



WESTLAKE

RULES GOVERNING CLUBS

The rules and regulations shall apply to all clubs. Clubs failing to comply with these regulations will not be recognized by the school.

A. Every club must have a copy of the Club Constitution on file in the Principal's secretary's office. They should also have a copy for the use of the club.

B. Every club must have a Club Charter on file at the same office for the CURRENT school year. The Charter will be considered upon receipt of the application which must be presented on or before Sept. 15 and include the following information:

1. Official NAME of the club
2. Names of all officers with phone Numbers (printed)
3. Name(s) and signature(s) of Faculty Advisor(s)
4. Approval signature of Principal
5. Approval of School Board with date
6. Objectives of the club
7. Financial Statement
8. Tentative calendar of major activities (dances, banquets, parties, etc.) for the upcoming year

(A list of qualified clubs shall be provided for the Legislative Council & Faculty)

C. All monies of the various clubs must be handled through the accounting office.

They should be receipted and an accurate record kept.

D. A record of activities and projects should be kept, including minutes, which will become part of your club's history.

E. The formation of new clubs is encouraged. All NEW clubs shall make application for a Charter by submitting the Charter application accompanied by a Constitution, signatures of 50 interested club members, approval by the Legislative Council, Principal, Faculty, and ultimately, the Alpine School District Board.

F. The Constitution should include such information as on the sample Constitution form:

1. Purpose or objective of the club
2. Membership – Who may belong and requirements
3. Finances, dues, if any
4. Meetings – Time and place. This should never interfere with school classes.
5. Elections
6. Officers
7. Executive Board
8. Amendments – How the Constitution may be amended.

G. Standards for membership and also for the Conduct of club members shall be set by each individual club, subject to approval.

WESTLAKE High School

Club Approval Rubric



Application must be **completed fully** to be considered for school administrative approval before it is submitted to the district for Board approval.

Completed Club Application (Principal Signature) _____

Faculty Advisor _____

Appropriate Club Name _____

Student Petition Complete (50 signatures)

Completed and Specific Club Constitution

Appropriate and Relevant Activities to Club (Purpose)

Appropriate Financial Considerations \$ _____

All of the above, qualifications must be met in order to send for Board approval and club establishment.

The _____ Club has met all of the above requirements and will be submitted to Alpine School District for School Board approval.

_____ (Principal Signature)

_____ (Date)

WESTLAKE HIGH SCHOOL

Home of the Thunder

Application for Club Charter

Date _____

Name of Club: _____

Officers: **President** _____ Phone _____
Vice-Pres _____ Phone _____
Secretary _____ Phone _____
Other _____ Phone _____

Faculty Advisor _____ Room _____

Objectives of the club are:

Financial Statement

Amount of dues per member (if any) _____
Total cost per member for sweaters or other costs _____
Itemize: _____

Major activities planned by the club:

Activity	Tentative Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Normal Meeting Schedule: () Weekly () Day () Hour

Facilities needed for regular meetings _____

Signed: **Club President** _____
Advisor _____

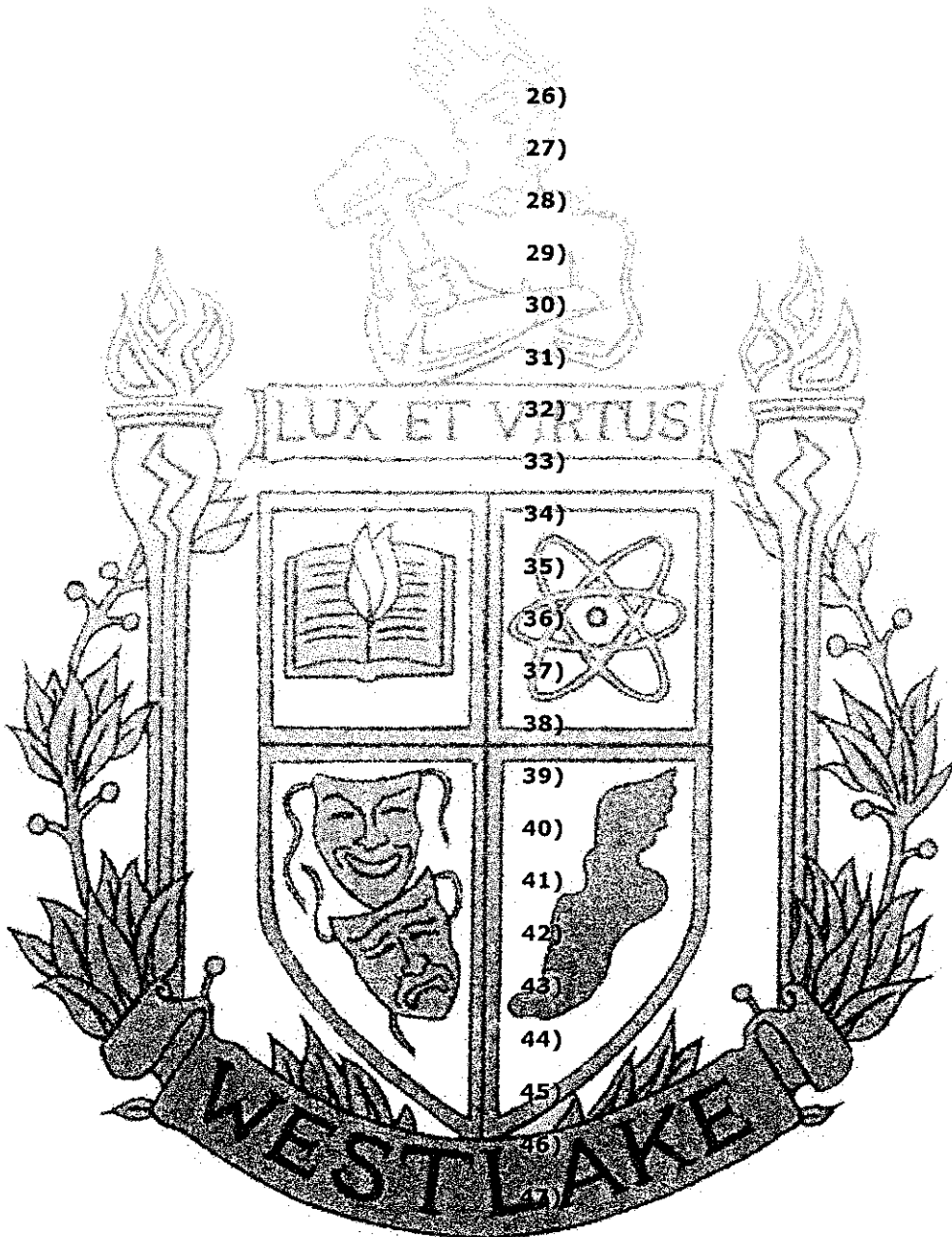
Principal's Approval _____ Faculty Approval Yes _____ No _____
For the School Year _____
Approved by the Alpine School District Board on _____ Not Approved _____

Westlake High School

Student Petition for Club Charter

- 1)
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Club Constitution

Article I - Name

The name of this organization shall be the _____

Article II - Purpose

This club has been established for the purpose of promoting, supporting, and improving

Article III - Objective

This club and members will conduct itself in a manner which is free from racial discrimination and which provides equal opportunity and treatment for all members irrespective of race, color, religion, sex or national origin.

Article IV - Membership

Membership is open to all persons regardless of race, sex, religion or national origin interested in furthering the purpose of the club.

There shall be two categories of membership: A: Regular and B: Honorary

- A. Regular Members are parents, guardians, or individuals who support the purpose of the club. They shall pay dues or fees as decided by club presidency and advisor. They shall have the right to vote and have the right to hold a club office.
- B. Honorary Members are those individuals selected by the Executive Board of the club who have helped the club or displayed a profound interest in its purpose. Honorary Members shall not pay dues, vote or hold elective office.

Article V - Finances

A. Income

- 1. Income shall be primarily derived from the collection of dues, donations, or as specified.
- 2. Any changes in dues or fees recommended by the Executive Board must be approved by a majority vote of the regular membership.

B. Annual Accounting

An annual accounting shall be conducted in accounting accordance with District Rules and Regulations #1230, sections 1.6.1 and 1.6.2.

Article VI - Meetings

A. Executive Board

The executive board shall meet at least _____. The exact date and location is to be determined by the Executive Board. This meeting should be held prior to the date of any regular membership meeting>

B. General membership

The General Membership shall meet at least _____. The exact date and location shall be determined by the Executive Board.

C. Special Meetings

Special Meetings of the membership may be called when deemed necessary by the president or by petition by the General Membership.

D. Minutes

Minutes of each meeting shall be recorded by the club secretary. These minutes shall be distributed to the General Membership.

Article VII - Elections

A. Term

1. An election of officers shall be conducted once a year. This shall be conducted in May, with the term of office running from the first day of the next school year through the end of that school year.
2. The advisor/s shall recommit for the upcoming school year or another advisor must be found before the end of May in order for the club to continue under this constitution.

B. Nominations

1. A nominating committee consisting of members, shall be appointed by the Executive Board.
2. The committee shall elect its own chairman.
3. The committee shall present a slate of at least one, but preferable two or more candidates for each office.
4. Nominations may be made from the floor with the consent of the nominee.

C. Voting

1. The nominating committee shall be responsible for the preparation, distribution, collection and counting of ballots, recording and reporting the results to the club president.

D. Vacancies

1. A vacancy in the office of President shall be filled by the Vice-President.
2. Vacancies in other offices shall be filled by appointments by the Executive Board.

Article VII - Officers

A. Elected Officers

The elected officers shall be; the President, the Vice President, Secretary, Treasure and members of the Executive Board.

B. Appointed Officers

Appointed officers shall be selected by the president with the approval of the Executive Board. Such positions may be temporary or concurrent with the terms of the Executive Board.

Article IX - Executive Board

The Executive Board shall be the governing body of the club. Elected officers shall be voting members of the Board. Appointed officers shall be non-voting members of the Board. All business conducted by the Board shall be by vote of the majority of the voting members present.

Article X - Amendments

This constitution may be amended or revised by a 2/3 majority of the regular members present at a regular or special membership meeting.