

Santa Monica High School

CLUB CHARTER INFORMATION & APPLICATION

Fall 2017

There is a **MANDATORY** ICC Meeting September 15th at lunch in B100
Applications are due no later than **Tuesday, September 12th** to the Activities Office.
The list of approved clubs will be posted September 14th in the Activities Office

Club Name _____

Purpose

The goals and interests of this club are:

1. To promote school service, loyalty and to encourage the highest standards of citizenship.
- 2.
- 3.

Membership

1. Any Samohi student who is interested in the club may become a club member or club founder/co-founder.
2. Club members are expected to attend club meetings and community service events/fundraisers.
3. Students with over three unexcused absences from the regular meetings will be dropped off the roster.
4. We recommend that the elected positions should be as follows:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Trustee
 - F. I.C.C. Representative
5. All positions are to be elected by the members of the club during one of the first meetings.

Duties of Elected Members

1. **President** – Leads meetings, and provides the club with information about what the club is planning to do. After being elected, he/she will take on the responsibility as club leader from the founder and co-founder.
2. **Vice – President** – If the president is absent, must perform the duties of president. Also in charge of the other positions being elected.
3. **Secretary** – Writes down what happens during each meeting and is also in charge of attendance.
4. **Treasurer** – Gives financial reports, attends meetings with Ms. Nicholas when necessary, and also makes purchases, pay bills, and abides by school financial procedures. *
5. **Trustee** – In charge of Community/Samohi service project and volunteering reports. Must provide I.C.C. Representative with at least two hours and signatures to show proof to the Club board. If I.C.C. representative is unable to make it to the I.C.C. meeting, the Trustee will attend in their place.
6. **I.C.C (Inner Club Council) Representative** – Represents the club at the I.C.C. meetings letting the Club Board know what is happening with their club. **MUST ATTEND ALL ICC MEETINGS!** Failure to show could lead to removal of club. The meetings will always be during lunch in the ASB room, B100. The dates will be announced beforehand over the ICC mailing list, the blue bulletin, and announcements.

Meetings

1. Regular meetings are expected to be held once a week (though schedules may vary for certain clubs), and must take place on campus. Special meetings may be held at the request of president or majority vote of the members. Secret meetings and unauthorized off campus meetings may not be scheduled. **The club advisor must be present at all meetings.**
2. The order of meetings should be as follows:
 - A. Call to Order
 - B. Committee Report (Read by Trustee) and Financial Report (Read by Treasurer)
 - C. Old Business
 - D. New Business
 - E. Closure

Amendments

This constitution may be amended at any regular meeting by two-thirds vote of the membership, provided that the proposed amendment has been submitted in writing two weeks before it is to be voted upon and provided that it has the approval of the advisor. The altered amendment must then be submitted to the Activities Director.

By-Laws

With the approval of the advisor, the by-laws are necessary for the work and development of the club in harmony with the spirit and purpose of this Constitution may be adopted.

1. Any guest speakers, activities, and events must be approved by the Activities Director two (2) weeks prior to the event.
2. All clubs will have to do ten (10) hours of community service and two (2) Samohi events (Club Day and Club Row each count as one) with signatures as proof during the school year, or the club will be discontinued the next semester.
3. Any club violating the above requirements will be discontinued as a Samohi club.

Faculty Advisor Responsibilities

1. Advisors must be a Samohi credentialed faculty member.
2. Advisors must attend all meetings, activities and events of the club/organization to ensure observation of school policies and regulations.
3. Advise and supervise students in planning, executing, and evaluating the club/organization's programs and projects.
4. Be present at Club Days to help supervise the club and exchanging of money.
5. Turn in all money the club raises to the Vikes' Inn.
6. Ensure that all appropriate forms are filed out and returned in a timely manner to the Activities Office.
7. Approve and sign budget and requisition forms when appropriate.
8. Evaluate and approve guest speakers for club/organization meeting, activity or event.
9. Approve all letters written on behalf of the club/organization.
10. Notify and obtain approval of the Student Activity Director when radio, television, or other media is expected to cover a meeting or event.
11. Notify the Student Activities Director when the Advisor will be absent and arrange for a substitute to attend and oversee the meeting, activity or event.

FOR OFFICE USE ONLY	
Club Commissioner:	_____
Activities Director:	_____
Administrator:	_____

CLUB REGISTRATION

Due no later than Friday, September 12th to the Activities Office

REMINDER: Club Row Applications are out! They will be due September 12th to the Activities Office!

PLEASE PRINT CLEARLY WITH BLACK OR DARK BLUE INK

Name of Club _____

The goals and interests of this club are:

1. To promote school service, loyalty and to encourage the highest standards of citizenship.
- 2.
- 3.

Are you a fundraising club? Yes or No

Advisor Name _____
(Samohi Faculty member only)

Advisor's Signature _____

ICC Representative's Email: _____

Club Founder's Name _____

Club Founder's Email _____

Meeting Information:

Day of the week (circle): M T W Th F **Time:** _____ **Location:** _____

I have read, understand and hereby agree to comply with the above responsibilities and information stated in the Club Information Packet.

Print Name

Club Founder Signature

Date

Print Name

Club Co-Founder Signature

Date

Print Name

Club Advisor Signature

Date