

**Santa Monica High School Club Charter**  
**INFORMATION & APPLICATION PACKET**  
**Fall 2019**

There is a **MANDATORY** ICC Meeting September 13th at lunch in B100.  
Club Row will be discussed!

This application is due no later than  
Friday, September 13th to the Activities Office or B100.  
The list of approved clubs will be posted September 27th in the Activities Office

**IMPORTANT: Join the club/ICC Remind to be in the know! Get updates on upcoming events, due dates, and ICC meetings. Club presidents *and* ICC reps should join.**  
**Text @clubs19-20 to 81010.**

## 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 be as follows:
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
  - E. I.C.C. Representative (If not the President)
5. All positions are to be elected by the members of the club during one of the first meetings. Election results must be included in the Minutes.

## 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, he/she must perform the duties of president. VP will oversee all club events and serve as a leader and support to club members.
3. Secretary – Keeps meeting Minutes and is responsible for providing a copy of them to ASB. He/she is responsible for taking attendance at all meetings and events, and keeping accurate record of membership standings.
4. Treasurer – Keeps club account accurate and current. Provides financial reports to club, attends meetings with Ms. Nicholas when necessary, makes purchases for the club from club account, pays bills, and abides by school financial procedures.
5. ICC (Inter Club Council) Representative – Represents the club and attends all ASB ICC meetings. Meetings are in B100 during lunch, once a month. (Failure to attend ICC meetings could lead to removing the club from SAMOHI Official Clubs) He/she is the official liaison between the club and ASB. Meeting dates will be communicated at ICC meetings and through the ICC mailing list, the blue bulletin, and Remind.

## **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 and/or unauthorized off-campus meetings are prohibited. 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 ICC Rep)
  - C. Financial Report (Read by Treasurer)
  - D. Old Business
  - E. New Business
  - F. Closure
  - G. Amendments (If any)

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.

## **Bylaws**

With the approval of the advisor, the bylaws necessary for the work and development of the club and 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 weeks prior to the event.
2. All clubs *must* participate in 1st Semester's Club Row and Club Day (unless non-fundraising club) or the club will be discontinued the next semester.
3. All clubs *must* submit Meeting Minutes monthly. Failure to do so will result in discontinuing the club the next semester.

*\*Detach this page and give to advisor*

### **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 school policies and regulations are being followed** (see attached).
3. Advisors must approve and sign all Activity Permits for all club events.
4. Advise and supervise students in planning, executing, and evaluating the club/organization's programs and projects.
5. Be present at Club Days to help supervise the club and the exchange of money.
5. Turn in all money the club raises to the Vikes' Inn.
6. Ensure that all appropriate forms are filled 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 from the Activities Director when radio, television, or other media is expected to cover a meeting or event.
11. Notify the Activities Director when the Advisor will be absent and arrange for a substitute to attend and oversee the meeting, activity or event.

*\*Detach this application and turn it in to  
Activities Office or B100*

## **CLUB APPLICATION**

Due no later than Friday, September 13th to the Activities Office or B100

**Please print clearly with black or 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's Name** \_\_\_\_\_

(Samohi Faculty member only)

**Advisor's Email** \_\_\_\_\_

**ICC Representative's Name:** \_\_\_\_\_

**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:** \_\_\_\_\_

# **SAMOHI Club Acknowledgement and Agreement**

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

**Club Name** \_\_\_\_\_

\_\_\_\_\_  
PRINT Club Founder Name

\_\_\_\_\_  
Club Founder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT Club Co-Founder Name

\_\_\_\_\_  
Club Co- Founder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT Advisor's Name

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date