

# **Washington High School**

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## ***Club Constitution***

### **Article I - Name and Purpose**

The name of this organization shall be the \_\_\_\_\_ of Washington High School.

This organization shall have as its purpose, \_\_\_\_\_ as directly approved by the Student Council and indirectly by the school principal and the governing board of Fremont Unified School District.

### **Article II - Membership**

All students enrolled in Washington High School are eligible for membership.

### **Article III - Meetings**

Meeting will be held (days of the week, times) \_\_\_\_\_ unless a special meeting is called.

### ***Article IV – Club Officers***

The club officers shall consist of the following:

President  
Vice-President  
Treasurer  
Secretary

### ***Article V – Duties***

The club president will have the following duties:

- To preside over meetings of the club.
- To call special meeting of the club.
- To plan and prepare an agenda for the club meetings.

The club vice-president will have the following duties:

- To serve as the club president if the president becomes unable to fulfill their duties either temporarily or permanently.
- To support the club president.

The club treasurer will have the following duties:

- 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.

The club secretary will have the following duties:

- To maintain accurate minutes of each club meeting.
- To carry out all correspondence for the club.

The Publicity Chair will have the following duty:

- To publicize all club activities and fundraisers through the school newspaper, the school marquee, posters, and school bulleting boards.

### **Article VI - Elections**

The club will hold the election for officers once a year. The voting will take place by secret ballot.

### ***Article VII – Amendments***

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

FIRST READING APPROVED BY CLUB ON: \_\_\_\_\_

SIGNATURE OF PRESIDING OFFICER AND TITLE: \_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_