

# **SAMPLE STUDENT CLUB CONSTITUTION**

(NAME OF CLUB) CONSTITUTION  
W.H. TAFT CHARTER HIGH SCHOOL  
2020-2021

## **Article I: Name, Purpose, & Authority**

The name of the organization will be the (name of club) of W.H. Taft Charter High School.

This organization will have its purpose, (identify specific purpose of club).

## **Article II: Membership**

Every student currently enrolled in W.H. Taft Charter High School is eligible for membership.

## **Article III: Meetings**

Meetings will be held (state: day and time, such as Wednesday at lunch and how often) unless a special meeting is called.

## **Article IV: Club Officers / Executive Board**

The Club Officers / Executive Board of this club shall consist of the following:

President

Vice President

Treasurer

Secretary

## **Article V: Duties of the Club Officers / Executive Board**

The club President will have the following duties:

- a. To preside over meetings of the club.
- b. To call special meetings of the club.
- c. To plan and prepare an agenda for the club meetings.

The club Vice President will have the following duties:

- a. To serve as club president if the president becomes unable to fulfill his or her duties either temporarily or permanently.
- b. To support the club president.

The club Treasurer will have the following duties:

- a. To maintain, complete and accurately record of all club receipts and disbursements.
- b. To oversee club fund-raising efforts.
- c. To supervise the preparation of the club budget.

The club Secretary will have the following duties:

- a. To maintain accurate minutes of each meeting.
- b. To carry out all correspondence for the club.

#### Article VI: Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

#### Article VII: Amendments

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

**W.H. Taft Charter High School**  
**Application for Student Club**

Applications due: Saturday, February 13, 2021

Please email PDF to Ms. Tacub: [arbyjean.tacub@lausd.net](mailto:arbyjean.tacub@lausd.net)

Fiscal Year: **2020-2021**

Proposed Club Name: \_\_\_\_\_

I. We, the students of **W.H. Taft Charter High School**, request permission to form a student club. A list of the students sponsoring this application is attached to this application.

II. Purpose / Mission Statement: *This will be posted.*

---

---

---

III. Mr./Mrs./Ms. \_\_\_\_\_ (last name of Faculty Member) will serve as the advisor for this club for the **2020-2021** school year.

IV. We have attached:

- a. A copy of the proposed constitution for this club.
- b. Scope of *proposed* activities.
- c. List of students (must include Student ID #) who are interested in starting this club and interested in becoming members. (At least 3 required to start)

V. How will you communicate with club members? (Instagram, Remind code, Google Form, etc.) This will be posted.

---

VI. Submitted by:

Student Club Representative:

Signature (electronic acceptable), Title, and Date

Club Advisor:

Signature (electronic acceptable), and Date

-----For ASB to complete-----

Approved by:

ASB President:

Signature and Date

ASB Advisor:

Signature and Date

Recorded in ASB Student Council Minutes on (date):