

Do you want to start a club?



Clubs are a great way for students to participate in activities they enjoy, learn new skills, raise awareness about a cause you care about, gain leadership experience and meet new people.

How to start a club:

- **A faculty sponsor must be willing to take responsibility for the club**
- **At least 15 members are needed to form a club** (unless special permission is granted by your Administration)
- **Brainstorm ideas; what will your club focus on?**
- **Define the club's purpose and goals** (Constitution and Bylaws)
- **What will club members do during meetings?**
- **How often will the club meet?**
- **Where will the club meet?**
- **Will there be tryouts or will anyone be allowed to join?**



Draw up your Club's Constitution with ByLaws

What is the difference between a constitution and bylaws?

Constitutions contain the fundamental principles that govern a club's operations.

Bylaws establish specific rules/procedures/details by which the club is to function, ie if and how club elections will be held, how people can join the club etc. Bylaws tend to be a more fluid document that can be adapted as needs change for the organization.

(A copy of your club's constitution and bylaws will need to be received and kept on file with your school administration office. When an amendment takes place to your constitution and bylaws a new copy must be provided).

Register your club

- Complete the online google questionnaire to “charter a new club”. Link will be provided by your school Secretary (elementary) or the Activities Secretary/Bookstore Manager (secondary)
- Once you receive approval of your club registration:
 - SPREAD THE WORD – recruit members
 - HOLD YOUR FIRST CLUB MEETING – introduce your club, explain purpose and goals
 - ASSIGN DUTIES AND PLAN YOUR NEXT EVENT – establish leadership roles
 - ESTABLISH A BUDGET – include; materials needed, travel, food, parties, awards
 - KEEP YOUR CLUB GOING – shows commitment and skills



Final Tips to Keep in Mind

- Starting a club is a lot of work, so make sure you have enough time to devote to it before you begin the process.
- **Don't try to do everything all at once.** It's okay to start small and have your first few meetings focus mostly on getting to know each other and brainstorming ideas. Trying to plan too many things right away can be exhausting and overwhelming.
- Encourage group members to voice their opinions, and **make sure you listen to their ideas.** Taking multiple viewpoints into consideration will help your members enjoy the club more and can give you great ideas for future activities.
- If there are similar clubs or organizations at your school or in your community, you may want to consider working with them. This can help spread the word about your club, help members meet new people, and give you more options for interesting activities.

See the following club constitution/bylaws and club minutes samples

(you can use your own, these are only if you need ideas)

Club Constitution and Bylaws; your club should review on a yearly basis. If an amendment takes place a copy of the amended constitution/bylaws need to be received by your administration office.

Club's Meeting Minutes; your club/stucco minutes need to be signed by a student officer and the club sponsor

*******SAMPLE*******

(Your School Name)

LITERARY CLUB CONSTITUTION

PURPOSE: The LITERARY CLUB will produce a school magazine featuring the writing and art of (name of your school) students and faculty.

BYLAWS

MEMBERSHIP: Membership is open to all students and faculty of (name of your school). To be an official member, a student must enroll at one of the organizational meetings held within the first two months of the school year. (The executive committee, with approval of faculty sponsor, may elect to open enrollment at other times during the year).

ORGANIZATION: The club will be led by an executive committee consisting of the following officers whose duties are specified below and voted on by students:

President: Conducts meetings, appoints committee chairs and members to committees.

Vice President: Assumes President's duties in case of President's absence, resignation, or removal from office. The Vice President is responsible for chairing all fundraising activities including magazine sales.

Secretary: Keeps minutes of all meetings, takes roll, completes forms necessary for conducting club business, and writes all correspondence. Assists Vice President in fundraising.

Treasurer: Maintains financial records.

Publicist: Publicizes times and dates of meeting and activities. Maintains scrapbooks. Solicits entries for the magazine.

The executive committee will establish the general goals for the year, determine the standing committees necessary for accomplishing those goals, and establish the agenda for all meetings by holding an executive committee meeting before each general meeting.

MEETINGS: Meetings will be held regularly. Times and dates will be publicized in advance.

Decisions concerning service projects, fundraising activities, and social events shall be made by a majority vote of members in attendance at the club meetings. All such activities will be keeping with the expressed purpose of the club and within the guidelines established by (your school) student Council.

ELECTIONS:

Elections will be held in the spring to determine officers for the coming year. A quorum (simple majority) of active members must be in attendance at the election meeting. The number of active members shall be the average number in attendance at the proceeding two meetings.

Nominations will be open to all member whose grades meet the standards set by the district and/or state. Nominees for President must have recommendations from two teachers and approval by the sponsor.

A secret ballot will be held. A Candidate receiving the majority of the votes cast will be elected to the office.

In case of a resignation, the acting President may, with Sponsor's approval, call a special election.

AMENDMENTS:

This Constitution & Bylaws will be considered ratified when approved by 2/3 of the voting members.

This Constitution & Bylaws will be amended or changed at any regular meeting by a 2/3 vote of members present.

Dated this day _____

Club Minutes

Club Name: _____ Date: _____

Meeting called to order by: _____ Time: _____

Treasurer's Report/Balance of: \$ _____

Member's Present: _____

Reports:

Old Business:

New Business:

Motion made by: _____ Vote: For _____ Against _____

Seconded by: _____

Adjourned at: (time) _____ By: _____

Club Officer Signature: _____

Club Officer Name (printed): _____

Club Officer Signature: _____

Club Officer Name (printed): _____

Club Sponsor Signature: _____