

SAMPLE...SAMPLE... SAMPLE...SAMPLE...SAMPLE  
(Selections written in ALL CAPS should be personalized for your club).

Henry J. Kaiser High School  
NAME OF CLUB  
Constitution

**Article I. General Nature and Procedures**

Section 1. Club Name

The name of this organization shall be NAME OF THE CLUB.

Section 2. Purpose

The purpose of this organization shall be WHAT YOUR CLUB IS ABOUT AND PLANS TO ACCOMPLISH.

Section 3. Meetings

NAME OF CLUB shall meet FREQUENCY in a location designated by the advisor and officer's council. Special meetings may be called by the Advisor or President.

Section 4. Voting

Each active member in good standing shall have an equal vote. Only active members are eligible to vote. Voting shall be by simple majority unless specifically stated otherwise. No voting shall take place unless there is a quorum of a simple majority of active members present.

**Article II. Membership**

Section 1. Qualifications for Membership

Membership is open to all students who are currently enrolled at Henry J. Kaiser High School.

Section 2. Obligations of Membership

Members shall participate in all required activities, unless excused prior to the activity by the advisor.

**Article III. Regulations**

Section 1. Consequences

Members shall abide by all school rules and regulations. Failure to do so will result in probation or termination of membership. Members on probation will be expected to meet requirements set forth by the Club Advisor's Council.

Section 2. Advisor's Prerogative

Members who have exhibited behavior contrary to the philosophy and goals of the organization may be put on immediate probation or terminated by the advisor.

**Article IV. Officer's Duties**

Section 1. Officer's Council

The officers of this organization shall be President, Vice President, Secretary, Treasurer and Historian. They and the Advisor shall be known as the Officer's Council.

## Section 2. Officer Duties

President – shall preside over all meetings, be a member of all committees and act as the official representative of this organization.

Vice President – shall fulfill duties in the absence of the President, shall assist the President when necessary.

Secretary – shall maintain accurate written/typed records of membership rosters, attendance and minutes and maintain all correspondence as directed by the Officer's Council.

Treasurer – shall keep track of all club monies and make accurate accounting thereof at each regular meeting.

Historian – shall keep a written and pictorial record of all club activities and annual history to be turned into the Advisor at the end of each school year.

## Section 3. Eligibility

All candidates shall submit a completed questionnaire for each office he/she seeks.

All candidates must maintain REQUIRED GPA.

## Section 4. Elections

Officers shall be elected at the second to last regular meeting of the school year.

The newly elected officers shall take office during the last meeting of each school year. The usual election procedures are as follows: a) nominations b) speech by candidate c) discussion, without the candidates, not to exceed fifteen minutes d) voting by secret ballot e) announcement of officer.

## Section 5. Terms

The officers shall serve a term of ONE YEAR.

## Section 6. Vacancy

In case of a vacancy, a special election will be held at the next regularly scheduled meeting.

## **Article V: Finances and Accounting**

Section 1. Voting members shall decide all matters pertaining to the finances of the club and shall place all income in the club account.

Section 2. No officer or member shall receive compensation from the club in any form

Section 3. All money should be deposited with bookkeeper.

Section 4. If the club is to disband, all club property becomes property of Henry J. Kaiser High School.

## **Article VII: Amendments to the Constitution**

Section 1. LIST HOW THE CONSTITUTION MAY BE AMENDED IF NECESSARY.