

ABC CLUB CONSTITUTION

Make sure to download this and read carefully. The red items are things you need to edit/ address. Once you're, done, make sure all the red is gone! It is simply to highlight!

Article I

Section 1 Name

The name of this club shall be _____

Section 2 Purpose

The purpose of this club shall be to encourage special interest, to develop loyal pupil citizenship, to promote trustworthy leadership and to install exemplary qualities of character in the pupils Eastlake High School. (The purpose of this club is) _____

Section 3: ASB Approval

If approved by the Eastlake ASB, this club will be considered an interest group until such time as the membership elects to request club status. The _____ (name of club) interest group will follow the Articles of this constitution with the exception of Article II, Section 2 (Eligibility), Article III Section 1 (interest groups do not fundraise or spend funds, therefore they do not need a Treasurer) and Section 4 (Financial Regulations).

Article II

Section 1 Membership

This club is subsidiary to the Associated Student Body of Eastlake High School and such has only those powers as granted to them by charters specific resolutions approved by the ASB.

Section 2 Eligibility

To be eligible to membership in this club, a student must be a member of the Associated Student Body of Eastlake High School.

Section 3 Requirements

Membership eligibility in this club shall be (Add whatever requirements you have for members or you can say that there are no requirements besides being a member of the ASB (stated above))

Article III

Section 1 Officers

The officers of this club shall consist of a President, Treasurer and Secretary. (List all offices that you want to have. You must have a President. Secretary and Treasurer) _____

Section 2 Election of Officers

Officers shall be elected _____ (at a regular meeting of the club) by a _____ (simple majority) vote of the members. If there is anything else, add it here

Section 3 Officer Names and Duties

<u>Officer</u>	_____ (Student Name)	<u>Duties</u>
President		_____ (President at meetings)
V.P.		_____ (Preside at meetings if President is absent)
Secretary		_____ (Records minutes. Maintains notebook with all

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Treasurer

minutes for the
Year)
_____ (Maintains budget documents and procedures.)

Section 4 Financial Regulations

The treasurer and club sponsor shall receive all funds and immediately turn them in to the financial clerk and shall keep an accurate account of receipts and disbursements in keeping with the policy for handling funds of school organizations.

Article IV

Section 1 Meetings

All meetings shall be open meetings and shall be held under the supervision of the administration or club advisor; this person is to be known as a faculty member.

Section 2 Schedule

There shall be a regular meeting of this club during the school year. Meetings will be held on _____ (how many / what days per week?) in _____ (location) from _____ (time).

Section 3 Decision

Decisions will be made a by _____. A quorum of ____% of _____ is required to make such decisions. **Three things you must identify: Are decisions made by the club membership or just the executive team? What percentage does it take to make a quorum (minimum amount of people present to vote)? What does it take to approve a vote, a simple majority (50%+1) or super majority (66%), or some other percentage?**

Article V

Section 1 Amendments

This constitution may be amended by a **two-thirds** vote for the club, provided that the proposed amendment is within the powers granted in the constitution of the Associated Student Body of Lake Washington High School.

Club Sponsor:

Student Name

Club Advisor:

Teacher Name