

# CONSTITUTION TEMPLATE (NAME)

## Example

### ARTICLE 1 NAME

The name of the organization shall be:

### ARTICLE 2 PURPOSE

The purpose of the organization shall be:

### ARTICLE 3 MEMBERSHIP

1. Membership in the organization shall be
2. Eligibility for membership, appointed or elected student officer positions may not be limited on the basis of race, sex, color, age, religion, national origin, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in federal law.

### ARTICLE 4 OFFICERS AND DUTIES

1. The officers of this organization shall be:
2. To be eligible for office, candidates must be regularly enrolled students at \_\_\_\_\_ and (list any additional criteria, if any)
3. Nominations for office shall occur: (list when and how)
4. Elections, if applicable, shall occur: (list when and how)
5. The term of office shall be for (one year/ one semester) and shall begin (list when) and end (list when)
6. Vacancies shall be filled by (list manner) and serve (list time period)
7. Officers may be removed from office by: (list manner)
8. The duties of the officers shall be: (list officers and duties)

### ARTICLE 5 FUNDING

1. The student organization/club shall be funded through the following means: (list dues, appropriations, etc.)
2. All money transactions must be approved by: (list officers/advisors responsible for funds)
3. If the student club/organization disbands, any remaining dormant funds will be transferred to the school's student council.

*Note: A student club/organization, as defined by the state of Kansas, the students own and make decisions related to all student club/organization funds. The Students own the funds. Administration and club sponsor serve as advisors, minutes of club meetings should reflect approval of revenues and expenditures. If approval of revenues and expenditures are solely sponsor and administrative decisions, the club/organization is not a student club/organization by definition and is a District activity account with separate guidelines and rules and would not have a constitution.*

### ARTICLE 6 MEETINGS

1. Regular meetings of the organization shall be held: (when)
2. Special meetings shall be called by: (list manner)
3. Agendas for meetings shall be: (list who prepares and how distributed)

4. A quorum for any regular or special meeting shall be:

**ARTICLE 7 POWERS**

1. The organization shall have the following standing committees: (list names)
2. Additional committees may be created by and members to the committees shall be selected by
3. The organization shall operate as a student club/organization under the rules and regulations of the State of Kansas, Kansas Department of Education and USD# 497, Lawrence Public Schools.

**ARTICLE 8 SCHOOL REGULATIONS**

1. The student club/organization shall operate as a student club/organization under the rules and regulations of the State of Kansas, Kansas Department of Education and USD# 497, Lawrence Public Schools. All decisions and actions must be in conformance with USD#497 Lawrence Public School and District, policies procedures and spirit.
2. The student club/organization constitution and any amendments must be on file in the school office, with the school administration.
3. Minutes of the meetings must be kept by the club sponsor and made available upon request of district or school administration.
4. Each year a list of current officers and terms must be updated and on file with school administration.

**ARTICLE 9 AMENDMENTS OF BYLAWS**

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

We, the undersigned, do hereby enact and ratify this Constitution for \_\_\_\_\_ student club/organization of \_\_\_\_\_.

\_\_\_\_\_  
Student Officer, Title

\_\_\_\_\_  
Student Officer, Title

\_\_\_\_\_  
Student Office, Title

\_\_\_\_\_  
Student Office, Title

\_\_\_\_\_  
Principal  
Sponsor

\_\_\_\_\_  
Student Club/Organization