

Santa Margarita Catholic High School

"Caritas Christi"

PROCEDURE FOR FORMING A NEW CLUB

1. Know at least 10 students who are interested in joining the club. It is suggested that a student petition be at least circulated or signup sheet posted in the Activities Office. Publicize the fact that a new club is being formed.
2. Find a faculty/staff member, not already an advisor of a club, who is willing to be an advisor. **(You MUST have a faculty/staff advisor to be approved).**
3. Secure and fill out the Application for Forming a New Club from the Activities Office. (Attached).
4. Turn in the Application for Forming a New Club and the proposed membership to the Activities Office.
5. The Club Constitution form must be returned to the Activities Office with your application.
6. The application will be sent to the Administration for approval. If it is approved, it will be signed by the administration and returned to the Activities Office for signatures by the Activities Director, the advisor and the club presidents.
7. Each official club must pay dues to the club advisor which in turn will be deposited into the ASB Booster account. (If applicable).
8. Official recognition will be given by presenting notification to the club, but the constitution and membership must remain on file with the Activities Office. The club must be legal as long as the club works within the bounds of the original purpose. If students fail to remain active in the club, club membership drops below the required minimum, and/or the club fails to continue benefiting the school, the club will lose its official status, but can be re-activated if steps 1-4 are completed. (The Activities Director and his/her committee will determine if a club is placed on the inactive list). Each club will renew its charter by the time of the Club Fair in October.
9. If it can be demonstrated that the need exists for a new club, and if enough students express sincere interest in inaugurating and maintaining it, and if faculty sponsorship can be secured, and if certain formal requirements are met, it is possible to organize a new club within the student body framework.

ORGANIZATIONAL STEPS NECESSARY

1. Application must be presented to the Activities Office who will then submit the application to the administration. The petition must state specifically the purpose, names, dues and membership requirements of the club. The application must be subscribed to by at least 10 or more students.
2. The signers of the application (including organizers of the proposed club) should include a fair proportion of all levels of the school in order to assure continuance of the club from year to year.
3. After approval of the application, the organizers must fill out a club constitution and file it and the application with the Activities Office.

A new club exists after these steps have been taken; it is duly constituted and becomes a contributing a part of the student body organization.

Application for Forming a CLUB

The _____ club is being organized for the purpose of _____

Dues will be \$_____ and the club will be advised by _____ (must be a faculty/staff employee).

_____ Is this a RELIEF Club? (Focus on communities that have suffered catastrophic events within the recent past or who suffer from the long term effects of poverty)

_____ Is this a RECOVERY Club? (Focus on the long term welfare of a community through health, education or sustainability)

_____ Is this a REFORM Club? (Focus on making economic and socio-political processes more efficient and just, looking outside the range of conventional methods.)

Is this an IB C.A.S Project?

Yes _____ No _____

Is this a one-time event?

Yes _____ No _____

The following students do hereby affirm that they will support and maintain the above named club:

- | | | | |
|----------|-------------|-----------|-------------|
| 1. _____ | Grade _____ | 9. _____ | Grade _____ |
| 2. _____ | Grade _____ | 10. _____ | Grade _____ |
| 3. _____ | Grade _____ | 11. _____ | Grade _____ |
| 4. _____ | Grade _____ | 12. _____ | Grade _____ |
| 5. _____ | Grade _____ | 13. _____ | Grade _____ |
| 6. _____ | Grade _____ | 14. _____ | Grade _____ |
| 7. _____ | Grade _____ | 15. _____ | Grade _____ |
| 8. _____ | Grade _____ | 16. _____ | Grade _____ |

Prospective officers for the club are as follows:

President _____ Email: _____

Vice-President _____ Email: _____

Secretary _____

Treasurer _____



SANTA MARGARITA CATHOLIC HIGH SCHOOL

Club Constitution Form

Article I: Name

The official name of this club shall be _____

Article II: Purpose

The purpose of this club shall be as follows:

_____.

Article III: Membership

Section 1: All members are required to be students at Santa Margarita Catholic High School.

Section 2: The yearly dues shall be _____ (if applicable).

Section 3: List any additional requirements for membership _____
_____.

Article IV: Officers

Section 1: The elected officer position for this club will be: (please circle)

President, Vice President, Secretary, Treasurer, Other _____

Section 2: The officers shall be elected by nomination and plurality of members voting.

Section 3: The term of office for all elected officers shall be _____

Section 4: The President will be elected at the last regularly scheduled meeting of the school year unless stated otherwise.

Section 5: The names of the new officers will be immediately forwarded to the Activities Office for filing.

Article V: Meetings

Section 1: This club shall meet _____ on _____
(weekly, bi-monthly, monthly, etc.) (day)

at _____ (classroom or place).
Section 2: Special meetings may be called by the President with the approval of the sponsor.

Article VI: Finances

Section 1: All expenditures shall be approved by the majority of the club members and will be subject to the approval of the moderator. Any event/function where there is an exchange of money needs to be approved by the Administrative Board. The President shall obtain a *Fundraising Request* form and complete it with all pertinent information. If approved, the faculty staff moderator will be notified.

Section 2: Any money that is collected, donated, deposited, paid out is run through the ASB Booster account. **Under no circumstances may a club have its own separate bank account off campus.**

Article VII: Amendments

This constitution may be amended by a majority vote, and/or the approval of the Activities Director.

Article VIII: Privileges

All clubs at Santa Margarita Catholic High School shall have the following privileges:

- a. Picture in the Talon Yearbook
- b. Right to hold fundraisers
- c. Use of the school financial system
- d. Use of the school publicity system
- e. Use of the school goodwill

Article IX: Authority

Section 1: This club will be under the direct supervision of the administration, the moderator, and the Activities Director.

Section 2: All club activities require the permission of the club advisor.

Section 3: No member may speak for the club without the authorization of the club.

Section 4: All clubs must keep minutes of the meetings/events and turn a copy into the Activities Office no later than one week after that meeting/event.

Approved by:

Activities Director: _____ Date: _____

Assistant Principal of Student Services: _____ Date: _____