

**WEST PARK HIGH SCHOOL
CLUB CONSTITUTION
ALL CLUBS MUST COMPLETE**

Club Name: _____

WPHS Advisor: _____

Student Contact: _____

Student Contact Cell: () _____ - _____

Purpose (Why does your club exist?): _____ **Club Account #:** _____

Who/How to Join (Students at West Park should join this club if....):

OFFICERS AND DUTIES (Recommendations for Club Leadership):

President: Leadership of the club through planning and leading club meetings, coordinating club activities, overseeing fund-raising activities, and initiating actions that promote the purpose of the club.

Vice President: Supporting the President in the duties listed above, replacing the President in the President's absence, assisting the Secretary and/or Treasurer when the need arises.

Secretary: Responsibility for written documentation of all club business, particularly Minutes of all club meetings to be kept in the club binder.

Treasurer: Gives current reports and keeps records on all financial situations. Work with the Finance Office when requesting purchases, checks or making deposits.

APPROVING SIGNATURES (Write NA next to positions your club does not have):

President: _____ Secretary: _____

Vice President: _____ Treasurer: _____

Club Advisor: _____

Date submitted to Student Government: _____

School Administrator: _____

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PREAMBLE

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

- A. To encourage leadership, use of initiative, and good judgment by all club members.
- B. To recognize the purpose of our club is to promote the physical, mental, social and emotional well-being of individual club members.
- C. To ensure a workable and equitable relationship with all other school organizations, clubs, faculty and administration.
- D.
- E.

We establish this constitution for the _____ Club.

Article I – Name of Club

The name of this organization will be the _____ Club of West Park High School. The club financial account number is _____. (LEAVE BLANK)

Article II – Eligibility for Membership

All persons participating in this club will:

- A. Be members of the West Park High School Student Body.

B. _____

C. _____

Article III – Meetings

Meetings of the _____ Club will be on the (day of the week) _____ at (time) _____ in room _____ only after being approved by submitting a facility request through RJUHSD Civic Permits
<https://rjuhsd.civicpermits.com/Account/Login?ReturnUrl=%2f>

Qualifications for Club Officers:

- A. All club officers and candidates must have and maintain a “C” average.
- B. All club officers and candidates must meet the membership qualifications for the club.
- C. All club officers and candidates must be able to perform the required duties of the office for which they are running.

Election Process of Officers:

- A. Appointed by 51% majority vote of club members.

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Terms of Office

Unless removed from office, all club officers will serve a term beginning
____/____/____ of the year in which they are elected. This term will end on
____/____/____ of the following year.

Method by which an officer may be removed from office:

- A. A majority vote of the club members, and the permission of the club advisor.
- B. Expulsion for the failure to meet and maintain the eligibility and/or membership requirements.

Resignation of an Officer

- A. The current president of the club shall appoint a replacement, if possible and he/she must have the approval of a 51% vote by the club officers and the consent of the club advisor.

Finance

- I. Expenditures of the club funds must be approved by a vote of 51% of the club members and approved by the club president and the club advisor.
- II. All club fundraisers must be approved by a vote of 51% of the club members and submitted to the Student Government for final approval.
- III. The club president and advisor may veto all bills and proposals. (These decisions can be overruled by a 75% vote of the club officers and a 51% vote of the club members.)
- IV. If the Club remains inactive for 1 year, any remaining funds will be given to enter into the general ASB account.

Activities

- Section 1. Field trips shall be held at times designated by the members and sponsor, and shall be subject to Board approval.
- Section 2. All fund-raising activities shall be subject to the approval of the Student Council. Activity requests should be submitted two weeks prior to the date of the activity.

Expenditures

All expenditures shall be approved by a majority of the club members and will be subject to the approval of the sponsor and Student Council.

Authority

- Section 1. This organization shall be under the direct supervision of the sponsor.
- Section 2. The sponsor is given the right to veto but is denied the right to vote.
- Section 3. No member shall speak for the club without the authorization of the club.

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Constitution

- I. Additions or corrections to the constitution of the club can be made by a vote of the officers and members must be approved by the advisor and submitted to the Student Body Vice President for final approval by the Student Government Club Commissioners.
- II. Amendments passed by the club members, officers, advisors and Student Government will go into effect immediately following the approval by the Student Government class in a Student Government meeting.
- III. Upon ratification to this club constitution, any prior constitution will be disregarded and will have no further force to effect.