Seneca Valley ***insert which school here*** School
Constitution of the ***insert club name here***

Preamble:

We, the members of the ***insert club name here***, establish this Constitution to maintain organizational standards within our club.

Article I, Name

The name of this organization will be ***insert club name here***.

Article II, Goal

The goal of this of this club is ***insert club goal here.***

Article III, Membership

Section 1

The membership of this club will be open to all students of the Seneca Valley ***insert school names here***.

Section 2

The responsibilities of each and every member will be:

1. To be respectful to all who are a part of the club.
2. Carry out all responsibilities and projects that one may have.
3. Be on time and present for meetings.

Section 3

All members will be subject to the rules set forth by this constitution as well as the rules set forth by student handbook. Disciplinary action may be taken by the sponsor against any member who chooses to disobey the rules and may consist of suspension from or expulsion from the group.

Article IV, Officers

Section 1

Each officer will be elected by the rest of the committee overseen by the committee's sponsor.

Section 2

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relations Manager/Communications

Section 3

Duties of officers will include:

President – facilitate meetings, properly communicate between the board and the teacher sponsor, follow and lead the mission of the club, and ensure that everything that is done aligns with the mission of the club.

Vice President – will assume the responsibilities of the President if asked to do so. The Vice President is responsible for all fundraising activities.

Secretary – take notes and attendance of each of the meetings, make sure that members know when and where each club activity takes place.

Treasurer – will be responsible for managing the club's expenses and revenue.

Public Relations Manager – will be responsible for creating club advertisements as well as communicating with the public through social media and providing communications to the members of the club.

All officers will work together with the sponsor to coordinate meetings.

Article V, Meetings,

No meetings will be held without a sponsor present. There will be at least one meeting each month.

Article VI, Voting,

Quorum: 50% of members must be present for a vote to take place.

Method: A motion will pass by simple majority. Any amendments to the Constitution will require at least three-fourths majority by all club members to be passed.

Article VII, Dues
Dues, if any, will be set by the general membership and collected by the treasurer.

Article VIII, Fundraising Projects
If needed, all fundraising projects will be conducted according to the protocols set forth by the Seneca Valley School District and its Athletics & Activities Department.

Article IX, Sponsor
The club advisor/ sponsor will be a teacher/staff member employed by the Seneca Valley School District. For this club our sponsor will be ***insert teacher/staff member name here.***