



# Thousand Oaks High School

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## (Your Club NAME Here )CLUB CONSTITUTION

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(Constitution must be typed)

### Article I

#### **Name, Purpose, & Authority**

The name of the organization will be (*name of club*) of Thousand Oaks High School.

This organization will have its purpose, (*identify specific purpose of the club*) as directly approved by the student council and indirectly by the school principal and governing board of Conejo Valley Unified School District.

### Article II

#### **Membership**

All students enrolled in Thousand Oaks High School are eligible for membership.

### Article III

#### **Meetings**

Meeting will be held (*state time and date, such as every Wednesday, immediately after school*) unless a special meeting is called.

### Article IV

#### **Club Officers and Duties**

The Club Officers and duties will consist of the following:

President: (*To preside over meetings of the club; to call special meetings of the club; to plan and prepare an agenda for the club meetings*).

Vice President: (*To serve as the club president if the president becomes unable to fulfill his or her duties either temporarily or permanently*).

Treasurer: (*To maintain complete and accurate record of all club receipts and disbursements; to oversee club fundraising efforts; to supervise the preparation of the club budget*).

Secretary: (*To maintain accurate minutes of each meeting; to carry out all the correspondence for the club*).

### Article V

#### **Elections**

The club will hold elections of officers (*state length of office*).

The voting will take place by (*how voting is regulated*).

### Article VI

#### **Amendments**

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

Club Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Club President Signature: \_\_\_\_\_ Date \_\_\_\_\_

ASB Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

A/P of Student Life Signature: \_\_\_\_\_ Date \_\_\_\_\_

*\*All words in green (BOLD) italics must be completed by club.*