



Name of School: _____

Name of Club: _____

CLUB BYLAWS

- I. Clubs must submit a club constitution and budget plan before the deadline set forth by the school student body and administration.
- II. Clubs purpose/mission must promote the general welfare, morale, and educational experience of the student body.
- III. Clubs must raise enough funds for all students to participate in events including any event that occurs during the school day (e.g. field trips). **"PAY-TO-PLAY" IS STRICTLY PROHIBITED.**
- IV. Generally, donations to an outside charity or nonprofit organization is not an allowable use of ASB funds. Contact Business Support Services for further guidance as the district board of education must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
- V. Clubs may not participate in activities on behalf of the school or the district that pose risk to the safety of students (i.e. mountain biking, martial arts, skiing, snowboarding, horseback riding, etc.). All athletic &/or physical activity clubs require approval from Business Support Services and the Governing Board.
- VI. A Club advisor must be a certificated staff member in the district (per Ed Code). A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- VII. Clubs must hold official meetings at least once a semester if funds exist in the ASB account for that club. Failure to meet for more than six (6) months over the course of the school year will result in termination of the club.
- VIII. Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event. All club meetings must be held on campus.
- IX. Clubs must take minutes at all meetings, have them approved, and submit a copy of the minutes to the student body class. Failure to submit minutes regularly may lead to termination of the club.
- X. Each club must have a minimum of eight (8) members - four (4) active members & four (4) club officers. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- XI. The only four positions considered club officers are club president, club vice president, club secretary, and club treasurer. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.



- XII. Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club, he or she must sign a code of conduct.
- XIII. When a club holds an election, the following must occur:
- a. Each active club member is allowed no more than one vote for any election.
 - b. The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
 - c. If a position has an eligibility requirement, these requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.
- XIV. Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- XV. Two violations of any of the club bylaws will result in the termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE CLUB BYLAWS:

CLUB NAME: _____

Club President Name (please print)

Club President Signature

Date

Club Vice President Name (please print)

Club Vice President Signature

Date

Club Secretary Name (please print)

Club Secretary Signature

Date

Club Treasurer Name (please print)

Club Treasurer Signature

Date

Club Advisor Name (please print)

Club Advisor Signature

Date