**Sample Constitution**

**Article I: Name of Club and Sponsor**

The clubs name shall be: \_\_\_\_\_\_\_\_\_\_\_\_\_ and its faculty sponsor is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article II: Purpose of Club**

Describe the vision, mission, goals and objectives of the club. How is this club going to benefit the students, the school, and/or the community? Is the club academic in nature, such as the science club? Is the club oriented toward a game, such as the chess club? Is the club strictly athletic, such as a shuffleboard club?

**Article III: Powers**

Describe how the constitution may be changed and voting procedures to approval proposals. No changes can be made without the advisor’s approval. For example, in student council, any changes to its by-laws must be voted in by a 2/3 majority for the full council and only officers and representatives that have attended 3 meetings may vote.

**Article IV: Meetings**

Include the location, day and time for scheduled meetings.

**Article V: Membership**

Include membership, attendance and financial requirements. Include reasons for dropping a member from the group, replacing an officers, and mandatory club requirements. Sponsor approval is required.

**Article VI: Dues**

Wake County only allows dues of $1 for clubs

**Article VII: Officers and Duties**

Describe each club officer titles and specific duties for each one. Most clubs have: President, Vice-President, Secretary and Treasurer.

**Article VIII: Elections**

Include qualification for each office, for example, the president must be a senior. Also include the procedure for electing officers, how nominations will be accepted, how will ballots be collected, etc.

**Article IX: Activities, Projects and Community Service**

List major activities and projects. All clubs should participate in community service such as campus beautification day and also participate in the wider school culture during homecoming events (a float is recommended)