

**Associated Student Body**

**School**

**Club/Organization Constitution**

**Article I, Organization**

a. The name of this organization will be known as

\_\_\_\_\_

b. The purpose of this organization is to

\_\_\_\_\_

\_\_\_\_\_

c. We will accomplish this by

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. Meetings will be held at

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Day(s): \_\_\_\_\_

e. Our advisor will be: \_\_\_\_\_

(must be school certificated employee)

f. We will be affiliated with the following community organization:

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Article II, Membership

a. Must be a student body member of \_\_\_\_\_  
School

b. Members must meet the following G.P.A. and attendance requirements to qualify for membership (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

Article III, Officers and Elections

a. Officers shall be elected by: \_\_\_\_\_

b. Officers must be (e.g. member of the Senior Class)

\_\_\_\_\_

c. Duties of Officers are as follows:

**President:**

a. Directs meetings, represents the club

b. \_\_\_\_\_

**Vice President:**

a. Assumes role of President in his/her absence

**Secretary:**

a. Records minutes of each meeting

b. \_\_\_\_\_

**Treasurer:**

a. Collects, issues receipts and records all monetary transactions for organization

b. \_\_\_\_\_

**Article IV, Financial Activities**

a. Funds will be raised by

\_\_\_\_\_  
\_\_\_\_\_

b. Funds will be used for

\_\_\_\_\_  
\_\_\_\_\_

Submitted by:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Advisor  
Representative

Signature of Student