

# SAMPLE CLUB CHARTER

This sample charter is provided by the Associated Student Body to assist your student organization in creating a charter which meets the standards for official recognition. The starred articles must be included. Article III, VI, VII, IX & X must use the exact language included on this sample. You may add parameters to Article III after stating points 1 & 2.

**This sample must be retyped.**

## **\*Date of Adoption and/or Revision**

### **\*ARTICLE I - Name**

The name of this organization shall be: \_\_\_\_\_  
The organization is a student organization at Sheldon High School

### **\*ARTICLE II - Objectives**

The objectives of the organization shall be:

- a. To promote interest in \_\_\_\_\_
- b. To provide fellowship among students and staff.
- c. To represent student needs and wants in regard to \_\_\_\_\_
- d. To provide a forum for the presentation of innovative ideas to the benefit of Sheldon High School.

### **\*ARTICLE III - Membership**

must be included exactly as found here; additional membership information optional

1. Any student maintaining academic eligibility at Sheldon High is eligible to be an active member and may hold office.

### **ARTICLE IV - Officers**

1. Election of Officers.

- a. The officers of this organization are president, vice president, secretary, treasurer, and historian.
- b. Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
- c. Election of officers will take place during the 3rd week of the fall semester.
- d. Officers will assume office for the period of one year.

2. Recall of Officers.

- a. Officers are subject to recall for malfeasance in office.
- b. Recall procedures will be initiated at the request of five active members.
- c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
- d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

### **ARTICLE V - Voting**

1. This constitution and by-laws may be amended by a 2/3 majority vote of those voting, a quorum being present. (Another common option is simple majority – 50% +1)
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.

### **\*ARTICLE VI - Not-for-profit Statement**

must be included and stated exactly as found here  
This is a not-for-profit organization.

### **\*ARTICLE VII - Statement of Non-discrimination**

must be included and stated exactly as found here (first paragraph only)

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation. This policy will include, but is not limited to recruiting, membership, organization activities or opportunities to hold office.

## **\*ARTICLE VIII - Financial Obligations**

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

## **\*ARTICLE IX - Statement of Non-Hazing**

must be included exactly as found here

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

## **\*ARTICLE X - Statement of Compliance with Campus Regulations**

*must be included exactly as found here*

This organization shall comply with all Sheldon High and Elk Grove Unified campus policies and regulations and local, state, and federal laws

## **\*BY-LAWS**

*(Positions may be added, combined or modified to fit the needs of your club)*

### I. Cabinet

#### A. President

1. Coordinates all activities of the organization.
2. Liaison to Sheldon community.
3. Official representative of organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.

#### B. Vice President

1. Assumes duties of president, when necessary.
2. Assists president in coordinating activities.

#### C. Secretary

1. Maintains accurate and current information of the organization and membership.
2. Assists president and vice-president to coordinate organization activities.
3. Keeps accurate minutes of each meeting and forwards copies to other officers.
4. Keeps attendance records for meetings.

#### D. Treasurer

1. Liaison to ASB for the purpose of organizational funding.
2. Maintains accurate and current account of all organizational funds.
3. Responsible for dispensing of funds in accordance with goals and programs established by the organization.

### II. Meetings.

Meetings will be open to all organization members, faculty, and ASB representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

**This form must be retyped. The starred\* articles and a set of Bylaws must be included in all club charters.**