

GUIDELINES FOR A CLUB CONSTITUTION

This outline provides you with the essential information needed to prepare or update a constitution for your club. The constitution defines primary, enduring characteristics of the group, especially those considered so important that they couldn't be changed without the consensus of a specified majority of the membership: An approved constitution is a requirement for all student groups using the College name and resources.

Title example:

(Formal Club Name)
2013-2014 Constitution

ARTICLE 1: NAME OF THE CLUB

Explanation: What is the exact title to be used in addressing this group? Each title must include, "of Mark Keppel High School."

Example:

- 1.1 The name of the club will be The Computer Club of Mark Keppel High School referred to as The Computer Club.

ARTICLE 2: PURPOSE AND OBJECTIVES

Explanation: What are the aims of your group? Who will it serve? Is it academic, social, cultural or service? Are there particular issues the group will address? What do you hope to accomplish in a broad sense? Example: The purpose of the "Computer Club" shall be to support all Mark Keppel computer projects whether sponsored by a single club or organization, and to share information about computer use and programs.

Example:

- 2.1 To educate and train our membership regarding computer use and programs.
- 2.2 To organize "trouble-shooting" teams to assist campus computer users.
- 2.3 To coordinate program-wide activities to raise computer awareness.
- 2.4 To coordinate the dispersal of computers to members of the student body.

ARTICLE 3: MEMBERSHIP

Explanation: Membership must be open to any currently enrolled student of Mark Keppel High School. The special interest club may focus on a particular group (such as women) but activities must be available to all currently enrolled students.

Example:

- 3.1 Membership in the Computer Club is open to all currently enrolled students at Mark Keppel High School as well as any interested faculty, staff or administrator without regard to age, sex, race, color, religious belief, national origin or handicap.

MKHS Active Member Policy:

- 50% of all club meetings must be attended
- Club Members must participate in 1 school activity each semester (Members can't count one activity for multiple clubs)
- All Clubs MUST meet at least once a quarter and the minutes of those meetings must be submitted to ASB within two weeks

ARTICLE 4: LEADERSHIP

Explanation: Include the title, duties, terms of office, qualifications, means of determining leadership, contingencies for filling vacancies, terms for removal from office and any leadership group (executive committee). All clubs are required to have a President, Secretary and/or Treasurer, and a Representative for the

All Clubs meetings. You may wish to consider a Club Historian (to provide continuity and background information to new members or officers).

Example:

4.1 The officers of The Computer Club will include the President, Vice President, Secretary, Treasurer, and a Representative to the All Clubs meetings. Each will be nominated and elected by majority vote of attending members to a specified club meeting for this purpose. Each officer will remain in office for one-year contingent upon continued registration as a student at Mark Keppel High School, maintenance of a 2.0 grade point-average, and attendance to 75% of required meetings.

4.2 An officer may be removed from office if a Club member expresses concern over his/her ability or judgment at a meeting. The officer in question must be notified in writing by mail at least 10 days prior to the meeting, in which she/he may provide an explanation (this right is waived if she/he does not attend the meeting) to be followed by a general discussion, and a vote by the membership in attendance. A 2/3 majority vote is required for removal from office. In case of removal of the President, the Vice President will become Acting President until elections are held.

In case of removal of another officer, the President will appoint a temporary officer. Elections must be held within six (6) weeks of removal from office.

Suggested Duties of Required Officers:

President: Preside at all meeting, appoint all committee chairpersons, present all motions to the membership

Vice President: Assume the duties of the President in his/her absence, advise committee Chairpersons, make arrangements for and publicize meetings.

Secretary/Treasurer: Keep club records, take and prepare minutes for distribution, keep an account of financial transactions, handle correspondence.

Club Representative: Attend all student senate meetings, report to club membership regarding student senate activities, and present requests for funding to the student senate.

ARTICLE 5: MEETINGS

Explanation: State frequency of general and special meetings. Who may call a meeting, agenda/minutes quorum requirements.

Example:

5.1 The Executive Council of the Computer Club will meet two times a month between September a month between June and August. Any member may call a special meeting. Agenda items must be submitted to the Treasurer by noon the day prior to each meeting. Minutes will be taken at each meeting and approved at the following meeting.

ARTICLE 6: COMMITTEES

Explanation: These include standing (regular, on-going) and special committees. Some suggested ideas for committees: Publicity, Programs, Special Projects, and Elections.

Example:

6.1 Standing Committees include: Recruitment Committee: Plans campus-wide activity recruitment programs and assists individual clubs or organizations in recruitment efforts.

6.2 Program Committee. Reviews feasibility of club events and activities. Prepares lists of key tasks to be done coordinates (or assigns responsibility) for event management.

6.3 Publicity Committee: Plans and coordinates promotional efforts for club events and activities Designs, distributes posters, flyers, writes articles, etc. Special committees will be formed for specific purposes and will be dissolved once the purpose has been met.

ARTICLE 7: DUES

Explanation: State amount, if any, and whether it entitles individuals to membership in the national or international organization. This must be optional.

Example: There are annual dues of \$5.00 to join the National Association; however no dues are required to become a member of the Mark Keppel, Computer Club.

ARTICLE 8: FACULTY/STAFF ADVISOR

Explanation: Should the advisor be from a specific department? What is the term and responsibilities of the advisor?

Example:

8.1 The advisor to The Computer Club shall be any interested staff or faculty member of Mark Keppel High School, he/she shall serve a one year term, which is renewable each fall semester.

ARTICLE 9: RULES OF ORDER

Explanation: What rules will the club set for meetings and activities?

Example:

9.1 The Computer Club shall abide by Robert's Rules of Order.

ARTICLE 10: STATEMENT OF CONFORMITY

Explanation: All clubs must agree to abide by the rules and regulations of the school and its official agencies.

Example:

10.1 The Computer Club shall abide by the rules and regulations of the school and its official agencies.

ARTICLE 11: SERVICE COMPONENT

Explanation: All clubs and organizations, to enhance their ability to receive funding, should consider a service component in their constitution. Services may be provided to the campus community or to any county or state organization.

Example:

11.1 The Computer Club will participate in one service activity to the Campus or community each semester.

ARTICLE 12: AMENDMENTS

Explanation: What are the requirements for an amendment to be made to the Constitution? Only when approved by the Student Senate is the amendment official.

Example:

12.1 Amendments to this constitution will require a 2/3 vote with at least 40% of the active members present.

Amendments will become official when approved by the Student Senate.

ARTICLE 13: STATEMENT OF ORIGINAL APPROVAL

Explanation: The Student Senate must approve this constitution in order for the club to obtain official status.

Example:

13.1 This constitution shall become official only after approval, which is duly noted in the official records of ASB.

CLUB REPRESENTATIVE

FACULTY/ STAFF CONSENT TO SERVE AS ADVISOR TO STUDENT CLUB

Faculty or staff who serve as Advisors for student clubs are a vital and indispensable part of the comprehensive program to which the campus is committed.

POLICY

Advisors are required for student groups. These positions are accepted by Faculty or Staff in good faith organization desires their council both in specialized areas in which they are experienced and in general programming, finances and propriety. Advisors are responsible to the Director of Student Life in upholding all college regulations as they pertain to student groups.

RESPONSIBILITIES

In accepting the position as Club Advisor, the Advisor agrees to:

1. Read the Coach and Advisor Handbook for policies and procedures and share this information with the students.
2. Study the group's constitution and to become familiar with the group's history, purpose, philosophy, in order to provide continuity from one group to the next.
3. Meet with group leaders on a regular basis to review the group's plans and to assist in the determination of the club and its activities.
4. Attend meetings and functions of the group, providing appropriate supervision when required.
5. Encourage students to participate, to assume responsibilities for their actions and to assure the effectiveness of their programs.
6. Approve the program of activities of the club and all requests for space, equipment, supplies or refreshments.

7. Intervene as appropriate when member's actions or proposals that are counterproductive to the well-being of the group,
8. Assure that any money collected by the group are immediately deposited through the Student Bank

A WORD TO CLUB ADVISORS

Congratulations! You have been selected or elected, or appointed to be the advisor to a student club. All student clubs are required to have an advisor who acts as the High School's liaison to the student group. Your position signifies the respect students have for you, the fact that they look up to you and want to get to know you better. They would like to have the benefit of your knowledge and experience.

Clubs at Mark Keppel High School provide students with opportunities to learn more about an academic or career field, to spend time with faculty in the department affiliated with the club, and to establish commitments to professional development. These purposes are usually listed in the club's constitution. Other clubs serve as a support group for students with varying cultural and national backgrounds. Such groups help to ease the challenge of adjusting to a new, different and challenging cultural environment.

In class and out of class learning at Mark Keppel High School exist to provide a learning laboratory for leadership skills. There have been studies which show personal qualities, such as the ability to get along with people, the ability to finish a job once it is tackled, skill in oral communication, and other qualities are the ones that separate the achievers from the underachievers in life. Advisors to student organizations are volunteers. Why should you spend your precious "free" time working with students in this way? You have information, skills and qualities that you would like to share with students. Furthermore, you enjoy students and you desire to have even more of an impact on students than the classroom allows. You have been selected for the job precisely because these qualities of yours have been recognized.