

FOOTHILL HIGH SCHOOL
Sample Club Constitution

PREAMBLE

The _____ Club has been formed to promote
(Name of Club)

(Club function)

The members of the _____ Club do ordain and establish this Constitution
(Name of Club)

of Foothill High School's _____ Club on this _____ of _____, _____.
(Name of Club) (Date) (Month) (Year)

ARTICLE 1: MEMBERSHIP

Any student of Foothill High School is eligible to join the _____ Club.
(Name of Club)

No one will be denied membership on account of race, color, religion, sex or creed.

Members must attend meetings twice a month. Attendance will be taken. A member will be removed from the Club after having missed 3 meetings in one semester.

ARTICLE 11: CLUB OFFICERS

President: The president shall preside over all _____ Club meetings,
(Name of Club)

oversee planning of all Club activities and field trips, and act as a liaison between the Club, the advisor, and the activities director. The president shall attend all Club officer and advisor meetings.

Vice President: The vice president shall preside over all Club meetings in the absence of the president, organize all Club fundraisers, and assist the president in planning of Club activities.

Secretary: The secretary shall keep minutes of all Club meetings and be in charge of all Club correspondence. Said minutes and correspondence shall be kept in a Club binder for perusal by the Club advisor, Club members, activities director and administrative staff.

Treasurer: The treasurer is responsible for creating financial reports and tracking all monies spent or raised by the Club. The treasurer shall assist in organizing fundraisers. The treasurer shall keep all financial records in a binder for perusal by the Club advisor, Club members, activities director and administrative staff.