

The Constitution of the ACHS Chinese Culture club

Article I. NAME

The name of this club shall be the "Chinese Culture Club" (CCC).

Article II. PURPOSE

The purpose of CCC shall be to foster leadership development and understanding Chinese culture and life styles through the coordination of educational and awareness projects. CCC will work toward its goals by:

- A. coordinating a regular series of roundtable discussions,
- B. trips and visits to observe Chinese cultural activities,
- C. The Learning of Chinese political, non political thinking and ethnic culture by films, songs, and power points, and
- D. Tasting and selling Chinese food and beverages in various fundraisers.

Article III. MEMBERSHIP

Section 1. Membership in CCC shall be open to any interested students at Adolfo Camarillo High School

Section 2. All non ACHS students may join the club as "Associate Members." Associate members may not run for office and do not have voting rights.

Article IV. MEMBERSHIP FEES

Section 1. All members must pay an annual membership fee of \$10.00 due to the Treasurer

Section 2. Only active members may participate in club activities.

Article V. OFFICERS

Section 1. The officers of CCC shall be the President, Vice President, Treasurer, Secretary, Sergeant at arms, Historian, and Publicity Chairmen. The creation of additional officer positions (e.g. Co-President, Web Master, etc.) must be approved by a two-thirds vote of the active membership and with the support of the advisor.

Section 2. Only students may serve as officers.

Section 3. The duties of the President shall include:

- A. Coordinating bi-weekly meetings of the club.
- B. Chairing meetings of the club.
- C. Calling emergency meetings.
- D. Providing leadership to the club.
- E. Working directly with the Advisor to ensure the club is operating within the expectations of the school.
- F. Acting as the chief spokesperson of the club.

Section 4. The duties of the Vice President shall include:

- A. Assisting the President with the fulfillment of his/her duties.
- B. Providing support for the development of club activities planned by the board.
- D. Working with the Treasurer to establish budgets for committees which are created.

Section 5. The duties of the Treasurer shall include:

- A. Keeping a record of all financial transactions.
- B. Meeting with the Advisor on a regular basis to review account balances and financial transactions.
- C. Preparing any and all budgets, financial budget requests/appeals, etc.

D. Working with the Vice President to establish budgets for committees which are created.

E. Insuring all material present in events and fundraisers.

Section 6. The duties of the Secretary shall include:

- A. Keeping detailed minutes of all meetings.
- B. Announcements through school speakers.
- C. Maintaining detailed membership records, including the amount of dues collected from each member.
- D. Organizing events and record community service hours
- E. Communication of emergency meetings
- F. Emailing of special notifications.
- G. Leading all club members to the plague of allegiance before all club meetings.
- H. Maintaining order in all club meetings and events.

Section 7. The duties of the Historian shall include:

- A. Recording and taking photos of events, and fundraisers.
- B. Uploading pictures and videos of events, meetings, or fundraisers.
- C. Regulation online club sites (facebook etc.)

Section 8. The duties of the Publicity Chairmen shall include:

- A. The making of posters and advertisement of club, events, and fundraisers.
- B. The development of relations between CCC and other clubs (joint fundraisers etc.)
- C. The setting of budget for advertisement with Treasurer for posters, club shirts etc.

Article VI. OFFICER ELECTION/IMPEACHMENT

Section 1. All Club Officers for the following year shall be elected before June 1, and will serve the end of the school year.

Section 2. Officer elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed)

A. Nominations - Nominations will be held the meeting date of elections. Any active club member may nominate a fellow club member to any of the club officer positions. With the exception of the President position. Candidates must be approved by the board before the date of election. Candidates may nominate themselves and others.

B. Elections - Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club membership. Only active members present at the meeting shall cast a vote.

C. Run-Off Elections - In the event when 2 or more candidates tied for a position a run-off election shall be held between the candidates.

Section 3. In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of the three other club officers and advisor), he/she may be

removed.

Article VII. ADVISOR

Section 1. The Club Officers shall agree upon and appoint an advisor no later than October 1st.

Section 2. The Advisor must be a full-time ACHS faculty member or administrator.

Section 3. The Advisor's duties shall include:

- A. Meeting with the club officers on a regular basis.
- B. Attending club meetings and club activities.
- C. Keeping abreast of club issues and intentions.
- D. Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.
- E. Assisting with the implementation of an officer transition program.

Section 4. The Advisor shall not have voting rights.

Section 5. The Advisor shall have veto power over any decision made by the club which is in direct violation of ACHS policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate ACHS policy.

Article VIII. MEETINGS

Section 1. The club shall meet at least once per month

Section 2. Only active student members may vote at meetings.

Section 3. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members by sending out both a voicemail and e-mail. Communication of emergency meetings will be the responsibility of the Secretary.

Article IX. DISBURSEMENT OF FUNDS

Section 1. All disbursements of funds must be approved by the Treasurer and President.

Section 2. Any expenditure in excess of \$40 must be approved by a majority of the Club Officers.

Article X. AMENDMENTS

Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President.

Section 3. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated.

Section 4. Upon receiving a two-thirds affirmative vote in favor on a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.