



Don Lugo High School Associated Student Body Organization Charter Instructions

(Athletic Team, Class, Club or Performing Arts Group)

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities. Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine. -CVUSD Board Policy: 3452(a)

Many opportunities for involvement exist through membership and participation in student organizations. The Associated Student Body of Don Lugo High School offers privileges to organizations that obtain a charter through ASB. This packet will provide you with information to start your own organization on campus.

Organizations at Don Antonio Lugo are for the students. They should conduct their own meetings, plan their yearly program, establish a budget, keep it up-to-date throughout the year, and make their own arrangements for functions. This is all done with the guidance of a staff advisor.

In order to gain recognition as an approved organization and have the privilege of calling meetings or carrying on any form of activities associated with the school, it is necessary for the students to comply with the following:

1. Have a regular certificated faculty advisor who will attend all meetings and activities.
2. Have a minimum of 5 members.
3. Complete an organization application.
4. Draft a constitution, which states the organization's purpose, qualifications for membership, time, and place of meetings, and the officer's/student auditors and their duties. *Instructions Attached.*
5. Submit organization application with a copy of the constitution to the ASB office. Approval or disapproval shall be recommended through the ASB Executive Board and by school Administration.
6. Meet on campus unless permission is received to meet off campus.
7. All planned events must be approved through ASB so that they may be entered on the calendar.

Organizations requesting an ASB Trust account to raise and spend money must also:

8. Prepare a budget outlining all income and expenses for the school year.
9. Keep minutes of each meeting. *Instructions attached.*
 - a. A copy of the minutes approving the organization budget and officers must be submitted to the ASB Office prior to any funds being raised or spent.
 - b. Meeting minutes should be submitted to the ASB Office if any changes to the organization application, constitution or budget are made.
 - c. All other regular meeting minutes should be kept in a safe place and may be requested at any time by ASB or Administration. Minutes can be turned in to the ASB Office at the end of the school year to be archived.
10. Review the information regarding ASB Funds.



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ASB Funds

ASB funds are legally considered public funds because they are raised through the district's tax identification number and under its nontaxable status. ASB funds are subject to laws and regulations in education code, administrative regulation, board and district policy. The information below will provide you with basic guidelines to follow. Do not hesitate to reach out to the ASB Office for clarification and guidance.

Income

A Fundraising/Activity request form must be submitted to the ASB Office prior to any event or activity taking place. It is important to establish a complete and accurate paper trail to protect all individuals involved.

Properly managed fundraising activities can benefit ASB Organizations and ASB will do what it can to approve and promote such activities. Activities that are considered a gift of chance (raffles), food sales during school hours, or activities deemed high risk will not be approved.

No student should be made to feel uncomfortable or pressured to provide funds. Staff are expected to emphasize the fact that donations are always voluntary. No students shall be barred from an activity because they do not participate in fundraising.

Funds received are to be deposited with the ASB Office as soon as possible. A deposit slip must accompany all funds and backup documentation may be required as well. The ASB Office can provide you with specifics as to what is needed depending on of the type of fundraising activity being conducted. Deposits must be kept intact – expenses should never be taken out of cash sales.

Expenses

Student body organizations have flexibility and discretion in how they may use their funds, but the law states that misappropriation of public funds is considered a criminal act with no monetary limit set.

In general expenses from student body funds must:

- Promote the students' general welfare, morale, and educational experiences
- Benefit a group of students rather than individuals
- Comply with laws, regulations, and policies
- Not be considered a gift of public funds
- Be pre-approved – organization budget and purchase order

All vendors who come into contact with student directly must be cleared on the Master Contract list through Facilities, Planning, and Operations prior to conducting business with said vendor. Payments requiring withholding taxes (district employees and some independent contractors) must be issued through the district's business office. ASB will reimburse the district for such payments.

ASB accounts cannot be used as holding accounts or to commingle funds. Funds cannot be issued to outside organizations such as booster, auxiliary, parent or charitable organizations. Scholarships are generally not allowable from student body funds unless explicitly received from outside donors for such purposes and selection criteria is established and made available. Conflict of interest or related party transactions are discouraged unless proven to be in the best interest of the ASB organization (substantial cost savings, extra services provided, etc.). Public perception should be considered when making all decisions. The public is legally entitled to review all ASB records.



Don Lugo High School Associated Student Body

Drafting an Organization Constitution

At a minimum the following information is required for an organization constitution. Additional information or articles can be added as your club activity evolves.

Title

Complete title of organization printed at the top of the first page with the word "Constitution" printed underneath it.

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 its purposes

Article II – Membership

Defines the general requirements necessary for membership:

1. Must be a student body member
2. State grade point average such as a 2.0 GPA ("C" average)

Article III - Officer/Student Auditor/Team Captain Responsibilities/Positions

Officers/Student Auditors/Team Captains – Contains a description of the list of officers/student auditors of the organization and/or Team Captain's responsibilities as well as determines the length of their term of office/position. List can be part of Article II.

Article IV – Selection of Officer/Student Auditor/Team Captain Term of Office and/or Qualifications

Includes how officers/student auditors/team captains are elected/selected, who elects/selects them, how long they hold an office/position and what the qualifications of the office/position shall be.

Article V – Meetings

States the time for regular meetings and provides a method by which special meetings may be called, and by whom.

Article VI – Amendments

The amendments contain a statement of the method of amending the constitution and of the vote required for such amendments.

Article VII – Schedule

The schedule states the date on which the constitution becomes effective.



Don Lugo High School Associated Student Body Organization Charter 2017-2018

Organization Name: _____

Description/Purpose: _____

Name of Organization Advisor(s): _____

_____	_____
President, Team Captain, or Student Representative from Period	Vice President, Team Captain, or Student Representative from Period
_____	_____
Secretary, Team Captain, or Student Representative from Period	Treasurer, Team Captain, or Student Representative from Period
<i>A signature from one of the above students will be required on all purchase orders and check requests.</i>	

Other Officers: _____

We have attached an organization constitution, membership roster, and list of proposed activities.

Signature of Organization Advisor(s): _____

Signature of Organization President: _____

We intend to be a social club with no interest in fundraising and will not need a trust account.

*We are RENEWING the trust account for the current school year - account # _____

*We are REQUESTING A NEW trust account for the current school year

**If you plan on raising and spending funds you must attach a budget and review the information regarding ASB Funds.*

Approvals:

ASB Officer: _____ Date: _____

ASB Director: _____ Date: _____

Administrator: _____ Date: _____



Don Lugo High School Associated Student Body

Preparing Organization Minutes

Minutes need to include the following information:

- Name of organization holding meeting
- Date, time, and place of the meeting
- Name of those in attendance including organization officers
- Approval of minutes from previous meeting
- What was discussed or reported during the meeting
- Report of activities of standing or special committee(s)
- What action was taken during the meeting, e.g., budget amended or expenses approved
- Results of any votes taken, including who made a motion, who seconded the motion and anyone opposed
- Reporting of any communication to the organization
- Listing of any unfinished business
- Date and time of next meeting
- Time meeting was adjourned
- Who prepared the minutes

Sample meeting outline:

1. Call to Order

The meeting is called to order by the President.

2. Minutes

The minutes of the last meeting are read. If there are corrections, the president informally directs corrections to be made.

3. Reports of Officers

Officers make announcements, report on letters or information received by the organization. Each communication should be handled by a main motion before another is read. No votes are taken on items reported.

4. Reports of Committees

The president calls on the chairperson of any committees to make a report. No votes are taken on items reported.

5. Unfinished Business

Any business that was postponed from a previous meeting. Discussion follows the motion and then a vote is taken. Record of vote is recorded in minutes.

6. New Business

Any business that has not been previously mentioned. A motion is made to discuss; discussion follows the motion and then a vote is taken. Record of vote is recorded in minutes.

7. Program of the Meeting

Example: Guest speaker, movie, etc.

8. Adjournment: A motion to adjourn is made and carried.



Don Lugo High School Associated Student Body
Membership Roster 2017-2018

ORGANIZATION: _____

MEMBERS NAME

SIGNATURE

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
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17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____