

SAMPLE CONSTITUTION



ARTICLE I: NAME

The name of this organization will be _____ (name of school) National (Junior/Senior) Beta Club.

ARTICLE II: AFFILIATION AND COORDINATION

This National (Junior/Senior) Beta club is an integral part of the central organization of National (Junior/Senior) Beta Club, and shall be governed by the policies laid down in the national constitution of the central organization of National (Junior/Senior) Beta. Its motto, colors, creed, and official insignia will be those of the national organization of National (Junior/Senior) Beta.

ARTICLE III: PURPOSE

The purpose of this organization is the promotion of academic achievement, character, leadership, and service at _____ (name of school).

ARTICLE IV: MEMBERSHIP

The membership of this organization will be made up among students in _____ (specify grade levels) grades at _____ (name of school) who, because of their credible achievement, worthy character, and commendable attitude, have been approved for membership by the principal of _____ (name of school); provided, of course, that these students meet the requirements as set forth in the bylaws of this organization.

ARTICLE V: OFFICERS

The officers of this National (Junior/Senior) Beta club will be President, Vice-President, Secretary, Treasurer, Reporter, and Historian. (Include additional roles or remove roles based on your club needs.)

The duties of the President will be to preside at the meetings, appoint the committees of the club, represent the organization when necessary, and to administer the policies as laid down in the constitution and bylaws.

The duties of the Vice President will be to preside at meetings when the president is absent or incapacitated to perform the duties of the office, and to assist in administering the affairs of the club, such as serving on committees.

The duties of the Secretary will be to keep the records of membership, record the minutes of the meetings, and to carry on the necessary club correspondence.

The duties of the Treasurer will be to keep a record of all financial matters pertaining to the local club, collect and preserve the club's funds, and pay out of the club's funds to meet the financial obligations of the club.

The duties of the Reporter will be to maintain the club's website, update social media and inform the school and community of what happening in the club.

The duties of the Historian will be to update the calendar, create a digital or physical album of all Beta Club activities and manage the submission of member's service hours.

ARTICLE VI: COMMITTEES

The National (Junior/Senior) Beta club committees will be Program, Events, Service, and Social Outreach.

The duty of the Program Committee will be to arrange for the business and social meetings of the club and to designate time/place of the meetings, as provided for in the bylaws.

The duty of the Events Committee will be to look after the entertainment features of the social meetings of the club—such as decorations, refreshments, and special features of entertainment.

The duty of the Service Committee will be to arrange and plan all school and community service projects throughout the year.

The duty of the Social Outreach Committee will be to arrange for publicity of any activities or special features of club operations or any of its members in local and state newspapers, on radio, television, and social media.

In addition to these four standing committees, the President may appoint special committees to attend to and report upon any specific matter that it may become necessary for this club to consider.

ARTICLE VII: MEETINGS

Regular meetings will be held at such times and places as designated in the bylaws.

Special meetings may be called by the President after consultation with and the approval of the faculty sponsor of the club.

ARTICLE VIII: SERVICE INVOLVEMENT

Besides endeavoring at all times to be of service to _____ (name of school) and its students by upholding high standards of honesty and good citizenship, this National (Junior/Senior) Beta club shall—after consultation with and upon the approval of the principal of the school—undertake some worthwhile service projects.

ARTICLE IX: AMENDING THE CONSTITUTION

The constitution of this National (Junior/Senior) Beta club may be amended by a majority vote of the membership, provided such proposed amendment is placed before the club at a previous meeting.