

West Ranch High School

INSTRUCTIONS FOR THE FORMATION OF A CLUB

ASB sponsored clubs should have the following purposes:

- A. Give students an opportunity to further a special interest
- B. Give service to the school or community
- C. Give students an opportunity to develop leadership skills

The club program at West Ranch High School is for the students. They should conduct their own meetings, plan their yearly program, establish a budget, keep it up-to-date throughout the year, and make their own arrangements for functions.

In order to gain recognition as “approved clubs” and have the privilege of calling meetings or carrying on any form of activities associated with the school, it is necessary for the students to comply with the following rules:

- 1. Have a regular faculty sponsor who will attend all meetings and club activities.
- 2. Submit a club application form to the ASB office.
- 3. Must have a minimum of 5 members.
- 4. Draw up a constitution, which states the club’s purpose, qualifications for membership, time, and place of meetings, and the officers and their duties.
- 5. Must keep minutes of each meeting that takes place.
- 6. Must turn budget, list of officers and minutes to the ASB office at the end of each semester.
- 7. Submit copies of the constitution to the ASB office. Approval or disapproval shall be recommended through the ASB Executive Council and/or by school administration.
- 8. Meet on campus unless permission is received to meet off campus.
- 9. All planned events must be checked through the ASB office so that they may be entered on the Master Calendar. All notices to the daily bulletin must be signed by the advisor, the designated student for this activity, and entered on the Master Calendar.

West Ranch High School Club Application Form

Name of Proposed Club _____

Purpose of Club _____

Name of Club Advisor(s) _____

Signature of Club Advisor(s) _____

President _____ Vice President _____

Secretary _____ Treasurer _____

ICC Representative _____

Other Officers _____

List Members on attached membership roster

After approval of this form and the Club Constitution of the club in question by the persons named below, the club will be considered Chartered and may hold meetings and have membership drives.

ICC Chairperson

ASB President

Activities Director

Principal

Date Received

Date Approved

WEST RANCH HIGH SCHOOL ASB CLUB/SPORT ROSTER

MEMBERS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

West Ranch High School

The Drafting of an

Organization Constitution

Title

Complete title of organization printed at the top of the first page with the word "Constitution" printed underneath it.

Preamble

Consists of a brief statement of the aims and purposes of the organization.

Article I – Name

State the name of the organization: and if the preamble is omitted, it contains a short statement of the purposes of the organization.

Article II – Membership

Defines the general requirements necessary for membership:

1. Must be a student body member
2. State grade point average such as a 2.0 GPA ("C" average)

Officers – Contains a list of officers of the organization and determines the length of their term of office. List can be part of Article II.

Article III – Selection of Officer's Term of Office and/or Qualifications

Includes how officers are elected, who elects them, how long they hold an office and what the qualifications of the office shall be.

Article IV – Meetings

States the time for regular meetings and provide a method by which special meetings may be called, and by whom.

Article V – Amendments

Contains a statement of the method of amending the constitution and of the vote required for such amendments.

Article VI – Schedule

States dates on which constitution becomes effective.