

**B-16: Sample Organization Constitution-Lauretta Eldridge  
ASSOCIATED STUDENT BODY OF STOCKDALE HIGH SCHOOL  
Organization Constitution**

**NAME OF ORGANIZATION:**\_\_\_\_\_

**Adopted:**\_\_\_\_\_

(Date, Year)

**PREAMBLE:** We, the members of the above organization, have adopted this constitution to provide a means by which our organization may be governed. This constitution is designed to uphold the democratic ideals of our country, our community and our school—to ensure that we conduct ourselves with honor at all times in order that we may bring credit to our school, student body and other organizations, including parent organizations city-wide, state-wide and nation-wide.

**ARTICLE I. NAME:**

This organization shall be called:\_\_\_\_\_.

**ARTICLE II. PURPOSES:**

**Section 1.**

The purposes of this organization will be to broaden student horizons; practice good citizenship; promote harmonious relations throughout the school; provide a forum for student expression; provide orderly direction of club activities; and promote the general welfare of organization's members.

**ARTICLE III. POWER AND AUTHORITY:**

**Section 1.**

All powers of the organization are delegated to it by the Constitution of the Associated Students of Stockdale High School. The ASB Executive Board has the right to veto any decision or request submitted by the organization. The principal has the right to veto any act by the members of this organization.

**ARTICLE IV. ORGANIZATION AND MEMBERSHIP:**

**Section 1.**

The organization will consist of a slate of officers and a minimum of 25 members.

**Section 2.**

The election of organization officers shall occur annually. Re-election to club/organization shall be the decision of the majority of members.

**Section 3.**

Vacancies in club office will be filled by special elections specifically for that purpose.

**ARTICLE V. QUALIFICATIONS FOR OFFICERS AND MEMBERS.**

**Section 1.**

Any student of the organization is eligible for election to club office.

**Section 2.**

Any officer may be removed from the position by the advisor for:

Failure to attend meetings

Failure to represent the group properly

Failure to carry out duties

Or for any action which is detrimental to the welfare of the school.

**ARTICLE VI. OFFICERS:**

**Section 1.**

The officers of this organization shall be: President, Vice-President, Secretary, Treasurer and Parliamentarian.

**ARTICLE VII. DUTIES OF OFFICERS AND MEMEBERS:**

**Section 1.**

The duties of the President are to follow ASB guidelines for organizations in the ASB organization handbook; to follow district and national guidelines for his/her organization; to report to the advisor on a regular basis; to establish an agenda for the calendar year which will include a minimum of 10 meetings; will promote and successfully accomplish two community service projects approved by the ASB Executive Board. In order to run for president, students must be upperclassmen.

**Section 2.**

Vice President: To replace the president in event of his/her absence, to serve on executive committee of the organization.

**Section 3.**

Secretary: To keep typed minutes in chronological order following ASB Organization guidelines (Refer to ASB Organization Handbook).

**Section 4.**

Treasurer: To keep accurate records of all financial transactions; to submit fundraiser request to Commissioner of Clubs in a timely manner; to prepare a budget for ASB review by May of every year; to keep organization on task to preserve a budget free of negative balance. **It shall be the duty of the treasurer to warn members of any negative balance, which will automatically be subject to the review and/or possible suspension or dissolution of the organization by the ASB Executive Board.**

#### Section 5.

Parliamentarian: To keep order at meetings and to supervise all organization\_elections; to keep photos and historical detail for future club reference.

#### ADMENDMENT 1:

##### Section 1:

Clause 1: Clubs and organizations shall have a faculty sponsor and shall submit a Constitution and a Club Petition with 60 signatures to the Executive Board for approval from the principal/designee and ASB Executive Board.

Clause 2: Club petitions and constitutions must be submitted prior to the 30 of September of the calendar year.

Clause 3: Clubs and organizations **can not** meet or have an activity **without an Advisor present**. Clubs and organizations that do not follow the guidelines will not be sanctioned and will be disbanded.

Clause 4: All clubs and organizations shall be required to send an official representative to the Club President's meeting monthly. A report will be given by each President outlining what they have done in that month. Clubs and organizations failing to comply not be sanctioned and will be disbanded.