



Paso Robles High School Associated Student Body  
801 Niblick Road  
Paso Robles CA 93446  
(805) 769-1500

## Paso Robles High School Associated Student Body

### ASB CONSTITUTION FOR CLUB NAME

#### ARTICLE I: NAME

In order to service the community and students at Paso Robles High School, we hereby establish the Paso Robles High School CLUB NAME.

#### ARTICLE II: PURPOSE

The purpose of the PRHS CLUB NAME is to...

#### ARTICLE III: POWER

The PRHS CLUB NAME shall have the rights and privileges awarded to Associated Student Body Clubs and Organizations, including, but not limited to, the raising and disbursement of funds; event planning; and, advertising in school publications.

The authority granted the PRHS **CLUB NAME** through this constitution shall in no way be held as binding or hindering to the natural and inherent authority of the administration of this institution. In all cases, administrative decisions shall be held supreme and conclusive. *(Note: You can't delete this part)*

#### ARTICLE IV: MEMBERSHIP

Membership in the PRHS CLUB NAME is open to all students currently enrolled in Paso Robles High School, who have a sincere interest in joining and being active within the PRHS CLUB NAME. *(Note: Your club must be open to all PRHS students. Any restriction to membership should be limited and cannot be view as discriminatory in any way.)*

#### ARTICLE V: ELECTIONS

1. Officers shall be elected annually by the members of the PRHS CLUB NAME. Elections shall be held during the month of May. The term of office shall start on the first Monday following the elections.
2. Any member of the PRHS CLUB NAME may nominate him or herself or any other member for a position as an officer. All members shall have one vote by secret ballot.
3. Elections will be held under such rules decided by a majority of the active membership beforehand.

#### ARTICLE VI: MEETINGS

1. Meetings of the group shall be held once per week during lunchtime when Paso Robles High School is in session. *(NOTE: Meetings cannot be held during class time. Wednesdays at lunch are reserved for class meetings.)*
2. The president shall be responsible for preparing an agenda for the meeting.
3. Special sessions may be called by two officers. The agenda must be sent to all officers and active members at least 48 hours in advance of said meeting.



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#### **ARTICLE VII: OFFICERS**

1. The officers of the PRHS **CLUB NAME** shall consist of a president, a vice-president, a treasurer, and a secretary.
2. The president shall preside over all meetings of the PRHS **CLUB NAME**. The president shall be responsible for the general supervision of the PRHS **CLUB NAME**'s activities and programs and delegating responsibilities as necessary.
3. The vice-president shall act in the absence of the president. The vice-president shall accept responsibility for those duties the president has delegated.
4. The treasurer shall be responsible for the financial affairs of PRHS **CLUB NAME** and shall keep accurate financial records.
5. The secretary shall keep the minutes of all PRHS **CLUB NAME** meetings. The secretary shall be responsible for the correspondence and administrative paperwork of the PRHS **CLUB NAME** when requested by the president.
6. All officers will serve for one full year unless circumstances necessitate otherwise. It is determined that an officer has been negligent in his or her duties, that officer may be removed by a vote of two thirds of the active membership.
7. Committees may be formed from time to time to carry out the purposes of the PRHS **CLUB NAME**, including: event planning, newsletter, fundraisers.

#### **ARTICLE IX: RATIFICATION**

1. This constitution must be approved by the ASB Executive Board and the Principal.
2. A Renewal Application must be submitted by the third week of the school year each year. The application includes proposed budget for the school year. Any amendments must be approved as in Article IX.

#### **ARTICLE IX: AMENDMENTS**

1. This constitution may be amended by a majority vote of the members who have attended at least four meetings.
2. Any member of the PRHS **CLUB NAME** may propose an amendment. Proposals shall be filed in writing with the president prior to a meeting, so that it may be included on the agenda.