

**BROWNSVILLE INDEPENDENT SCHOOL DISTRICT**

**CHARTER**

\_\_\_\_\_  
**Name of Organization**

**Amended**

\_\_\_\_\_  
**Date Written**

**ARTICLE I**

**Name and Officers**

**Section 1. Name: The Name of the Student Club Organization shall be \_\_\_\_\_ ,  
And shall be referred to in the By-Laws as the \_\_\_\_\_ .**

**Section 2. Office: The principal office of the organization shall be located at \_\_\_\_\_ (Name of school) .  
Club meetings and sales will be conducted on premises or as determined by the sponsor(s) or students with  
the approval of the school principal as well as the area administrator.**

**ARTICLE II**

**Purposes**

**The purposes of this organization are:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**BROWNSVILLE INDEPENDENT SCHOOL DISTRICT**

**ARTICLE III**

Organization

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(Describe your organization and the purpose or impact on the club members and officers.)

**ARTICLE IV**

Membership

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(The qualifications to become a member of your organization, including dues if any.  
Keep in mind that an organization collects dues set forth by local, state, or national associations.)

**ARTICLE V**

Voting

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(The procedures in conducting your elections and the titles of the Officers' positions.)

**ARTICLE VI**

Officers

(This section will indicate in writing the responsibilities of the elected officers and the results of failure to comply. Must have a President, Vice-President, Secretary & Treasurer.)

Section 1. \_\_\_\_\_ - \_\_\_\_\_

President

Section 2. \_\_\_\_\_ - \_\_\_\_\_

Vice-President

Section 3. \_\_\_\_\_ - \_\_\_\_\_

Secretary

Section 4. \_\_\_\_\_ - \_\_\_\_\_

Treasurer

# **BROWNSVILLE INDEPENDENT SCHOOL DISTRICT**

## **ARTICLE VII**

### **Meetings**

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**(The days and time of your meetings. Sponsors, keep in mind that there are certain organizations that require meetings at specified intervals.)**

## **ARTICLE VIII**

### **Advisors**

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**(The sponsor or teacher coordinator of each organization and/or office education program will serve as advisor of his/her organization. However, an alternate advisor may be appointed as deemed necessary by the school administration.)**

## **ARTICLE IX**

### **Conduct of Business and Finances**

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**(Procedures for requesting a check, making a deposit, and keeping organization's records of funds raised/collected and spent. Method/calculations (merits) in which funds raised by the students will apply as a credit towards student's account. This system is very helpful for paying students' dues or other expenses in which student cannot afford but would like to participate. And most important, a monthly financial report for all club members to review.)**

## **ARTICLE X**

### **Amendments**

**These By-Laws may be amended or repealed by two-thirds of the voting members.**