closely with the president.
- Serve as the ASB president if the president becomes unable to fulfill their duties.
- Work with the president and treasurer to prepare the budget and calendar.
- Help the president prepare the meeting agenda.
- Lead the flag salute at all meetings or authorize another member to do so in their place.

The club treasurer will have the following duties:

- Maintain a complete and accurate record of all ASB receipts and disbursements.
- Prepare monthly reports for the student council on the ASB bank balances, receipts, and disbursements to date.
- Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.
- Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.
- Work closely with the president and vice president to prepare an annual budget.
- Authorize purchase orders/expenditure approvals prior to spending.

The club secretary will have the following duties:

- Prepare and distribute meeting agendas.
- Notify members of upcoming meetings.
- Take attendance at meetings and keep permanent attendance records.
- Maintain accurate minutes of all meetings, including date and place, presiding officer, and business conducted.
- Prepares the minutes in the prescribed format by the next meeting for distribution to all members.
- Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.
- Maintain contact names, addresses, phone numbers, and email addresses of people with whom the organization regularly works.
- Keep copies of activity calendars and special events documents.
- Produce a membership directory of the group.
- Report, answer, and file all necessary correspondence.

The publicity chair will have the following duties:

- Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.
- Issue news releases to the press, radio, and television stations.

ARTICLE V – Financial Responsibility

- **FINANCIAL RESPONSIBILITY:** In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. A Club Budget form, listing the expected revenue from fundraisers and donations, along with the estimated expenses of the club, must be submitted.

ARTICLE VI – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

ARTICLE VII – Amendments

- **AMENDMENTS** to amend the constitution, a two-thirds majority vote of the members is required to amend the club constitution. To amend the club bylaws: (Write down the process by which the bylaws may be amended, e.g., who can recommend a change and what percent of a vote is required.)

APPROVALS:

Club President Signature: _____ Date: _____

Club Advisor Name: _____ Email address: _____

Club Advisor’s Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Approved: Yes No

Comments: _____

Student Body Advisor’s Signature: _____ Date: _____

Administrator’s Signature: _____ Date: _____