

Please note: This is the standard form used for club acceptance by the Student Site Council. Clubs may update this form at any time, but a copy must be submitted to the Council for their records. All forms must be renewed every school year to show change of officers.

BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL CLUB CONSTITUTION

PREAMBLE

Year: _____

We, the members of the _____ club, desiring to develop tradition which will bring honor to ourselves and to our school, observe the following principles:

Section 1: To encourage leadership, use of initiative, and good judgment by all club members

Section 2: To recognize the purpose of our club to promote the physical, mental and social, and emotional well-being of individual club members.

Section 3: To emphasize unity, ethical conduct, and courtesy.

Section 4: To ensure a workable and equitable relationship with all other school organizations as well as faculty.

Section 5: To promote and support the _____ program at BCCHS.

ARTICLE I: Name

The name of the organization shall be the _____ club of BCCHS.

ARTICLE II: Eligibility for Membership

Section 1: All persons participating in this club shall

- Be members of the Birmingham Community Charter High Student Body.
- Be enrolled in a sufficient number of classes

ARTICLE III: Meetings

Meetings of the BCCHS _____ Club will be held once a month or as needed in room/field _____.

ARTICLE IV: Club Officers

Section 1: The approved officers of the club shall be:

- President (Required) _____
- Vice President _____
- Secretary _____
- Treasurer _____

Section 2: The duties of the club officers shall be:

President <ul style="list-style-type: none">- preside over all club meetings- Appoint all committee chairpersons- Call any additional club meetings- Provide club members with a one day advance notification of all meetings	Vice President <ul style="list-style-type: none">- Preside over all meetings in the absence of the President- Call meetings, if necessary- Assist the President in conducting business
Secretary <ul style="list-style-type: none">- Maintain an official record of all club proceedings- Assist the President, if necessary	Treasurer <ul style="list-style-type: none">- Follow the club finances- Give financial reports to club members

ARTICLE V: Legislation

Section 1: Bills may be introduced to the _____ Club by

- A motion made by a club member
- Seconded by another club member
- Approved by a majority of the members present at the meeting

ARTICLE VI: Amendments

Section 1: Amendments may be introduced to this Constitution by being:

- Presented by a club member
- Seconded by another club member
- Approved by a majority of the members present at the meeting
- Having the approval of the advisor

ARTICLE VII: Finance

Section 1: Expenditure of club funds must be approved by a majority vote of the Club members attending the meeting.

Section 2: All club fundraisers must be approved by a majority vote of the _____ members present at the meeting.

Section 3: All club fundraisers must be approved by the Student Site Council.

Section 4: All funds collected must be deposited to the Accounting Office in a timely manner. No funds are allowed to be kept in a classroom or locker.

Section 5: An annual budget and minutes from monthly meetings must be submitted to ASB.

Advisor's name _____

Advisor's signature _____

ASB approval (Student Activities Director) _____

Please return completed forms to the ASB Office in the Student Store