

_____ School

CLUB CHARTER/CONSTITUTION

_____ School Year

In order to comply with district procedure 6240, please complete this Club Charter/Constitution. All authorized clubs must have a club charter/constitution on file in the school office. A new charter/constitution must be filed each year. Without the proper club paperwork and approval, the Financial Clerk cannot process checks or payment of any kind.

Article I: Name and Purpose

Section 1. The name of this club shall be _____

Section 2. The purpose of this club shall be to _____

Article II: Membership

Section 1. All students enrolled at _____ School are eligible for membership.

Article III: Meetings

Section 1. Proposed meeting schedule is _____

Section 2. Proposed meeting location is _____

Article IV: Club Offices

Section 1. The club officers shall consist of the following:

- President
- Vice-President
- Treasurer
- Secretary
- Additional Offices: _____

Article V: Duties

Section 1. The club president will have the following duties:

- To preside over meetings of the club.
- To call special meetings of the club.
- To plan and prepare an agenda for the club meetings.

Section 2. The club vice-president will have the following duties:

- To serve as the club president if the president becomes unable to fulfill his/her duties either temporarily or permanently.
- To support the club president.

Section 3. The club treasurer will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements.
- To oversee club fundraising efforts.
- To supervise the preparation of the club budget.

Section 4. The club secretary will have the following duties:

- To maintain accurate minutes of each club meeting.
- To carry out all correspondence for the club.

Article VI: Elections

Section 1. The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article VII: Amendment

Section 1. A two-thirds majority vote of the members in attendance is required to amend this club constitution.

Approve and Sign: Please sign and print each name. Date_____

Advisor_____

President_____

Vice-President_____

Treasurer_____

Secretary_____

(For ASB Use Only)

Club Charter/Constitution received by _____ Date _____

Approved by ASB Council _____ ASB President _____ Date of Minutes _____

Recommended by ASB Advisor _____ Date _____

Approved by Principal or Admin Designee _____ Date _____