

CONSTITUTION TEMPLATE

ARTICLE I

NAME OF CLUB

The name of this club shall be...

ARTICLE II

PURPOSE OF CLUB

The purpose of the club is to...

ARTICLE III

MEMBERSHIP

Who is eligible to join? Are there any specifications required for membership? Can include grade and citizenship requirements.

ARTICLE IV

QUALIFICATION AND ELECTION OF OFFICERS

Section 1. Officers will be a (Co) President(s), Vice-President, Secretary, and Treasurer. Club elections will be held...

Section 2.

The election will be done by method by who is voting
(List voting criteria)

ARTICLE V

DUTIES OF THE OFFICERS

- | | | |
|------------|------------------|--|
| Section 1. | (Co)President(s) | A. Preside over all meetings.
B. Carry out the provisions of the constitution.
C. Oversee all committee activities.
D. (List any additional responsibilities)
E.
F. |
| Section 2. | Vice President | A. Assume the duties of the president in his/her absence.
B. Perform any duties delegated by the president.
C. (List any additional responsibilities) |
| Section 3. | Secretary | A. Record and keep accurate minutes of all meetings.
B. (List any additional responsibilities)
C. |
| Section 4. | Treasurer | A. Handle funds and finances for club.
B. Keep financial records.
C. (List any additional responsibilities) |

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ARTICLE VI

MEETINGS

- Section 1. Meeting must be advertised.
- Section 2. There will be _____ meetings per month on LHS campus.
- Section 3. There must be an official meeting in order to make a financial action.
- Section 4. Minutes must be kept of all official meetings.
- Section 5. A financial action must be made with the finance office at least once a year (deposit or withdrawal from Club Account)
- Section 6. (List any additional responsibilities)

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ARTICLE VII

ADVISOR

- The role of the advisor is to:
- Section 1.
- A. Serve as the official staff representative of the school (must be certificated staff member).
 - B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
 - C. Assist each officer of the club in understanding their duties.
 - D. Give particular attention to the financial activities of the group in order ensure all policies and procedures are met.
 - E. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
 - H. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
 - I. Ensure that appropriate school policies are upheld.
 - J. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or (co)president signs it and 2) that the expenditure is correct within all existing policies.
 - K. (List any additional responsibilities)

ARTICLE VIII

AMENDMENTS TO CONSTITUTION

Section 1. Amendment changes requires....

Constitution Adopted on the _____ *day of* _____, 20____

Club President: _____ Signature: _____

Club Advisor: _____ Signature: _____

Constitution Presented to ASB _____ *day of* _____, 20____

ASB OFFICE USE ONLY

☐ **Approved** ☐ **Denied**

Mr. Roundtree, A.S.B. Advisor Signature: _____

Date: _____

Diana Zambrano, A.S.B. President Signature: _____

Date: _____