



GUNN HIGH SCHOOL CLUB BYLAWS Please read carefully!

CLUB NAME: _____

- I. Clubs must submit all club paperwork before the deadline(s) set by the Student Activities Office.
- II. Clubs must follow all school and district rules.
- III. Clubs in their first year may not participate in overnight field trips.
- IV. Clubs must hold official meetings at least twice a month. Failure to hold regular meetings will result in termination of the club.
- V. Clubs must meet on the days set forth in their club constitution except in the event of another school or club event.
- VI. All club meetings must be held on campus and must be open to any member of the student body.
- VII. Clubs must take minutes at all meetings and maintain a copy of the minutes. Failure to take and maintain minutes on a regular basis may lead to termination of the club. Minutes must include votes approving all expenditures and fundraisers, club budgets, and club events.
- VIII. Each club must have a minimum of ten (10) active members, including officers. This minimum must be maintained throughout the school year. 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.
- IX. Club advisor(s) must be a certificated staff member. 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.
- X. Clubs must submit an application for any events, projects and fundraisers that will be open to the student body to SEC for approval before carrying out/ advertising the event.
- XI. The district board of education designee must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
- XII. The only four positions considered club officers are club president, club vice president, club secretary, and club treasurer. All other 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.
- XIII. 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 requirement, these 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.
- XIV. Whenever a club elects or appoints a new officer/leadership position, the results must be documented in the club minutes of that month and the Student Activities Office must be notified.
- XV. Two violations of any of the club bylaws will result in the 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 GUNN CLUB BYLAWS:

Club Student Sponsor (please print)

Club Student Sponsor Signature

Date

Club Advisor Name (please print)

Club Advisor Signature

Date