

CLUB NAME

School (“School”)

CONSTITUTION

Approval Date: _____
(to be entered by Activities Director)

ARTICLE 1
NAME OF CLUB

The name of the club shall be as indicated above, hereinafter referred to as the “**Club**”.

ARTICLE 2
PURPOSES, OBJECTIVES, AND ACTIVITIES

SECTION 2.1 PURPOSES. The purposes of the Club are:

SECTION 2.2 OBJECTIVES. The objectives of the Club are:

SECTION 2.3 ACTIVITIES. The activities of the Club shall support and be consistent with the purpose and objectives stated in Sections 2.1 and 2.2 above.

SECTION 2.4 COMPLIANCE WITH SCHOOL POLICIES AND RULES. The Club shall comply with Clovis Unified School District’s board policies and administrative regulations and school procedures and rules, including but not limited to, Board Policy No. 3452 governing fundraising events and student club funds, and the rules and procedures set forth in the school’s handbook regarding student clubs.

SECTION 2.5 NON-SCHOOL PERSONS. The Club shall not allow non-school persons to direct, conduct, control, or regularly attend its meeting and activities.

ARTICLE 3
MEMBERSHIP

SECTION 3.1 ELIGIBILITY FOR MEMBERSHIP. Membership in the Club is limited to students who are currently enrolled in the school and in grades 7-8 for an intermediate school, grades 9-12 for a high school, or grades 7 - 12 for an educational center.

SECTION 3.2 TERMINATION OF MEMBERSHIP. Membership shall be terminated if a member no longer meets the eligibility requirement in Section 3.1 above.

ARTICLE 4
OFFICERS

SELECT OPTION 1 OR OPTION 2 BELOW:

Option 1: The Club shall not have officers. The Student Representative(s) listed on the Student Club Petition shall be the contact persons for the Club.

Option 2 (modify the following language as appropriate; **additional or different officers may be added**)

SECTION 4.1 OFFICERS, DUTIES, AND TERMS. The officers of the Club and their term and duties are as follows:

4.1.1 President. This officer shall serve a term of one school year and have the following duties:

- A. Prepare an agenda for each meeting of the Club.
- B. Preside over Club meetings.
- C. Serve as the student spokesperson for the Club.
- D. Communicate and coordinate with the Club Advisor regarding Club meetings and activities.

4.1.2 Vice President. This officer shall serve a term of one school year and have the following duties:

- A. Assume the President's duties when the President is absent.
- B. Assist the President in the leadership and operation of the Club.

4.1.3 Secretary. The officer shall serve a term of one school year and have the following duties:

- A. Prepare minutes of Club meetings and maintain accurate permanent minutes.
- B. Maintain an accurate and up-to-date list of members of the Club.
- C. Maintain a copy of this Constitution and make it available to members as requested.
- D. Maintain other records of the Club.

SECTION 4.2 ELECTIONS OF OFFICERS.

4.2.1 Following the formation of the Club, an election shall be held to elect officers within one month of the Club being approved to form as a student club. In subsequent school years, all officers shall be elected on or before November 1. Notice regarding the election shall be provided to all members prior to the meeting in which the election will occur.

4.2.2 All elections shall be held by paper or electronic ballots to be cast anonymously during a regular meeting of the Club. Members shall be physically present at the regular meeting to cast a ballot.

4.2.3 A simple majority vote of the members who are physically present at a regular meeting will constitute an election to an officer position.

SECTION 4.3 REMOVAL/RESIGNATION OF OFFICERS. An officer who does not fulfil the duties as set forth above for the position shall resign or may be removed from his/her position.

SECTION 4.4 FILLING VACANCIES OF OFFICERS. When a vacancy occurs in an officer position, the Club shall hold an election to fill the vacancy. The election shall comply with the process set forth above governing the election of officers.

ARTICLE 5 MEETINGS

SECTION 5.1 MEETINGS. The Club may hold regular and special meetings. Meetings of the Club shall be conducted during noninstructional time and shall not materially and substantially interfere with the orderly conduct of educational activities within the school. Noninstructional time shall mean lunch or the period before and after the starting and ending times stated in Administrative Regulation No. 6112 – School Day. All meetings shall be held on school premises and shall be under the general supervision of the Club Advisor.

5.1.1 REGULAR MEETINGS. The Club shall hold regular meetings no less than on a monthly basis during a school year. A schedule of the regular meetings shall be prepared and submitted to the school's Activities Office on or before November 1 of each school year.

5.1.2 SPECIAL MEETINGS. Special meetings of the Club may be called as needed and in communication and coordination with the Club Advisor.

SECTION 5.2 PROCEDURES FOR CONDUCTING MEETINGS. The Club shall use procedures that allow for the orderly conduct of Club meetings.

SECTION 5.3 ATTENDANCE AND MINUTES. For each regular and special meeting, minutes shall be prepared and maintained and a sign-in sheet shall be provided that contains the name and signature of each member who attended the meeting. Minutes of each meeting shall be signed by the Club Advisor and a student representative, and submitted to the Activities Office within a week of the meeting.

ARTICLE 6 EFFECTIVE DATE AND AMENDMENTS TO CONSTITUTION

SECTION 6.1 EFFECTIVE DATE OF CONSTITUTION. This Constitution shall be effective on the Approval Date stated on page 1.

SECTION 6.2 AMENDMENT OF THE CONSTITUTION.

- 6.2.1 Proposed Amendment. Any member of the Club who is in good standing may submit a proposed amendment to this Constitution. The proposed amendment shall first be submitted to the Club Advisor for review.
- 6.2.2 Approval of Proposed Amendment by Club Membership.
- A. Adoption by Club Membership. To be effective, a proposed amendment to this Constitution shall be adopted by a two-thirds vote of the total membership of the Club at the time of the adoption. The adoption of any proposed amendment shall be by paper or electronic ballots to be cast anonymously during a regular meeting of the Club. Members shall be physically present at the regular meeting to cast a ballot.
- B. Approval by School. Following approval of the proposed amendment by the Club's membership, the proposed amendment shall be submitted to the school for school staff consideration and approval.
- 6.2.3 Effective Date of Amendment. Upon approval as required in Subsection 6.2.2 above and unless specifically approved to take effect immediately or on a specified date, an amendment to this Constitution shall be effective starting on the first day of the following school year.

ARTICLE 7
DISSOLUTION OF CLUB

SECTION 7.1 CONDITIONS FOR DISSOLUTION. The Club shall be dissolved if one or more of the following applies.

- 7.1.1 There is no school staff to serve as the Club Advisor or the membership in the Club drops below 15 active members so that there is no longer a Club Advisor for the Club.
- 7.1.2 The Club has been inactive for two consecutive months during a school year. Inactive shall mean that the Club has not conducted monthly regular meetings for at least two months during a school year.

SECTION 7.2 RECORDS AND FUNDS. Upon dissolution, all records of the Club shall be submitted to the Activities Office and all Club funds shall transfer to the ASB general account.

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