



# CLUB APPLICATION

## How to Start a Club/Organization

1. Complete the Club Application, Club Roster and Constitution. Turn in all paperwork to the club bin located in the Activities office.
2. The club application will then go through an approval process according to the ASB constitution:
  - a. The completed club application will go before the Associated Student Body for approval. They meet every Tuesday during 4<sup>th</sup> period. The student representative will be notified if it is necessary to have a representative attend the meeting. They will either approve the club or give recommendations for revisions.
  - b. Once the club has been approved by ASB, then the proposal will go before the Administrative team. They will either approve the club or give recommendations for revisions. The Administrative team meets every Friday morning.
  - c. Once the Administrative team has approved the club, the proposal is sent to the School Board for approval. The School Board meets every other Tuesday at 7pm.
  - d. A new club exists after these steps have been taken; it is duly constituted and becomes a contributing part of the student body organization.
3. Once you have been approved, you need to stop by the Activities Office to get information about fundraisers, advisor duties, club officers, meeting minutes, community service, and finances.

### Notes:

- Clubs must be open to all students.
- Club meetings must be on campus.
- Clubs can charge a VOLUNTARY membership fee.
- *Students cannot be required to pay in order to be a member of the club.*
- Clubs will go inactive if financial and documenting procedures are not met.
- An advisor must be present at all meetings.

# MADERA HIGH SCHOOL

## ASSOCIATED STUDENT BODY

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### CLUB APPLICATION

PLEASE PRINT OR TYPE

NAME OF CLUB: \_\_\_\_\_

PURPOSE OF CLUB: \_\_\_\_\_

\_\_\_\_\_

TYPES OF ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

TYPE OF CLUB:

Curricular

Community Service

Special Interest

STUDENT ORGANIZER: \_\_\_\_\_ ID#: \_\_\_\_\_

ADVISOR: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**FOR ASB USE:**

APPROVED / DISAPPROVED BY ASB ON: \_\_\_\_\_

REASON FOR DISAPPROVAL: \_\_\_\_\_

ASB PRESIDENT: \_\_\_\_\_

ASB ADVISOR: \_\_\_\_\_

APPROVED / DISAPPROVED BY ADMINISTRATION ON: \_\_\_\_\_

REASON FOR DISAPPROVAL: \_\_\_\_\_

APPROVED / DISAPPROVED BY SCHOOL BOARD ON: \_\_\_\_\_

REASON FOR DISAPPROVAL: \_\_\_\_\_

# Petition to Form a New Club

PLEASE PRINT OR TYPE

CLUB NAME: \_\_\_\_\_

The signers of the petition should include a fair proportion of freshmen, sophomores, and juniors in order to assure the continuance of the club from year to year.

The following students do hereby affirm that they will support and help maintain the above named club.

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: \_\_\_\_\_

# Club Constitution

## Article I: Name

Section 1: The name of this organization shall be \_\_\_\_\_

## Article II: Objectives and Activities

Section I: the objectives of this organization shall be

A. \_\_\_\_\_

\_\_\_\_\_

B. \_\_\_\_\_

\_\_\_\_\_

C. \_\_\_\_\_

\_\_\_\_\_

Section II: The activities of this organization shall be in accordance with its objectives.

## Article III: Membership

Section 1: Membership shall include only those students that are currently enrolled at Madera High School

Section II: Other requirements for maintaining membership include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Article IV: Officers

Section I: Officer Positions for this organization shall include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

They shall serve for \_\_\_\_\_

Section II: Each officer shall be a member in good standing.

**Article V: Elections**

Section 1: Election of new officers shall be conducted at a meeting during the month of \_\_\_\_\_, which will thereafter be reported by request to the appropriate student body officer.

Section II: If there are objective requirements to apply as an officer, those requirements are (if none, leave blank):

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Section III: All elections of officers shall be conducted in a manner fair to all applications. The process of elections shall be conducted in the following manner:

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**Article VI: Appropriations & Accountability**

Section I: All financial appropriations shall be made at the consent of two-thirds of the members and MUST be recorded in the minutes of the organization.

Section II: The club shall comply with all rules and requirements set forth by the Associated Student Body. These requirements include submitting meeting minutes, yearly budget, fundraiser requests, and revenue potential forms in a timely manner. ASB will inform all clubs of additional requirements throughout the year.

**Article VII: Amendment**

Section 1: Amendments to this constitution shall be adopted with two-thirds vote of the members present at a regular meeting. Propose amendments to this constitution should be submitted to the InterClub Council President to be presented to the Executive Board.

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
Date