

Establishing a Club

Requesting Approval for starting a new ASB Club or Activity

Name of Club or Activity requested: Project Lit. Book Club

Describe proposed activities and goals of club:

The goal of the club is to read and discuss diverse literature and organize community projects to promote literacy and the importance of diversity in literature. We will connect with other Project Lit. Clubs across our country and around the world and invite community members to speak to our group about social justice issues.

Describe how money will be raised to fund activities:

This decision will depend on our club members, but we will do a fundraiser once or twice a year, maybe a book or bookmark sale or some other type of literary event, like spoken word poetry.

Funds raised will be used to:

Buy books for students who cannot afford to purchase their own copies, snacks, club t-shirts and other types of club swag to promote our club's activities and give as prizes.

Name of proposed advisor in charge of activities: Kim Kelsay, Shuana Millett, and Marilyn Melgoza Ochoa

Budget capacity requested: \$500

Submitted by: Kim Kelsay
Student or Advisor signature

9/21/20
Date

STUDENT COUNCIL APPROVAL

Approved: ✓

Not Approved: _____

ASB President: _____

ASB Advisor: Marilyn Melgoza
Signature

Principal: Jack Mehr
Signature

Accepted by Board of Directors _____ **Date** _____

Walla Walla High School
Application for New ASB Club
9/21/2020

Club Name: Project Lit. Book Club

Advisors: Kim Kelsay, Shuana Millett, Marilyn Melgoza, Thomas Beebe

Purpose: The club would focus on the joy of reading, writing, discussion, and celebration of high-quality diverse books and poems students choose to read and are recommended by the national Project Lit. Community. Students will develop leadership skills as group members take on the leadership roles of the club and use their talents to organize community projects to promote literacy and the importance of diversity in literature. Additionally, we would be connecting with other Project Lit. Clubs through social media and inviting community members to talk to our group about social justice issues.

Interested and Committed Members:

1. Mireya Pedroza
2. Tallulah Sickels
3. Ethan Harris
4. Lucia Faba
5. Alejandro Mata
6. Aidan Hartman
7. Lindsey Holgate
8. Jasmine Peddicord
9. Bailey Pierce
10. Hannah Sanchez
11. Joshua Santana
12. Ashlyn Smith

Walla Walla High School Project Lit. Club Constitution

PREAMBLE

We, the members of Project Lit. Book Club, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our club.

Article I – Name and Purpose

The name of this club will be the Project Lit. Book Club of Walla Walla High School. This organization will focus on the joy of reading, discussing, and celebrating high-quality diverse books and poems that students choose to read and are recommended by the national Project Lit. Community. Members will use their talents to organize community projects to promote literacy in our community, elevate the importance of diversity in literature, and connect with other Project Lit. Clubs through social media, and invite community members to talk to our group about social justice issues.

Article II – Membership

All students enrolled in Walla Walla High School are eligible for membership. Membership shall not be limited to persons based on their race, color, religion, gender, national origin, ability, gender expression, gender identity or sexual orientation. Active membership shall be conferred upon those members who, in addition to the above requirements, have paid their ASB dues in full within two months of the first day of classes.

Article III – Meetings

Regular meetings shall be held at least once a month during the school year at times set by the Club. Action on any business, old or new, requires a quorum of one-half of the active membership of the Club.

Article IV--Dues and Finances

The club will finance its activities through fundraising projects or funding from Student Government Association allocations, if so granted.

Article V – Club Officers

The club officers shall consist of the following:

- President
- Vice President
- Treasurer
- Secretary
- Publicist

Article VI – Duties

The club **president** will have the following duties:

- To preside over club meetings
- To plan and prepare an agenda for the club meetings
- Serve as spokesperson for the Club
- Lead the setting and accomplishing of club goals
- Assess and fulfill the purpose and needs of the Club
- Assist all club officers
- Be aware of all money matters
- Coordinate club fundraisers
- Provide follow up to Club tasks
- Coordinate yearly club officer transition
- Create a shared vision with the group
- Provide motivation for the Club
- Be open to all opinions and input

The club **vice-president** will have the following duties:

- To serve as the club president if the president becomes unable to fulfill his or her duties either temporarily or permanently
- To support the club president
- Serve as secondary spokesperson for the Club
- Assist in club fundraisers
- Facilitate elections
- Perform other duties as determined by the needs of the Club

The club **treasurer** will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements
- To oversee club fund-raising efforts
- To supervise the preparation of club budget

- Prepare money request/deposit forms and submit according to school procedures
- Audit books twice a semester with the advisor
- Make regular club financial reports to the the Club
- Maintain an inventory of all equipment and its condition
- Serve and support other club officers

The club **secretary** will have the following duties:

- Carry out all correspondence for the club
- Maintain attendance (roll call) at all meetings
- Maintain a phone and e-mail directory of all members
- Maintain supplies; work with the treasurer when new supplies need to be purchased
- maintain accurate minutes of each club meeting which should include the following information:
 - Date, time and place
 - Approval and/or amendments to previous meeting minutes
 - Record of proposals, resolutions, motions, seconding and final disposition (and the names of people making these)
 - A summary of the discussion
 - A record of voting
 - Time of adjournment
- Save minutes to club folder
- Maintain a calendar of events

The **publicist** will have the following duties:

- Publicize all club activities and fundraisers through the school newspaper and school bulletin boards.
- Inform members of upcoming meetings and events
- Take club pictures
- Post club announcements and activities to @projectLITcomm
- Promote club literacy projects within the school and community
- Organize an end-of-the-year slideshow
- Oversee the Club's public relations and advertising

Article VII – Elections

The club will hold the election of officers once a year in May. The voting will take place by secret ballot.

Article VIII--Removal from Office

A club officer whose dereliction of duty adversely affects the operations of the Club shall be subject to disciplinary action or removal from office. A written request stating the reasons for dismissal and signed by at least three (3) active members of the Club must be submitted at a regularly scheduled meeting. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak. A two-thirds (2/3) affirmative vote of all active members is required to remove the officer from office.

Article IX – Amendment

A two-thirds majority vote of the members in attendance is required to amend this club constitution.