

Sample constitutions and bylaws for high schools, middle schools, community colleges and clubs are included in the appendices of this manual.

Once the constitution and bylaws have been approved, they apply to that club, should be adhered to, and should be changed only as needed. All constitutions should include a procedure for how the articles and bylaws can be amended. After a change has been proposed and a draft prepared, the student body should review and discuss the issues before a final vote is taken. Proposed amendments or revisions usually require a two-thirds vote of the student body or club, but the constitution should list the specific requirement.

Student Organization and Club Trust Accounts

To become a recognized part of the student body organization, a club, like the student council, must be composed entirely of currently enrolled students. These clubs, also known as trust accounts for financial purposes, must have the approval of the student council and the principal/school administrator, at the district governing board's direction. All clubs should follow regulations in the ASB constitution related to the formation of school clubs. Any group of students may apply for permission to form a club by submitting an application (as discussed above), a proposed constitution, a budget, and any other required documents. The student council's ASB constitution and bylaws should specify what needs to occur.

There are generally three types of ASB trust accounts in schools:

- Class groups, such as the Freshman Class, or the Class of 2017
- Scholarships and memorials
- Clubs

Club Requirements

All clubs (also known as trust accounts), with the exception of scholarship accounts, must be composed of students located at that school, formed as outlined in the student council ASB constitution and district governing board's requirements. Students must play a major role in the club, and each club or class group must have the following:

- A purpose
- Regular formal meetings that include approved meeting minutes*
- An approved constitution that outlines policies, rules, and operational parameters*
- An ASB club advisor*
- Elected student officers*
- An approved budget*
- All expenditures approved in advance by authorized individuals (which individual(s) are authorized depends on whether the organization is organized or unorganized)

Education Code mandates that the club advisor be a certificated employee of the school district in which the ASB resides. All clubs operate under the same regulations and have the same requirements as the student council organization, and clubs (in an organized ASB) will report to the student council.

If a group does not meet the club requirements listed above, it is not a club and should not be accounted for or included in the ASB account. Non-ASB accounts or funds, including but not limited to pass-through or clearing accounts, may be accounted for at the school level using district accounting system resource 9000 or other district-approved chart of accounts coding set aside for local designations. Non-ASB activities should not be accounted for in the ASB financial records.

*optional for unorganized ASBs.