

Santa Monica High School Club Charter **INFORMATION & APPLICATION PACKET** **Fall 2020**

This application is due no later than
Tuesday, September 8th 2020 to the Club's Google Classroom

The list of approved clubs will be posted September 21st online in the Google Classroom.

IMPORTANT: Join the Google Classroom to be in the know! Get updates on upcoming events, due dates, and ICC meetings. Club presidents *should join*.

Code: iyoimxv

(MAKE SURE YOU JOIN WITH YOUR PERSONAL EMAIL)

Membership

1. Any Samohi student who is interested in the club may become a club member or club founder/co-founder.
2. Club members are expected to attend club meetings and community service events/fundraisers.
3. Students with over three *unexcused* absences from the regular meetings will be dropped off the roster.
4. We recommend that the elected positions be as follows:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
5. All positions are to be elected by the members of the club during one of the first meetings. Election results must be included in the Minutes.

Duties of Elected Members

1. President – Leads meetings, and provides the club with information about what the club is planning to do. After being elected, he/she will take on the responsibility as club leader from the founder and co-founder.
2. Vice President – If the president is absent, he/she must perform the duties of president. VP will oversee all club events and serve as a leader and support to club members.
3. Secretary – Keeps meeting Minutes and is responsible for providing a copy of them to ASB. He/she is responsible for taking attendance at all meetings and events, and keeping accurate record of membership standings.
4. Treasurer – Keeps club account accurate and current. Provides financial reports to club, attends meetings with Ms. Nicholas when necessary, makes purchases for the club from club account, pays bills, and abides by school financial procedures.

Meetings

1. Regular meetings are expected to be held once a week (though schedules may vary for certain clubs), and must take place on campus. Special meetings may be held at the request of president or majority vote of the members. Secret and/or unauthorized off-campus meetings are prohibited. The club advisor must be present at all meetings.

Due to Covid, we are still practicing social distancing. Clubs will have various opportunities to meet together online via Zoom or Google meets.

2. The order of meetings should be as follows:

- A. Call to Order
- B. Committee Report (Read by President)
- C. Financial Report (Read by Treasurer)
- D. Old Business
- E. New Business
- F. Closure
- G. Amendments (If any)

This constitution may be amended at any regular meeting by two-thirds vote of the membership, provided that the proposed amendment has been submitted in writing two weeks before it is to be voted upon and provided that it has the approval of the advisor. The altered amendment must then be submitted to the Activities Director.

Bylaws

With the approval of the advisor, the bylaws necessary for the work and development of the club and in harmony with the spirit and purpose of this Constitution, may be adopted.

1. Any guest speakers, activities, and events must be approved by the Activities Director two weeks prior to the event.
2. All clubs *must* participate in 1st Semester's Club Row and Club Day (unless non-fundraising club) or the club will be discontinued the next semester.
3. All clubs *must* submit Meeting Minutes to the google classroom by each deadline. Failure to do so will result in discontinuing the club the next semester.

Faculty Advisor Responsibilities

At this time, an advisor can be one from the previous year but your club must get confirmation, via email. If your club is approved, Club Fac will be emailing those advisors to confirm.

1. Advisors must be a Samohi credentialed faculty member.
2. **Advisors must attend all meetings, activities and events of the club/organization to ensure school policies and regulations are being followed** (see attached).

*****Advisors can join meetings but are not required to. We still recommend informing your advisor about any new updates.**

3. Advisors must approve and sign all Activity Permits for all club events.
4. Advise and supervise students in planning, executing, and evaluating the club/organization's programs and projects.
5. Be present at Club Days to help supervise the club and the exchange of money.
5. Turn in all money the club raises to the Vikes' Inn.

6. Ensure that all appropriate forms are filled out and returned in a timely manner to the Activities Office.
7. Approve and sign budget and requisition forms when appropriate.
8. Evaluate and approve guest speakers for club/organization meeting, activity or event.
9. Approve all letters written on behalf of the club/organization.
10. Notify and obtain approval from the Activities Director when radio, television, or other media is expected to cover a meeting or event.
11. Notify the Activities Director when the Advisor will be absent and arrange for a substitute to attend and oversee the meeting, activity or event.

**** If there's a problem with your club, we will email you and expect a response within a week. Club Fac is more than willing to work with you to make your club happen, that being said please print your email VERY clearly. *******

CLUB APPLICATION

Due no later than Tuesday, September 8th 2020

Please print clearly with black or blue ink

Name of Club _____

The goals and interests of this club are:

1. To promote school service, loyalty and to encourage the highest standards of citizenship.

2. _____

3. _____

Are you a fundraising club? Yes or No

Advisor's Name _____

(Samohi Faculty member only)

Advisor's Email _____

Club Founder Name: _____

Club Founder Email: _____

Club Co-Founder's Name _____

Club Co-Founder's Email _____

MEETING INFORMATION

Day of the week (circle): M T W Th F

Time: _____

SAMOHI Club Acknowledgement and Agreement

I have read, understand and hereby agree to comply with the responsibilities and information stated in the Club Information Packet.

Club Name _____

PRINT Club Founder Name

Club Founder Signature

Date

PRINT Club Co-Founder Name

Club Co- Founder Signature

Date

PRINT Advisor's Name

Club Advisor Signature

Date