



EL CAMINO FUNDAMENTAL HIGH
SCHOOL CLUB CONSTITUTION 2025-2026



Account



No
Account

Club Name: _____ Advisor: _____

Purpose: _____

Who can join: _____

How can a student join:

Tentative Club Activities:

How is the Club financed:

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 the 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. Works with the Finance Office when requesting purchases, checks or making deposits.

CLUB OFFICER ROSTER:

President _____ Phone number _____

Vice President _____ Phone number _____

Secretary _____

Treasurer _____

EL CAMINO FUNDAMENTAL HIGH SCHOOL CLUB CONSTITUTION

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

- A) To encourage leadership, use of initiative, and good judgement 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.
- D) _____
- E) _____

We establish this constitution for the _____ Club.

Article I – Name of the Club

The name of this organization will be the _____ Club of El Camino Fundamental High School. The club financial account number is _____

Article II – Eligibility for Membership

All persons participating in this club will:

- A) Be members of the El Camino Fundamental High School Student Body.
- B) _____
- C) _____

Article III – Meetings

Meetings of the _____ Club will be on the _____ at _____ in room _____. Meetings will begin only after this constitution has been approved by the Student Government.

Article IV – Club Officers

I. The duties of the officers will be:

President Signature: _____

- 1) Preside over all the meetings.
- 2) Oversee all program planning for the club.
- 3) Work closely with the advisor and other members of the club.
- 4) Be a liaison with the Student Government to exchange information.
- 5) _____
- 6) _____

Vice President Signature: _____

- 1) Assume all presidential duties when the President is absent.
- 2) Become president if the President fails in their duties.
- 3) Share the same leadership powers as the President.
- 4) _____

Secretary Signature: _____

- 1) Keep an accurate account of the club minutes.
- 2) Take the role at club meetings.
- 3) Organize and file all club papers.
- 4) Keep a membership list of all active members.
- 5) Ensure a copy of the club minutes and agendas are on file in the El Camino Finance Office within one week of any club meeting.
- 6) _____

Treasurer Signature: _____

- 1) Keep an accurate record of all the financial dealings of the club.
- 2) Handle all the transactions from fundraising activities.
- 3) Prepare financial report for the club meetings.
- 4) Work in conjunction with the advisor and the Controller.
- 5) _____

II. 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.

III. Election process of Officers:

- A) Appointed by 51% majority vote of club members and other officers.
- B) _____
- C) _____

IV. Terms of Office

Unless removed from office, all club officers will serve a term beginning _____ . This term will end on _____ .

V. 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.
- C) _____
- D) _____

VI. Resignation of an Officer:

- A) The current president of the club shall appoint a replacement, if possible and they must have the approval of 51% vote by the club officers and the consent of the club advisor.
- B) _____
- C) _____

Article V – Legislation

Bills may be introduced to the _____ Club by:

- A) A motion made by a club member.
- B) Petition of members.
- C) _____
- D) _____

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.
- II. All club fundraisers must be approved by a vote of 51% of the club members and submitted to the Student Government for final approval.
- 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. However, all votes can be vetoed by Administration.)
- IV. If the Club remains inactive for 1 year, any remaining funds should be given to _____ club.

Article VII – Constitution

- I. Additions or corrections to the constitution of this 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.

APPROVAL

THIS CLUB CONSTITUTION WAS APPROVED BY THE STUDENT BODY VICE PRESIDENT THROUGH THE STUDENT GOVERNMENT CLASS ON _____.

APPROVING SIGNATURES

Club President

ASB Vice President

Club Vice President

ASB Advisor

Club Advisor

Administrator

EL CAMINO FUNDAMENTAL HIGH SCHOOL
STUDENT BODY BUDGET
 YEAR _____ - _____

Club _____

Advisor _____

INCOME

Donations \$ _____

Apparel \$ _____

Fundraisers \$ _____

Field trips \$ _____

Events \$ _____

Sales \$ _____

Other \$ _____

Other \$ _____

Other \$ _____

EXPENSES

Advertising \$ _____

Apparel \$ _____

Fundraisers \$ _____

Field trips \$ _____

Events \$ _____

Supplies \$ _____

Other \$ _____

Other \$ _____

Other \$ _____

EST TOTAL INCOME \$ _____ EST TOTAL EXPENDITURES \$ _____

ESTIMATED END OF SCHOOL YEAR AMOUNT: \$ _____

*amount cannot be negative

Required Signatures:

Club President _____

Club Treasurer _____

Club Advisor _____

ASB Treasurer _____

ASB Advisor _____

Administrator _____

