



# DOS PUEBLOS HIGH SCHOOL

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
7266 ALAMEDA AVENUE • GOLETA, CALIFORNIA 93117  
805.968.2541 • DPHS.SBUNIFIED.ORG

## ***Application for Student Club (for new clubs)***

Name of School \_\_\_\_\_

### Associated Students Club Application Sheet

Year: \_\_\_\_\_

I. We the students of the \_\_\_\_\_ (name of the school), request permission to form a student club. A list of the students sponsoring this application is attached to this application.

II. This club will be called \_\_\_\_\_ and will have as its purpose

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Mr./Ms. \_\_\_\_\_ (name of certificated faculty member) will serve as the advisor for this club for the \_\_\_\_\_ school year.

IV. We have attached:

A copy of the proposed constitution for this club.

A copy of the proposed budget for this club for the current school year.

Title, powers and duties of the officers and the manner of their election.

Scope of proposed activities.

List of students who are interested in starting this club and interested in becoming members.

V. Submitted by:

Student Club Representative: \_\_\_\_\_  
Signature, Title, & Date

Club Advisor: \_\_\_\_\_  
Signature, Title, & Date

School Administrator: \_\_\_\_\_  
Signature, Title, & Date



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## Guidelines for Club Constitutions

Each club is required to have a Constitution on file with the school. The Constitution formed and adopted by an organization should state the name and purpose of the organization and should present its operational guidelines. Use the following outline to create your constitution. Label and include all information. Once you have completed your Constitution, it should be emailed to Kane Newell, the Commissioner of Clubs for 2022-23, at 667412@my.sbunified.org. Failure to submit a club Constitution in a timely manner will result in the suspension of your club.

### Article I - Organization

- a. Name of the club
- b. Purpose or Mission of the organization
- c. Ways that your club will work to impact the school or community and achieve their goals (feel free to include examples)
- d. Time, place, and frequency of meetings

### Article II - Membership

- a. Membership and Eligibility Requirements (reasonable membership requirements can be implemented)

### Article III - Officers and Elections

- a. Titles and duties of officers, including qualification and eligibility requirements
- b. Term of office for each officer
- c. Process by which an officer might be removed or replaced and for what reasons

### Article IV Faculty Advisor

- a. Selection protocol for Club Advisor
- b. Duties and obligations
- c. Process by which an advisor might be removed or replaced and for what reasons

### Article V - Financial Responsibility

- a. How and when the budget will be created and approved
- b. Process for monitoring and amending the budget

### Article VI - Elections

- a. Time, methods, and procedures for nominating, campaigning, and electing officers

### Article VII - Amendments to the Constitution

- a. How the Constitution can be amended
- b. How will expenses be approved



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## ***Instructions for Structuring a Meeting***

### **1. Call to Order**

The meeting is called to order by the President, who rises and says, "The meeting will please come to order."

### **2. Roll Call**

To determine if a quorum is present

### **3. Minutes**

The minutes of the last meeting are read, and approved if correct.

Example: The president says, "The secretary will read the minutes of the last meeting." After the reading, the president asks, "Are there any corrections or additions to these minutes?" "If not, they stand approved as read."

If there are corrections, the president informally directs corrections be made.

"The minutes are approved as corrected."

The secretary signs the minutes, "Respectfully submitted." They may be initialed by the president.

### **4. Reports of Officers**

The president makes announcements by reading the president's report. The secretary informs the group of any letter the group has received. Each communication should be handled by a main motion before another is read. The treasurer reports on receipts and expenses paid: These are "received and placed on file." No vote is taken on reports "placed on file."

### **5. Reports of Committees**

The reports of committees are called for by the president.

Standing committees

Special committees (temporary)

Procedure: In each case, the president calls upon the chairperson of the committee to make the report. The report is read. After this has been done, the president says, "This report will be placed on file. Any action required in this report will be taken care of under the proper order of business."



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## ***Instructions for Structuring a Meeting (cont.)***

### **6. Unfinished business**

This is any business postponed from a previous meeting. Discussion follows the motion and then a vote is taken.

### **7. New Business**

This includes any ideas not presented previously. It is moved and discussed by the members.

Example: President states, "We are now ready for the new business of the meeting, which includes the decision about the admission fee for the party. Will someone make a motion so that we may discuss the question?" Member says: "I move that the admission fee for the party be fifty cents." Second member: "I second the motion." President: "It has been moved and seconded that the admission fee for the party be fifty cents. Is there any discussion?" Discussion follows. One member calls "Question," which means that the president must ask, "Are you ready for the question?" (Ready to vote.) Or the president acts on personal initiative and, if there are no objections, brings the matter to vote.

### **8. Announcements**

Announcements are shared about committee meetings or other items of interest.

### **9. The Program of the Meeting**

Example: Guest speaker, movie, slide presentation, etc.

### **10. Recap**

Reminder of the next steps/tasks assigned

### **11. Adjournment**

This happens after a motion to adjourn is made and carried, (or if business is finished). The presiding officer declared the meeting adjourned.



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## Student Council or Club Meeting Minutes

Name of School: \_\_\_\_\_

Name of Club: \_\_\_\_\_

## Associated Student Body Minutes

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

Kind of Meeting (circle one): Regular Special Other

The meeting was called to order by:

The minutes of the meeting dated \_\_\_\_\_ were read and approved (corrected and approved) on: \_\_\_\_\_

Presiding Officer:

Roll Call by:

# of Members Present: \_\_\_\_\_ # of Members Absent: \_\_\_\_\_

Meeting Attendees (attach separate list):  
\_\_\_\_\_

The following purchase orders were approved (list below or attach separate list):

Purchase Order Number	Venor Name	Amount	Club	Purpose of Expenditure

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_

Number For: \_\_\_\_\_

Number Opposed: \_\_\_\_\_



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## Student Council or Club Meeting Minutes (cont.)

The following invoices were submitted for payment (list below or attach separate listing):

Check Number	Payable To	Amount	Club	Purpose of Expenditure

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_

Number For: \_\_\_\_\_

Number Opposed: \_\_\_\_\_

Other Motions:

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_

Number For: \_\_\_\_\_

Number Opposed: \_\_\_\_\_

Communication and Reports:

Old Business: \_\_\_\_\_

New Business: \_\_\_\_\_

Unfinished Business: \_\_\_\_\_

Announcements: \_\_\_\_\_

Submitted by: \_\_\_\_\_

ASB Secretary: \_\_\_\_\_

(sign & date)

ASB Club Advisor: \_\_\_\_\_

(sign & date)

Forward to ASB Student Council Minutes on: \_\_\_\_\_

(date)

Signed official copy placed in binder for official record on: \_\_\_\_\_

(date)



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**The following students want to be members of the  
new/existing DP club called:**

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	Name	Grade	Email
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			