

**ENCINA PREPARATORY HIGH SCHOOL
CLUB CONSTITUTION
2023- 2024**

Club Name		Certificated Advisor	
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Who/How to Join (list specific grades, teams, or any requirements to join the club):

OFFICERS AND DUTIES:

- President: Leadership of the club through planning and leading club meetings, coordinating club activities, overseeing fund-raising activities, and initiating actions that promote the purpose of the club.
- Vice President: Supporting the President in the duties listed above, replacing the President in the President's absence, assisting the Secretary and/or Treasurer when the need arises.
- Secretary: Responsibility for written documentation of all club business, particularly minutes of all club meetings to be kept in the club binder.
- Treasurer: Gives current reports and keeps records on all financial situations. Work with the Finance Office when requesting purchases, checks or making deposits.

PREAMBLE

We, the members of the _____ Club, desiring to develop tradition, which will bring honor to our school, and us observe the following principles:

- A. To encourage leadership, use of initiative, and good judgment by all club members.
- B. To recognize the purpose of our club is to promote the physical, mental, social and emotional well-being of individual club members.
- C. To ensure a workable and equitable relationship with all other school organizations, clubs, faculty and administration.

We establish this constitution for the _____ Club.

Article I – Name of Club

The name of this organization will be the _____ Club of Encina Preparatory High School.

Article II – Eligibility for Membership

All persons participating in this club will:

- A. Be members of the Encina Preparatory High School Student Body.
- B. _____

Article III – Meetings

Meetings of the _____ Club will be on _____ at _____ in room _____ only after being approved by Student Government and worked in the other club meeting schedules.

Article IV – Club Officers

I. The approved officers of the club will be (print names below):

- A. President _____
- B. Vice President _____
- C. Secretary _____
- D. Treasurer _____
- E. Advisor _____

II. The duties of the officers will be: (Add duties if needed)

President

- a) Preside over all meetings
- b) Oversee all program planning for the club
- c) Work closely with the advisor and other members of the club.
- d) Be a liaison with Student Government to exchange information.

Vice President

- a) Assume all presidential duties when the president is absent.
- b) Become president if the president fails in his/her duties.
- c) Share the same leadership powers as the president.

Secretary

- a) Keep an accurate account of the club minutes.
- b) Take the role at club meetings.
- c) Organize and file all club papers.
- d) Keep a membership listing of all active members.
- e) Ensure a copy of the club minutes and agendas are on file in the Encina Finance Office within one week of any club meeting.

Treasurer

- a) Keep an accurate record of all financial dealings of the club.
- b) Handle all transactions from fundraising activities.
- c) Prepare financial report for the club meetings.
- d) Work in conjunction with the advisor and Financial Secretary

III. Qualifications for Club Officers:

- A. All club officers and candidates must have and maintain a "C" average.
- B. All club officers and candidates must meet the membership qualifications for the club.
- C. All club officers and candidates must be able to perform the required duties of the office for which they are running for.

IV. Election process of Officers:

- A. Appointed by 51% majority vote of club members.

V. Terms of Office

Unless removed from office, all club officers will serve a term beginning _____ of the year in which they are elected. This term will end on _____ of the following year.

- VI. Method by which an officer may be removed from office:
- A. A majority vote of the club members, and the permission of the club advisor.
 - B. Automatic expulsion for the failure to meet and maintain the eligibility and/or membership requirements.

VII. Resignation of an Officer

- A. The current president of the club shall appoint a replacement, if possible and he/she must have the approval of a 51% vote by the club officers and the consent of the club advisor.

Article V – Legislation

Bills may be introduced to the [redacted] Club by:

- A. A motion made by a club member.
- B. Petition of members.

Article VI – Finance

- I. Expenditures of the club funds must be approved by a vote of 51% of the club members and approved by the club president and the club advisor with a minimum of 7 (2/3) members in attendance.
- II. All club fundraisers must be approved by a vote of 51% of the club members and submitted to Student Government for final approval with a minimum of 7 (2/3) members in attendance.
- III. The club president and advisor may veto all bills and proposals. (These decisions can be overruled by a 75% vote of the club officers and a 51% vote of the club members.)
- IV. If the Club remains inactive for 1 year, any remaining funds should be given to [redacted].

Article VII – Constitution

- I. Additions or corrections to the constitution of the club can be made by a vote of the officers and members, must be approved by the advisor and submitted to the Student Body Vice President for final approval by Student Government.
- II. Amendments passed by the club members, officers, advisors and Student Government will go into effect immediately following the approval by the Student Government class in a Student Government meeting.
- III. Upon ratification to this club constitution, any prior constitution will be disregarded and will have no further force to effect.

ENCINA PREPARATORY HIGH SCHOOL

Annual Budget

Name of Club	
Budget Year	
Budget Approval Date	

Part I: Revenues

Revenue Description <i>Describe in detail how your club plans on acquiring fundraising money. Each example must be listed in detail. Just writing "fundraiser" will not be accepted. You can still add more fundraisers to this budget. Just do the best you can for a plan for the year.</i>	Current Year Estimated Revenue
Total	

Part II: Expenses

Expense Description <i>Describe in detail what you plan to spend your fundraising money on. Be as specific as possible. Add a second page if you need more lines.</i>	Current Year Estimated Expense
Total	

Part III: Ending Balance and Carryover

A	Difference between total revenues and expenses Part I – Part II = Difference between total revenues and expenses.	
B	Plus carryover (ending balance) from prior year .	
C	Projected ending balance: A+B = C	

THIS CLUB CONSTITUTION AND BUDGET WAS SUBMITTED TO THE ENCINA PREPARATORY HIGH SCHOOL STUDENT COUNCIL ON [REDACTED] AND SAID APPROVED BY THE STUDENT BODY PRESIDENT THROUGH THE STUDENT COUNCIL ON [REDACTED] / [REDACTED] / [REDACTED].

APPROVING SIGNATURES FROM CLUB OFFICERS & ADVISOR

President		Vice President	
Secretary		Treasurer	
Club Advisor		Date	

FOR STUDENT COUNCIL ONLY (Student Signatures)

ASB President		ASB Vice President	
ASB Secretary		ASB Treasurer	

FOR OFFICE USE ONLY (SIGNATURES WILL BE OBTAINED AFTER APPROVAL FROM ENCINA STUDENT COUNCIL)

Approved by ASB Director:

Hollie Reich, Activities Director

Approved by ASB Vice Principal

Vice Principal

Approved by Finance Office

Larisa Peterson, Controller