

NORTHWOOD HIGH SCHOOL
REQUEST FOR ORGANIZATION OF A NEW CLUB

Generic Application

New Club applications only accepted during the first 2 weeks of every semester

Required Organizational Steps:

1. A request form must be completed and presented to the Club Approval Panel and then submitted to the ASB Cabinet for final approval. (The dates when the Club Approval Panel will convene for clubs to conduct their presentations will be announced and published in the weekly bulletin.) The completed club constitution **MUST** accompany the request. The constitution **MUST** contain each of the articles listed on the sample club constitution. No club may limit its membership on the basis of race, ethnicity, gender or any other discriminatory means. The advisor and at least ten students from Northwood High School must sign the request. Their signatures indicate that they have both read and support the club's constitution.
2. During the school year, the minutes of every meeting, including regular financial reports, must be submitted to the Clubs Commissioner after each meeting.

A new club will be recognized after these steps have been taken and will remain in good standing only as long as they continue to fulfill the requirements outlined above.

We request that the _____ Club be formed.

The Advisor(s) will be: _____ Advisor Signature: _____

The President will be: _____ President's E-mail: _____

President's Third Period Classroom: _____ President's Phone: _____

Schedule & Location of Meetings: _____

The following students do affirm that they will support and help to maintain the above named club:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Approved by the ASB Cabinet...

Approved by the Activities Director...

On this day: _____

ASB Clubs Commissioner

Activities Director

NORTHWOOD HIGH SCHOOL CLUB CONSTITUTION

Create a Club Constitution that must include each of the following articles. If your club has a national charter, this must be submitted in addition to the national charter. Have the Club Advisor and the Club President sign the Club Constitution and present it to the Club Approval Panel with the Request for Club Recognition Form. The dates during which the Club Approval Panel will convene and review club presentations will be announced and listed in the weekly bulletin.

Article I: **NAME and PURPOSE.** Select a name that reflects the **PURPOSE** of your organization. Your club's name should not be based upon the ethnicity or religious affiliation of your constituents. The purpose must coincide with how the club will contribute to NHS by meeting some need of the student body. The objectives and proposed membership should also be discussed within this article.

Article II **ELIGIBILITY.** Membership restrictions shall only be allowed in honorary clubs or in those clubs where special achievement is required. No clubs shall limit eligibility on the basis of race, ethnicity, gender, age, etc...

Article III **ELECTION OF OFFICERS.** Describe the method of nominating and electing officers.

Article IV **RESPONSIBILITIES.** Describe each officer's function as well as his/her specific responsibilities.

Article V **REMOVAL OF OFFICER.** Describe conditions and methods under which an officer may be removed.

Article VI **PHILOSOPHY OF FUNDRAISING.** If you are going to be involved in fundraising, describe the method of fundraising that your club will use, and how you plan to spend the money

Article VII **LIABILITY.** If your club falls into the high-risk category, provide verification of insurance. All clubs need to describe the procedures they will follow to prevent members from being injured during any of its activities on or off campus.

Article VIII **AMENDMENTS.** A club should have a 2/3-majority vote of members present to amend its constitution. All amendments must be cleared through the club's cabinet.

Article IX **SERVICE PROJECTS.** Describe what community service projects the club will participate in or the philanthropy the club will adopt. Every club must be involved in some form of community service in order to maintain their charter.

Article X **CLUB INTEGRATION.** Describe what your club will do to solicit participation in its events, to avoid excluding or isolating other students, and to foster integration between students at NHS.

CLUB & COUNCIL ADVISOR EXPECTATIONS

Meetings:

1. Turn in a copy of the club's constitution and make sure that the club is chartered by the ASB. Petitions for new clubs and continuing club recognition are in the student activities center.
2. Advisors must supervise and attend **EVERY** meeting or activity planned on campus; and any formally recognized club or council activities held **OFF** campus.
3. Keep track of attendance and monitor behavior. Verify that the club president turns in a copy of the minutes and financial reports from each club meeting to the ASB Clubs Commissioner.
4. Assist students in making their own decisions. Help students to clarify their goals, to work through their problems, to plan activities and to continually evaluate their efforts.
5. Supervise nomination and appointment of officers and members and be sure that the process follows the club's constitution; Council advisors must coordinate with their Council President to plan interviews.

Events:

6. Be aware of all events and actions being planned.
7. Be sure that the principal and the activities director sign all contracts with outside companies.
8. Be sure that all events planned are chaperoned. Evening activities and dances will be limited due to supervision and facilities space. Councils will be given priority for sponsoring dances.
9. All on campus events must be approved by ASB. For events using on campus facilities, the advisor must complete the facilities request form and submit it to the office.

Money:

10. Facilitate purchase of materials for fundraisers, pep rallies, etc; make sure that **ALL MONEY** is run through the student activities office.
11. All financial decisions must be made by the students and said decisions must be recorded in the official minutes from a formal meeting.
12. Deposits and reimbursements must use specific forms that are found in the Student Activities Center. There are samples of these forms included in this packet.

13. Clear all fundraising through the activities director. Club sponsors must fill out a fundraising request. All fundraising must meet the healthy food guidelines, which are also included in this packet.
14. The purpose of all fundraisers must be made clear up front to all possible donors or participants.

Advertising:

15. Approve and sign all club announcements.
16. Supervise publicity and ensure that all publicity is approved by the Activities Director prior to posting; club or council posters will lose their publicity rights if they attach publicity to painted surfaces.

Field Trips:

17. Obtain permission slips when necessary and keep them on file for the year.
18. Fill out transportation requests and arrange for transportation.
19. Obtain insurance for high-risk clubs. See high-risk club district policy.

InterClub Council:

20. Verify that the Club President or one representative of the club attend every Inter Club Council Meeting. The advisor must attend the first and last meeting of the year.