



# JEFFERSON CITY HIGH SCHOOL ACTIVITIES

## Building Champions

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### STARTING A NEW CLUB

We believe that clubs are vital to the culture of our school. We like for our students to have the ability to create new clubs. There are a few requirements to make this happen. Please complete the following steps in order to start a new club.

- 1) Name of Club \_\_\_\_\_
- 2) Meet with a Principal to discuss club idea. Date \_\_\_\_\_
- 3) Find a current faculty member that is interested in sponsoring the club. They must be aware of the student plans and agree to serve as needed:  
  
Faculty Member Name: \_\_\_\_\_  
  
Faculty Signature: \_\_\_\_\_
- 4) Provide a list of at least 20 current students that are interested in the club on the back of this sheet.
- 5) Create a written Constitution that will be considered by the Activities Directors / Principals. This will become the governing document of your club.
- 6) Keep in mind you will have to follow the minimum requirements to be a club at JCHS:
  - Maintain a list of club members.
  - Conduct at least one meeting of the membership each term.
  - Conduct at least one school service activity per school year.
  - Conduct at least one community service activity per school year.
  - Two recruiting drives per year at registration, one open house, parent teacher conference, transition night, and /or Go Week Club Fair



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STUDENTS INTERESTED IN \_\_\_\_\_ CLUB

	NAME	GRADE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____

# CREATING A CONSTITUTION

No student group should exist without a constitution. A constitution is a written set of rules for a group. It defines what the group is all about and how it will operate. By-laws are rules adopted by the group for its meetings or affairs. The constitution should be stated in simple, easily understood terms. It should include only essential items. Amendments should be simple and direct. The constitution must be studied regularly and updated as needed to be vital, meaningful, and real.

## Suggested Form for a Student Organization Constitution

- Article I - Statement of the name of the organization.
- Article II - The general purpose of the organization.
- Article III - Powers vested in the organization; the right of veto by the principal.
- Article IV - Definition of membership for the group.
- Article V - Establishment of the time, methods, and procedures for nomination and election of members, officers, and advisors.
- Article VI - Frequency of meetings and provisions for special sessions (this may be omitted in the body of the constitution if it is included in the by-laws).
- Article VII - The duties and responsibilities of the organization, the officers, the members, and the advisor. Include committees if they are not in the bylaws.
- Article VIII - Method and procedure for the ratification of the constitution.
- Article IX - Provisions for amending the constitution.

## Suggested Form for Student Organization By-Laws

- Article I - The number of members needed to constitute a quorum.
- Article II - Establishment of standing committees and provisions for the formation of special committees as the needs arise.
- Article III - Rules for conducting elections (if not in the constitution itself).
- Article IV - Procedure for filling an office that has been vacated during the year.
- Article V - Procedure for amending the by-laws.
- Article VI - Definition of the rules of order for conducting business.
- Article VII - Procedure for impeachment of delinquent members and others. Article VIII Method of spending funds.

## Eight Simple Steps to Forming a Constitution

Creating a constitution can be very complicated and time-consuming. Here are some tried and true steps to creating your own excellent constitution:

1. Gather ideas and information from group members, faculty, administration, the student body, past constitutions, and constitutions from other schools.
2. Review the gathered information. It would be a good idea to appoint a constitution committee or have the executive officers compile all the information.
3. Decide the basics of your constitution. At this point, stay with broad ideas such as duties of officers and attendance policies.
4. Decide the basics for each part of the constitution. This can be a rough outline. It is not necessary to use complete sentences.
5. Revise the constitution. Go back over the rough outline and fill in with complete sentences.
6. Edit again. Make sure the constitution is clear and easy to understand. After this step it would be a good idea to get some feedback from the entire organization, your advisor, the principal, an English teacher, a Government teacher, and other students.
7. Ratify the constitution. It might be best to vote on each part separately so that changes can easily be made only in the sections that are controversial.
8. Distribute copies of your constitution to all members, your advisors, faculty, administration, and any other interested students.