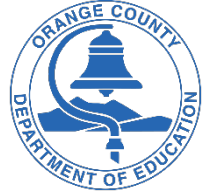




SAMPLE

Chapter Constitution



ARTICLE 1 - NAME

The name of this organization shall be the *Friday Night Live (FNL), Club Live (CL) or Friday Night Live Kids (FNLK)* Chapter.

ARTICLE 2 - PURPOSE

The chapter is a youth-run club where members work together to make a positive impact in their schools and communities and provide purposeful activities that develop leadership skills in youth.

ARTICLE 3 - GOALS & OBJECTIVES

1. To serve as positive role models to our peers.
2. To work as a team and develop leadership skills.
3. To be active leaders in the school and community.
4. To make positive contributions to our school and community.
5. To recruit and expand membership.
6. To provide safe and fun alternative activities.

The objectives of this organization are:

- A. To hold regularly scheduled chapter meetings.
 - B. To participate in trainings that build leadership skills and strengthen peer relationships.
 - C. To increase chapter membership through recruitment activities.
 - D. To participate in opportunities that allow youth to have a voice and to serve as leaders.
 - E. To conduct activities that contribute to a positive and healthy school and community.
 - F. To organize and offer on/off campus events that are alcohol, tobacco, and other drug-free.
- Add Additional Personalized Chapter Objectives (G., H., I., etc.)*

ARTICLE 4 - MEMBERSHIP

This organization shall be open to any youth who is willing to commit to the philosophy of the chapter. A diversity of students will be encouraged to participate in the leadership of the chapter.

ARTICLE 5 - LEADERSHIP

ACTIVITY COORDINATOR will:

- Organize a committee to assist in school activities/community events
- Brainstorm with the general membership for activity ideas
- Coordinate the planning, implementation and evaluation of club activities
- Work with other clubs to co-sponsor activities
- Introduce community service/prevention projects for club participation

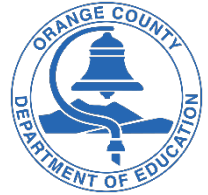
CLUB COORDINATOR will:

- Plan and coordinate leadership meetings
- Set agenda and serve as facilitator for leadership and general meetings
- Communicate with all leaders and committees to ensure follow through
- Work with club recorder to ensure an agenda is formulated and responsibilities are recorded
- Fill out and submit monthly activity logs with club recorder



SAMPLE

Chapter Constitution



FUNDRAISING COORDINATOR will:

- Organize a committee to assist in fund-raising events
- Plan/organize fundraising events
- Keep accurate records of incoming monies and outgoing payments
- Report financial status to club coordinator
- Organize promotional item purchases
- Increase community support by gaining business discounts and recruiting business partners

MEMBERSHIP COORDINATOR will:

- Recruit new membership
- Develop a member contact system to ensure proper communication
- Provide a membership sign-in sheet at each meeting
- Acknowledge member's birthdays and/or special events monthly
- Welcome new members at each meeting and encourage them to get involved in a committee

PUBLICITY COORDINATOR will:

- Organize a committee to assist in publicizing events
- Publicize activities, meetings, and events
- Work with ASB and student council for special announcements
- Make flyers, posters, class announcements, and design other creative ways of getting your message heard

CLUB RECORDER will:

- Attend every meeting
- Take notes at meetings and record responsibilities, deadlines, and decisions
- Remind committee members of their responsibilities and agreements
- Write thank you/request letters when needed
- Assist the club facilitator with agenda planning
- Fill out monthly activity log with the club coordinator

ARTICLE 6 - MEETINGS

Section 1: There shall be one general meeting held on _____ of the _____ week of each month.

Section 2: There shall be a team leadership meeting held on the _____ day of each week.

Section 3: The advisor and/or co-advisor(s) shall be present at each meeting.



Orange County Friday Night Live Partnership is administered by the Orange County Department of Education with funding from the Orange County Health Care Agency, Alcohol and Drug Education and Prevention Team.