

Riverside Poly ASB

Thank you so much for being interested in creating something great here at Poly. Please see the guidelines below so you can move forward with the creation of your new club.

Guidelines for the creations of a new Poly High School Organization

- 1) Find an Advisor
- 2) Complete included Charter Application
- 3) Create a Charter/Constitution for your organization following one of the two included samples
- 4) Get signatures of 50 PHS students that would support the creating of the club. These do not need to be students willing to join the club, just individuals that support your idea
- 5) Understand the requirements for maintain active status, included
- 6) Present your proposal to ASB for approval.

RIVERSIDE POLY HIGH SCHOOL

ASB CLUB CHARTER APPLICATION

(To be kept for bookkeeper file)

Date: _____

Name of Trust: _____ Scholarship/Wash/Club/Other Account

Advisor Name: _____

Objective: _____

Service to School: _____

(Activities, programs, scholarship, etc.)

Source of Incomes (if any): _____

Expenses (if any): _____

#Membership: _____

Acct Advisor Sig. _____

Student Officer Sig. _____ (If applicable)

Approved by:

Date: _____

ASB Advisor Sig. _____ ASB Officer Sig. _____

Administrator Sig. _____

SAMPLE TRUST ACCOUNT ORGANIZATION CONSTITUTION

ARTICLE I

Name

The AAA High School Nature Club

ARTICLE II

Purpose

This organization is formed with the intention of preserving and improving the environment of our community, county, and world through various activities and projects.

ARTICLE III

Authority

This organization derives its authority directly from the AAA High School ASB and indirectly from the Principal and the District Board of Education.

ARTICLE IV

Membership

This organization admits all student of AAA High School who wants to become environmentally aware.

ARTICLE V

Meetings

Meetings will be held once a week at lunch unless a special meeting is called.

ARTICLE VI

Officers

PRESIDENT: Preside over meetings. Call special meetings.

VICE PRESIDENT: Supports President takes over in President's absences.

SECRETARY: Records minutes of club meetings and types correspondence.

TREASURER: Keeps financial record, oversees any fundraisers.

ARTICLE VII

Elections

Officers will be selected by secret ballot for a one year term.

ARTICLE VIII

Amendments

A 2/3 majority vote of the members in attendance is needed to amend this constitution.

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SAMPLE

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QRS HIGH SCHOOL TRAVEL CLUB CONSTITUTION

Article I	Name:	QRS High School Travel Club
Article II	Purpose:	To promote interest in the travel and tourist industry. To provide student the opportunity to experience other cultures.
Article III	Authority:	QRS High School Travel Club derives it's authority directly from the QRS ASB and indirectly from the Principle and Board of Education.
Article IV	Membership:	Members must be students at QRS High School
Article V	Meetings:	QRS High School Travel Club will meet the first Monday of each month at lunch. Special meetings may be called by the president or advisor.
Article VI	Officers:	PRESIDENT-Oversees all activities and fundraisers VICE PRESIDENT-Fills in for President SECRETARY- Takes minutes of meetings and keeps records of activities and correspondence. TREASURER- Responsible for money and budget PUBLICITY-Advertises fundraisers and activities
Article VII	Elections:	Elections will be held once a year in October.
Article VIII	Committee:	The president will appoint committees as needed during the school year.
Article IX	Amendments:	All changes or amendment to this Club Constitution shall be by a 2/3 votes of the Club membership present at the date of the meeting scheduling a change.

SAMPLE

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Poly High School

Trusted Organization Requirements

Dear Advisors and Club Representatives,

Thank you in advance for all of your hard work you will be putting in this year for your club and for the school. You are truly appreciated. The guidelines have been simplified and are as follows:

Current organizations will need the following in order to be considered Active:

- 1) Each organization must have a constitution on file with ASB
- 2) All Advisors must attend an Advisor's meeting at the beginning of the school year
- 3) Each organization must have at least 2 meetings a quarter amounting to 8 a year. Each meeting needs to have a record of minutes including approval of any expenditures and activities signed by the advisor. You will turn in minutes during Club Rep meetings. Minutes NEED TO follow the recommended format, which includes list of all members present, proper motions, seconds and vote counts, etc.
- 4) Each organization must participate in 2 of the 3 homecoming activities:
 - a) Prince and Princess Election
 - b) Lip Sync Performances
 - c) Homecoming Carnival
- 5) Each Organization is required to have a minimum of 2 activities a year (EX: Pizza parties, competitions, fundraisers etc.)
- 6) At each Club Rep meeting you must have the following prepared:
 - a) Minutes from previous month's meetings
 - b) Fundraiser or activity approval forms if you would like to plan something

Recommendations for Active Organizations:

It is HIGHLY recommended to participate in Club Rush at the beginning of the year. It is an event planned to promote your club and gain members, and is entirely to your benefit.

Inactive Groups:

If your group does not meet the Active Organizations requirements above, your group will be considered inactive. If your group is inactive for a total of 2 years your club funds will return to the ASB fund in order to benefit the school.

We have read and understand that we must abide by these Club Guidelines.

Club

Club Representative	Date
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Club Advisor	Date
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Activities Director <i>Signed at Advisor's Meeting Only</i>	Date
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Commissioner of Clubs	Date
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