



ANDREW P. HILL HIGH SCHOOL

Club Charter Application & Instructions

2026–2027 School Year

All officially chartered **Andrew P. Hill High School Clubs and Sports Teams** must complete the requirements outlined in this packet.

All required documents must be completed and submitted through the [Club Application and Renewal Google Form](#) before conducting the club's first fundraiser or financial transaction of the school year.

Questions regarding the club charter process may be directed to:

Ms. Evelyn at cervantesev@esuhsd.org. or **Ms. Gemma** jumanang@esuhsd.org

CLUB PRIVILEGES

- Officially chartered clubs are eligible to:
- Participate in **Back-to-School Events, Club Day, Winterfest, FANTASTICS**, and other approved campus activities.
- Use **ASB butcher paper and paints** for approved club activities.
- Hold approved **club meetings and fundraisers**.
 - Sponsor approved **events and activities**.
 - Promote **club-specific activities** on campus.
 - Participate in other opportunities available to officially recognized Andrew Hill clubs.

REQUIRED DOCUMENTS

CLUB CHARTER CHECKLIST

- ☐ **Club Charter Packet**
 - ☐ Preliminary Budget Plan
 - ☐ Club Constitution
 - ☐ Club Roster
- ☐ [Club Application Renewal Form](#)
- ☐ [Advisor Agreement Form](#)
- ☐ **Club Folder**
 - ☐ **General**
 - ☐ **ERF/RPO**
 - ☐ **Meeting Minutes**
- ☐ **Finance Training**
- ☐ **Finance Quiz** (*Results Screenshot & Saved in Your Club Folder*)

CLUB CONSTITUTION

[CLUB NAME]

[DATE ADOPTED]

ARTICLE I: NAME

Section A: Name –The name of this organization shall be **[Club Name]**.

ARTICLE II: PURPOSE

Purpose – The purpose of this club shall be to provide students with opportunities to:

- 1.
- 2.
- 3.

The club's activities and programs shall support its stated purpose and comply with all Andrew P. Hill High School and East Side Union High School District policies and procedures.

ARTICLE III: MEMBERSHIP

Section A: Eligibility

Membership shall be open to students currently enrolled at **Andrew P. Hill High School** who meet the requirements established by this Constitution.

1. Membership shall be open to all eligible Andrew P. Hill High School students.
2. **No membership fees or mandatory expenses shall be required as a condition of membership.**
3. To be considered an active member, students must:

4. Membership shall not be denied on the basis of race, color, national origin, ancestry, religion, disability, gender, gender identity, sexual orientation, or any other protected status under applicable law and district policy.

ARTICLE IV: MEETINGS

Section A: Regular Meetings

Regular club meetings shall be held during the school year according to the following schedule:

Meeting Day(s): _____

Meeting Time: _____

Meeting Location: _____

The club may adjust its meeting schedule as needed with the approval of the club advisor and in accordance with school policies and facility availability.

Section B: Special Meetings

The President or Faculty Advisor may call a special meeting when necessary. Members shall be provided reasonable notice of the meeting.

Section C: Quorum

A quorum shall consist of **[insert number or percentage]** of the active club membership.

A quorum must be present before the club may conduct official business or take formal action on club matters.

Section D: Parliamentary Authority

Robert's Rules of Order, when applicable, shall serve as the parliamentary authority for the club, provided that such rules do not conflict with this Constitution, school policies, district policies, or applicable laws and regulations.

ARTICLE V: EXECUTIVE BOARD

Section A: Officers

The Executive Board shall consist of the following elected officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Additional Officer(s), if applicable

Officers shall be elected democratically by the active membership of the club and shall serve under the guidance and supervision of the club advisor.

Section B: Duties of Officers

1. President

The President shall:

- Preside over club meetings.
- Provide leadership and direction for the club.
- Coordinate club activities, programs, and fundraisers with the advisor.
- Work with the Executive Board to establish goals and plans for the club.

- Ensure that club activities follow school and district policies and procedures.

Printed Name: _____

ESUHSD Email: _____

2. Vice President

The Vice President shall:

- Assist the President in carrying out the duties of the office.
- Preside over meetings in the absence of the President.
- Assist with planning and coordinating club activities.
- Perform other duties assigned by the President or Advisor.

Printed Name: _____

ESUHSD Email: _____

3. Secretary

The Secretary shall:

- Record accurate minutes of club meetings.
- Maintain required club records and documentation.
- Communicate meeting information and announcements to members.
- Maintain the club's official records in accordance with school and district requirements.

Printed Name: _____

ESUHSD Email: _____

4. Treasurer

The Treasurer shall:

- Assist with monitoring the club's financial activities.
- Maintain accurate financial records and documentation.
- Work with the club advisor and school finance office regarding club expenditures, deposits, fundraising activities, and financial procedures.
- Ensure that all financial activities follow school and district policies and procedures.
- Report financial information to the club membership as appropriate.

Printed Name: _____

ESUHSD Email: _____

5. Additional Officer(s)

Position: _____

Duties: _____

Printed Name: _____

ESUHSD Email: _____

Position: _____

Duties: _____

Printed Name: _____

ESUHSD Email: _____

ARTICLE VI: ELECTIONS

Section A: Officer Selection and Terms

Club officers shall be elected by the active membership. Officers shall serve for **one school year**, unless otherwise specified in this Constitution.

An officer may serve in the same position for **[insert number] term(s)**.

All officers must remain eligible to participate in the club and must comply with applicable school and district requirements throughout their term.

Section B: Nominations

Any eligible active club member may be nominated for an officer position.

The club shall announce the nomination period and provide members with reasonable notice of the nomination procedures and deadline.

Candidates must meet all eligibility requirements established by the club, school, and district.

Section C: Elections

Candidates shall have an equal opportunity to introduce themselves, explain their qualifications, and share their goals for the club.

Elections shall be conducted during a regular club meeting or at another time approved by the club advisor.

Each eligible active member shall have **one vote per office**. Voting shall be conducted fairly and confidentially when appropriate.

The candidate receiving the highest number of votes shall be elected.

Section D: Run-Off Elections

If two or more candidates receive the same number of votes for an officer position, a run-off election shall be held between the tied candidates.

The run-off election shall follow the same voting procedures as the original election. The candidate receiving the highest number of votes shall be elected.

ARTICLE VII: ADVISOR

Section A: Selection

The club shall have a Faculty/Staff Advisor approved in accordance with Andrew P. Hill High School and East Side Union High School District procedures.

Section B: Duties

The Faculty/Staff Advisor shall:

- Maintain awareness of club activities, programs, and events.
- Meet regularly with club officers to discuss meetings, plans, goals, activities, and concerns.
- Attend regular club meetings and Executive Board meetings as required or as the advisor's schedule permits.
- Explain and clarify school and district policies and procedures applicable to the club.
- Provide guidance regarding club finances, fundraising activities, expenditures, and financial documentation.
- Help ensure that club activities and financial transactions comply with school and district requirements.
- Promote responsible and appropriate conduct among club members.
- Advise students regarding school expectations and the potential consequences of inappropriate behavior.
- Provide guidance and supervision while allowing students to take an active leadership role in the operation of the club.

ARTICLE VIII: AMENDMENTS

Section A: Amendment Process

This Constitution may be amended by a **two-thirds (2/3) majority vote of the active club membership**, subject to approval by the club advisor and any required school or district approval.

Section B: Notice

Members shall receive reasonable advance notice of any proposed amendment before the meeting at which the amendment will be considered.

Proposed amendments shall be presented to the membership for review and discussion before a vote is taken.

CLUB APPROVAL

By signing below, the undersigned acknowledge that they have reviewed and adopted this Club Constitution and agree to operate the club in accordance with this Constitution and all applicable Andrew P. Hill High School and East Side Union High School District policies and procedures.

Club President: _____

Date: _____

Club Advisor: _____

Date: _____

Activities Director/Designee: _____

Date: _____

****The Articles above represent the required sections of the Club Constitution. Clubs may add additional Articles or Sections as appropriate, provided they do not conflict with school or district policies and procedures.*

Preliminary Budget Plan

ESTIMATED REVENUES - List the various events and fundraisers you are considering and its estimated income.

Fundraising Activities	Estimated Income
Concessions	\$
School Fundraisers	\$
Grants	\$
Total	

ESTIMATED EXPENSES - List your anticipated expenses.

Activities	Estimated Cost
Registration	\$
Materials	\$
Off-season registration	\$
Total	\$

ENDING BALANCE AND CARRYOVER

Club Balance from the Previous Year		\$
Estimated Income	+	\$
Estimated Cost	-	\$
Projected Balance	=	\$

Please note you can only carry over 20% of your revenues WITHOUT permission from ASB

Report prepared by:

Name: _____ Date: _____
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Report reviewed by Advisor:

Name: _____ Date: _____
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Club Roster