

Constitution & Bylaws

Student Activities

Grand Prairie ISD

What is a Constitution?

A constitution contains the fundamental principles that outline the purpose, structure and limits of an organization. It provides a foundation upon which an organization operates.

Why should I have a Constitution?

Every official student club at Grand Prairie ISD is required to file a current copy of their constitution and bylaws with the Principal's office. An updated copy should be filed promptly should the document change during the year. Your Constitution serves to help:

- Clarify your purpose
- Outline your basic structure
- Provide the cornerstone for building an effective club
- Allow members and potential members to have a better understanding of what the club is all about and how it functions.

What should I include in my Constitution?

A constitution should provide the structure for a club, describe its purpose and define the duties and responsibilities of the officers and members. The objective is to draft a document that covers these topics in a simple, clear and concise manner.

What are bylaws?

Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow on order to conduct business effectively and efficiently.

Sample Outline for a Combined Constitution and Bylaw Document:

Article I – NAME of Organization

The name of this club shall be called _____.

Article II – PURPOSE

The purpose(s) of this club shall include the following:

If your club is affiliated with other groups, mention that here also (i.e. a chapter of a national organization).

Article III – MEMBERSHIP

Membership shall be open to all students at Name of School regardless of age, race, sex, religion or disability.

If your club wants to include membership requirement information, here is an example:
“As a member, one is required to attend club meetings regularly, pay required dues and actively support club projects” or “A requirement of membership in this club is that an overall average of 85 must be maintained at all times”.

Article IV – OFFICERS

At a minimum, each student club is expected to designate one officer as a main student leader (usually titled “president”) and one officer authorized with the club’s finances (usually titled “treasurer”).

Section I – Officers

Officers shall consist of President, Vice-President, Secretary, Treasurer, etc.

Section II – Duties of the Officers

Duties of the _____ shall be _____.

Example Duties:

President

- a. preside over all meetings
- b. represent organization on campus
- c. Ensure that the organization is operating in conformity with the standards set forth by GPISD

Vice-President

- a. preside over meetings in absence of president
- b. coordinate club promotion and publicity of events

Secretary

- a. Maintain an accurate record of all club meetings
- b. Maintain membership directory

Treasurer

- a. Maintain an accurate record of club transactions
- b. Collect dues if required

Article V – MEETINGS

How often held, when, by whom, where, how announced.

Article VI – ADVISOR

Each club must have a GPISD faculty or staff member as an advisor who is employed full-time. The advisor will provide leadership, guidance, advice and supervision to the officers and members of the club.

Article VII – DUES

Explain financial procedures including the amount and collection procedures for dues, if any will be required for membership.

Article VII – AMENDMENTS

An amendment may be initiated by any member of the club and passed by two-thirds majority of any general membership.