

# Constitution of the St. Francis High School Chapter of (club name)\_\_\_\_\_

## **ARTICLE I: NAME AND MISSION**

The name of this organization shall be \_\_\_\_\_. Its purpose will be to \_\_\_\_\_. All club activities will be in accordance with the philosophy, mission, and Expected School-Wide Learning Results of St. Francis High School. They will also following the rules detailed in the Student Handbook.

## **ARTICLE II: MEMBERSHIP**

Describe which students are eligible for membership. Is the club open to all students? Must they pay membership dues? Are there GPA requirements?

## **ARTICLE II: OFFICERS**

### ***Section 1: Running for and holding office***

Describe the requirements for running for and holding office. The first is that they are members of the club. The second is that they have at least a 2.0 GPA, not be on academic or disciplinary probation, and not have been suspended during the previous two quarters. (*Any others?*)

### ***Section 2: Elections***

The officers shall be elected by secret ballot at the second to last meeting of the academic year. The candidate receiving a majority of votes cast shall be declared the winner. If no candidate receives a majority, the top two candidates will take part in a run-off. The candidate with a majority of votes in that run-off will be declared the winner.

### ***Section 3: Term of office***

The term of officers shall start in \_\_\_\_\_ and continue until the following \_\_\_\_\_. In the case of a vacant position, an election shall be organized at the soonest possible date. If the President resigns or is removed, the Vice President becomes President.

### ***Section 4: Positions (modify this section to meet the needs of the club)***

There shall be four (4) elected officers:

1. The President is the chief executive officer of the chapter and is responsible for representing the chapter at all events. The President will preside over all meetings and be a member of all committees. Other duties?
2. The Vice President assists the President and becomes President if there is a vacancy in that position.
3. The Secretary will keep minutes of all meetings. The Secretary will record and maintain all chapter records.
4. The Treasurer will be in charge of all financial matters of the chapter. The Treasurer will collect monies and keep records of all expenditures. She will prepare financial reports to be read at chapter meetings.

### ***Section 5: Removal of officers***

An officer may be removed by a two-thirds vote of all chapter members, provided that notice has been given that this removal will be considered, and that the removal receives a first and second motion from chapter members. The Club Moderator and the Director of Activities may also remove an officer if they believe that she has not fulfilled her commitment to the club.

**ARTICLE IV: ACTIVITIES**

*Section 1: Meetings*

The chapter shall meet \_\_\_\_\_. (How often?) Meetings may be called by either the President or the Moderator.

*Section 2: Other activities?*

**ARTICLE V: CLUB MODERATOR**

*Section 1: Duties*

*Section 2: Time commitment*

**ARTICLE V: AMENDMENTS**

The Constitution may be amended by two-thirds vote of the members of the chapter and upon the approval of the Club Moderator.