

Club Constitution Instructions

In order to be considered for official club approval by Golden Valley ASB, potential club officers must submit a Club Constitution that describes the purpose of the club, as well as other important information regarding the setup of the organization. Listed below is a rough outline of the necessary information. The Club Constitution should be written as a separate document and submitted to the appropriate forms/person. Please see [Brooke Saavedra](#), the 2024-2025 Clorg Liason, for any questions.

Preamble

The preamble consists of a brief statement of the aims and purposes of the organization. What are the clubs' goals? Why does the club exist?

Article One – Name

States the name of the organization and if the preamble is omitted, it contains a short statement of the purpose of the organization.

Article Two – Membership

Define the general requirements necessary for a student to become a member. A school-sponsored organization may not exclude student members for reasons based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, or any other unlawful consideration.

Article Three – Officers

Include a list of the officer positions students may hold in the organization, their duties, and the length of their term.

Article Four – Selection of Officers, or Qualifications

Includes how officers are elected, who elects them, when elections are held, how long they hold office, and what qualifications of office shall be.

Article Five – Meetings

States the time for regular meetings and provides a method by which special meetings will be called.

Article Six – Club Calendar of Events

A list of potential events or activities, including fundraisers, that this organization may be involved in this year. The list can be amended. You may attach it as necessary.

Article Seven - Amendments

Include a statement of the method of amending the club constitution and the vote required for such amendments.

Article Eight – Schedule

States the date on which the constitution becomes effective.

Article Nine - Non-Discrimination Policy

Include the following as a non-discrimination policy in your club constitution:

The William S. Hart Union High School District prohibits unlawful discrimination against and/or harassment of any student, employee or job applicant on the basis of actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, religion, age, marital status, pregnancy, parental status, physical or mental disability, medical condition, military or veteran status, political affiliation, sex, gender, gender identity, gender expression, genetic information, sexual orientation, or any other basis prohibited by state and federal nondiscrimination laws respectively at any District site and/or activity.