



# WHS Club Guidelines

Club Name: \_\_\_\_\_

**Article I: Name**

The name of this Club shall be called \_\_\_\_\_

**Article II: Purpose**

The purpose of this Club is to \_\_\_\_\_

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**Article III: Membership**

Membership of the Club is open to all students currently enrolled at WHS.

**Article IV: Officers**

The Governing Board of the Club shall consist of the following officers:

1. President
2. Vice President
3. Secretary
4. Treasurer

The duties of the officers of the Club will be as follows:

1. The President shall:
  - Lead the Club to achieve its mission
  - Represent the Club before WHS authorities for all official interaction.
  - Communicate with organizations within and outside the WHS for sponsorship and collaboration.
  - Assist in the coordination of all student activities.
  - Preside at all Club meetings.
2. The Vice-President shall:
  - Assist in the coordination of all student activities.
  - Assume the duties of the President when the President is unable to serve.
  - Be in charge of coordinating all Club elections. See that all actions of the Club are in accordance with the Club by-laws and of the rules and regulations of the school campus.

3. The Secretary shall:
  - Keep record of all Club activities and meetings.
  - Keep record of attendance for all activities and meetings.
4. The Treasurer shall:
  - INCLUDE adult sponsors in collection of money and/or fundraising.
  - Manage the budget of the Club.
  - Report Club finances to the Governing Board.

**NOMINATIONS AND ELECTIONS:**

Any club member can nominate themselves and decide to run for an office. They must inform the Governing Board of their decision to run one day prior to elections. Present members on the Election Day shall vote. Each member shall cast only one secret ballot. Officers with the most votes will be elected. In the first year, the students listed below will serve as President and Vice-President. The rest of the officers will be elected.

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Sponsor: (WHS Staff) \_\_\_\_\_

**Article V: Meetings**

Meetings will be held \_\_\_\_\_ (when and where).  
 Meetings may be rescheduled or extra meetings may be convened by the Governing Board.  
 Club Sponsor must preside in all club meetings.

**Article VI: Revision of By-Laws**

Any proposed revision to the by-laws should be initially submitted to the Governing Board. If the Board approves of such a revision by a majority, then the proposed revision will need to be confirmed by a vote of at least two-third members present at a general meeting of the Club.

ATTACHMENT: Attach a letter describing the Club’s mission statement and goals. Include how the club will give back to the community and/or school.

\_\_\_\_\_  
 Sponsor(S) Signature

\_\_\_\_\_  
 Date