Knight High School

Associated Student Body

Drafting a Club Constitution

The following elements must be included in the new club’s constitution:

**Knight High School**

**Name of Club**

**PREAMBLE: Purpose**

The preamble consists of a brief statement of the aims and purposes of the club.

**ARTICLE I: Name**

State the name of the club

**ARTICLE II: Membership**

Define the general requirements necessary for membership, keeping in mind:

1. No club can be exclusionary

2. Members must be a Student Body member

3. Grade point average (if required)

**ARTICLE III: Officers**

Include details of:

1. List of offices (Do not include specific names of students)

Each club must have a President, Vice President, Secretary, Treasurer, and Senator

2. Selection process for officers

3. Length of term of office

4. Qualifications for office

5. Duties of each officer

**ARTICLE IV: Meetings**

State the day and time of regular meetings and provide a method by which special meetings may be called and by whom.

**ARTICLE V: Amendments**

State the method for amending the constitution and of the vote required for such amendments.

The ASB Board of Control must ratify all constitutional amendments.

**ARTICLE VI: Schedule**

State the date when the constitution becomes effective. (Plan the date for after BOC approval.)