

**Santa Monica High School**  
**CLUB INFORMATION**  
**Helpful Hints on “How to Conduct a Meeting”**

1. An agenda should be made before each meeting with advice from executive committee and the advisor, it should include the following items:
  - A. Call Meeting to Order
  - B. Introduction of Guest(s)
  - C. Roll Call
  - D. Reading of the Minutes
  - E. Treasurer’s Report
  - F. Old Business
  - G. New Business
  - H. Committee Reports
  - I. Announcements
  - J. Adjournment
2. Start your meeting on time.
3. A tap of the gavel should be used:
  - A. To call a meeting to order.
  - B. To bring the meeting to order (in case of interruption)
  - C. To conclude the meeting.
4. Recognize new members / guest and make them feel welcome.
5. Conduct the meeting in a business like manner.
6. Check before the meeting to make certain that people will have committee reports ready.
7. Follow basic Parliamentary Procedures, but handle business informally when it seems appropriate.
8. Guide the flow to discussions at meetings:
  - A. Do not take sides. You must be impartial while chairing the meeting.
  - B. Recognize all who have comments or questions.
  - C. Keep the group on the topic
  - D. Clarify questions. Restate them so that everyone understands. Do not make long speeches.
  - E. Practice the art of summarization. Clarify and restate motions.
  - F. Keep order in the discussion and be alert to members’ reactions.
9. If the President or Chairperson wishes to participate in debate, she/he must call someone else to chair the meeting.
10. Use the secretary. Get motions in writing. Have a read back by the Secretary.
11. When a speaker is on the agenda, see that the business is finished in order to give the speaker adequate time. Have secretary follow up with a thank you letter.
12. Express appreciation to those who have given reports or made contributions to the meeting.

# **Santa Monica High School**

## **CLUB INFORMATION**

### **Frequently Asked Questions**

**Can anybody start a club at Santa Monica High School?**

Yes. As long as it is a group of fifteen or more students.

**Is it necessary to have a full-time faculty advisor?**

Yes. The Inter Club Council Constitution outlines this requirement in accordance with the Board of Trustees Policy and Administrative Regulations.

**How is a club formed?**

Students obtain a club registration packet from the Student Activities Office. The full-time credentialed faculty advisor must sign the registration forms. Students complete the packet and return it to the Student Activities Director.

**Once the club registration packet is submitted to the Student Activities Office, is the club considered official?**

No. After the registration packet has been submitted, the club must have a representative present at an official Inter-Club Council meeting. The Inter-Club Council Chairperson will call out the names of the club eligible to be installed at the meeting. If the representative is present, the body will vote to give the club official status. Once this vote has occurred, the club is considered to be official.

**What is the Inter-Club Council?**

The Inter-Club Council (I.C.C.) is the body that represents all official student clubs on campus. Each officially recognized club on campus elects representatives to attend monthly Inter-Club Council meetings. The Inter-Club Council is the collective voice of clubs and Activities.

**Does it matter if a club is absent at an Inter-Club Council meeting?**

Yes. If any club is not represented at any two (2) meetings of the I.C.C., the club's membership in the I.C.C. shall be revoked, and it shall not longer be a recognized club.

**Who is the Chairperson of the Inter-Club Council?**

At the end of each academic year, an Inter-Club Council Chairperson is elected from and by the I.C.C. The Inter-Club Council Chairperson holds a position on the Associated Student Board of Directors and is considered to be a voice of clubs on the Board.

**Can anybody represent the club at the Inter-Club Council meeting?**

No. According to the Inter-Club Council Constitution, only three people are eligible to represent the club for the purpose of roll call and installation. These three officers are the club president, trustee, or I.C.C representative. The names of the individuals appear on the club registration packet. The Inter-Club Council Chairperson has a list of these officers at each meeting.

**Is anybody other than the club president, trustee and I.C.C. representatives allowed to attend an Inter-Club Council meeting?**

Yes. Inter-Club Council meetings are open meetings. Everybody is welcome to attend. However, only the three club officers mentioned in above can represent the club during roll call and installation. If your club sends somebody other than one of the three designated individuals, the club will be counted as absent at the meeting.

**Santa Monica High School**  
**CLUB INFORMATION**  
**Faculty Advisor Responsibilities**

1. Advisors must be a Samohi Credentialed Faculty member.
2. Advisors must attend all meetings, activities and events of the club/organization to ensure observation of school policies and regulations.
3. Advise and supervise students in planning, executing, and evaluating the club/organization's programs and projects.
4. Ensure that all appropriate forms are filed out and returned in a timely manner to the Activities Office. Proper forms would include; complete and up-to-date club registration packet, Activity Permit Request, Potential Revenue and any other necessary forms.
5. Approve and sign budget and requisition forms when appropriate, and following financial guideline in their Faculty Staff Handbook.
6. Evaluate and approve guest speakers for club/organization meeting, activity or event.
7. Approve all letters written on behalf of the club/organization.
8. Notify and obtain approval of the Student Activity Director when radio, television, or other media is expected to cover a meeting or event.
9. Notify the Student Activities Director when the Advisor will be absent and arrange for a substitute to attend and oversee the meeting, activity or event.

**Additional Faculty Advisor Responsibilities**  
**Evening and Off Campus Events**

10. Arrive at least fifteen (15) minutes prior to setup for the event.
11. If money is to be exchanged, supervise the process of collection and depositing of funds.
12. Know the process of ticket taking and hand stamping.
13. All monies collected must be turned over to you the club advisor, for deposit into the vault and then deposited with the ASB account clerk in the Vikes' Inn the day of, or the following school day.
14. Advisor(s) must be familiar with campus regulations regarding unruly conduct, alcohol, drugs, and injury.
15. Keep a membership roster in possession at all times, with a list of telephone numbers and persons to contact in case of emergency.

**Santa Monica High School**  
Inter-Club Council Meeting Pass

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Student \_\_\_\_\_

Rep. for Club Name \_\_\_\_\_

Advisor of Club signature \_\_\_\_\_

Period 4 Teacher signature \_\_\_\_\_

Dismissed from meeting at \_\_\_\_\_

\_\_\_\_\_  
Signature

**Santa Monica High School**  
Inter-Club Council Meeting Pass

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Student \_\_\_\_\_

Rep. for Club Name \_\_\_\_\_

Advisor of Club signature \_\_\_\_\_

Period 4 Teacher signature \_\_\_\_\_

Dismissed from meeting at \_\_\_\_\_

\_\_\_\_\_  
Signature

**Santa Monica High School**  
Inter-Club Council Meeting. Pass

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Student \_\_\_\_\_

Rep. for Club Name \_\_\_\_\_

Advisor of Club signature \_\_\_\_\_

Period 4 Teacher signature \_\_\_\_\_

Dismissed from meeting at \_\_\_\_\_

\_\_\_\_\_  
Signature

**Santa Monica High School**  
Inter-Club Council Meeting. Pass

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Student \_\_\_\_\_

Rep. for Club Name \_\_\_\_\_

Advisor of Club signature \_\_\_\_\_

Period 4 Teacher signature \_\_\_\_\_

Dismissed from meeting at \_\_\_\_\_

\_\_\_\_\_  
Signature

# Santa Monica High School

## Club Day Proposal

Club Name \_\_\_\_\_

Faculty Advisor Name \_\_\_\_\_

Meeting Day & Time \_\_\_\_\_ Meeting Location \_\_\_\_\_

Club President \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Club Day Proposal (be specific on what you are going to sell)

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

Cost per item/plate \_\_\_\_\_

\_\_\_\_\_

Four people from our club that will set up 4<sup>th</sup> period and clean up into 5<sup>th</sup> period

Name	Student I.D. #	4 <sup>th</sup> / 5 <sup>th</sup> Period
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

**Santa Monica High School**  
**Proof of Club Event**

Club Name \_\_\_\_\_

Faculty Advisor Name \_\_\_\_\_

Meeting Day & Time \_\_\_\_\_ Meeting Location \_\_\_\_\_

Club President \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Name of Samohi Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Where the event took place \_\_\_\_\_

Description of the event (be specific)

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\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Samohi Administrator Signature

\_\_\_\_\_  
Date

**Santa Monica High School**  
**Proof of Club Community Service**

Club Name \_\_\_\_\_

Faculty Advisor Name \_\_\_\_\_

Meeting Day & Time \_\_\_\_\_ Meeting Location \_\_\_\_\_

Club President \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Name of non-profit organization \_\_\_\_\_

Name of contact person of organization \_\_\_\_\_

Phone number of contact person (\_\_\_\_) \_\_\_\_\_

Date(s) community service performed \_\_\_\_\_

Hours completed of community service \_\_\_\_\_

Address of where the community service took place \_\_\_\_\_

Description of the community service (be specific)

List of Club Members and hours who contributed in completing the hours

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Community Service Organization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date