

Santa Monica High School

CLUB CHARTER

Name

The name of the club will be: _____

Purpose

The goals of this club are:

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

Membership

1. Any Samohi student who is interested in the club may become a member.
2. The student must have regular attendance.
3. Students with three absences from the regular meeting will be dropped off the membership roster.
4. The members elected should be:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Trustee
 - F. I.C.C. Representative
5. All positions to be chosen by club members.

Duties of Elected Members

1. **President** – Lead meetings, and provide club with information of what the club is doing.
2. **Vice – President** – If the president is absent, must perform the duties of president. Also in charge of positions being elected.
3. **Secretary** – Writes down what happens during each meeting also in charge of attendance.
4. **Treasurer** – Gives financial report and also makes purchases, pay bills, and follow school financial procedures.
5. **Trustee** – Community / Samohi service project reports. Must provide I.C.C. Representative with two hours and signatures to show proof to the Club board. If I.C.C. representative is unable to make the I.C.C. meeting Trustee will attend.
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 MEETINGS!** Failure to show could lead to removal of club.

Eligibility of Members who hold Elected Positions

Officers must have a 2.0 or above GPA the preceding semester and have a good citizenship record. Students must maintain these standards while in office.

Meetings

1. Regular meetings are to be held at least once a week, 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 follow:
 - A. Call to Order
 - B. Roll
 - C. Committee Report (Read by Trustee)
 - D. Old Business
 - E. New Business
 - F. Closure

Amendments

This constitution may be amended at any regular meeting by two-thirds vote of the membership provided the proposed amendment has been submitted in writing two weeks before it is to be voted upon and provided it has the approval of the advisor and the director of student activities.

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. Guest speakers, activities, and events must be approved by the Activities Cabinet and Activities Director three (3) weeks prior to the event.
2. All clubs will have to do ten (10) hours of community service and two (2) Samohi event (Club Day counts as one) per semester 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. Ensure that all appropriate forms are filed out and returned in a timely manner to the Activities Office.
5. Approve and sign budget and requisition forms when appropriate.
6. Evaluate and approve guest speakers for club/organization meeting, activity or event.
7. Approve all letters written on behalf of the club/organization.
8. Notify and obtain approval of the Student Activity Director when radio, television, or other media is expected to cover a meeting or event.
9. 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.

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

_____ Print Name	_____ Club President Signature	_____ Date
_____ Print Name	_____ Club Advisor Signature	_____ Date

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CLUB MEMBERS

Name of Club _____

Advisor (Samohi Faculty member only) name _____

Co-Advisor (Optional) name _____

Last Name, First Name	Student I.D. #
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Any other members can be submitted on separate form, called “More or new Members”, which you can obtain through the I.C.C Meeting or the Activities Office.