

Soquel High School ASB

Request to Continue Club

Name of Club: _____
Name of Advisor: _____ School Year: _____
Purpose of Club: _____

Membership Qualifications: _____

Meeting Location and Time: _____

Elected Officials:

- President _____
 - cell # _____ email: _____
- Vice-President _____
 - cell # _____ email: _____
- Secretary _____
 - cell # _____ email: _____
- Treasurer _____
 - cell # _____ email: _____

Each club is required to designate **one officer** to attend leadership meetings on the first Thursday of the month at lunch as well as **another officer** to attend monthly Culture and Climate meetings after school once each month. In addition, there should be a designated alternate for each of these assignments.

- Leadership delegate _____
 - alternate _____
- Culture & Climate delegate _____
 - alternate _____

To be completed by ASB

Date Received: _____ Date Processed: _____

Your Request has been: ___ Approved ___ Disapproved

Remarks: _____

ASB President: _____ ASB Advisor: _____

ASB Sports & Clubs Commissioner: _____

__ **Keep Original for ASB Files** __ **Send copy to Club via Advisor's box**

Club Constitution Guidelines – All are required by all clubs

Preamble Vision Statement

- States the name of the club
- States the purpose for the club

Article 1 Membership

- States the criteria for membership in the organization, including any dues if necessary ,
Note: All club members should maintain a quarterly GPA of 2.0 to participate in club activities.

Article 2 Officers

- States the offices of the organization -- These should include at least a President, Vice-President, and Secretary or equivalents
- States the duties of each office in the organization
- States the criteria for holding each office in the organization
- States the method for electing officers for the organization

Article 3 Awards

- Specifies the awards under the supervision of the organization and requirements for those awards

Article 4 Constitution

- States how the constitution may be amended and / or vacated
- States how the constitution will be ratified Notes

The above guidelines are the minimum requirements for constitutions. Please add any other important information for governing the organization to your constitution. Constitutions should be officially ratified by each organization