



Club Charter

School Year 20\_\_\_\_ - 20\_\_\_\_

Board Policy 6145.5

At the beginning of the school year, existing clubs or organizations must submit a Set of By-Laws and Articles to be on file in the ASB/Financial Clerk Office. Any new Clubs or Organizations must complete a Charter for Proposed By-Laws and Articles. This Charter must be completed and turned into the ASB Clerk for approval by the ASB Student Council at the next ASB meeting and before any activity will be authorized on behalf of the Club or Organization.

NAME OF PROPOSED CLUB/ORGANIZATION:

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NAME AND DEPARTMENT ADVISOR:

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SIGNATURE OF ADVISOR:

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NAME OF CLUB PRESIDENT:

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NAME OF ADDITIONAL STUDENT REPRESENTATIVE(S):

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NAME OF ALTERNATE:

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DAY AND TIME OF CLUB MEETINGS:

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PLACE OF CLUB MEETINGS:

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I. We the students of \_\_\_\_\_ (name of school) request permission to form a Student Club.

II. This club will be called \_\_\_\_\_  
and our purpose is: \_\_\_\_\_  
\_\_\_\_\_

III. Mr. /Ms. \_\_\_\_\_ (name of certificated/classified faculty member) will serve as the advisor for this club for the \_\_\_\_\_ school year.

IV. Attached must be:

1. A copy of the proposed Constitution for this year.
2. A copy of the proposed budget for this club for the school year.

ARTICLE I      Name, Symbol, and Motto  
                    Section 1: Name of Club/Organization  
                    Section 2: Club/Organization Symbol  
                    Section 3: Club Organization Motto

ARTICLE II      Purpose of Club/Organization

ARTICLE III     Membership  
                    Section 1: Who may be a member  
                    Section 2: Conditions of membership

ARTICLE IV     Officers  
                    Section 1: List Officers Names  
                    Section 2: List duties of each officer

ARTICLE V      Election Procedures and Terms of Office  
                    Section 1: List the procedures for elections of officers  
                    Section 2: List the term of office for each officer

ARTICLE VI     Method of Amending Articles or By-Laws

ARTICLE VII    Methods of Creating By-Laws and Standing Rules  
                    Section 1: Procedure for passing By-Laws  
                    Section 2: Procedures for passing standing rules

V. Submitted by:

STUDENT CLUB REPRESENTATIVE: \_\_\_\_\_  
(Signature, Title, and Date)

CLUB ADVISOR: \_\_\_\_\_  
(Signature, Title, and Date)

APPROVED BY ADMINISTRATOR: \_\_\_\_\_  
(Signature, Title, and Date)

ASB PRESIDENT: \_\_\_\_\_  
(Signature and Date)

Approved                       Denied

Reason why (Must Adhere to Board Policy 6145.5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Copy returned to Club Advisor

Club/Organization/Sport

Tentative Budget

School Year 20\_\_\_\_ - 20 \_\_\_\_

At the beginning of the school year, each club/organization/sport must submit a tentative budget to be on file in the ASB/Financial Clerk Office. The beginning balance may be obtained from the ASB Financial Clerk. This Financial Statement must be completed and submitted to the ASB Clerk before any activity will be authorized on behalf of the club/organization/sport.

Name of Club/Organization/Sport: \_\_\_\_\_

Balance on Hand as of June 30, 20\_\_\_\_ \$ \_\_\_\_\_

Estimated Income:

Dues: \$ \_\_\_\_\_

Fundraisers: \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Total Estimated Income: \$ \_\_\_\_\_  
(Include Beginning Balance)

Estimated Expenses:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Estimated Expenses: \$ \_\_\_\_\_

Total Estimated Balance on Hand in June: \$ \_\_\_\_\_  
(Subtract Expenses from Income)

ADVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

TREASURER: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED/ASB CLERK: \_\_\_\_\_

DATE: \_\_\_\_\_