

# Quartz Hill High School Associated Student Body

## New Club Packet

To become a recognized part of the Associated Student Body organization, a club must be composed entirely of students enrolled in AVUHSD schools. All clubs must be open to all students wishing to involve themselves. Any group of students may apply for permission to form a club by submitting for approval to the ASB Board of Control the following:

### **1. Club Application form**

- a. Name of proposed club
- b. Purpose of the club
- c. Titles, powers, and duties of the officers and the manner of their election
- d. The scope of proposed activities
- e. Minimum of seven charter members who want to join the club
- f. Name of the certificated AVUHSD employee who will act as the advisor

### **2. Club Constitution**

**3. Student(s) submitting application form must attend the Board of Control meeting in which the Club Application is being discussed.**

# Quartz Hill High School Associated Student Body

## Drafting a Club Constitution

The following elements must be included in the new club's constitution:

### Quartz Hill High School Name of Club

#### **PREAMBLE: Purpose**

The preamble consists of a brief statement of the aims and purposes of the club.

#### **ARTICLE I: Name**

State the name of the club

#### **ARTICLE II: Membership**

Define the general requirements necessary for membership, keeping in mind:

1. No club can be exclusionary
2. Members must be a Student Body member
3. Grade point average (if required)

#### **ARTICLE III: Officers**

Include details of:

1. List of offices (Do not include specific names of students)  
Each club must have a President, Vice President, Secretary, Treasurer, and Senator
2. Selection process for officers
3. Length of term of office
4. Qualifications for office
5. Duties of each officer

#### **ARTICLE IV: Meetings**

State the day and time of regular meetings and provide a method by which special meetings may be called and by whom.

#### **ARTICLE V: Amendments**

State the method for amending the constitution and of the vote required for such amendments. The ASB Board of Control must ratify all constitutional amendments.

#### **ARTICLE VI: Schedule**

State the date when the constitution becomes effective. (Plan the date for after BOC approval.)

**ASB use only**

Date submitted: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_  
 Scheduled to appear on BOC agenda for  
 \_\_\_\_\_

**ASB use only**

Application approved: YES NO	_____	File Folder created
Constitution approved: YES NO	_____	Added to Master List
YES w/noted changes	_____	Advisor Orientation
Date approved: _____	_____	Copy to VP/Activities
ASB President: _____	_____	Copy to Site Accountant

**Quartz Hill High School  
 Associated Student Body**

**Club Application Form**

**Name of proposed club:** \_\_\_\_\_

**Purpose of proposed club:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All clubs must have a President, Vice President, Secretary, Treasurer, and Senator.  
**List additional officer positions** (if any): \_\_\_\_\_  
 \_\_\_\_\_

**Charter members of club** (minimum of 7):

Name	grade level	student ID #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

(additional names can be submitted on a separate page)

**Proposed dates, time, and location of club meetings:** \_\_\_\_\_  
 \_\_\_\_\_

**Proposed activities:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Advisor acknowledgement:**  
 I am agreeing to act as the advisor to the above club throughout the current school year. I understand before the club becomes an official ASB organization, I will be required to attend an advisor orientation with the ASB Advisor.

**Name of certified advisor:** \_\_\_\_\_

**Signature of advisor:** \_\_\_\_\_