

GARCES MEMORIAL CLUB CONSTITUTION

Make sure to read this carefully. The red items are things you need to edit/ address. Once you're, done, make sure all the red is gone! It is simply to help!

Article I

Section 1 Name

The name of this club shall be **name of club**.

Section 2 Purpose

The purpose of this club shall be to encourage special interest, to develop loyal pupil citizenship, to promote trustworthy leadership and to install exemplary qualities of character in the pupils of Garces Memorial High School. **(Add what you want to describe your club and what you stand for)**

Article II

Section 1 Membership

This club is subsidiary to the Associated Student Body of Garces Memorial High School and such has only powers as granted to them by charters specific resolutions approved by the ASB.

Section 2 Eligibility

To be eligible for membership in this club, a student must be a member of the Student Body of Garces Memorial High School.

Section 3 Requirements

Membership eligibility in this club shall be **Add whatever requirements you have for members or you can say that there are no requirements besides being a member of the ASB (stated above)**.

Article III

Section 1 Officers

The officers of this club shall consist of a President, Treasurer and Secretary. **List any other offices that you want to have. However, you must have a President. Secretary and Treasurer.**

Section 2 Election of Officers

Officers shall be elected at a regular meeting of the club by a simple majority vote of the members. **If there is anything else, add it here.**

Section 3 Officer Names and Duties

<u>Officer</u>	<u>Student Name</u>	<u>Duties</u>
President		Preside at meetings
V.P.		Preside at meetings if president is abs.
Secretary		Record and maintain minutes
Treasurer		Maintains budget documents

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Section 4 Financial Regulations

The treasurer and club sponsor shall receive all funds and immediately turn them in to the business office, and shall keep an accurate account of receipts and disbursements in keeping with the policy for handling funds of school organizations.

Article IV

Section 1 Meetings

All meetings shall be open meetings and shall be held under the supervision of the administration or club advisor; this person is to be known as a faculty or staff member.

Section 2 Schedule

There shall be a regular meeting of this club during the school year. Meetings will be held on (how many / what days per week?) in (location?) from (time?).

Section 3 Decision

Decisions will be made a by _____. A quorum of _____% of _____ is required to make such decisions. Three things you must identify: Are decisions made by the club membership or just the executive team? What percentage does it take to make a quorum (minimum amount of people present to vote)? What does it take to approve a vote, a simple majority (50%+1) or super majority (66%), or some other percentage?

Article V

Section 1 Amendments

This constitution may be amended by a two-thirds vote for the club, provided that the proposed amendment is within the powers granted in the constitution of the Associated Student Body of Garces Memorial High School.

Club Sponsor: Student Name

Club Moderator: Teacher Name