

CLUB CONSTITUTION AND BY-LAWS EXAMPLE

When drafting your club constitution and by-laws, you can use this form as a guideline. It's not required to just fill in the blanks or have every section included here, but just in case I included them all. If, for instance, you do not elect officers or have committees, the last pertinent articles need not be included.

CONSTITUTION OF

(Club name)

[Feel free to place a preamble here; a preamble is not required]

ARTICLE I

NAME

Section 1. The name of this organization shall be _____

ARTICLE II

PURPOSE

Section 1. The purpose(s) of this organization shall be _____

ARTICLE III

MEMBERSHIP

Section 1. Membership is restricted to all currently enrolled student of Woodbridge High School.

Section 2. A person is a member in good standing when he or she _____

Section 3. The rights of voting and holding an office are reserved for club members only.

ARTICLE IV

OFFICERS

Section 1. The officers shall be – (name & title of officers):

Section 2. The club shall be organized with the following structure:

Section 3. The Club shall select a member to represent the club on the Inter Club Council.

Section 4. To be eligible for office, candidate shall _____

Section 5. Officers shall be elected/appointed (select one) _____

(example: upon election, when, on May 15, in spring semester, etc)

and shall take office _____

Elected officers must receive _____ of votes to be

elected (example: majority, plurality, 2/3 etc.) [may not be necessary]

Section 6. Vacancies in office shall be filled by (example: by appointment, by election, etc.)

ARTICLE V

MEETINGS

Section 1. Regular meetings shall be held _____

(When and where) [At a minimum of once per quarter]

Section 2. Special meetings may be called by _____

ARTICLE VI

SOURCE OF POWER

The source of power of this club is the administration of Woodbridge High School. The administration reserves the power to enforce all rules and regulations of campus on each club, and hold each to these standards on and off campus.

In accepting this constitution,

(Club name)

agrees to abide by the Woodbridge High School policies and regulations, which apply to students and student clubs.

ARTICLE VII

AMENDMENTS AND RATIFICATION

ARTICLE I

RULES OF PROCEDURE

The club shall be guided in its procedures by [name of person or document], when no other rules have been specifically established in the by-laws or constitution.

ARTICLE II

DUTIES OF OFFICERS

The duties of the officers shall be:

1. Inter Club Council (ICC) Representative:

- a) Attends ICC meetings
- b) Coordinates club events with campus calendar
- c) Turns in Minutes to Clubs Commissioner

2. President

a) The President shall _____

3. Vice President

a) The Vice President shall _____

4. Treasurer

- a) Sets budget
- b) Makes deposits and withdrawals from ASB bank

5. Secretary

- a) Takes attendance
- b) Records Minutes during meetings

ARTICLE III

The club shall have the following committees to do the following tasks:

ARTICLE IV

ELECTION/OFFICERS SELECTION [may not be necessary]

Section 1. Nominations shall be made by _____ (when/who).

Section 2. Election for new officers shall be conducted _____ (how – by voice vote, written ballot, etc. and when and where) supervised by _____

Section 3. Votes will be counted by _____

Section 4. New officers shall be installed _____ (when).