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)
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)
CONSTITUTION TEMPLATE

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 to 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.
F. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
G. Ensure that appropriate school policies are upheld.
H. 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.
I. (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____

☐ Approved    ☐ Denied

Mr. Roundtree, A.S.B. Advisor Signature: ________________________________ Date: _______________

Diana Zambrano, A.S.B. President Signature: ________________________________ Date: _______________