

# TWIN PEAKS MIDDLE SCHOOL ASSOCIATED STUDENT BODY

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# NEW CLUB APPLICATION

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**NAME OF PROSPECTIVE CLUB**

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact Tracy Hogarth, Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

## HOW TO START A CLUB

1. You must share an interest with at least three other students on campus and have four officers (President, Vice President, Secretary, and Treasurer.)
2. Find a faculty member willing to serve as a club advisor. The advisor must state his or her intent to actively sponsor the club in a one-page statement. In this statement, the advisor should explain his or her interpretation of the club's purpose and his or her intent to fulfill the duties of a club advisor.
3. Complete the Club Application form and submit it to ASB. The Commissioner of Clubs is responsible for the organization of all club paperwork.
4. The club application will then go through an approval process as designated by the ASB Constitution. The application must include:
  - a. A signed petition with at least 30 students' names stating that they support the purpose of the club
  - b. A Club Constitution
  - c. A signed Certificate of Acknowledgement
  - d. A letter of intent from the club advisor
  - e. Up to date Club Information Sheet
5. If your Club Application is COMPLETE, a representative from your proposed club will be invited to present your proposal at the next ASB Meeting. (Meetings are held on Tuesdays during 1st RAM in Room 407)
6. Once ASB has approved your club, you will be notified and may begin holding meetings.

## CLUB REQUIREMENTS

To remain an active club, you must:

1. Strictly adhere to TPMS and California State Education Code financial procedures.
2. If a cultural club, must participate in all ASB Multicultural Events.
3. Be sure to keep all club minutes in your classroom *and provide monthly written reports to the ASB Commissioner of Clubs*
4. Complete a community service project every semester.

# CLUB PETITION

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Name of Club

Club Description:

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By signing this petition, you are publicly stating that you support the purpose of this designated club.

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|-----|-----|
| 1.  | 16. |
| 2.  | 17. |
| 3.  | 18. |
| 4.  | 19. |
| 5.  | 20. |
| 6.  | 21. |
| 7.  | 22. |
| 8.  | 23. |
| 9.  | 24. |
| 10. | 25. |
| 11. | 26. |
| 12. | 27. |
| 13. | 28. |
| 14. | 29. |
| 15. | 30. |

# CLUB CONSTITUTION

**Preamble:** We, the members of the \_\_\_\_\_ Club, hereby establish this Constitution as the chief governing instrument of our club.

## ARTICLE I

### **Section I : NAME**

This organization shall be known as the \_\_\_\_\_ Club.

### **Section II : PURPOSE**

The purpose of this organization shall be initiate a group of students to join together to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ARTICLE II

### **Section I: MEMBERSHIP**

All duly enrolled students of Twin Peaks Middle School shall be considered for membership. Other membership requirements include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Section II: STAFF MEMBER**

A member of the Twin Peaks Middle School Certificated Staff will be the advisor with all faculty and staff welcome to assist.

## ARTICLE III

### **Section I: EXECUTIVE POWER**

The executive power of the \_\_\_\_\_ Club shall be vested in its officers. The officers will be:

President

Treasurer

\_\_\_\_\_ (other officers)

**Section II: DUTIES OF THE OFFICERS**

As members of the \_\_\_\_\_ Club, each of the elected officers shall have the following duties and responsibilities:

- a) The **President** shall preside over meetings of the club, supervise the work of the other officers and assume any additional responsibilities specified in this Constitution or its By-Laws. The President shall be responsible for ensuring that monthly written reports are provided to the ASB Commissioner of Clubs.
- b) The **Treasurer** shall help supervise the collection and disbursement of all funds of the Club, shall be responsible for the administration of the financial by-laws, rules and regulations with the help of the club advisor. The treasurer will devise a yearly budget plan and submit all requests for fundraisers to the ASB Council, subject to ASB rules, district and state regulations.
- c) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- d) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section III: QUORUM**

The club shall consider 51% of its members in attendance a quorum.

**Section IV: MEETINGS**

The club shall have regular meetings (specify when and how often)

When: \_\_\_\_\_

Where: \_\_\_\_\_

**ARTICLE IV**

**Section I: ELECTION OF OFFICERS**

All members of the Club shall be elected by its membership to be held at the commencement of club activities, at a time determined by a quorum of its current members.

**Section II: ELIGIBILITY OF OFFICERS**

The requirements for eligibility for officers of the \_\_\_\_\_  
 Club are as follows: (indicate membership, any gpa requirements, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section III: RECALL OF OFFICERS**

Any officer of the Club may be recalled and discharged by a proposal of the club officers and with a vote of two-thirds of its membership. If the officer is recalled, his office is to be declared vacant and elections will be held at that time. A president shall be replaced by a vice president without an election, if there is a person in that position.

**Section IV: VACANCIES AND APPOINTMENT OF OFFICERS**

An office which has been declared vacant may be filled by election decided by the majority of its membership, or a quorum of the members may allow the officers to appoint new positions.

**ARTICLE V:**

**Section I: AMENDMENTS**

This constitution can be amended, or have part replaced by a two-thirds vote of its membership.

**ARTICLE VI:**

**Section I: STAFF ADVISOR**

One or more certificated staff members shall act as advisor to the club. Other staff or community members may act as assistant advisors.

**Section II: DUTIES OF THE ADVISOR**

The duties of the advisor are:

- a) Be present at each club meeting
- b) Assist the president in keeping order
- c) Keep the Club informed on what they are permitted to do
- d) Act as a mediator between the Club and the Associated Student Body
- e) Approve all publicity and communications prior to submission to the Principal for processing
- f) Approve all Club activities

- g) Approve all Club fundraisers
- h) Approve all Club expenditures

**Section III: PRINCIPAL**

The principal of his/her designated representative shall be an ex officio member of the Club, acting in an advisory capacity to the club. All new projects or policies affecting general school administration shall be submitted to the Principal for his/her approval before final action by the Club.

**ARTICLE VII:**

**Section I: DISTRICT POLICY**

Relation of the Club to school district regulations and rules passed by the Poway Unified School District Board of Education, and to laws passed by the State of California shall take precedence over any rule or regulation which might be passed by the Club.

This Constitution was passed by the \_\_\_\_\_ Club on \_\_\_\_\_ (Date).

Signatures and Titles of Current Advisor and Officers:

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## **CERTIFICATE OF ACKNOWLEDGEMENT**

*The advisor must sign this application. By signing, the advisor agrees to fulfill all of the roles of an advisor.*

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*Advisor's Signature*

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*Date*

*Please attach the advisor's one-page written letter of intent to this application.*



# CLUB INFORMATION SHEET

Today's Date: \_\_\_\_\_

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

Meetings (when/where?): \_\_\_\_\_

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

- Cell Phone Number:
- Email:
- RAM Teacher:

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

- Cell Phone Number:
- Email:
- RAM Teacher:

Secretary: \_\_\_\_\_

- Cell Phone Number:
- Email:
- RAM Teacher:

Treasurer: \_\_\_\_\_

- Cell Phone Number:
- Email:
- RAM Teacher:

Club Mission Statement:

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