



ASB CLUB CONSTITUTION

The Club Constitution must establish the fundamental principles on which the club is to operate. It defines the primary objectives of a club and describes how that club will function. The Constitution/Bylaws of clubs must be readily available to share with students, campus departments, etc. upon request.

Blue text in this document is to help you. It should not be edited prior to sharing this document with your prospective advisor.

ARTICLE I – Name of the Club

Section 1: The name of this club shall be (e.g. the “XYZ Club”):

The Magical Bridge Playground Club

ARTICLE II – Purpose of the Club

This section should include an explanation of what your club aims to accomplish (e.g., the “purpose of the “XYZ Club is to inform some and remind others that all letters of the English alphabet are valuable”). What will members gain by being part of this club? What will the club do? How will the school/community benefit from this club being chartered? Be specific.

The purpose of the Magical Bridge Playground Club is to support the Magical Bridge Playground nonprofit organization through fundraising and recruiting for their Magical Tennis Program. Specifically, we will support the Magical Tennis Program by training and allowing our members to help coach kids of different abilities in tennis as part of the program. We will also raise awareness about the Magical Bridge Ambassador program, which will provide volunteer opportunities for our members if they choose to join. By joining this club members will gain experience with all types of people, give back to their communities, and will be provided with a safe space where everyone is welcome. Our school will benefit from this club being chartered because our goal is to create a safe space to merge the gap often found between neurotypical and non-neurotypical students.

ARTICLE III: MEMBERSHIP

Section A: Eligibility

Membership shall be open to all LAHS students interested and aligned with our club’s purpose.

ARTICLE IV – Officers of the Club

Decide what officers your club will have, how and when they will be elected, the term of office each will hold, and how vacancies will be filled.

Section A: Elected officers of this club shall be:

List all elected officers in order of rank - normally President, Vice President, Secretary, Treasurer and Publicity Commissioner. Clubs may also have club-specific positions.

1. Co-Presidents
2. Vice President
3. Secretary
4. Treasurer
5. Publicity Commissioners

Section B: Duties of each officer:

*Below are typical positions in a club. Edit the text below as-needed. **Your group may not need any of the positions** below. You should probably designate someone to be the person who takes notes at meetings and submits them to ASB. You also might want to designate someone as the person who submits reimbursements.*

1.B: President – it shall be the duty of the President to:

- Plan meetings
- Preside at meetings
- Represent the club in a good manner
- Attend all club events

2.B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Represent the club in a good manner
- Attend all club events

3B: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of important meetings
- Keep a Google Drive Folder of the club's records
- Fill out PO Minute forms when necessary

4B: Treasurer – It shall be the duty of the Treasurer to:

- Manage the club's funds
- Fill out Purchase Orders & reimbursement requests for the club
- Update the club on our financial status at every meeting
- Attend all club events

5B: Publicity Commissioner – It shall be the duty of the Publicity Commissioner to:

- Manage the club’s social media accounts and post on them
- Coordinate all announcements, posters and promotions for events
- Attend all club events

If applicable, add other club-specific positions and their responsibilities below:

1. N/A
2. N/A

Section C: Nominations and Elections filing

Explain how different positions will be filled.

For this school year, positions are already filled. For future school years, elections will take place by voting and people running for the position will make one slide stating why they would do well in that role. We will play the slideshow and let everyone vote. If an officer steps down for whatever reason, the above process will take place.

Section D: Vacancies

Below is one way to fill vacancies. We recommend leaving this text as-is. Feel free to edit the text below as-needed.

If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by an election. All club members will be eligible to vote.

ARTICLE V – Meetings & Commitment

Section A: Frequency of Meetings:

Note the frequency with which your club intends to meet. If you want to meet 1x/week, mention that here. This will help students know whether they want to get involved in your club and will also help prospective club advisors decide whether they can advise your club.

Meetings will happen every other week during lunch, unless we are planning for an event for which more meetings need to take place.

Section B: Commitment

Describe the expected commitment. If this is class, indicate the frequency with which it meets and the approximate time commitment outside of class. If you’re planning to hold weekly fundraisers after school, mention that here. This will help students know whether they want to get involved and will also help your prospective club advisor decide whether they can advise your club.

We will have meetings every other week and after-school fundraisers once a month. Also, if our members want to help coach at Magical Bridge Tennis, then we will have lessons once every weekend for an hour

ARTICLE VI – Amendments

Below are typical constitution/bylaw amendment procedures. Edit the text below as-needed.

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the club membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least 5 days before the meeting.

Tennis Coach Selection:

If a member of the club wants to coach through the Magical Bridge Playground, they must complete the necessary training and be cleared to do so, and become a Magical Bridge Ambassador

Officer Participation:

If an officer misses 3 consecutive meetings in a row unexcused, we will have a conversation with them to discuss if they are eligible to keep their position. Also, if an officer fails to fulfill their duties and it largely impacts the club's success, we will also have a conversation with them to discuss if they are eligible to keep their position.

Club Member Participation:

If a club member missed 8 consecutive meetings in a row (unexcused) we will have a conversation with them to discuss if they would like to continue their membership to the club.