



**Club Renewal Application 2019/2020**

**PLEASE PRINT LEGIBLY!**

All information provided must be for the 2019/20 school year and is due to the ASB room no later than Tuesday, September 3, 2019. Failure to submit this form by the due date may result in the club being placed on inactive status and accounts frozen.

Club Name: \_\_\_\_\_

Club President: \_\_\_\_\_ Email: \_\_\_\_\_

President Cell #: \_\_\_\_\_ President Home #: \_\_\_\_\_

Club Vice President: \_\_\_\_\_ Email: \_\_\_\_\_

Club Secretary: \_\_\_\_\_ Email: \_\_\_\_\_

Club Treasurer: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Meeting Days: \_\_\_\_\_

Meeting Times: \_\_\_\_\_

**Members:**

- |           |           |
|-----------|-----------|
| 1. _____  | 12. _____ |
| 2. _____  | 13. _____ |
| 3. _____  | 14. _____ |
| 4. _____  | 15. _____ |
| 5. _____  | 16. _____ |
| 6. _____  | 17. _____ |
| 7. _____  | 18. _____ |
| 8. _____  | 19. _____ |
| 9. _____  | 20. _____ |
| 10. _____ | 21. _____ |
| 11. _____ | 22. _____ |

# Updated Club Constitution

**Note: Please keep a copy of your constitution for your club binder!**

## **Article I. Organization**

- a) Name of organization: \_\_\_\_\_
- b) Purpose of organization: \_\_\_\_\_
- c) Time, place, and frequency of meetings: \_\_\_\_\_

## **Article II. Authority**

- a) Abide by the Associated Student Body Constitution and Associated Policy

## **Article III. Membership**

- a) Membership Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b) Duties of Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Article IV. Officers and Elections**

- a) Titles and Duties of Officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b) Election of Officers:  
\_\_\_\_\_  
\_\_\_\_\_
- c) Minimum GPA of Officers: \_\_\_\_\_  
(If not established, a minimum of 2.0 GPA must be earned to maintain an officer position.)

## **Article VII. Appropriation**

All financial appropriations shall be made with consent of two-thirds of the members and must be recorded in the minutes of the club or organization.  
Approval from the ASB Advisor and the Financial Clerk is required before a reimbursement.

## **Article VIII. Quorum**

What is the minimum percentage of members required to be present in order to hold an official meeting? \_\_\_\_\_%  
(If not established, a majority (51%) must be present at a meeting for transaction of business.)  
Besides the financial appropriations (2/3 majority vote) what percentage of the vote of members present is necessary to approve all other decisions \_\_\_\_\_%.  
(If not established, a majority of 51% of members present must approve a matter.)

## Financial Waiver

I have read and reviewed the Club Handbook. I will follow the procedures listed and abide by the regulations. If for any reason, rules or regulations are not followed, ASB and Finance have the right to freeze my account, which will not allow funds to be received or distributed until the organization/club is back in compliance.

**Advisor Signature:** \_\_\_\_\_

**President Signature:** \_\_\_\_\_

## IMPORTANT

Any major club decision, including purchases, must be discussed during club minutes, documented, and kept in the club binder. Purchases must be submitted to the finance office for prior approval. A copy of the corresponding meeting minutes and an invoice must be attached to any purchase request. Once per school year, all clubs must complete a binder check. If a club fails to comply with their binder requirements, ASB and Finance have the right to freeze your account, which will not allow funds to be received or distributed until the organization is back in compliance. Please also note that all flyers posted around campus must first be approved by ASB with the Del Norte stamp. All advertising must be taken down by your club in a timely manner.

**BY SIGNING THIS CONTRACT, I AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS STATED ABOVE AND IN THE CLUB HANDBOOK.**

**Advisor Signature:** \_\_\_\_\_

**President Signature:** \_\_\_\_\_

## ASB Club Budget

School Year: \_\_\_\_\_

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

All clubs on campus fall under the umbrella of ASB. As a part of ASB, all clubs must turn in a budget for the 2017-18 school year prior to submitting fundraiser applications or requisition, check, or reimbursement requests. Thank you!

### Part I: Revenues

Description:	Estimated Revenue:

### Part II: Expenses

Description:	Estimated Expense:

### Part III: Ending Balance and Carryover

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

Plus carryover (ending balance) from prior year: \_\_\_\_\_

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

Advisor: \_\_\_\_\_

Signature and Date

President: \_\_\_\_\_

Signature and Date

Please remember that club funds cannot be accessed until the budget has been submitted.  
Thank you!