

CLUB GUIDELINES **for** **ADVISORS**

Diegueño Middle School
January 2009

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Organization

Any group of students may apply for permission to form a club by submitting to the student council (ASB) a proposed Constitution for approval. The constitution must state the name and purpose of the club, dues, membership requirements, and organizational framework (i.e. officers, meetings, decision-making power, finances, and procedures for disbanding).

All clubs must be composed entirely of and be open to all students attending Diegueño Middle School.

Elected officers of the club must include:

President	Vice-President	Secretary	Treasurer
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Additional officers may be elected under the given titles:

Publicity Manager	Activity Vice-President
Membership Chairperson	Committee Chairperson

The duties of club officers should be:

The **President** shall preside at all meetings and shall have the power to call club meetings.

The **Vice-President** shall preside in the absence of the President. This person shall assist the President in the organization and execution of the club.

The **Secretary** shall carry out all correspondence and shall record minutes at all business meetings. Minutes of business meetings should cover the details of the proceedings, including financial matters, approval of fundraising ventures, expenditure authorization, the reporting of motions and results of all voting.

The **Treasurer** shall be responsible for depositing and coordinating all club funds with the ASB secretary. This person shall keep accurate records of all monetary transactions and shall report a summary of all such transactions at each general meeting.

All clubs must have an adult advisor whose duty is to advise the club, be present at all club functions and have fun with the students.

Previously established clubs (approved and operating the previous school year) must submit a "Request for Continued Club Recognition" to have the club continue into the following year.

Finances

All club funds must be deposited in the ASB general fund under the club's name. All income and expenditures of the club shall be accounted for in accordance with site and district policy (see page 4).

Club funds to be spent must first be voted on by all active members and must be passed by either two-thirds or simply majority depending on the by-laws of the club.

Before making a purchase, the club must complete an Authorization for Expenditure form. This must be signed by the club advisor, club treasurer or president before purchases can be made or checks produced.

If a purchase must be made before an ASB check can be produced, a Request for Check must be completed by the club advisor and treasurer or president. Turn this into the ASB secretary with an itemized receipt.

Clubs can hold fundraising events to support their projects. Before any project can take place, it must be approved through the ASB/Student Council meeting. Please note the funds earned must be put into the ASB general fund account, which means (this can be tricky):

- 1 - Club funds can only be expended only for purposes that benefit the entire membership of the club. They may not be expended for instructional supplies or under any circumstances for the benefit of the faculty. Nor may they be used to purchase items sold by district employees.
- 2 - All funds must be deposited into the ASB general fund under the club's name. Sound business practices in terms of budgetary and accounting is expected.
- 3 - All balances remaining in the general fund under the club name for longer than one year or have become inactive will be absorbed into the greater general fund.
- 4 - Clubs may not assume a debt that will run beyond the school year.
- 5 - Lotteries are not allowed, they are be considered gambling. Under no circumstance may donations for tickets to events or similar be solicited for participation in lotteries. Students are not allowed to sell tickets door to door at any time

Calendar and Meetings

A calendar of events should be drawn up at the beginning of each semester/year, including the time of all events. This calendar shall be approved by two-thirds or simple majority of the club members and shall be submitted to ASB/Student Council for approval in their meeting. Individual events/activities must be submitted to student council for approval by completing and submitting an Activity/Fundraising Request form.

All events/activities are encouraged to be publicized in the school calendar, and weekly bulletin (which is read in the morning announcements).

A minimum number of club members that make up a simple majority of the acting membership must be established at each meeting in which any club business is conducted.

Legalities

The San Dieguito Union High District has published policies on many different aspects of school life. The policy pertaining to the rules of student organizations and clubs can be found at the link below. Please read and be aware of these, especially if you are an advisor to a club.

Student Organizations:

http://sduhsd.net/assets/pdfs/board_policies/series5000/5145.01.pdf

District Policies: <http://sduhsd.net/about/board-policies.htm>

Club Constitution

Directions: A copy of this completed section must be filled out and submitted to either the ASB Advisor or the ASB Secretary before the club is recognized as an official organization. Any funding requested can not be processed until the Club Constitution has been approved by the ASB. Please keep a copy for your records.

Name of club/organization: _____

Purpose of club/organization: _____

Membership qualifications & requirements: _____

Officers (list positions, explanation of duties, terms of office and election policies):

When & Where the members meet: _____

Decision-making power (What constitutes a simple majority?): _____

Finances (What are the planned sources of revenue?)

Procedures for disbanding (What will happen to the funds associated with the club)

Club Advisor: _____

Date: ____/____/____

Request for Continued Club Recognition

The _____ Club wishes to continue being recognized as
school-sponsored club / non-school-sponsored club (circle one please).

Purpose of club/organization: _____

Membership qualifications: _____

Club Dues (association fees, etc.): _____

Club Advisor(s): _____

Elected officers for the coming semester / school of _____ are as follows:

- President: _____
- Vice-President: _____
- Secretary: _____
- Treasurer: _____

This request approved by the ASB/Student Council on: ____/____/____

Original date the Constitution was put on file: ____/____/____

ASB Advisor: _____

ASB President: _____

DIEGUENO MIDDLE SCHOOL

CLUB: _____

Authorization for Expenditure

☐ Associated Student Body

☐ Club: _____

Date of Request: ____/____/____

Person(s) Making Request: _____

Purpose of Expenditure: _____

Items to be Purchased	Quantity	Amount
	Total	

Authorization Signatures:

ASB President: _____ Date: ____/____/____

ASB Treasurer: _____ Date: ____/____/____

Total amount stated is to be charged to _____ account.

ASB Advisor: _____ Date: ____/____/____

DIEGUENO MIDDLE SCHOOL

CLUB: _____

Request for Check

Check payable to: _____

Address (optional): _____

Funds Purpose: _____

Dollar Amount: _____ ASB Treasurer: _____

ASB Advisor: _____

ASB Approved Assistant Principal: _____

Charge: _____ Fund: _____

Check Number: _____ Amount: _____ Date: _____

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DIEGUENO MIDDLE SCHOOL

CLUB: _____

Request for Check

Check payable to: _____

Address (optional): _____

Funds Purpose: _____

Dollar Amount: _____ ASB Treasurer: _____

ASB Advisor: _____

ASB Approved Assistant Principal: _____

Charge: _____ Fund: _____

Check Number: _____ Amount: _____ Date: ____/____/____

DIEGUENO MIDDLE SCHOOL

CLUB: _____

Request for Loan

Date request submitted to ASB: ____/____/____ Amount requested: _____

Club/Organization/Person requesting the loan: _____

Purpose of the loaned funds: _____

Proposed method and timeline for repaying the loan: _____

Other factors you wish ASB to consider regarding this request for a loan: _____

Authorization Signatures:

Person requesting loan: _____ Date: ____/____/____

ASB President: _____ Date: ____/____/____

ASB Advisor: _____ Date: ____/____/____

ASB Action:

ACCEPTED

DECLINED

Request for Activity/Fund-raiser Approval

Date this form is completed: _____

Proposed event: _____

Description of fundraiser: _____

Proposed Date(s) of Event: _____

Club Contact Person: _____ Club Advisor: _____

Location of Proposed Activity: _____

Status of Event (circle one): New Event Held Previously

If held previously, what was the date? ____/____/____

Please include a budget plan for activity (Attach Description)

Other Background Information (such as other schools or clubs that have held similar events):

Club Representative: _____

Date: ____/____/____

Club Advisor _____

Date: ____/____/____

DIEGUENO MIDDLE SCHOOL

CLUB: _____

Request for Poster(s)

Date turned into ASB: ____/____/____

Date needed: ____/____/____

Event Advertising for: _____

Information to include on the poster(s):

Date: _____

Time: _____

Location: _____

Costs: _____ Additional Info: _____

Specific Details for ASB:

Number of posters needed: _____ Approximate size desired: _____

Other: _____

Please provide a rough draft/sketch of what you are requesting: