



By-Laws for a Club

By-Laws for your proposed organization must be typed and include the following articles of information.

Article I: Name of Club – The name should be representative of the club's purpose

Article II: Purpose of Club – Include the vision, mission, goals, and objectives of the club. How is the club going to benefit the students, the school, and/or the community?

Article III: Meetings – Include the location, day and time of scheduled meetings. Clubs must hold meetings once a month, or the club is subject to being eliminated. (example – 2nd Tuesday of every month at 2:30pm in Room 123)

Article IV: Membership – Include membership, attendance, and financial requirements. Include reasons for dropping a member from the group, replacing an officer, and mandatory club requirements. Sponsor approval is required.

Article V: Dues – In accordance with WCPSS dues, excluding those affiliated with state or national organizations cannot be more than \$1 annually.

Article VI: Officers & Duties – Include the club officer titles and the specific duties of each officer. Most clubs have a president, vice president, treasurer, and secretary. Additional officers can be added to meet the specific needs of individual clubs. The secretary must submit meeting notes at least once a month. The treasurer is not allowed to handle money or to receipt money (only a Wake County Employee can handle money).

Article VII: Elections – Include the qualifications and procedures for electing officers (including when elections will occur).

Article VIII: Activities, Projects, and Community Service – List of activities and proposed projects of the organization.

*Once the club is approved, the student who proposed the club will need to meet with the advisor to discuss and create all of the following articles. Once officers have been voted on, the by-laws need to be turned in to the administrator who is overseeing student organizations. *