



**REQUEST TO FORM A STUDENT CLUB**  
**Birmingham Community Charter High School**

I. As students of BCCHS, we request permission form the ASB to form a club on campus.  
*Please list the names of all the students who wish to be a part of the club. You must have a minimum of 6 charter members. If you have more than 6 students who wish to start this club, please list their names on the back.*

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

II. The proposed club will be called \_\_\_\_\_

III. The purpose of this club is to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. \_\_\_\_\_ has agreed to be the club advisor.

V. We will have our club meetings on \_\_\_\_\_ (days) at \_\_\_\_\_  
(time) in \_\_\_\_\_ (location)

- VI. We understand that in order for the ASB of Birmingham Community Charter High School to approve our request for a club:
- |                                |  |
|--------------------------------|--|
| a. It must be open to EVERYONE | c. We must attach a Proposed Constitution        |
| b. It must be student oriented | d. We must attach a Proposed Budget for the year |

VII. Submitted by  
Student Club Representative \_\_\_\_\_ Date \_\_\_\_\_  
Club Advisor \_\_\_\_\_ Date \_\_\_\_\_

VIII. Approval  
ASB President \_\_\_\_\_ Date \_\_\_\_\_  
Student Activities Director \_\_\_\_\_ Date \_\_\_\_\_  
ASB Adminstrator \_\_\_\_\_ Date \_\_\_\_\_

IX. Recorded in ASB Council minutes on \_\_\_\_\_

X. Reason for denial (if applicable) \_\_\_\_\_

Please note: This is the standard form used for club acceptance by the Student Site Council. Clubs may update this form at any time, but a copy must be submitted to the Council for their records. All forms must be renewed every school year to show change of officers.

## **BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL CLUB CONSTITUTION**

### **PREAMBLE**

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

We, the members of the \_\_\_\_\_ club, desiring to develop tradition which will bring honor to ourselves and to our school, observe the following principles:

**Section 1:** To encourage leadership, use of initiative, and good judgment by all club members

**Section 2:** To recognize the purpose of our club to promote the physical, mental and social, and emotional well-being of individual club members.

**Section 3:** To emphasize unity, ethical conduct, and courtesy.

**Section 4:** To ensure a workable and equitable relationship with all other school organizations as well as faculty.

**Section 5:** To promote and support the \_\_\_\_\_ program at BCCHS.

### **ARTICLE I: Name**

The name of the organization shall be the \_\_\_\_\_ club of BCCHS.

### **ARTICLE II: Eligibility for Membership**

**Section 1:** All persons participating in this club shall

- Be members of the Birmingham Community Charter High Student Body.
- Be enrolled in a sufficient number of classes

### **ARTICLE III: Meetings**

Meetings of the BCCHS \_\_\_\_\_ Club will be held once a month or as needed in room/field \_\_\_\_\_.

### **ARTICLE IV: Club Officers**

**Section 1:** The approved officers of the club shall be:

- President (Required) \_\_\_\_\_
- Vice President \_\_\_\_\_
- Secretary \_\_\_\_\_
- Treasurer \_\_\_\_\_

**Section 2:** The duties of the club officers shall be:

<b>President</b> <ul style="list-style-type: none"><li>- preside over all club meetings</li><li>- Appoint all committee chairpersons</li><li>- Call any additional club meetings</li><li>- Provide club members with a one day advance notification of all meetings</li></ul>	<b>Vice President</b> <ul style="list-style-type: none"><li>- Preside over all meetings in the absence of the President</li><li>- Call meetings, if necessary</li><li>- Assist the President in conducting business</li></ul>
<b>Secretary</b> <ul style="list-style-type: none"><li>- Maintain an official record of all club proceedings</li><li>- Assist the President, if necessary</li></ul>	<b>Treasurer</b> <ul style="list-style-type: none"><li>- Follow the club finances</li><li>- Give financial reports to club members</li></ul>

**ARTICLE V: Legislation**

**Section 1:** Bills may be introduced to the \_\_\_\_\_ Club by

- A motion made by a club member
- Seconded by another club member
- Approved by a majority of the members present at the meeting

**ARTICLE VI: Amendments**

**Section 1:** Amendments may be introduced to this Constitution by being:

- Presented by a club member
- Seconded by another club member
- Approved by a majority of the members present at the meeting
- Having the approval of the advisor

**ARTICLE VII: Finance**

**Section 1:** Expenditure of club funds must be approved by a majority vote of the Club members attending the meeting.

**Section 2:** All club fundraisers must be approved by a majority vote of the \_\_\_\_\_ members present at the meeting.

**Section 3:** All club fundraisers must be approved by the Student Site Council.

**Section 4:** All funds collected must be deposited to the Accounting Office in a timely manner. No funds are allowed to be kept in a classroom or locker.

**Section 5:** An annual budget and minutes from monthly meetings must be submitted to ASB.

Advisor's name \_\_\_\_\_

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

ASB approval (Student Activities Director) \_\_\_\_\_

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**Please return completed forms to the ASB Office in the Student Store**



**Birmingham Community Charter High School Club Budget**

School Year \_\_\_\_\_

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

**Part I: Revenues (Fundraisers, club dues, donations, etc)**

ITEM	AMOUNT BROUGHT IN
<b>TOTAL EXPECTED REVENUE</b>	

**Part II: Expenses (How you plan to spend your money)**

ITEM	AMOUNT SPENT
<b>TOTAL EXPECTED REVENUE</b>	

**Part III: Ending Balance and Carryover**

Revenue <b>MINUS</b> Expenses	
<b>PLUS</b> Carry over from previous School Year	
<b>EQUALS</b> Projected ending balance	

Report Prepared by Club Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Report Reviewed by Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Presented to ASB on Date: \_\_\_\_\_