Club Request Constitution

THIS SHEET IS MANDATORY

(If not fully completed, your club will NOT be approved for 2nd semester!)

CLUB NAME: _____

PRESIDENT: _____

PRESIDENT'S EMAIL: _____

VICE PRESIDENT: _____

VICE PRESIDENT'S EMAIL: _____

TEACHER REPRESENTATIVE: _____

ROOM OF MEETING LOCATION: _____

DAY OF THE WEEK MEETING: _____

EXACT dates of meetings in:

FEBRUARY:

_____

MARCH: _____

APRIL: _____

MAY: _____

JUNE: _____

DUE BY FEBRUARY 3RD, 2012.

NO EXCEPTIONS!

Any further questions please feel free to email us.

asbclubs@gmail.com

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Calabasas High School
Club Constitution Form
(Please use these guide lines to form your club constitution)

Calabasas High School requires all clubs to construct a constitution describing the purpose, conditions, and plan of the club. The constitution should read as follows:

Article 1. Name: Try to choose a name that will very briefly describe and attract your club to people unfamiliar with it.

Article 2. Objective: Describe the purpose of your club, as well as the issues that will be promoted. The purpose and objective should be general and widespread. However, they should explain how the club will benefit Calabasas High School by meeting the social or vocational needs of any participating student. If you plan to hold any events during the school year, please list and describe them here.

Article 3. Eligibility: Describe the eligibility standards required for a student to join your club. Membership restrictions shall be allowed only in honorary clubs or in clubs in which special achievement is required. Otherwise, clubs may not prohibit any student from joining. Clubs may also not require their members to purchase ASB cards.

Article 4. Time and Place of meetings: All clubs must state the days of meetings (for example; the 1st and 3rd Wednesdays of each month) with the exception of the permission of the clubs' cabinet to assemble at another time. You must include the date of your first meeting. The room number and advisor's name must also be stated.

Article 5. Dues and Fundraisers: No dues are allowed except when national membership is required. All financial and fundraising desires must be stated.

Article 6. Number, Type, and Definition of Officers and Duties: List all officers and their duties. State that if 2/3 of the club feels that any officer is not fulfilling their requirements then they may construct a petition to be signed and turned in to the clubs commissioners and the ASB class for impeachment.

Article 7. Amendments: A club needs to have 2/3-majority vote of the members in the club to amend its constitution. The clubs' cabinet and the clubs Commissioners, Christine and Jenna must clear all amendments.

The constitution must be completed and approved by the club and returned to the ASB class in order for any club to be approved for Club Rush Week.

The following people must sign the constitution in order for it to be approved:

President:_____

Vice President: _____

Treasurer: _____

Advisor/Teacher Sponsor: _____

Please make sure to read the important Clubs procedures and policies below:

By signing this form, the advisor agrees to attend all club meetings and functions including those held off campus. All activities in which the club engaged must be approved in advance in the following order:
a. By the club members
b. By the advisor
c. By the activities director
d. By the vice principal in charge of activities

Subsequently, an event request form must be filled out and turned in for all activities other than general club meetings. These forms can be found in the administrative office.

Posters and fliers advertising club activities must be approved in advance by the advisor and by the vice principal or activities director. Posters must be initialed by Dr. Raleigh, Mr. Garrett or Mr. Anhalt before they are posted. Please get them initialed *before* you make copies. Morning Announcement Request forms can be picked up in the administrative office. All announcement requests must have the club advisors signature in order to be read on the Morning Announcement.

If any revenues is involved (e.g. raising money for hurricane relief) the advisor and club officers must indicate the expected income and how those funds will be used on the Event Request Form.

If dues are collected, the appropriate (revenue) forms must be filed in advance in the student's store.

Under no circumstances should the advisor keep funds in his/her classroom except for very short-term storage (prior to depositing them in the club account at the students store).

Calabasas High School
Request for Organizing a New Club

If it can be demonstrated that the need exists for a new club, and if enough students express sincere interest in inaugurating and maintaining it, and if faculty sponsorship can be secured, and if certain formal requirements are met, it is possible to organize a new club within the student body framework.

Four Organizational Steps are Necessary:

1. A petition must be presented to the ASB class. The petition must state specifically the purpose, names, dues and membership requirements of the club. The petition must be subscribed to by at least 25 members (in good standing) of the ASB class of Calabasas High School. All interested students must be allowed to join.

2. The signers of the petition (including organizers of the proposed club) should include a fair proportion of sophomores and juniors in order to ensure continuance of the club from year to year.
3. The club must have regularly scheduled meetings somewhere on campus and an on-campus advisor.
4. After approval of the petition by the ASB class, the organizer(s) of the club will receive approval and the petition will become the club constitution and will remain in file in the Activities office.

A new or ongoing club exists after these steps have been taken; it is duly constituted and becomes a contributing part of the student body organization.

Club Petition

The _____ club is being organized for the purpose of _____. Membership will consist of (kind of students the club will appeal to)_____; and the club will be advised by (Teachers name) _____. The meeting room for this club will be _____.

Elected officers for the club are as follows:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

The following student do hereby affirm they will support and help maintain the club named above:

1. _____ Grade_____
2. _____ Grade_____
3. _____ Grade_____
4. _____ Grade_____
5. _____ Grade_____
6. _____ Grade_____
7. _____ Grade_____
8. _____ Grade_____
9. _____ Grade_____
10. _____ Grade_____
11. _____ Grade_____
12. _____ Grade_____
13. _____ Grade_____
14. _____ Grade_____
15. _____ Grade_____
16. _____ Grade_____
17. _____ Grade_____
18. _____ Grade_____
19. _____ Grade_____
20. _____ Grade_____
21. _____ Grade_____
22. _____ Grade_____

23. _____ Grade_____
24. _____ Grade_____
25. _____ Grade_____