

La Habra High School *Application for Chartering a* *Club*

Date _____

1. Name of club or organization

2. Object or purpose of this club or organization

3. Name of Advisor for this club or organization

4. Student (President) in charge of this club or organization

5. Room or Area where club meetings will take place

6. Day(s) and Time of when the club meetings take place

7. How many times a month does your Club/Organization meet.

8. Any financial obligations involved with this club? **Yes** or **NO**

If so, what are we looking at _____ Fundraising? **Yes** or **NO**

9. Signatures of **ten or more** students interested in establishing the club

NAME

SIGNATURE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

Continue on the Back if needed

10. This application must be approved by the Club/Organization Advisor, the Assistant Principal in charge of Student Activities, and the ASB Executive Board. (The Signatures of the Assistant Principal and the ASB Executive Board will be added after the club has been formally approved.)

Club/Organization Advisor _____

ASB Executive Board President _____

ASB Executive Board Vice-President _____

ASB Advisor _____

Assistant Principal _____

La Habra High School

CLUB CONSTITUTION FORM

Article I. NAME.

To most clubs this is a relatively simple matter. If you want an original name, choose one that would mean something to people unfamiliar with your organization.

Article II. PURPOSE.

The objectives of the club should be discussed, and are general and wide in scope. The purpose should show how the club will contribute to La Habra High School by meeting some social, academic or service needs of its members.

Article III. ELIGIBILITY.

Membership restrictions shall be allowed only in honorary clubs or within those clubs in which special achievement is required.

Article IV. TIME AND PLACE OF MEETINGS.

All clubs must hold their meetings on regularly scheduled days except when given permission by the club's cabinet to assemble at a different time.

Article V. DUES.

There **shall not** be any collection of dues by any club/organization, except when a national membership is required.

Article VI. NUMBER. TYPE. DEFINITION OF DUTIES OF OFFICER AND ELECTION PROCEDURES.

Article VII. AMENDMENTS.

A club should have a 2/3 majority vote of members present to amend its constitution. All amendments must be cleared through the club's cabinet.

An *example* of a Club/Organization Constitution

The following is meant to serve as a model for any club or organization seeking recognition under the auspices of the La Habra High School Associated Student Body (ASB). Clubs or organizations are to submit a constitution that follows this model along with the application and constitution will be reviewed by the Assistant Principal and the ASB Club Committee. The information in *italics* is meant to provide you with additional assistance in completing that portion of the constitution. Note: This form is just an **example**.

ARTICLE I

The name of this organization is the _____ Club.

ARTICLE II

The purpose of the _____ Club is to promote_____.

ARTICLE III

The membership of the _____ Club will be open to any student. *If the club membership is restricted to students meeting some criteria, grade standards, or other qualifications, it is important that this be made clear.*

ARTICLE IV

Section I: The officer of the _____ Club will be as follows.

President
Vice President
Secretary
Treasurer
Senior Representative
Junior Representative
Sophomore Representative
Freshman Representative
Club Advisor

These are just samples of common officers. Your club may include other or different officers.

Section II: The duties of the officers shall be as follows.

Re-list the officers you listed in ARTICLE 4: Section I and then describe in one or two sentences what each officer's responsibilities will be. Describe these duties in general terms.

Section III: All officers will be elected by secret ballot before the end of each school year and will then serve to the end of the following school year. A majority of the vote cast is required to be elected. Vacancies that occur during the school year or summer will be filled temporarily by appointment of the advisor until an election can be held to choose a permanent replacement.

Your club may have additional or other selection processes. You need to make these clear in this section. You can prevent many controversies by making selection, election, and replacement practices clear in this section.

ARTICLE V

Section I: Regular meetings of the _____ Club will be held at noon on the first and third Mondays of each month during the school year. If a holiday is on one of the Mondays, a meeting will not take place. The Place of the meetings will be determined by the Advisor. The dates and time for special meetings will be made known to all members when a meeting is called by the President or the Advisor.

Section II: Meetings of the _____ Club will be conducted by the President. If the President and/or other officers are absent, the following order of officers will be used to identify who will conduct the meeting. *You will want to list club officers in rank or hierarchical order.*

Section III: Parliamentary rules of order will be used to conduct the meetings.

ARTICLE VI

Section I: The _____ Club constitution may be amended at any regular meeting by a two-thirds vote of the full club membership. The proposed amendment must have been submitted in writing and read to the organization at a regular meeting at least one week before being voted upon.

Section II: Any _____ Club by-laws may be amended or repealed at any regular meeting by a simple majority vote of members present.

Your club may or may not choose to have by-laws. By-laws are often a good way of putting in writing, the rules by which the club will operate and meet its' purpose.