

STARTING A CLUB PACKET

Monte Vista 2019-2020

Thank you for your interest in wanting to start a Monte Vista Club! As you plan the structure of the club please keep in mind that all ASB clubs and organizations exist to meet the co-curricular needs of Monte Vista Students, to enhance self-esteem, and to provide involvement for our student body. Furthermore, please remember that approved clubs MUST meet the following guidelines:

ASB Club Requirements :

- Must have an advisor (certificated staff member)
- Must have a current ASB Charter application and constitution on file
- Conduct all club meetings and activities with the club advisor present
- Follow the fiscal guidelines established by FICMAT
- Must meet on a regular basis, at least once a month
- Must take and turn in meeting minutes (hard copy to the bookkeeping office)
- Must have a representative officer at all inter-club meetings (1 per quarter)
- Must work with advisor to reserve facilities and plan any activities/fundraisers on campus.
- Must operate under the regulation of Student Government **FAILURE TO MEET THESE REQUIREMENTS COULD RESULT IN YOUR CLUB CHARTER BEING REVOKED.**

Please make sure to follow the following procedures for starting a new club!

1. Get a "Starting a Club Packet" You may get a packet online on our website under "STUDENT CLUBS" or pick up a packet in the attendance office. Both new clubs and clubs renewing their charters need to complete the packet.

2. Find an advisor. Each club MUST have an advisor who is familiar with the established procedures for working with A.S.B. The advisor has to be a current Monte Vista teacher. Make sure to inform the potential advisors that they will have to attend all club meetings and club organized activities (ex. Fundraisers). They will also be involved in writing of the club's budget, if the club plans on fundraising.

3. Fill out an "Application for ASB Charter" and write a constitution. The packet will include an application and procedure on how to write a constitution. Clubs will NOT be considered for ratification unless the application is fully completed and the constitution is written. Note that the faculty advisor's signature is required on the application. Due Date: Tuesday, September 9th

4. Club Ratification – The Monte Vista Student Government must ratify all clubs and organizations. Applications will be reviewed by Ms. Pagano, Mr. Greenless, Zoe Damaschino (A.S.B President) and the ASB Clubs Chairs and will then be forwarded to the student government for ratification. All clubs will be informed of their status by Friday, September 13th.

5. If your club is approved and ratified by the student government, you will be required to attend a mandatory meeting on Tuesday, September 17th in the Theater at Lunch.

6. Approved clubs and organizations will be able to set up a table at the Clubs Fair scheduled on Friday, September 20th at Lunch.

Good Luck!

APPLICATION FOR A.S.B. CHARTER

Due September 9, 2019 to AP Pagano inbox

Ratified by September 13, 2019

Mandatory Meeting September 17, in Theater at Lunch

Club Fair September 20 in Amphitheater at Lunch

Circle one: **Club Renewal** **New Club Application**

The _____ Club is being organized for the purpose of

The Club will be advised by _____

Faculty Advisor Signature _____

Elected Club Officers (If applicable)

President: Name _____ **Grade** _____

E-mail _____ Phone _____

Vice President Name _____ **Grade** _____

E-mail _____ Phone _____

If No Elected Club Officers, list the names of the Organizing Members of the Club

Name _____ Grade _____

E-mail _____ Phone _____

Name _____ Grade _____

E-mail _____ Phone _____

Name _____ Grade _____

E-mail _____ Phone _____

Name _____ Grade _____

E-mail _____ Phone _____

This petition has been reviewed by Monte Vista High School Student Body Government on (DATE)_____, 2019 and it was (APPROVED/DENIED)

A.S.B President _____

Leadership Teacher _____

Assistant Principal _____

The Drafting of a Club Constitution

All ASB organizations and clubs **MUST** have a current and updated constitution. Your constitution must contain certain required elements. The constitution has to be typed and has to contain the following sections. Please include the titles and sections as they are listed here.

Preamble **PURPOSE** Briefly state the purpose of your club.

Article I **NAME AND ADVISOR** States the name of the organization and the name of the faculty advisor.

Article II **MEMBERSHIP** Defines the general requirements necessary for membership. List the guidelines and requirements for being a club member.

Article III **GOALS AND OBJECTIVES**

Section 1: Details how the particular club or organization will benefit the Monte Vista Student Body. What are the clubs goals and objectives for the year 2019-20

Section 2: Introduces types of activities the organization will conduct

Article IV **OFFICERS** Contains a list of the officers of the organization and/or organizing members prior to elections.

Article V **OFFICER SELECTION, TERM OF OFFICE AND DUTIES OF OFFICERS**

Section 1: Explains how officers are elected

Section 2: Who elects the officers

Section 3: When are the elections held

Section 4: Length of the term of office

Section 5: What are the specific duties of each office

Article VI **MEETINGS** States the time and frequency and place of meetings and provides a method by which special meetings may be called.

Article VII **AMENDMENTS** Contains a statement of the method of amending the constitution and the vote required for such amendments.

Article VIII **FINANCES**

Section 1: Details the procedure of how and when the budget is prepared

Section 2: Explains how the expenses are approved

Section 3: Who will monitor the budget?