

How to Start a Club

1. You **MUST** have at least ten charter members to create a club.
2. You **MUST** have a faculty member and a meeting place.
3. Have a **physical** copy of the application form and constitution form to fill out and turn in. Forms may be printed out or found at the ASB **Room 134**
4. The Charter Members, or a selected group of them should get together with the advisor to type up a constitution.
5. The typed up constitution and the list of charter members must be submitted along with the Application and Constitution Forms to ASB for approval.
6. The constitution will be sent to the ASB Cabinet for review and approval. If approved, a charter will be signed by the ASB President, ASB Vice President, and the ASB Activities Coordinator.
7. Official recognition will be given by presenting a charter to the club, but the charter and original constitution must remain on file in the ASB room. The charter will be legal so long as the club works within the bounds of the original purpose. If the club becomes inactive, the charter will remain dormant, but can be reactivated if the required number of students are interested.
8. The new club must elect a president, who will be required to **attend all inter club council (ICC) meetings** held once a quarter in room _____. During ICC meetings club minutes for a meeting **MUST** be submitted to the advisor, If not submitted it is grounds for disbandment of said club.
9. All Application forms and Constitution forms must be submitted to **Room 134** by September 9th
10. A new club must receive Final approval from the Assistant Principal of Student Affairs and the ASB Director