

CLUB CHARTERING POLICY

All clubs seeking a charter with the Associated Student Body must review these basic policies.

Trust Account Policy 1.1

Clubs (also called Trust Accounts) must be composed entirely of students enrolled in the Morgan Hill Unified School District. A group of students may apply for permission to form a club by submitting a proposed charter or constitution to the Associated Student Body each year. The charter must include the following: (1) the name of the club (2) the extent of the proposed activities and (3) the duties of the officers and the method for election of officers.

Trust Account Policy 1.2

An employee of the Morgan Hill Unified School District must act as supervisor (Club Advisor) for the Club. All Clubs will operate under the auspices of the Associated Student Body of Live Oak High School, and must adhere to the same regulations.

Trust Account Policy 1.3

Prior to the Associated Student Body approving a charter, the prospective club must provide the following: (1) the name of their Club Advisor (2) a list of club officers (3) a membership list with Live Oak High School student identification numbers (4) and a proposed list of activities for the school year.

Trust Account Policy 1.4

All clubs must have Associated Student Body approval for all fundraisers. Prior to the approval of a fund-raiser, the club must provide minutes to the Associated Student Body Director sanctioning the fundraising activity.

Upon final approval of the fundraising activity, the Club Advisor, the Club Treasurer and the Associated Student Body director must complete a Revenue Potential/Fundraising Recap.

A Club fundraising activity will be given a reasonable time period by the Associated Body Director to complete that activity.

Trust Account Policy 1.5

All clubs funds must be appropriated in relation to the intended activities of the club. Prior to the release of any club funds, the club must provide minutes to Associated Student Body. There will be no release of club funds, by the Associated Student Body, that causes the trust account to exceed its available funds.

If a club becomes inactive for 18 months, the funds will be transferred to the general ASB account unless the club provides specific instructions to do otherwise.

The _____ Club, seeking a charter from the Live Oak High School Associated Student Body, has reviewed the above Trust Account Policies, and agrees to abide by them.
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Signatures:

CLUB ADVISOR: _____ DATE: _____

CLUB PRESIDENT: _____

CLUB TREASURER: _____

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

Club Charter/Constitution

Attach an existing constitution, or complete this form, which will act as the Club's constitution.

Article I: Name-The Live Oak High School _____ Club

Article II: Purpose-This organization is formed with the intention of (complete statement).

Article III: Authority-This organization derives its authority directly from the Associated Student Body of Live Oak High School, and indirectly from the Board of Trustees of the Morgan Hill Unified School District.

Article IV: Membership-This organization admits all students of Live Oak High School who (complete statement).

Article V: Meetings-Meetings will be held (date, time and location).

Article VI: Name of officers, student ID number, position and their job descriptions-

Article VII: Elections-Officers will be elected by secret ballot for a one-year term.

Article VIII: Amendment-A two-thirds majority of the members in attendance is needed to amend this constitution.