**JORDAN HIGH SCHOOL STUDENT CLUB & ORGANIZATION CONSTITUTION/BY-LAW TEMPLATE & SAMPLES**

This document is to serve as a sample and template for Jordan High School Student Clubs and/or Organizations. Download and edit this document as necessary to develop your organization’s constitution and by-laws. An updated version of this document should be submitted each year as specified by the Jordan HS administration. If updates/changes are made within the school year to the constitution/by-laws, an updated document should be submitted at the specified link in the “JHS Club & Organization Information Packet” for the specified school year. Additional sample constitution and by-laws can be viewed at the links below:

* [Manor College Sample](https://manor.edu/wp-content/uploads/2017/01/Template-for-Student-Club-or-Organization-Constitution.pdf)
* University of North Carolina at Charlotte Sample
* [AIMS Community College Sample](https://www.aims.edu/student/studentlife/clubs-resources/docs/Sample-Club-Constitution-and-Bylaws-Guidelines.pdf)
* [Rice University Sample](https://studentcenter.rice.edu/sites/g/files/bxs1626/f/Sample%20Constitution.pdf)
* [Constitution Guidelines Iowa State University](https://www.sac.iastate.edu/student-organizations/resources-for-organizations/constitution-guidelines)

If you are sponsoring a non-curriculum related student club or organization, please review the ["Noncurriculum-Related Student Clubs on Secondary Campuses"](http://www.katyisd.org/dept/legal/Documents/Noncurriculum-Related%20Student%20Clubs%20on%20Secondary%20Campuses.pdf) document from Katy ISD regarding guidance on the facilitation of the organization *(link for* [*ALL DOCUMENTS*](http://www.katyisd.org/dept/legal/Documents/Forms/AllItems.aspx) *in case the direct link changes)*. For those of you sponsoring curriculum related organizations, please refer to curriculum and extra-curricular guidelines in the appropriate department for your organization.

[**2020-2021 SY Submission Link**](https://katyisd-my.sharepoint.com/personal/b2060277_katyisd_org/_layouts/15/onedrive.aspx?p=26&s=aHR0cHM6Ly9rYXR5aXNkLW15LnNoYXJlcG9pbnQuY29tLzpmOi9nL3BlcnNvbmFsL2IyMDYwMjc3X2thdHlpc2Rfb3JnL0VveDlUTFVjRnI1S3Q0NHE2LVkzTzNZQnBnR2FDcC1LOXNwdk40aEZSZFd1a0E&originalPath=aHR0cHM6Ly9rYXR5aXNkLW15LnNoYXJlcG9pbnQuY29tLzpmOi9nL3BlcnNvbmFsL2IyMDYwMjc3X2thdHlpc2Rfb3JnL0VveDlUTFVjRnI1S3Q0NHE2LVkzTzNZQnBnR2FDcC1LOXNwdk40aEZSZFd1a0E_cnRpbWU9dFVWTGtRd3oyRWc)

**\*\*IF USING THIS DOCUMENT AS A TEMPLATE, DELETE THIS PAGE & REMOVE WATERMARK BEFORE SUBMITTING.\*\***

*In writing your Constitution, you must comply with all KISD and JHS policies and procedures.*

**[NAME OF CLUB] CONSTITUTION**

**Article I: Organization Name**

Section I: Name. This constitution establishes [Our Organization at JHS], hereafter known as [Organization].

**Article II: Purpose**

Section I: Purpose / Mission Statement. [Organizations should include a complete statement of purpose, objectives, and mission. When possible, align to those of JHS as well as the JHS values and/or principles.]

Section II: Policy Agreement. [Our organization] will abide by all Katy ISD and Jordan HS policies and guidelines, especially relating to on or off campus activities which our club may sponsor or in which we may participate. If a violation is also a violation of school rules, the consequences specified by the Katy ISD Discipline Management Plan and Student Code of Conduct will apply in addition to any consequences imposed by the organization.

Section III: Affiliations. [If your organization is affiliated with a national or

international organization, details of the affiliation should be adequately described.]

**Article III: Membership [& Dues]**

Section I: Membership. [Organizations should describe who is eligible to be a member of their organization (i.e. criteria). Non-curriculum organizations should include the information about the following: Membership in each non-curriculum related student group must be open to all students and must not discriminate in any manner. Membership is restricted to students currently enrolled at the campus where the group plans to meet. Additional information can be found in FNAB. It is a good idea for all organizations to include a non-discriminatory clause. The sections below this are optional and can be adjusted as appropriate for your organization.]

[Section II: Categories of membership. Voting membership should be defined

Section III: Dues. If applicable, list dues requirements [amount, frequency of

payment, and consequences of non-payment].

Section IV: Selection. Describe the process of new members joining the organization.

Section V: Voluntary Member Withdrawal. Example: Any member of our

organization can, at any time, voluntarily withdraw his/her membership from the

organization.

Section VI: Non-Voluntary Member Removal. A member can be removed

by...[reasons and specific process]

Section VII: Non-discrimination. Wording available in KISD policy]

**Article IV: Officers**

Section I: [List the names of the officer positions of the organization and which

officers will comprise your executive board/committees, if applicable. The sections below, list the specific job duties of each officer position.]

Section II: President. The President shall [list specific duties and functions of this

office]

Section III: Vice President. The Vice President shall [list specific duties and functions of this office]

Section IV: Treasurer. The Treasurer shall [list specific duties and functions of this

office]

Section V: Additional Officers. [List additional officers and specific duties/functions as appropriate.]

**Article V: Advisor/Sponsor**

Section I: Advisor/Sponsor. At least one advisor of the organization must be a member of the JHS faculty or staff. [Responsibilities and expectations of advisors should be clearly and adequately described—specific roles and responsibilities may be outlined in affiliation charters, program related documents for curricular organizations, and/or FNAB of KISD policy.] *Advisors may not have decision-making or voting authority within the organization, as organizations are student-initiated and student-run.*

**Article VI: Function/Operation [Elections—this article could be included as additional sections in Article IV]**

Section I: Nominations. Nominations for officers are held [list the time of year in

which nominations are taken, who is eligible to be nominated for an officer position, and how nominations should be received (i.e. self nomination, at a meeting vs. over email, etc.)]

Section II: Elections. Officers are elected by...[list the specific process of who can

vote, the process of election, and how votes will be taken (i.e. secret ballot, hands

raised, etc.)]. Elections will be held on [time of year or certain meeting of the year.]

Section III: Outcome. The winner is decided by [list the voting margin needed to win and who is responsible for counting/verifying votes]

Section IV: Terms. Officers will serve from [how long until how long] and [may/may not] be permitted to serve more than one term in a row.

Section V: Officer Impeachment. Officers can be impeached by [list the conditions

and process for removal of officers]

Section VI: Voluntary Officer Resignation. [Example: Any officer of our organization can, at any time, voluntarily resign from their position.]

Section VII: Officer Succession. [If not specified within the Officer Duties, list who

will assume a certain officer’s responsibilities for the interim in the event of

resignation or impeachment.]

**Article VII: Committees**

Section I: Committees. [If applicable, list the committees of the organization, the

functions of each committee, how chairpersons for each committee are selected, and how members are designated to serve on a committee.]

**Article VIII: Constitutional Amendments**

Section I. Amendment Proposal. Amendments can be proposed by [list who within the organization]

Section II: Procedures. Rules regarding the proposal of amendments are as follows [list timelines and format preferred for amendments]

Section III: Voting. The amendments shall be voted on [list voting procedures and

specific voting margins as well as final approval]

**BY-LAWS**

By-laws may also be written, but are not required. By-laws are rules governing the

internal workings of the organization and can include for example:

1. Standing procedures of the organization

2. Ad-hoc committees and how they are determined

3. Policies related to the time, location, and frequency of organization meetings

4. Statement that *Robert’s Rules of Order* will be followed

By-laws should be easier to amend than the constitution, but still hold a higher

standing than being amended through a simple majority vote at any one time.