



Name of School: \_\_\_\_\_

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

## CLUB CONSTITUTION

“Meet & Discuss” Club only

Fundraising Club (must complete a Club Budget Plan form)

### ARTICLE I – Name, Purpose and Goals

CLUB NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

CLUB ADVISOR: \_\_\_\_\_

CLUB PURPOSE/MISSION: (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.)



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
•	
•	
•	
•	
•	
•	

**ARTICLE II – Membership & Recruiting**

MEMBERSHIP QUALIFICATIONS: (Write down the qualifications required to become a member.)

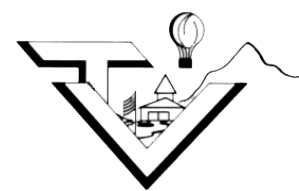
RECRUITING: (Write down your ideas for promoting the club and recruiting new members. List the various forms of media your school has to assimilate information.)

**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**

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.)

NAMES OF CLUB OFFICERS:

President		Vice President	
Treasurer		Secretary	

CLUB OFFICERS’ DUTIES:

<p><b><u>President</u></b></p> <ul style="list-style-type: none"> <li>• Preside over all meetings</li> <li>• Plan &amp; prepare agenda for all meetings, working closely with the club advisor</li> <li>• Know the basic rules of parliamentary procedure</li> <li>• Facilitate group discussions by summarizing &amp; clarifying</li> <li>• Conduct himself/herself with academic integrity and in an exemplary manner</li> </ul>	<p><b><u>Vice President</u></b></p> <ul style="list-style-type: none"> <li>• Assist the president &amp; serve in his/her absence</li> <li>• Assist in planning meeting agendas</li> <li>• Know the basic rules of parliamentary procedure</li> <li>• Help facilitate group discussions</li> <li>• Conduct himself/herself with academic integrity and in an exemplary manner</li> </ul>
<p><b><u>Secretary</u></b></p> <ul style="list-style-type: none"> <li>• Notify members of upcoming meetings</li> <li>• Distribute meeting agenda</li> <li>• Take attendance at meetings</li> <li>• Keep accurate minutes of all meetings, attach the agenda &amp; attendance report, &amp; keep on file</li> <li>• Report minutes of previous meetings</li> <li>• Handle all club correspondence</li> <li>• Conduct himself/herself with academic integrity and in an exemplary manner</li> </ul>	<p><b><u>Treasurer</u></b></p> <ul style="list-style-type: none"> <li>• Work closely with club officers &amp; club advisor to prepare an annual budget</li> <li>• Ensure all expenses are approved prior to purchasing</li> <li>• Assist with fundraiser profit &amp; loss analysis statements</li> <li>• Maintain a complete &amp; accurate record of all club receipts and disbursements</li> <li>• Conduct himself/herself with academic integrity and in an exemplary manner</li> </ul>

**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. Complete the attached Club Budget Plan form, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club.)

All financial appropriations shall be made at the consent of two-thirds (2/3) of the members and must be recorded in the minutes of the organization.



**ARTICLE VI – Amendments**

AMENDMENTS: All amendments to this constitution shall require a three-fourths (3/4) majority vote by the membership of the student club unless specific directions are set forth below.

(Write down the process by which the bylaws may be amended if different from above, e.g., who can recommend a change and what percent of a vote is required.)

**Article VII**

Date each year this constitution becomes effective:

Today's Date: \_\_\_\_\_ Ends on June 30th of the given school year

**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: \_\_\_\_\_