

**Hoover High School**

**CLUB CHARTER/CONSTITUTION**

**2016-2017 School Year**

In order to comply with district procedure 6240, please complete this Club Charter/Constitution. All authorized clubs must have a club charter/constitution on file in the school office. A new charter/constitution must be filed each year. Without the proper club paperwork and approval, the Financial Clerk cannot process checks or payment of any kind.

**Article I: Name and Purpose**

Section 1. The name of this club shall be \_\_\_\_\_

Section 2. The purpose of this club shall be to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Article II: Membership**

Section 1. All students enrolled at \_\_\_\_\_ School are eligible for membership.

**Article III: Meetings**

Section 1. Proposed meeting schedule is \_\_\_\_\_

Section 2. Proposed meeting location is \_\_\_\_\_

**Article IV: Club Offices**

Section 1. The club officers shall consist of the following:

- President
- Vice-President
- Treasurer
- Secretary
- Additional Offices: \_\_\_\_\_

**Article V: Duties**

Section 1. The club president will have the following duties:

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

Section 2. The club vice-president will have the following duties:

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

Section 3. The club treasurer will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements.
- To oversee club fundraising efforts.
- To supervise the preparation of the club budget.

Section 4. The club secretary will have the following duties:

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

**Article VI: Elections**

Section 1. The club will hold the election of officers once a year. The voting will take place by secret ballot.

**Article VII: Amendment**

Section 1. A two-thirds majority vote of the members in attendance is required to amend this club constitution.

**Approve and Sign: Please sign and print each name.** Date\_\_\_\_\_

Advisor\_\_\_\_\_

President\_\_\_\_\_

Vice-President\_\_\_\_\_

Treasurer\_\_\_\_\_

Secretary\_\_\_\_\_

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(For ASB Use Only)

Club Charter/Constitution received by \_\_\_\_\_  
Date

Approved by ASB Council \_\_\_\_\_  
ASB President Date of Minutes

Recommended by ASB Advisor \_\_\_\_\_  
Date

Approved by Principal or Admin Designee \_\_\_\_\_  
Date