

STARTING A CLUB

Congratulations, you have just taken the first step to starting a club here at Chino Hills High School! Building a strong club takes great leadership and determination. You must have an Advisor for your club before you submit your application. After turning in your club application, it will be approved by the Student Council, Activities Director, and Principal. When your club is approved you and your Advisor will receive a Club Charter. You must attend the monthly ICC meeting to stay an active club. The following steps must be completed.

- Create a purpose
 - ◆ Why is it important that this club be available for the students of CHHS?
 - ◆ What would be your ultimate goal in creating this organization?
 - ◆ Make sure the reason for the club is valid
 - ◆ Take an initiative and make a difference
 - ◆ It cannot conflict with the purpose of another club

- Find an advisor
 - ◆ You cannot start a club without someone there to oversee your activities and be with you at all club events and activities. You will need the help of a certificated staff member on campus.

- Choose 5 students that you feel will effectively run your club
 - ◆ The Positions are: President, V.P, Secretary, Treasurer, and United Club Council (UCC) Rep.
 - ◆ You will determine what the responsibilities of each club are.
 - ◆ The ICC Rep. will attend all ICC meetings and submit a club report at each meeting. Your club will receive points for attending the meetings and submitting a report.

- Find at least 10 additional members
 - ◆ With almost 3,000 student on our campus you should be able to find members.

- Fill out the Club Application which is attached to this application

- Construct a Club Constitution
 - ◆ An example of a constitution is attached to use as a guide.

- Make a proposed budget
 - ◆ This is needed if you are collecting dues, having a fundraiser or collecting monies from your members
 - ◆ This form can be obtained in the student store
 - ◆ This form is needed if you will be having a fundraiser or collecting dues.

- Submit all paperwork
 - ◆ Turn in the Club Application, proposed Constitution, Club Charter and Budget (if needed), List of club members.

Club Application Form

Name of Proposed Club: _____

Purpose of Club: _____

Name of Club Advisor(s): _____

Meeting Information

1. Location: _____

2. Day(s) of Week: _____

3. Time: _____

4. How Frequent: (Circle one)

Every Week

1st/3rd of the Month

2nd/4th of the Month

The Following Needs to be attached to this application.

Proposed Constitution

Club Charter

Signature of Club Members

Officers

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

ICC Representative: _____

Submitted by: Club President: _____

Club Advisor: _____

Approved by: ICC Commissioner: _____

ASB President: _____

Activities Director: _____

Recorded in Student Council Meeting on _____, 20____

CHHS CLUB CHARTER

2021-2022

The Executive Board of the Associated Student Body, upon the recommendation of the Commissioner of Inter-Club Council, has approved the application for a Club Charter.

Name of Organization

This permits the aforementioned organization to use school facilities for meetings and events and permits use of the school newspaper, the daily bulletin and school bulletin boards for advertising and publicity purposes.

To maintain a charter and official recognition as a school organization, the following regulations set up the Chino Hills High School Student Body must be followed:

1. Membership in the club must be restricted to students composed entirely of students enrolled at Chino Hills High School.
2. A faculty sponsor must be present at all meetings when in-person and distance learning.
3. The purposed service to the school must be fulfilled.
4. The proposed objectives of the club must be maintained.
5. The club must provide the Activities Director with a list of officers and members by the first Monday of the month after the initial meeting of the proposed club.
6. The club must come up with a constitution, which includes in-person and distance learning, and provide a copy to the Activities Director.
7. The club must state whether they are holding meetings via Zoom/Meets/Team and must provide the Activities Director with an invitation to all virtual meetings.
8. The club must complete all activity forms required for campus activity.
9. All money matters must be handled through the Finance Clerk. Any expenditure must be approved through the ASB, with the understanding that only club members can spend finances.
10. The club must submit a budget to the Finance Clerk.

If you, _____ fail to abide by the

Name of Organization

regulations established, your club may have its charter and privileges as a school club suspended or revoked, for such a period of time as recommended by the Inter-Club Council of Chino Hills High School, approved by the Executive Board.

ICC Chairpersons

ASB President

Director of Student Activities

Signatures of Club Members

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

Example of a Constitution

Preamble

The preamble consists of a brief statement of the aims and purposes of the organization.

Article I

Name State the name of the organization and if the preamble is omitted, it contains a short statement of the purposes of the organization.

Article II

Membership Defines the general requirements necessary for membership:

1. Must be a student body member.
2. State grade point average, any member must have at least a "C" Grade point average.
3. Contains a list of officers of the organization and determines their time in office.

Article III

This section includes how officers are elected, who elects them, how long they will hold office, and what qualifications they have.

Article IV

Meetings State the time for regular meetings and provide a method by which special meetings may be called and by whom.

Article V

Amendments Contain a statement of the method of amending the constitution, and of the vote required for such amendments. All amendments must be ratified by the ASB Executive board.

Article VI

Dates on which the constitution becomes effective