VOTE CLUB SAMPLE CONSTITUTION

The following is a guide to creating a Constitution for your High School’s Vote Club. Processes for electing and organizing club leadership involve a variety of choices. We offer suggestions below and highlight alternatives in italics. The best way to structure your club will depend on your school, your community, and your core leadership group. Please use the below language as a reference or starting point, and adjust it according to your needs and your school’s rules.

Article I – Name

The official name of this organization shall be the ____ High School Vote Club

Other possible names include...

- Future Voters Club
- Democracy Club
- Voting Rights Club
- Politics Club
- Civics Club
- Voter Registration Club
- Civic Engagement Club
- We Will Vote Club
- Students for Change
- Student Voice
- 17 + 10 Club (for Texas schools where you have to be 17 years and 10 months old to register)

There are many other names. Use your imagination!
Article II – Purpose

The purpose of the ____ High School Vote Club is to promote voter registration [where available], preregistration, and civic engagement throughout the ____ High School community.

The Club will primarily seek to register (or preregister) all eligible students before graduation, to obtain pledges to register from those who do not register, and, for those who are not eligible to register, to obtain pledges to support and encourage voting. In election years, it will also focus on get-out-the-vote efforts for the school community and alumni. The Club will engage in additional projects relating to civic engagement as time and resources permit. Such projects may include:

- speaker forums,
- forming discussion groups on topics of interest,
- encouraging students to serve as poll workers,
- connecting with students at other schools and encouraging them to register to vote,
- helping connect students with volunteer opportunities on campaigns,
- attending a city council or school board meeting or a court hearing or trial,
- and other projects and activities according to the interests of the members.

Article III – Meetings

Section 1
The ____ High School Vote Club meets [weekly, bi-weekly, or monthly] on [day of week] [time of day,] [place].

Section 2
All meetings will be held under the sponsorship of our advisor(s), __[advisor name]__. The Club leadership and advisor(s) will determine meeting dates.

Article IV – Participation

Section 1
Membership is open to all students at ____ High School.
Section 2
Members of the ____ High School Vote Club will follow the rules and regulations of ____ High School __[Code of Conduct]__. Students participating in voter registration or preregistration activities agree to follow all applicable laws and regulations relating to voter registration.

Section 3
All voter registration activities will be nonpartisan and conducted in a manner that is welcoming and respectful to all students. For those who are too young to register, are not eligible for other reasons, or do not wish to do so, the Club will promote alternative civic engagement opportunities, such as participation in get out the vote efforts, writing to elected officials about policy issues, etc.

Article V– Club Leadership and Organization

Section 1
The offices of the ____ High School Vote Club shall consist of the following: President, Vice-President, Secretary, and Treasurer. To be eligible to run for a position a candidate must complete an application for officer position and interview with the advisor. These positions will be elected at a date to be determined by the advisor.

Section 2
Any officer who fails to show active participation or interest in the Club shall be reminded of the need to participate. Ongoing lack of participation may result in suspension or dismissal from the position or from the Club based on a determination of the other officers in consultation with the Club advisor.

Section 3
The duties of each officer are as follows:

President or Co-President
The President will preside over the meetings and provide leadership toward goals and participation. The President has the power to establish committees, appoint committee chairs, and delegate responsibilities committees and their members.

Vice President
The Vice President will serve in the role of the President in the absence of the President and assume the role of President should the office become vacant.

Treasurer
The Treasurer will manage and keep records of the Club’s budget, fundraising, and spending.
Different schools may have different rules about how money is handled and uses of funds, etc. Some clubs collect dues and make this a responsibility of the treasurer. Because this club relates to voting, which should not depend on paying money, we recommend a funding source other than student dues.

Secretary
The Secretary will keep the minutes of the meeting, take roll and keep attendance records, and is responsible for all of the club's correspondence.

[The traditional role of a club Secretary overlaps to some extent with the roles of committees described in Section 5, below. We recommend discussing the role of Secretary with your advisor and core leadership team to determine what will work best for your club.]

Section 4:
The Club will elect officers at the end of each school year.

Potential election procedures [please choose one or create your own]:
- Voting will take place by secret ballot, and the advisor will announce the winners.
- Students will submit applications and interview with the previous year's leadership committee. This committee and the advisor will decide which applicants will take on which leadership roles for the following school year.

Section 5:
The President may establish one or more committees to focus on the organizing of voter registration drives, including the following:
- member and volunteer recruiting and training
- publicity and communications
- logistics, celebrations, recognitions

[Voter registration efforts work well when enthusiastic members make a commitment and accept responsibility for each of the above functions. It is optional to establish formal committees. Especially for smaller clubs, it may be more practical to divide up these responsibilities among the Officers listed in Section 3. We recommend discussing different options with your club advisor and with your core leadership team.]

Article VI–Amendments
This Constitution may be amended by 2/3 vote of members and approval of the Club advisor.