*Sample Club Constitution*

Article I – Name, Purpose The name of the organization will be the (name of club) of the (name of school).

& Authority

This organization will have as its purpose, (identify specific purpose of the club) as directly approved by the student council and indirectly by the school principal and the governing board of the (name of the school district).

Article II – Membership All students enrolled in the (name of school) are eligible for membership.

Article III – Meetings Meetings will be held (state time and date, such as every Wednesday, immediately after school) unless a special meeting is called.

Article IV – Club Officers The club officers shall consist of the following:

• President

• Vice-president

• Treasurer

• Secretary

Article V – Duties 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.

The club vice-president will have the following duties:

• To serve as the club president if the president becomes unable to fulfill his or

her duties either temporarily or permanently.

• To support the club president.

The club treasurer will have the following duties:

• To maintain complete and accurate record of all club receipts and

disbursements.

• To oversee club fund-raising efforts.

• To supervise the preparation of the club budget.

The club secretary will have the following duties:

• To maintain accurate minutes of each club meeting.

• To carry out all correspondence for the club.

The Publicity Chair will have the following duty:

• To publicize all club activities and fund raisers through the school

newspaper, the school marquee, and school bulletin boards.

Article VIII – Elections The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article IX – Amendment A two-thirds majority vote of the members in attendance is required to amend this club constitution.