

Woodinville High School  
“One Falcon, One Family”



**ESTABLISHING A NON-FUNDRAISING ASB CLUB**  
**Process & Guidelines**

Woodinville High School encourages student participation in student-initiated clubs and organizations. Student-initiated non-fundraising ASB clubs must meet during non-instructional times, are not included as part of the ASB budget, and are permitted by law to have equal access to school facilities without regard to political, religious, or philosophical beliefs.

**Before your club or organization is officially recognized you must:**

- Meet with the primary ASB advisor or principal/designee to outline the purpose for the club

**Before your club is officially recognized you must submit an *Application for Non-Fundraising ASB Club* form that includes:**

- The name of the club
- The purpose of the club
- Name(s) of club officers
- Schedule of meetings and location
- Attaching a constitution
- The name and signature of an adult advisor

**Important information:**

- The purpose of the Non-Fundraising ASB club must be in keeping with all school and school district rules and procedures
- A student-initiated club must meet the requirements of limited supervision while meeting on campus and an adult supervisor must be named
- Non-Fundraising ASB club names may not contain the phrase “Woodinville High School” (“Woodinville” in the name of the club is acceptable)
- Club organizers must utilize appropriate meeting notification procedure established at Woodinville High School
- Club activities may not disrupt the educational process

**To create a fundraising ASB club:**

- New ASB fundraising clubs ***can only*** be established in the spring when the budgets are being established for the next school year. This budget process forms the basis for all future (next school year’s) budgetary decisions. Once the school board approves the budget in July, ASB club fundraising account codes become available for the upcoming school year.

- ***At this same time only***, clubs that are no longer active may be voted upon at the April Student Council Meeting to be dropped and/or current and/or new non-fundraising ASB clubs that desire to become fully functioning fundraising ASB clubs (with a budget number for revenue and expenditures) may be recognized and voted into existence for the next school year.
- To be officially recognized in the spring, each individual ASB club is required to establish a Constitution of self-government that includes:
  - The name of the students (officers) who will constitute the governing body of this new club
  - The name of the faculty advisor of this club
  - The intent and purpose of this club
  - The activities anticipated for this club
  - Price of membership fees (if applicable)
- Once the Constitution is voted on and approved by the governing ASB voting membership (Student Council) in the spring, if approved by the School Board in July, a budget number will be assigned to the new fundraising ASB club and it will be brought into existence.

### **Constitution Model**

Statement of Purpose:

Article One: Name of club or organization

Article Two: Membership Structure

- Who is eligible to join
- General meeting schedule

Article Three: Officers

- List of Officers
- Outline of Officer duties

Article Four: Elections

- Election procedure for officers
- Procedure for removal of an officer

Article Five: Amendment Procedure

Article Six: Quorum

## Sample Club Constitution



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## Club Constitution

### Preamble:

We the students, for the promotion of good government, good sportsmanship, student activities and the general welfare of the students of Woodinville High School, establish this constitution of the \_\_\_\_\_ Club.

### Article 1: Name of Organization

**Section A:** It is resolved that the name of this organization shall be the \_\_\_\_\_ Club of Woodinville High School. The club will be limited to \_\_\_\_\_ students.

### Article 2: The purpose of this organization shall be to:

#### Section A: Mission of the Club

Address the educational, social, cultural and or recreational purpose of the club.

#### Section B: The duties of the club are:

### Article 3: Eligibility/Membership

**Section A:** Eligibility of the \_\_\_\_\_ Club will \_\_\_\_\_.

**Section B:** Membership in the \_\_\_\_\_ Club will be established and maintained by \_\_\_\_\_.

### Article 4: Time and Place of Meetings

Club will meet on \_\_\_\_\_ in Room \_\_\_\_\_.

### Article 5: Fees\*

Fees for \_\_\_\_\_ Club are in the amount of \_\_\_\_\_. (The fees shall not exceed \$5 per semester, except when national membership is required or when supplies, such as perishables and consumables, for the club are needed.)

### Article 6: Number, Type, Selection and Definition of Student Leadership

**Section 1:** Student Leader Contact Information and Position

**Section 2:** Duties of the student leaders

**Section 3:** Documentation of Club Activities/Meetings

**Article 7: Amendments**

A club must have a 2/3 majority vote in order for the club to amend its constitution. All amendments must be cleared through the ASB Advisor and ASB Activity Director.

Adopted on this \_\_\_\_\_ of \_\_\_\_\_

By \_\_\_\_\_

Approved by:

ASB Student Representative

ASB Advisor

ASB Activity Director (Kurt Melton)

**\*Note: Fees are not collected for Non-Fundraising ASB clubs.**