

Associated Student Body

School

Club/Organization Charter

I, _____, request that _____
(Name of Student Representative) (Name of Club)

be considered for school affiliation. I understand that the following legal requirements and school regulations are now being observed and will continue to be observed in the future:

1. All school-affiliated clubs shall have open membership.
2. A school advisor will be in attendance at all club/organization functions.
3. The primary objectives of school-affiliated clubs are either educational or service to the school. Clubs whose major purpose is social will not be recognized.
4. Club approval must be renewed annually.
5. No initiations of any kind are permissible under the state law.
6. All school-affiliated clubs must have written constitution on file with the ASB office.
7. All school-affiliated clubs must have a budget to project revenues and expenses. A club is prohibited from spending any funds raised until the club has an approved budget for the school year.

This charter is subject to all regulations applicable to student organizations and conditions stated in the application for a charter. Violation of any of these provisions will be sufficient cause for the charter to be revoked.

Signature of Student Representative

Date

(For ASB use only)

In accordance with the authority vested in the Student Council/Senate by the Constitution of the Associated Student Body of _____ School, this charter is hereby:

_____ Approved

_____ Disapproved

Comments _____

ASB Advisor/Administrator

Date

ASB President

ASB Vice President

Associated Student Body
_____ School
Club/Organization Constitution

Article I, Organization

a. The name of this organization will be known as _____

b. The purpose of this organization is to _____

c. We will accomplish this by _____

d. Meetings will be held

Time: _____

Place: _____

Days(s): _____

e. Our Advisor will be (must be a school certificated employee) _____

f. We will be affiliated with the following community organization:

Name of Organization: _____

Address: _____

Telephone: _____

Contact Person: _____

Article II, Membership

a. Members must be a student body member of _____ School.

b. Members must meet the following GPA and attendance requirements to qualify for membership (if applicable):

Club/Organization Constitution (Continued)

Article III, Officers and Elections

a. Officers shall be elected by: _____

b. Officers must be (e.g. member of the Senior Class): _____

c. Duties of Officers are as follows:

President:

1. Directs meetings, represents the club

2. _____

Vice President:

1. Assumes the role of President in his/her absence.

2. _____

Secretary:

1. Records the minutes of each meeting.

2. _____

Treasurer:

1. Collects, issues receipts and records all monetary transactions for organization.

2. _____

Article IV, Financial activities

a. Funds will be raised by _____

b. Funds will be used for _____

Submitted by:

Signature of Advisor/Administrator

Signature of Student Representative

Associated Student Body
_____ School
Club/Organization Membership Roster

1 _____	26 _____
2 _____	27 _____
3 _____	28 _____
4 _____	29 _____
5 _____	30 _____
6 _____	31 _____
7 _____	32 _____
8 _____	33 _____
9 _____	34 _____
10 _____	35 _____
11 _____	36 _____
12 _____	37 _____
13 _____	38 _____
14 _____	39 _____
15 _____	40 _____
16 _____	41 _____
17 _____	42 _____
18 _____	43 _____
19 _____	44 _____
20 _____	45 _____
21 _____	46 _____
22 _____	47 _____
23 _____	48 _____
24 _____	49 _____
25 _____	50 _____

Associated Student Body Club/Organization Officers
_____ School

Officer Names and Addresses

for _____
Name of Club/Organization

PRESIDENT:

Name

Address

City, State, ZIP code

Telephone

VICE PRESIDENT:

Name

Address

City, State, ZIP code

Telephone

SECRETARY:

Name

Address

City, State, ZIP code

Telephone

TREASURER:

Name

Address

City, State, ZIP code

Telephone

CERTIFICATED ADVISOR:

Name

Address

City, State, ZIP code

Telephone