



AL-HADI SCHOOL CLUB CONSTITUTION

ARTICLE 1: The Club shall organize for the year during the first six weeks of school.

ARTICLE 2: The Club shall have one or two advisors who shall be on the school staff.

ARTICLE 3: All students are eligible to be members of at least one club.

ARTICLE 4: Clubs with 6 or more students will form a club cabinet with officer positions. Clubs with 5 or less students do not require a cabinet. Competition based clubs like Future City, PSIA, etc do not have cabinet positions.

ARTICLE 5: By the sixth week of the new school year, members shall nominate club members to fill the following positions: Club President, Club Secretary, Club Treasurer, and Activities Chairperson. These positions make up the club cabinet. No person shall hold more than one office. Positions are elected by secret ballot.

ARTICLE 6:

A. Each member of the cabinet shall serve the term of the school year and the following year until a new cabinet is elected, if possible.

B. Each cabinet member shall find a substitute if absent from a meeting.

C. Each cabinet member shall meet the following requirements:

1. PRESIDENT: Candidates should have been active in the club the previous year. The duties of the President are as follows:

1. Schedule and conduct meetings.
2. Make sure meetings and activities are announced.
3. Coordinate the cabinet, the activities, and lead the club.

2. SECRETARY: May be any member. The duties of the Secretary are as follows:

1. Taking minutes, in ink, at the meetings and include signatures of attendees.
2. Maintain a permanent file of minutes and file yearly with the Student Life Coordinator.
3. Being involved in club activities.

3. TREASURER: May be any member. The duties of the Treasurer are as follows:

1. Coordinating business obligations of the club with the President.
2. Maintaining all financial records of the club's receipts and expenses.
3. Work closely with the school's bookkeeper (finance coordinator) on school policies for securing club money and records.
4. Being prepared to give regular financial reports.

4. ACTIVITIES CHAIR: May be any member. The duties of the Activities Chair are as follows:

1. Initiate and coordinate the club's activities together with other cabinet members and the advisor.
2. Being involved in all club activities.
3. Making sure members are aware of activity plans.
4. Coordinate money matters with the Treasurer.

ARTICLE 7: All major club activities shall be approved by the cabinet, the advisor, and at least one Student Council member.

ARTICLE 8: A vote of three-fourths of the current members, including the advisor, shall be needed to amend this constitution.

ARTICLE 9: All club members should actively promote and advertise their club to incoming students.