

High School Foreign Service Association Chapter Constitution [SAMPLE]

[School Name] – [Sponsor]

Article 1 – Chapter Name

Section 1: This club will be named as the “High School Foreign Service Association Chapter of [School Name]”, with the abbreviations of “[School Name] HSFSa” and “HSFSa [School Name’s Abbreviation]”.

Article 2 – Mission

Section 1: This chapter was created with the mission of uniting students with interests in international relations, economics, and business, raising awareness about the importance of diplomacy and the work of the U.S. Foreign Service, and providing a platform for discussion and learning of Foreign Policy in this educational facility.

Article 3 – Chapter Officers

Section 1: The following positions will be held by student officers: President, Vice President, Secretary, Treasurer, and Historian.

Section 2: The duties of the holders of each position will be as stated below:

President – Presiding during chapter meetings, leading the organization of HSFSa events, working with the administration, giving speeches during events, representing the chapter

Vice President – Substituting for the President when the latter is unable to perform their duties, organizing advertising, conducting student outreach and surveying

Secretary – Keeping records of registered member, taking attendance and notes during meetings, writing the yearly Chapter Report

Treasurer – Organizing fundraising, keeping records of the chapter’s funds

Historian – Taking pictures during and recording events, writing articles about HSFSa events for the school newspaper

Section 3: Officers will serve for a term of 1 academic year, with their terms beginning and ending 1 week after the announcement of election results

Section 4: Chapter Officers will be elected through the following process:

Candidacy applications will be open on the first Monday of April and be due on the second Monday of April.

Interviews will be conducted by the chapter’s sponsor during the second week of April.

Elections will take place on the third Monday of April, with all chapter members registered for longer than 2 weeks being allowed to vote.

Officers will be selected based on the highest percentage of votes received.

Results will be announced on the third Wednesday of April.

Article 4 – Membership

Section 1: Any student enrolled in [School Name] in the Grades 9-12 and in good behavioral standing is eligible to join the chapter.

Section 2: A student interested in joining the chapter must contact the Secretary and provide their contact information to be added to the registered members list.

Section 3: A student may be excluded from the chapter if they are no longer in good behavioral standing or miss more than three meetings in a row without a reasonable excuse.

Article 5 – Meetings

Section 1: The chapter will meet every two weeks on [day of the week] at [time] in [room number].

Section 2: Standard meetings will last [time] (until [time]) if not prolonged by events.

Article 6 – Amendments

Section 1: Amendments to this document can be made by a simple majority vote of the Student Officers.

Section 2: The Sponsor of the chapter has veto rights to any Amendment.

Sponsor's Signature: _____

Date: _____

President's Signature: _____

Date: _____