

# NORTH MONTEREY COUNTY HIGH SCHOOL

## Club Charter - 2023-2024 School Year

**THIS CLUB CHARTER AND A CLUB BUDGET WORKSHEET MUST BE COMPLETED AND APPROVED BEFORE THE CLUB CAN PARTICIPATE IN CLUB RUSH, HOLD EVENTS OR DO ANY FUNDRAISING**

We, \_\_\_\_\_ and \_\_\_\_\_, the club president and club advisor, request that \_\_\_\_\_ be considered for school affiliation as a club with North Monterey County High School. We understand the following legal requirements and school regulations are now being observed and will continue to be observed in the future.

1. A school advisor will be in attendance at all club functions.
2. The club advisor must be a *certificated staff member at the high school.*
3. Club recognition is on a year-to-year basis and all clubs must fill out a charter and constitution completely at the beginning of each school year.
4. No initiations of any kind are permissible under the state law.
5. All school-affiliated clubs will have a roster on file with the ASB office.
6. All school-affiliated clubs will have a budget on file with the ASB office that is approved before the club begins functioning for the year.
7. Charters will be terminated if the club does not hold a meeting at least once a month.
8. Clubs must complete a Fundraising Approval - Revenue Potential Form whenever they fundraise.
9. Club representatives must attend at least 3 of the Inter-Club Council Meetings per semester to obtain important club information and remain active.
10. Food sales may not occur during school hours unless it is a school approved/designated activity and the items being sold meet all nutrition guidelines.

The charter is held subject to all rules and regulations for student organizations and conditions stated in the application for a charter. Violation of any of these provisions will be sufficient cause for the charter to be revoked.

\_\_\_\_\_  
Signature of Club President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Club Advisor

\_\_\_\_\_  
Date

# **NORTH MONTEREY COUNTY HIGH SCHOOL**

## **Club Constitution - 2023-2024 School Year**

**THIS CLUB CHARTER AND A CLUB BUDGET WORKSHEET MUST BE COMPLETED AND APPROVED BEFORE THE CLUB CAN PARTICIPATE IN CLUB RUSH, HOLD EVENTS OR DO ANY FUNDRAISING**

### **ARTICLE I - ORGANIZATION**

A. This organization will be known as:

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B. The purpose of this organization is to:

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C. The organization will accomplish this by (fundraising, field trips, etc.)

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D. Meetings will be held:

- a. Time: \_\_\_\_\_
- b. Day: \_\_\_\_\_
- c. Place: \_\_\_\_\_

E. The organization's advisor will be:

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F. We will be affiliated with the following community organizations (if applicable):

- a. Name: \_\_\_\_\_
- b. Contact: \_\_\_\_\_
- c. Contact Cell Phone Number: \_\_\_\_\_

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## **ARTICLE II - OFFICERS AND ELECTIONS**

A. Officers shall be elected by:

\_\_\_\_\_

B. Officers must be (i.e. a senior, in the club 2 years, etc):

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

C. Duties of the Officers are as follows:

- President:
  - i. Directs meetings, represents club
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
- Vice President:
  - iv. Assumes role of president in his/her absence
  - v. \_\_\_\_\_
  - vi. \_\_\_\_\_
- Secretary:
  - vii. Records minutes of each meeting.
  - viii. \_\_\_\_\_
  - ix. \_\_\_\_\_
- Treasurer:
  - x. Collects money, issues receipts and records all monetary transactions
  - xi. \_\_\_\_\_
  - xii. \_\_\_\_\_
- \_\_\_\_\_
  - xiii. \_\_\_\_\_
  - xiv. \_\_\_\_\_
  - xv. \_\_\_\_\_

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D. Duties of general members are:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

## **ARTICLE III - MEMBERSHIP**

- A. Members must be a student of North Monterey County High School.
- B. Members must meet the following GPA, attendance, or other requirements to qualify for membership in this club (if applicable):

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## **ARTICLE IV - FINANCIAL ACTIVITIES**

- A. Funds will be raised by (what types of fundraisers and by who):

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- B. Funds will be used for:

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## Membership - 2023-2024 School Year

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

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

Other Officer: \_\_\_\_\_

General Membership: \_\_\_\_\_

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## Club Budget for 2023-2024

**Please complete to the best of your ability. We do realize that income and expenses may change, but please list the fundraisers, income sources and activities you envision occurring for your club this school year. This form must be included in your Club Charter and Constitution in order for your club to be approved to be active.**

Current Club Balance:\_\_\_\_\_

**Planned Income (use as many lines as you find necessary):**

[illegible]

**Planned Expenses (use as many lines as you find necessary):**

[illegible]

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FOR ASB USE ONLY

IN ACCORDANCE WITH THE AUTHORITY VESTED IN THE STUDENT GOVERNMENT BY THE  
CONSTITUTION OF THE ASSOCIATED STUDENT BODY OF NORTH MONTEREY COUNTY  
HIGH SCHOOL, THIS CHARTER AND CONSTITUTION FOR THE  
\_\_\_\_\_ CLUB IS HEREBY:

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DENIED

\_\_\_\_\_ DATE

IF DENIED, EXPLANATION: \_\_\_\_\_

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

\_\_\_\_\_  
ASB PRESIDENT

\_\_\_\_\_  
COMMISSIONER OF CLUBS AND FUNDRAISING

\_\_\_\_\_  
ACTIVITIES DIRECTOR

\_\_\_\_\_  
SCHOOL ADMINISTRATOR