



LEIGH HIGH SCHOOL
 Campbell Union High School District
 5210 Leigh Avenue
 San Jose, CA 95124

ASB Constitution and Bylaws

For: _____ Club

Article 1 – Name of the Organization

The name of the organization shall be the _____ Club of Leigh High School.

Article 2 – Objectives, Purpose and Activities:

This organization shall have as its objective and purpose the conduct of activities on behalf of the students as approved by the principal/school administrator and the governing board of the Campbell Unified School District.

These shall include:

- Provide a democratic forum in which students can address school issues that affect their lives.
- Maintain continual communication from students to faculty members, administrators and student body.
- Offer a year-long program of social functions and community involvement projects for students.
- Provide leadership training for students in the duties and responsibilities of good citizenship, using the school environment as the primary training ground.
- List the specific purpose of this club: _____

All activities of the _____ Club shall be in accordance with its purpose and objectives. Some examples of activities this club may partake in include:

Article 3 – Organization and Membership

All registered students enrolled in the school are eligible for membership.

There shall be no required dues for any student in this club, unless the dues are required per state/national guidelines. No student shall be turned away for financial reasons.

All clubs must have a certificated staff member of the district assigned as advisor, who will be in charge of activities and to ensure policies and procedures are followed.

Article 4 – Meeting Schedule

The club shall meet at least once every two weeks during the school year, unless the club decides by a two-thirds vote to forego this schedule for a particular time period.

The club shall meet (i.e. lunch, after school) Circle Days: M T W TH F Time: _____

Special meetings can be called by written request of at least five (5) members. The purpose of the meeting shall be stated when called. Adequate notice is required for a special meeting to occur.

A quorum consists of two-thirds of the club members.

The meetings shall be run under Robert’s Rules of Order.

All legally elected representatives and officers may vote. Voting will be made by a simple majority vote. The choice with the most votes will be decided.

Any member of the student body may attend and participate in discussions, but must have written permission from their teacher if they are missing a class.

Article 5 – Club Officers

The club officers shall consist of the following (If there are additional officers, their duties and title must be attached in an amendment):

- President
- Vice-President
- Treasurer
- Secretary

Article 6 – Duties

The club president will have the following duties:

- Preside over all meetings.
- Call special meetings.
- Plan and prepare an agenda for all meetings.
- Act as a facilitator of group discussion by summarizing, clarifying, etc.
- Work closely with the student club advisor on all planning.
- Participate in student club activities.

The club vice president will have the following duties:

- Work closely with the president.
- Serve as the ASB president if the president becomes unable to fulfill their duties.
- Work with the president and treasurer to prepare the budget and calendar.
- Help the president prepare the meeting agenda.
- Lead the flag salute at all meetings or authorize another member to do so in their place.

The club treasurer will have the following duties:

- Maintain a complete and accurate record of all ASB receipts and disbursements.
- Prepare monthly reports for the student council on the ASB bank balances, receipts and disbursements to date.
- Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.
- Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.
- Work closely with the president and vice president to prepare an annual budget.
- Authorize purchase orders/expenditure approvals prior to spending.

The club secretary will have the following duties:

- Prepare and distribute meeting agendas.
- Notify members of upcoming meetings.
- Take attendance at meetings and keep permanent attendance records.

- Maintain accurate minutes of all meetings, including date and place, presiding officer and business conducted.
- Submit finalized minutes to ASB Student Council
- Prepares the minutes in the prescribed format by the next meeting for distribution to all members.
- Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.
- Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works.
- Keep copies of activity calendars and special events documents.
- Produce a membership directory of the group.
- Report, answer and file all necessary correspondence.

Article 7 – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot. Officers can be reelected.

Article 8 – Amendment

A two-thirds majority vote of the members in attendance is required to approve or amend this club constitution.

Article 9 – Authority

This club is approved by the ASB Student Council and the Principal/School Administrator. Although this club does not have an official representative in the Student Council, this constitution, club and finances are all approved through the Student Council. The governing board of the Campbell Union School District has authorized such clubs if clubs follow district board policy and procedure. Club approval can be revoked by a designee of the governing board if policy and/or procedure are not followed.

Article 10 – Inactivity

All ASB trust accounts are part of the general ASB, so if a club becomes inactive or all students in the club graduate, the remaining funds would revert to the general ASB student council. A club is determined inactive if the club no longer has any members, has not been reapproved in the last 18 months and has had no financial activity for 18 months. If possible, the general ASB student council will use funds from the inactive club for the same type of purpose for which they were originally raised. If that proves too difficult because the club is now inactive, the funds will be used in a way that will benefit the most students at the school.

Submitted and Approved by:

	Print Name	Signature	Date
Student Club Representative			
Club Advisor			
ASB Student Representative			
Principal/School Site Administrator			
Activities Director			