

FOSS IB WORLD SCHOOL CLUB APPLICATION PROCESS

MADATORY REQUIREMENTS

- ✓ All clubs must have at least one certificated teacher as their advisor. NOTE: Teachers who are already advising two clubs cannot take on a third.
- ✓ All clubs must have at least five (5) members composed entirely of students enrolled in the school.
- ✓ ALL active members must hold a FOSS ASB card.
- ✓ Clubs must meet at least twice a month and maintain minutes of all their meetings.
- ✓ Clubs must abide by all the Club Bylaws.

CLUB PRIVILEGES

- Fundraising and the creation or use of an existing club account.
- Participation in Falcon Days
- Making announcements about club meetings and events.
- Using ASB poster paper and paints to create posters/signs.
- Advertising club meetings and activities on campus.
- Holding club meetings and activities on campus.
- Submitting photos for the yearbook.

CLUB APPLICATION PROCESS

The following forms must be completed, signed and submitted for approval:

Club Application
Club Bylaws
Club Advisor Contract
Club Constitution

Advisor Contract

I, _____, advisor to the _____ Club, have read and understand the Club Advisor Job Description. I agree to follow the guidelines set forth herein to the best of my ability. If I have a problem with any part of these responsibilities, I will seek advice from the ASB Advisor, ASB Bookkeeper or Administration.

Please read and initial each item:

- _____ I have read and understand the **Club Bylaws** and have signed in acknowledgement of those bylaws.
- _____ **I understand that I must be present at all club meetings, events, field trips or other official club gatherings in accordance with the Tacoma School District Policies and Regulations.**
- _____ **I confirm that I am not already advising two clubs and available to devote time to the club.**
- _____ I have **received a copy of the ASB Advisors Notebook.**

- _____ I understand that my club **MAY NOT** begin **ANY** fundraising activities or host an event (either on or off campus) without prior approval from ASB. Approval requires a completed Fundraiser and/or an Expenditure documents be submitted to the ASB Bookkeeper and approval by the ASB.
- _____ Any club member or I **MAY NOT** place any orders with any vendors without prior approval. Approval requires a formal club vote in minutes and completed ASB Expenditure form submitted to the ASB Bookkeeper. I understand that if I do not have the appropriate approvals, my students or I will be personally responsible for payment of items received.
- _____ I understand that all reimbursements **MUST** have **PRIOR** approval from the club in the meeting minutes. No one will be reimbursed for monies without prior approval.
- _____ I understand that neither my students or I may be reimbursed from cash collected directly for club events or from fundraisers, but must be reimbursed from the club account through the district's Finance Office once all funds have been accounted for and appropriate receipts are provided.
- _____ Any unauthorized fundraisers / events will result in funds being confiscated by the ASB Bookkeeper and the club being placed on probation.
- _____ I understand the club must make deposits in a timely manner for fundraisers that take place off campus. I also understand that deposits must be made intact and cash from a deposit cannot be used to make any additional purchases.
- _____ I understand that all registration fees for conferences, trips, transportation, lodging or other similar expenses can only be paid through the club account, not by a student or parent.
- _____ If my club is planning a trip, the appropriate **Field Trip documents** must be completed and no payments for conferences or travel expenses will be paid until the forms have been reviewed and signed by the appropriate administrator or superintendent designee.
- _____ **I understand I am responsible for advising club members of the rules and regulations stated in the Club Bylaws and Financial Rules.**

Club Advisor Signature

Date

FOSS IB WORLD SCHOOL CLUB BYLAWS

CLUB NAME _____

- I. Clubs must submit all club paperwork before the deadline(s) set by the Associated Student Body (ASB).
- II. Clubs must follow all school and district rules.
- III. Clubs in their first year may not participate in overnight field trips.
- IV. Clubs must hold official meetings at least twice a month. Failure to hold regular meetings will result in termination of the club.
- V. Clubs must meet on the days set forth in their club constitution except in the event of another school or club event.
- VI. All club meetings must be held on campus and must be open to any member of the student body.
- VII. Clubs must take minutes at all meetings and maintain a copy of the minutes. Failure to take and maintain minutes on a regular basis may lead to termination of the club. Minutes must include votes approving all expenditures and fundraisers, club budgets and club events.
- VIII. Each club must have a minimum of five (5) members, including officers. This minimum must be maintained throughout the school year. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- IX. Club advisor(s) must be a certificated staff member. A club advisor must be present at all club meetings, club events and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- X. Clubs must submit an application for any events, projects and fundraisers that will be open to the student body to ASB for approval before carrying out or advertising the event.
- XI. The district Board of Directors designee must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
- XII. The only four positions considered club officers are club president, club vice president, club secretary and club treasurer. All other positions in a club are considered leadership positions, not officer positions. There may be as many or a few leadership positions as the club sees fit.
- XIII. When a club holds an election, the following must occur:
 - a. Each active member is allowed no more than one vote for any election.
 - b. The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
 - c. If a position has an eligibility requirement, these requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.
- XIV. Whenever a club elects or appoints a new officer/leadership position, the results must be documented in the club minutes of that month and the ASB Club Representative and ASB Bookkeeper notified.
- XV. Two violations of any of the club bylaws will result in the termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

ACKNOWLEDGEMENT – I HAVE READ AND UNDERSTAND THE FOSS IB WORLD SCHOOL CLUB BYLAWS:

Club Student Sponsor (please print)

Club Student Sponsor Signature

Date

Club Advisor Name (please print)

Club Advisor Signature

Date

FOSS IB WORLD SCHOOL

CLUB CONSTITUTION – **SAMPLE ONLY** – Please create your own!

Please follow the example below when writing your club's constitution. All constitutions must be typed and include the following details:

- I. **Name:** State the name of the organization.
- II. **Statement of Purpose:** Include the following information:
 - a. CLUB PURPOSE - What is the goal of your club? Be creative, but be realistic, too. Think about short-term goals, i.e., weekly, monthly and long-term goals. Write down 3-5 sentences that explain the purpose and goals of your club and a list of what you want to accomplish.
 - b. ACHIEVING YOUR PURPOSE - How will you achieve your club's goals? What actions will you take to work toward its purpose? List your ideas for achieving your goals. Explain how those ideas relate to the purpose the club.
 - c. CLUB AND THE COMMUNITY - How will your club impact the school and/or the community? What things can the club teach, share, assist with or use to engage the student body and/or the community? Be creative in writing what your club can do to positively impact your school and community.
 - d. AFFILIATION - Is your club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries, please list the name(s) of these organizations. All beneficiaries must be approved by the district Board of Directors or designee.
 - e. ACTIVITIES AND FUNDRAISERS - Again, be creative! Activities should be fun, related to the club and you should learn something new from them. Activities can be a field trip or a fundraiser. Write down a list of ideas for activities and fundraisers for a 12-month period.
- III. **Membership** – including the following information:
 - a. MEMBERSHIP QUALIFICATIONS - Write down the qualifications required to become a member. Be sure to include buying an ASB Card!
 - b. RECRUITING - Write down your ideas for promoting the club and recruiting new members. List the various forms of media your school has to disseminate information.
- IV. **Meetings:** List the days and times for your meetings and any requirements of club members regarding attendance.
- V. **Election of Club Officers:** Explain how and when officers will be elected, who elects them, how long they will hold office and what the qualifications for office shall be. Refer to Club Bylaws if questions about requirements for this section. Officers for new clubs must be selected by your second meeting; return clubs must hold elections in April.
- VI. **Financial Responsibility** – All groups that fundraise must define their needs and their plans for fundraising. New clubs must complete the Club Budget Plan form, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club.
- VII. **Amendments** – Write down the process by which the bylaws may be amended, e.g., who can recommend a change and what percent of a vote is required.
- VIII. **Approvals** – Include a space for the following
 - a. Club Sponsor's Signature _____ Date _____
 - b. Club Advisor Name _____
 - c. Club Advisor's Signature _____ Date _____

Your Club will not be approved until there is a copy of your club's constitution on file with the ASB Bookkeeper.

Remember, your constitution must be **TYPED** and **must be signed by your Club Advisor and Club Student Sponsor or elected President.**