

# VALENCIA HIGH SCHOOL

## ASSOCIATED STUDENT BODY

### Club and Organization Information 2009 / 2010

Many opportunities for involvement exist through membership and participation in student clubs and organizations. At Valencia High School we take pride in the over 65 clubs on campus. This packet will provide you with information to start your own club at Valencia High School.

#### **How to Start a Club:**

1. Find a faculty advisor at Valencia High School who will be interested in supporting your club
2. Find at least 5 current students to serve as founding members
3. Write a constitution using the Sample Constitution Guideline as an example
4. Complete each of the following forms:
  - (a) Petition for Club Charter
  - (b) Chartering Form
5. Submit all forms along with one copy of the constitution to the ASB Office for review
6. Follow up on the status of the submitted forms

#### **Club Day Information:**

Club Day provides an opportunity for students to learn about your club, and sign up. This year Club Day is on - during both brunches.

#### **Important Dates**

- September 2 - Club Presidents Meeting @ Lunch - Room 806
- September 4 - Application for Student Club / Club Trust Forms Due By Lunch
- September 9 - Club Day

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### Club and Organization Chartering Form

- I. We the students of the Valencia High School, request permission to form / renew a Student Club.
- II. This organization will be called and will have as its purpose:  
Club Name: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- III. \_\_\_\_\_ (faculty member) will serve as the advisor for this club for the school year.
- IV. \_\_\_\_\_ (name of student member) will serve as the student rep for this club for the school year. This student's signature will be required on ALL CHECK REQUEST FORMS.
- V. Submitted by:  
Student Club Rep: \_\_\_\_\_ Date: \_\_\_\_\_  
Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

### Club Trust Account

*Please fill out the following if you plan on using a trust account to collect money for the 04-05 school year*

- I am RENEWING the trust account for the 09-10 School Year Acct # \_\_\_\_\_
- I am CLOSING the trust account for the 09-10 School Year Acct # \_\_\_\_\_
- I am STARTING a trust account for the 09-10 School Year

Advisors Name \_\_\_\_\_ Account Name \_\_\_\_\_

Purpose of Account: \_\_\_\_\_  
\_\_\_\_\_

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Approval:

ASB Director: \_\_\_\_\_ Date: \_\_\_\_\_

ASB President: \_\_\_\_\_ Date: \_\_\_\_\_

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### Petition for Club Charter

Name of Club / Organization: \_\_\_\_\_

Individual Requesting Charter: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

List below the names of at least (5) Valencia High School students who will be members of the club / organization. Please note president, vice president etc. if already elected.

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

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### Sample Constitution Guide for Clubs and Organizations

#### **Purpose:**

*List reason for forming this organization, as well as organizational goals.*

#### Article I **NAME**

*State the name of the organization in full, including the name of any affiliate organization (national, state or local)*

#### Article II **MEMBERSHIP**

Section 1: Any person attending Valencia High School and fulfilling the membership requirements of the organization may be a member.

Section 2: *Type any Membership Requirements such as dues, academic standing, etc.*

Section 3: In order to guarantee equal human rights for the student body of Valencia High School, equal opportunities shall be afforded all students without regard to race, color, religion, creed, gender, sexual orientation, age, ethnic origin, citizenship, nationality, or physical disability.

Section 4: Classification: *State any classification categories that apply to your group (i.e. active, inactive, honorary, etc.)*

Section 5: Privileges of membership: *Specify by classification, privileges of membership (i.e. to attend meetings, to speak at meetings, to vote, to hold an office, to nominate, to be a candidate for office, etc.)*

#### Article III **OFFICERS & ADVISORS**

Section 1: *List the titles of officers who shall serve the organization (i.e. President, Vice President, Secretary, Treasurer, Club Council Rep etc.)* **NOTE:** *All clubs and organizations must have a Club Council Rep.*

Section 2: *Qualifications for holding office*

Section 3: *State length of term for officers*

Section 4: Duties of officers: *List specific duties of officers listed in Section 1 above.*

Section 5: *The executive board shall include the following officers.*

Section 6: Advisor: *List the faculty advisor for the club.*

Article IV **ELECTIONS**

Section 1: *Time of elections*

Section 2: *Election procedures*

Article V **MEETINGS**

Section 1: *The time, date, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.*

Section 2: Frequency of meetings

Article VII **FINANCES**

Section 1: *List any possible fundraisers that you may plan on doing throughout the year. Each fundraiser must be approved, and required a fundraising request form.*

Section 2: Dues of Membership: *If any*

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Club President / Organizer

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Date

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Club Advisor

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Date