



**Petaluma High School**  
**Associated Student Body (ASB)**  
**Club Bylaws**

Club Name: \_\_\_\_\_

School Year: \_\_\_\_\_

- I. Clubs must submit a club constitution and budget plan before the deadline set forth by the school student body administration.
- II. Clubs must hold official meetings at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over the course of the school year will result in termination of the club.
- III. Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event.
- IV. All club meetings must be held on campus.
- V. Clubs must take minutes at all meetings, have them approved, and submit a copy of the minutes to the student body class. Failure to submit minutes regularly may lead to termination of the club.
- VI. Each club must have a minimum of six active members, excluding officers. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- VII. Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club he/she must sign a code of conduct.
- VIII. A club advisor must be a certificated staff member in the district. A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- IX. The district board of education must approve all non profit affiliated charities that will be beneficiaries of club fundraising.
- X. The only four positions considered club officers are club president, club vice president, club secretary, and club treasurer. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.

- XI. When a club holds an election, the following, must occur:
  - A. Each active club member is allowed no more than one vote for any election.
  - B. The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
  - C. If a position has an eligibility requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.
- XII. Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- XIII. Two violations of any of the club bylaws will result in termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

**ACKNOWLEDGEMENT**

I HAVE READ AND UNDERSTAND THE \_\_\_\_\_ CLUB BYLAWS.

Club Name: \_\_\_\_\_

Club President Name (please print)	Club President Signature	Date
Club Vice President Name (please print)	Club Vice President Signature	Date
Club Secretary Name (please print)	Club Secretary Signature	Date
Club Treasurer Name (please print)	Club Treasurer Signature	Date
Club Advisor Name (please print)	Club Advisor Signature	Date