

<School Name> Math Club Constitution**Article 1 | Name**

The organization will be called the “<School> Math Club” and will organize during the first month of school each year.

Article 2 | Advisor Supervision

<School> Math Club shall have at least one advisor who is on the school staff.

Article 3 | Membership

All <School> High School students are eligible to be members of the Skyline Math Club. New members shall be admitted at any time of the year and guests shall be welcome.

Article 4 | Officers and Elections

By the fourth week of the new school year, members shall nominate club members to fill the following positions: President, Vice President, Secretary, Treasurer and Webmaster. No person shall hold more than one office. Officers are elected by secret ballot.

Article 5 | Duties and Designated Powers

Each officer shall serve the term of the school year and the following year until new officers are elected. The duties of the officers shall be:

- President: Schedule and conduct meetings.
Make sure meetings and activities are announced.
Coordinate the offices, the activities, and lead the Club.
- Vice President: Take over if the president is absent during a meeting or activity.
Present issues or concerns to ASB board.
- Secretary: Take minutes at meetings.
Be involved in club activities.
Sends follow-up emails, marks attendance, and maintains contact information and other documents
- Treasurer: Work with ASB bookkeeper on club’s financial issues.
Be prepared to give financial report at monthly meetings.
- Webmaster: Designs and manages Skyline Math Club website

Article 6 | Meetings

Meetings of the <School> Math Club shall be held <Week Day> afternoons every week, from <Time Period> in <Advisor’s> room.

Article 7 | Amendment

A vote of three-fourths of the membership shall be needed to amend this Constitution.