

Oxfam America Club Constitution Template

Note: This template is designed to be a simple guide for students organizing clubs at their respective schools. This guide does not include specific articles that may be required by your institution. Students and club advisors are encouraged to add the appropriate articles mandated by the university, college, or high school.

Article I

Name:

The name of this organization will be known as Oxfam Club at [*college, university, or high school name*] or [*college, university, or high school name*] Oxfam Club.

Article II

Date of Creation and Revision of Document:

Article III

Aim/Purpose:

In alignment with Oxfam America's mission (see below) and current campaigns, the Oxfam Club at [*college, university, or high school name*] aims to construct and carryout projects and initiatives focused on alleviating poverty, hunger, and social injustice on both the international and local levels.

Oxfam America is an international relief and development organization that creates lasting solutions to poverty, hunger, and injustice. Together with individuals and local groups in more than 90 countries, Oxfam saves lives, helps people overcome poverty, and fights for social justice.

Article III

Membership:

1. Membership in the Oxfam Club at _____ will be equally available to all students. There may not be any discrimination based on race, religion, political views, nationality, ability, sexual orientation, etc.
2. An official member of this organization is one who has attended at least three meetings during one semester. The membership list will be kept updated by the Secretary of the organization.

Article IV

Officers:

1. This organization will consist of four officers: Presidents, Vice President, Treasurer and Secretary.
2. All officers must be full-time students.

Faculty/Staff Advisor:

1. The Officers and the Club as a whole will be overseen and mentored by a Faculty/Staff Advisor.
2. The Club Advisor will be chosen through a nomination process and confirmed by Club Officers.
3. The Club Advisor will be asked to advise and help students with the Club to the best of their abilities.

Article V

Officer's responsibilities:

President:

1. It will be duty of the President to call, preside over and adjourn all meetings of this society.
2. The President is also responsible for performing other duties that are required by the organization. (list duties)

Vice-President:

1. The Vice President will assume the duties and responsibilities of the President if he/she resigns the position.
2. The Vice President shall preside over meetings if the President is unable to attend, assuming the responsibilities and duties of the President for those meetings.
3. The Vice President will be the supervisor of all committees within the organization and will settle any dispute between or among committees.

Treasurer

1. All fiscal matters are the responsibility of the Treasurer.
2. The Treasurer will be responsible for signing all necessary paperwork with the Student Activities Office and is the sole signatory for the funds of the organization.

Secretary

1. It is the duty of the Secretary to keep updated minutes of all the meetings of the club.
2. The Secretary will be responsible for maintaining correspondence.
3. The Secretary will be responsible for maintaining a membership list of all official members.

Article VI

Elections:

1. Elections for officers should be held early in the spring semester and no later than the last day of classes. Note: electing officers early in the semester gives them a chance to get used to roles and be mentored by outgoing officers.
2. The candidates receiving a majority of votes will be deemed the winner.
3. All candidates must be members of the organization to be nominated and elected, as explained in Article III.
4. For an election to be valid a majority of the official members must be present during the voting. This number will be determined by the Secretary according to the number of official members, or by determining a majority of the average attendance at meetings.

Article VII

Voting:

1. All official members of the organization are allowed to vote.
2. Official status requires that you meet the membership obligation of Oxfam Club at [college, university, or high school name] _____.

Article VIII

Meetings:

1. Oxfam Club at [college, university, or high school name] _____ will meet _____ [e.g. once a week], and the Board of Officers will meet at least _____ [e.g. once a week].
2. The President will have the authority to order a special meeting whenever she/he deems necessary.

Article IX

Committees:

1. *A sub-committee focused on the climate change campaign will be established and regularly report back to the Officers and Club on its work and progress.*
2. *A sub-committee focused on poverty and hunger will be established and report back regularly to the Officers and Club on its work and progress.*
3. *A sub-committee focused on humanitarian emergencies will be established and report back regularly to the Officers and Club on its work and progress.*

****The sub-committees and campaigns listed above are intended as examples. All Clubs are required to organize around at least one campaign that Oxfam is focused on. Check Oxfam's website for a list of current campaigns. www.oxfamamerica.org.***

Article X

Amendments:

1. Two-thirds of the membership, to be determined as in Article VI, is required in order to vote on any proposed changes to the Constitution.

All amendments, after being successfully voted on by Oxfam Club at [college, university, or high school name] _____, must then be forwarded for approval to the Director of the Student Activities Office.