



*Estancia High School*

**Clubs and  
Organizations  
Start-Up  
Information**

## CLUBS AND ORGANIZATIONS

One of the most vital parts of school activities is membership in clubs and organizations. Since all students are interested in belonging to groups, we wish to encourage the development of groups that will make a contribution to the education and wellbeing of students and at the same time give students an opportunity to render a service to their school and community. This packet is developed to give students and their advisors some guidelines to go by in developing desirable and active clubs at our school.

**A. CLASSIFICATION OF CLUBS** – For the purpose of classification, clubs may be divided into the following three groups:

1. Honor Clubs are those in which the membership is achieved by meeting certain standards which are announced in advance. Anyone who meets these requirements is automatically a member. Scholarship groups belong to this group, as do special honor boards and some athletic groups.

2. Service Clubs are those that depend on receiving application from prospective members meeting certain known qualifications. These clubs are usually highly desirable and students are anxious to achieve status and have the fun and interest that they gain by becoming members. Clubs of this type should give definite service to the school either by giving assemblies, improving conditions on the campus, making other student activities possible by making posters, selling tickets, doing stage work, collecting tickets, ushering, etc., or by making aesthetic contributions such as flower arrangements or bulletin displays.

3. Interest Clubs are those devoted to the furtherance of any approved interest, skill, hobby or talent. There are usually no qualifications for membership other than attendance at meetings. (Science, language, history, writing, chess, reading, stamp clubs, etc.)

**B. PROCEDURES FOR FORMING A CLUB** – The following outline may be a helpful format to start a new club:

1. Obtain a faculty advisor
2. Arrange publicity & write up announcements to be read.
3. Secure members (minimum of 10)
4. Hold a meeting
5. Select Name
6. Write a Constitution
7. Present the Student Club Application form along with the Constitution to the ASB for approval. Wait for approval before holding next meeting.



**Estancia High School  
Student Club Application**

We, the students of Estancia High School request permission to form a Student Club.  
(Attach a list of students sponsoring this club)

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

Purpose of Club: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisor's Name: \_\_\_\_\_  
\*Advisors must be a certificated faculty member of EHS

We have attached:

- A copy of the proposed constitution for this club
- A copy of the club's proposed budget for this school year.

Submitted by:  
Student Club Representative: \_\_\_\_\_  
Signature Title Date

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
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Approved by:  
Activities Director: \_\_\_\_\_ Date: \_\_\_\_\_

ASB Council Member: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded in ASB Minutes on (date) \_\_\_\_\_



**Estancia High School**

\_\_\_\_\_ Club

**CONSTITUTION**

**I. PURPOSE**-The purpose of the \_\_\_\_\_ Club is to

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

**II. OFFICERS**

All officers must be and remain in good academic standing, demonstrate positive citizenship, and abide by the behavioral expectations and rules set forth in the Estancia High School Student Handbook.

A. Elections will occur \_\_\_\_\_

B. The term of office will be for \_\_\_\_\_

C. The following offices will be filled \_\_\_\_\_

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

D. The voting process will be \_\_\_\_\_

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

E. Duties of the officers are as following (state office and duties of the office)

1. President-\_\_\_\_\_

2. Vice President-\_\_\_\_\_

3. Secretary-\_\_\_\_\_

4. Treasurer-\_\_\_\_\_

5. \_\_\_\_\_

**III. MEMBERSHIP**

To be a member of the \_\_\_\_\_ Club, a student must \_\_\_\_\_

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

**IV. VOTING PROCESS**

- A. All voting on revisions to the Constitution must be passed by a 2/3 majority vote of those members present.
- B. Any impeachment process or member expulsion must follow these guidelines  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- C. All other voting procedures shall be passed by a simple majority (50% + 1).

**V. MEETINGS**

- A. Meetings shall be run by the president and/or advisor on the following day: \_\_\_\_\_
- B. Attendance policy will be as follows \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- C. Students will act in a socially acceptable manner which respects the rights of all members.
- D. Club minutes will be delivered/emailed to the ASB Office directly following the meeting.

**A complete list of all members must accompany this constitution. Constitutions for clubs must be submitted for ASB approval annually.**

***NMUSD Board Policy (6145.5) states:***

*The Governing Board believes that student groups or clubs reinforce the instructional program, give students experience in civics and government, and provide social and recreational activities. Student groups also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging. The Board encourages students to pursue interests and clubs which may not directly relate to the district's curriculum and, to that end, has created a limited open forum. Prior to meeting on school grounds, all student groups shall be authorized by the principal or designee in accordance with Board policy and administrative regulation.*

*The activities and financial affairs of student body organizations in the district shall be conducted in accordance with the Education Code, State Department of Education manual, Board policy, and this Rule and Regulation. The principal of each school shall be directly responsible for the conduct of student body activities and the management of student body funds. The principal may delegate to the student activities director or other person under his/her immediate direction, responsibility for handling details of administration, and the maintenance of records and accounting procedures.*

**Newport-Mesa Unified School District Non-Discrimination Statement**

The Newport Mesa Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent.

**APPROVED BY (Advisor's Signature):** \_\_\_\_\_

**APPROVED BY (Activities Director Signature):** \_\_\_\_\_

**APPROVED BY (ASB Commission Representative):** \_\_\_\_\_

**APPROVED BY (Principal's Signature):** \_\_\_\_\_

**DATE:** \_\_\_\_\_



Estancia High School  
Club Minutes

Club Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

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

The meeting was called to order by: \_\_\_\_\_

The prior meeting's minutes dated \_\_\_\_\_ were read and approved (corrected and approved).

Communication and Reports: \_\_\_\_\_

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

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

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

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

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

Minutes recorded by: \_\_\_\_\_

Name

Club Office Title

Advisor's signature: \_\_\_\_\_

Name of members in attendance (list additional members on the back or attach a separate sheet if needed):

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

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