

## **E. Y. E. S. (Even You Enlighten Souls) Constitution**

**Purpose-** *E. Y. E. S. main purpose will be helping the people in need by doing different types of volunteer work, donations, and fundraising.*

**Proposed Activities-** *Throughout the year, our club plans to do monthly sandwich projects and volunteer with different organizations that help benefit the needy. Some organizations that will benefit from our services include the Los Angeles Food Bank, Union Rescue Mission, and Foothill Unity Center.*

**Proposed Meeting Days-** *Our Club proposes to meet every Monday in Room 403.*

### **Official List of Positions:**

**President-** *Raymond Van*

*The president's job is to organize and plan events for the club. He/she also assigns duties to the other officers. All final decisions will go through the president before they are submitted for any event. Along with the Vice-President, he/she will also lead and conduct weekly meetings.*

**Vice-President-** *Brian Chen*

*The Vice-President helps and supports the president. He/she will make sure all the officers are doing their job efficiently and correctly. In the case the president is absent; the Vice-President will take over for the day's events.*

**Secretary-** *Jannie Guan*

*The secretary's job is to take care of all the documentation of the club. His/her job is also to take notes and minutes at the meetings. Also, he/she will be required to fill out the monthly club report and submit it to ASB Leadership in Room 311. Along with these responsibilities, he/she will write up the CSL cards for the events that offer CSL, and he/she will submit it to the Counseling Office as credit.*

**Treasurer-** *Ivan Woo*

*The Treasurer will handle all of the club's income and finance. He/she will also advice the President if events are too expensive or if the club does not have the money to fund an event. He/she will also be responsible for filling out the Club Money Form after every fundraiser.*

**Public Relations (Spoken/Written) -** *Leonardo Chau/ Lauren Pon*

*The Public Relations will have two people fitted into the position. They will be required to work together to advertise the club. The Spoken Public Relation's job will be required to vocally spread the club's most recent events. The Written Public Relation's job will be to make posters advertising the recent club events and fill out bulletin forms to be announced.*

**Historian-** *Joyce Liu*

*The Historian's job will be to document each event through the use of the official Temple City High School E. Y. E. S. website and photographs. He/she will also be writing a short summary of each event on the website. Also, each event must be updated on the calendar on the website. He/she will be required to attend the majority of events so no documentation will be lost. In the end, he/she also can create a Scrapbook reviewing the year's events.*

**Activities Director-** *Yan Chen*

*The Activities Director's job will be to assist the President in planning and organizing each event. He/she will be required to make sure transportation is available and that events are run smoothly and well planned. He/she will also encourage members to attend events, and he/she will make sure the event is safe and enjoyable.*

**Budget-** *This year's E. Y. E. S. budget will be about \$400. Money will be spent on all materials necessary for sandwich projects and a wide variety of events. The money will come from different Food Days on campus and fundraisers.*