

Club Application 2024-2025

Vaughn International Studies Academy Student Advisory Council

Vaughn International Studies Academy

Student Advisory Council

CLUB APPLICATION

(Name of Prospective Club)

Requirements:

1. Must contain a structure of at least 4 officers, including but not limited to the president, Vice-President, Secretary, and Treasurer.
 - a. Their roles **MUST** be clearly defined and stated
2. Must have a club advisor
 - a. Must be a current member of our VISA Faculty
 - i. Teacher
 - ii. Admin
 - iii. Counselor
 - etc...
 - b. Advisor must express full intent to fulfill the duties of a club advisor
3. Have a set meeting place and date
 - a. Location:
 - i. Can be any authorized and approved area on campus and must have a supervising staff member; generally the club advisor
 - b. Date
 - i. Must have set date and time for meetings, can coincide with other club meeting times if necessary
4. Must provide descriptions regarding the club including but not limited to:
 - a. Club name
 - b. Club purpose
 - c. Election procedure
 - d. Method of organization
 - e. Mission statement
5. Must show outside interest in the club's establishment
 - a. Minimum of 30 student interests
 - i. Must list the student's first and last name
 - ii. May exceed 30 students if needed
6. Social Media
 - a. Every club at Visa is welcome and able to create an Instagram account for their club, however, the establishment of a social media account must follow the guidelines listed in the [VISA Social Media Guidelines](#).
 - b. Any club can obtain an Instagram account but they must email the SAC president requesting approval for their account.
 - i. This is done to ensure that the account meets the guidelines as listed in the document link above.

CLUB CONSTITUTION

Article I: Organization

- a. Name of Organization:
- b. Purpose of Organization:
- c. Time, place, and frequency of meetings:
- d. Purpose of the club (why do we need it at VISA or what can it bring to visa)

Article II: Membership

- a. Membership Requirements, if any:
- b. Duties of members:

Article IV: Officers and Elections

a. Titles and duties of officers:

President:

Vice-President:

Secretary:

Treasurer:

b. Election procedure of officers:

Article V: Amendments

a. Method of origination:

(How will the meeting be conducted, what will you do during the meetings)

CLUB INFORMATION SHEET

Club Name:

Advisor:

Meetings (when/where?):

President:

Cell Phone Number:

Email:

1st Period Teacher:

Vice President:

Cell Phone Number:

Email:

1st Period Teacher:

Treasurer:

Cell Phone Number:

Email:

1st Period Teacher:

Secretary:

Cell Phone Number:

Email:

1st Period Teacher:

Club Mission Statement:

CERTIFICATE OF ACKNOWLEDGEMENT

The advisor must sign this application. By signing, the advisor agrees to fulfill all of the roles of an advisor, including but not limited to representing the club in meetings and advising the club in matters such as fundraising approvals, etc.

(Club Advisor's Signature)

Date

CLUB PETITION

Petitioners are free to detach this page **ONLY**. Please reattach to the application.

Name of Club

Club Description:

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

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