



DOS PUEBLOS HIGH SCHOOL

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

Dos Pueblos High School Club Renewal Form 2022-23

Year: _____

Name of Club: _____

Club Advisor: _____

Meeting Schedule (Day/Time): _____

Meeting Location: _____

Club Officers (Names & Positions):

Please provide:

- A digital copy of the completed club constitution - last years copy acceptable, please update dates to reflect this school year
- A digital copy of the 2022-23 Budget submitted

Club Advisor Signature: _____

Signature, Title and Date

Student Club Representative: _____

Signature, Title and Date

(For Office Use Only)

Approved By:
Principal/School Administrator: _____

Signature, Title and Date

ASB Student Council President: _____

Signature, Title and Date

Recorded ASB student Council Minutes on: _____

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:**

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