



Associated Student Body  
River City High School  
**Application for Student Club**

Check one:    New Club Application             Club Renewal

**Club Name:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

**Purpose/Objective of club:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have attached:

- A copy of the proposed constitution for this club.
- A copy of the budget development for this club for the school year.

Submitted by:

Student Club Rep: \_\_\_\_\_ Date \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Approved by:

School Principal: \_\_\_\_\_ Date \_\_\_\_\_

ASB President: \_\_\_\_\_ Date \_\_\_\_\_

Recorded in Student Council Minutes on \_\_\_\_\_

For the Bookkeepers Use Only

Account Number Assigned to this Club \_\_\_\_\_

# Club Constitution

We, the members of the \_\_\_\_\_ Club, desiring to develop tradition which will bring honor to us and our school, observe the following principles:

- A. To encourage leadership, use of initiative, and good judgment by all club member.
- B. To recognize the purpose of our club is to promote the physical, mental, social and emotional well-being of individual club members.
- C. To ensure a workable and equitable relationship with all other school organizations, clubs, faculty and administration.
- D. \_\_\_\_\_
- E. \_\_\_\_\_

We establish this constitution for the \_\_\_\_\_ Club.

## Article I – Name of Club

The name of this organization will be the \_\_\_\_\_ Club of River City High School.  
The club financial account number is \_\_\_\_\_.

## Article II – Eligibility for Membership

All persons participating in this club will:

- A. Be members of the River City High School Student Body.
- B. \_\_\_\_\_
- C. \_\_\_\_\_

## Article III – Meetings

Meetings of the \_\_\_\_\_ Club will be on the \_\_\_\_\_ at \_\_\_\_\_ in room \_\_\_\_\_ only after being approved by Student Government and worked in the other club meeting schedules.

## Article IV – Club Officers

I. The approved officers of the club will be:

- A. President \_\_\_\_\_
- B. Vice President \_\_\_\_\_
- C. Secretary \_\_\_\_\_
- D. Treasurer \_\_\_\_\_

II. The duties of the officers will be: (Add duties if needed)

President

- a) Preside over all meetings
- b) Oversee all program planning for the club
- c) Work closely with the advisor and other members of the club.
- d) Be a liaison with Student Government to exchange information.
- e) \_\_\_\_\_

### Vice President

- a) Assume all presidential duties when the president is absent.
- b) Become president if the president fails in his/her duties.
- c) Share the same leadership powers as the president.

### Secretary

- a) Keep an accurate account of the club minutes.
- b) Take the role at club meetings.
- c) Organize and file all club papers.
- d) Keep a membership listing of all active members.
- e) Ensure a copy of the club minutes and agendas are on file in the ASB club binder within one week of any club meeting.

### Treasure

- a) Keep an accurate record of all financial dealings of the club.
- b) Handle all transactions from fundraising activities.
- c) Prepare financial report for the club meetings.
- d) Work in conjunction with the advisor and Financial Secretary

### III. Qualifications for Club Officers:

- A. All club officers and candidates must have and maintain a "C" average.
- B. All club officers and candidates must meet the membership qualifications for the club.
- C. All club officers and candidates must be able to perform the required duties of the office for which they are running for.

### IV. Election process of Officers:

- A. Appointed by 51% majority vote of club members.

### V. Terms of Office

Unless removed from office, all club officers will serve a term beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ of the year in which they are elected. This term will end on \_\_\_\_/\_\_\_\_/\_\_\_\_ of the following year.

### VI. Method by which an officer may be removed from office:

- A. A majority vote of the club members, and the permission of the club advisor.
- B. Automatic expulsion for the failure to meet and maintain the eligibility and/or membership requirements.

### VII. Resignation of an Officer

- A. The current president of the club shall appoint a replacement, if possible and he/she must have the approval of a 51% vote by the club officers and the consent of the club advisor.

**Article V – Legislation**

Bills may be introduced to the \_\_\_\_\_ Club by:

- A. A motion made by a club member.
- B. Petition of members.

**Article VI – Finance**

- I. Expenditures of the club funds must be approved by a vote of 51% of the club members and approved by the club president and the club advisor.
- II. All club fundraisers must be approved by a vote of 51% of the club members and submitted to Student Government for final approval.
- III. The club president and advisor may veto all bills and proposals. (These decisions can be overruled by a 75% vote of the club officers and a 51% vote of the club members.)
- IV. If the Club remains inactive for 1 year, any remaining funds should be given to \_\_\_\_\_.

**Article VII – Constitution**

- I. Additions or corrections to the constitution of the club can be made by a vote of the officers and members, must be approved by the advisor and submitted to the Student Body Vice President for final approval by Student Government.
- II. Amendments passed by the club members, officers, advisors and Student Government will go into effect immediately following the approval by the Student Government class in a Student Government meeting.
- III. Upon ratification to this club constitution, any prior constitution will be disregarded and will have no further force to effect.

THIS CLUB CONSTITUTION WAS SUBMITTED TO STUDENT GOVERNMENT ON \_\_\_\_/\_\_\_\_/\_\_\_\_  
AND SAID APPROVED BY THE STUDENT BODY VICE-PRESIDENT THROUGH THE STUDENT GOVERNMENT  
CLASS ON \_\_\_\_/\_\_\_\_/\_\_\_\_.

CLUB PRESIDENT \_\_\_\_\_

CLUB VICE PRESIDENT \_\_\_\_\_

CLUB SECRETARY \_\_\_\_\_

CLUB TREASURER \_\_\_\_\_

CLUB ADVISOR \_\_\_\_\_

# Budget Development River City High School

Club: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

**Part 1: Revenue**

Source of Revenue	Prior year Budget Revenue	Current Year Estimated Revenue
<b>Total</b>		

**Part 2: Expenses**

Itemized expenses	Prior year Budget Revenue	Current Year Estimated Expenses
<b>Total</b>		

**Part 3: Ending Balance and Carryover**

Difference between total revenues and expenses \_\_\_\_\_

Plus carryover (ending Balance) from prior year \_\_\_\_\_

Projected ending balance \_\_\_\_\_

**Part 4: Signatures**

Report prepared by club representative: \_\_\_\_\_  
Sign and Date

Reported review by club advisor: \_\_\_\_\_  
Sign and Date

Presented and approved by ASB on: \_\_\_\_\_  
Sign and Date

Approved by principal: \_\_\_\_\_  
Sign and Date

Approved by Bookkeeper: \_\_\_\_\_  
Sign and Date