

# Club Name

Year

## Article I. NAME.

To most clubs this is a relatively simple matter. If you want an original name, choose one that would mean something to people unfamiliar with your organization.

## Article II. PURPOSE.

The objectives should be discussed. Make sure they are general and wide in scope. The purpose should show how the club will contribute to Sonora High School by meeting some social, academic or service needs of its members. The club should also have a purpose that aids in the school community or helps the student body in some way.

## Article III. ELIGIBILITY.

Membership restrictions shall be allowed only in honorary clubs or in those clubs in which special achievement is required. Otherwise clubs should be open to all students.

## Article IV. TIME AND PLACE OF MEETINGS.

All clubs must hold their meetings on regularly scheduled days except when given permission by the club's cabinet to assemble at another time.

## Article V. DUES.

The dues shall not be expected, except when a national membership is required.

## Article VI. NUMBER. TYPE. DEFINITION OF DUTIES OF OFFICER AND ELECTION PROCEDURES.

You must include a definition of all officers, their duties, how they are elected, and when elections are to be held.

## Article VII. AMENDMENTS.

A club should have a 2/3 majority vote of members present to amend its constitution. All amendments must be cleared through the club's cabinet.

# Model Club/Organization Constitution

The following is meant to serve as a model for any club or organization seeking recognition under the auspices of the Sonora High School Associated Student Body (ASB). Clubs or organizations are to submit a constitution that follows this model along with the application and constitution will be reviewed by the Assistant Principal and the ASB Club Committee. The information in *italics* is meant to provide you with additional assistance in completing that portion of the constitution. Note: This form is just a sample.

## ARTICLE I

The name of this organization is the \_\_\_\_\_ Club.

## ARTICLE II

The purpose of the \_\_\_\_\_ Club is to promote \_\_\_\_\_.

## ARTICLE III

The membership of the \_\_\_\_\_ Club will be open to any student. *If the club membership is restricted to students meeting some criteria, grade standards, or other qualifications, it is important that this be made clear.*

## ARTICLE IV

Section I: The officers of the \_\_\_\_\_ Club will be as follows.

President  
Vice President  
Secretary  
Treasurer  
Senior Representative  
Junior Representative  
Sophomore Representative  
Freshman Representative  
Club Advisor

*These are just samples of common officers. Your club may include other or different officers.*

Section II: The duties of the officers shall be as follows.

*Re-list the officers you listed in ARTICLE 4: Section I and then describe in one or two sentences what each officer's responsibilities will be. Describe these duties in general terms.*

Section III: All officers will be elected by secret ballot before the end of each school year and will then serve until the end of the following school year. A majority of the vote cast is required to be elected. Vacancies that occur during the school year or summer will be filled temporarily by appointment of the advisor until an election can be held to choose a permanent replacement.

*Your club may have additional or other selection processes. You need to make these clear in this section. You can prevent many controversies by making selection, election, and replacement practices clear in this section.*

## ARTICLE V

Section I: Regular meetings of the \_\_\_\_\_ Club will be held at noon on the first and third Mondays of each month during the school year. If a holiday is on one of the Mondays, a meeting will not take place. The Place of the meetings will be determined by the Advisor. The dates and time for special meetings will be made known to all members when a meeting is called by the President or the Advisor.

Section II: Meetings of the \_\_\_\_\_ Club will be conducted by the President. If the President and/or other officers are absent, the following order of officers will be used to identify who will conduct the meeting. *You will want to list club officers in rank or hierarchical order.*

Section III: Parliamentary rules of order will be used to conduct the meetings.

## ARTICLE VI

Section I: The \_\_\_\_\_ Club constitution may be amended at any regular meeting by a two-thirds vote of the full club membership. The proposed amendment must have been submitted in writing and read to the organization at a regular meeting at least one week before being voted upon.

Section II: Any \_\_\_\_\_ Club by-laws may be amended or repealed at any regular meeting by a simple majority vote of members present.

*Your club may or may not choose to have by-laws. By-laws are often a good way of putting in writing the rules by which the club will operate and meet its purpose.*