

REQUEST TO FORM A STUDENT CLUB
Lathrop High School

I. As students of Lathrop High School, we request permission from 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 Lathrop 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 service-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 _____
Principal _____ 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.

LATHROP 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 Lathrop High School.

ARTICLE I: Name

The name of the organization shall be the _____ club of Lathrop High School.

ARTICLE II: Eligibility for Membership

Section 1: All persons participating in this club shall

- Be members of the Lathrop High Student Body
- Be enrolled in a sufficient number of classes
- Purchase a student body card before becoming a member
- Pay any club dues

ARTICLE III: Meetings

Meetings of the Lathrop High _____ Club will be held once a month or as needed in room _____.

ARTICLE IV: Club Officers

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

- President _____
- Vice President _____
- Secretary _____
- Treasurer _____
- Commissioner of Publicity _____

Please return completed forms to the Student Activities Director in H-2

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

<p>President</p> <ul style="list-style-type: none"> - preside over all club meetings - Appoint all committee chairpersons - Call any additional club meetings - Provide club members with a one day advance notification of all meetings 	<p>Vice President</p> <ul style="list-style-type: none"> - Preside over all meetings in the absence of the President - Call meetings, if necessary - Assist the President in conducting business 	
<p>Secretary</p> <ul style="list-style-type: none"> - Maintain an official record of all club proceedings - Assist the President, if necessary 	<p>Treasurer</p> <ul style="list-style-type: none"> - Follow the club finances - Give financial reports to club members 	<p>Commissioner of Publicity</p> <ul style="list-style-type: none"> - Assist the President and Vice President in publicizing meetings and club functions - Scan students into 5-Star and keep track of attendance at meetings

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) _____

Please return completed forms to the Student Activities Director in H-2



MUSD ASB Account Budget

School Year

Club/Organization: _____

Carryover/Ending Balance from prior year: _____

Income:

**Last Year
Actual**

**This Year
Estimated**

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL: \$ _____

Expenses:

**Last Year
Actual**

**This Year
Estimated**

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL: \$ _____

Difference between Estimated Revenue and Expenses: _____

Report Prepared by Club Treasurer: _____ Date: _____

Report Reviewed by Club Advisor: _____ Date: _____

Received by ASB on: _____

To be submitted with the Club Constitution, once both are approved you will be able to fundraise and spend money at that time.