

AOLFO CAMARILLO HIGH SCHOOL CLUB CONSTITUTION

Article I – Name, Purpose & Authority	<p>The name of the organization will be the (name of club) of Adolfo Camarillo High School.</p> <p>This organization will have its purpose, (identify specific purpose of club) as directly approved by the student council and indirectly by the school principal and governing board of the Oxnard Union High School District.</p>
Article II – Membership	<p>All students enrolled in Adolfo Camarillo High School are eligible for membership.</p>
Article III – Meetings	<p>Meetings will be held (state day and time, such as Wednesday at lunch) unless a special meeting is called.</p>
Article IV – Club Officers	<p>The club shall consist of the following:</p> <ul style="list-style-type: none">PresidentVice-presidentTreasurerSecretary
Article V – Duties	<p>The club president will have the following duties:</p> <ul style="list-style-type: none">To preside over meetings of the club.To call special meetings of the club.To plan and prepare an agenda for the club meetings. <p>The club vice president will have the following duties:</p> <ul style="list-style-type: none">To serve as club president if the president becomes unable to fulfill his or her duties either temporarily or permanently.To support the club president. <p>The club treasurer will have the following duties:</p> <ul style="list-style-type: none">To maintain complete and accurate record of all club receipts and disbursements.To oversee club fund-raising efforts.To supervise the preparation of the club budget. <p>The club secretary will have the following duties:</p> <ul style="list-style-type: none">To maintain accurate minutes of each meeting.To carry out all correspondence for the club. <p>The publicity chair will have the following duty:</p> <ul style="list-style-type: none">To publicize all club activities and fund raisers through the school bulletin, school marquee, and posters.
Article VII – Elections	<p>The club will hold the election of officers once a year. The voting will take place by secret ballot. Names of the officers will be recorded with the student council.</p>
Article IX – Amendment	<p>A two-thirds majority vote of the members in attendance is required to amend this club constitution.</p>