**Constitution**

Window Rock High School Club \_\_\_\_\_\_(club name)\_\_\_

**Mission**

Window Rock High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club exists to (enter your mission here)

**ARTICLE I - NAME**

Window Rock High School Club (name)

**ARTICLE II - PURPOSE & GOALS**

Section 1. Purpose:

a. To

b.

Section 2. Goals:

a.

b

**ARTICLE III – MEMBERSHIP**

**Students will be considered for membership based on (list your criteria)**

Section 1. Eligibility

a. Open to students enrolled in Window Rock High School, and

b.

Section 2. Attendance

a. Members must attend a regularly scheduled meeting to maintain active privileges.

b. Members must participate and contribute to the club's activities each year to maintain active privileges.

c. Active members will (explain expectations of what club will do)

Section 3. Financial Obligations

1. Financial obligations are covered by (what will you do to raise funds)

Section 4. Removal Procedures

1. Members will be dropped to non active status after (your criteria)
2. Members will be dropped for miss conduct according to school handbook.

Section 5. Sponsors

1. The club will be sponsored by (your criteria)
2. Any others?

**ARTICLE IV - OFFICERS & DUTIES**

Section 1. Election

a. Club officers are elected (your criteria)

b. Officers shall serve for (your criteria)

c. Any officer may be removed from the club by the approved sponsor for violation of school behavior policy or due to irresponsible behavior. A replacement interim officer may be appointed by the club sponsor until an election within the club may be held.

Section 2. President

a. The president shall chair and organize meetings and oversee activities.

b. The president shall lead officers and members in decision making processes.

c. The president will act as spokesperson at events and greet visitors, assist in requesting funding and writing grants.

Section 3. Vice President

a. The vice-president shall assist the president in organization of meetings.

b. The vice-president shall post club activities on a weekly or biweekly basis.

c. The vice-president shall keep a calendar of monthly events and post for members.

Section 4. Secretary

a. The secretary shall maintain accurate attendance at weekly meetings and log all member activities .

b. The secretary shall write or assist in writing letters and communicating with local business and media.

c. The secretary shall oversee the scheduling and tracking of events and activities.

Section 5. Publicity

a. The publicity officer shall organize all printed flyers for club activities.

b. The publicity officer shall seek approval of club sponsor and/or school principal before posting information.

c. The publicity officer shall organize the creation and printing of club t-shirts or public announcement information.

Section 6. Treasurer

a. The Treasurer will oversee all fundraiser events for the club.

b. The Treasurer will collect and maintain records of all fundraising income.

c. The Treasurer will disburse and maintain records of all club expenditures.

**ARTICLE V - FINANCES**

Section 1. Dues and other incomes:

a. The club will have various fundraising projects throughout the year.

Section 2. Expenditures:

a. The club will use funds for meeting and project expenses as need arise.

b. The Club will use funds for activities, promotional items, or supplies to support club activities or events.

c. The club will assist with funding of field trips or t-shirts for members if funds are available.

**ARTICLE VI - AMENDMENTS**

 \*The club member may bring up a proposed amendment to the constitution at an official meeting. A two thirds vote by the club members present at that meeting in favor of the proposed amendment is required to put the amendment up for vote. At the next official club meeting, a vote will be taken on passing the proposed amendment. A majority vote is required to pass the amendment.

President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name Signature

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

 Print Name Signature

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name Signature

Publicity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name Signature

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name Signature

Sponsor’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name Signature