

Oak Park High School ASB



Club Application Packet



2020-2021

INDEX

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Dear Potential Club,

Congratulations on working toward forming a club on our Oak Park High School campus. Many of our clubs have been extremely successful in competitions and in reaching out into the community to collect items, offer service and or monetary funds for special programs within the community. In order to get started in forming a club and/or renewing a club, you will need to fill out the Club Forms listed on the next page. These forms will need to be turned in to Ms. Cissell in the ASB room (B1) or in her mailbox by the respective dates and time. Failure to meet deadlines will result in the inability to form a club this school year. If you are a “returning” club, you will need to submit your updated Club Constitution and forms as well. There will no longer be separate Club Packets for new and returning clubs. You may pick up a hard copy of this “New & Existing Club Packet” OR you can find a copy posted on the Oak Park High School website under “Activities” and under “Associated Student Body (ASB). Click on the “Pages” box on the top left of the screen. You will see the “New & Existing Club Packet” for this school year and a list of OPHS Clubs that we had at OPHS last school year. This list will be updated soon after Club Week. For now though, we need you to get started and fill out your first set of forms so that we can compile a list of clubs and contact your President, so that we can assign a table in the Pavilion where you can display your club advertisements, so that you can invited students on campus to join your club!! We wish you a very successful and productive school year!

– Your ASB Club Committee

1st SET OF CLUB DOCUMENTS DUE:

Club Constitution (Only Print p. 3-11)

- Fill in necessary areas for the Club Constitution (p. 3-8) (areas in bold print and italics)
- Fill out the Request for Club Recognition Form (p.10)
- Fill out the Advisor Agreement Form (p. 11)
- Fill out the Contact Information Form (p.12)
- Ensure the entire document is typed
- Turn into Room B1 by **Friday, August 21, 2020**

Club Week:

Monday, August 31 –Friday, September 4, 2020

2nd SET OF CLUB DOCUMENTS DUE:

Club Discipline/Monetary Policy Signature Page (p.16)

- Print document (Club Discipline P. 16 - 17). Club Advisor and officers sign in the required areas.
- A Typed list of members in alphabetical order by last name.
- Turn into Room B1 by **Monday, September 25, 2020**

QUARTERLY CLUB REPORTS DUE THE LAST DAY OF EACH QUARTER.:

1st Quarter Summary of club events / activities due in ASB Club Box in B1 (**Fri. Oct. 30, 2020**)

2nd Quarter Summary of club events/ activities due in ASB Club Box in B1 (**Fri. Dec. 18, 2020**)

3rd Quarter Summary of club events/activities due in ASB Club Box in B1 (**Fri. Mar. 20, 2021**)

4th Quarter Summary of club events/activities due in ASB Club Box in B1 (**Fri. May 21, 2021**)

FIRST SET OF FORMS:

- A. The completed Club Constitution
- B. The Request for Club Recognition.
- C. The Club Advisor Agreement Sheet.
- D. The Contact Information Form.

(Insert Club/Organization Name)
CONSTITUTION

ARTICLE I- NAME OF CLUB/ORGANIZATION

The name of this club shall be **(fill in club name here)**

ARTICLE II- PURPOSE OF CLUB/ORGANIZATION

The purpose of the club is to **(fill in club purpose here)**

ARTICLE III- MEMBERSHIP

Section 1. **(State club entrance requirements, if any, here. Should the club not have entrance requirements, state: "There shall be no entrance requirements for this club")**

Section 2. **(State club membership dues, if any, here. OPHS ASB Recommends a \$5.00 membership due for club entrance. Membership dues will support club activities).**

ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

- Section 1 Club officers must be currently enrolled in Oak Park High School, have a satisfactory Disciplinary tract.
- Section 2 Officers will be a President, Vice-President, Secretary, Treasurer, and any additional officer position as created by the club.
- Section 3 Club elections shall take place once club week has occurred. Elections of club officers for all following years may occur during the school year if stated in this constitution.
- Section 4 ***(State Club officer election process here. Elections for years following the club's Establishment are not required to take place immediately after club week. List all relevant information).***

ARTICLE V- DUTIES OF THE OFFICERS

- | | |
|---------------------------|---|
| Section 1. President | A Preside over all meetings.
B Call special meetings.
C Carry out the provisions of the constitution.
D <u>(List any additional responsibilities)</u> |
| Section 2. Vice President | A Assume the duties of the president in his/her absence.
B Perform any duties delegated by the president.
C <u>(List any additional responsibilities)</u> |
| Section 3 Secretary | A Record and keep accurate minutes of all meetings.
B Keep accurate attendance of all club meetings.
C Create, print and distribute the agenda for all meetings.
D <u>(List any additional responsibilities)</u> |
| Section 4 Treasurer | A Handle funds and finances for club.
B Keep financial records and collect dues.
C Manage all club fundraisers
D Make financial reports at least once a month
At the meeting.
E <u>(List any additional responsibilities)</u> |
| Section 5 Other Officers | <i>List any additional club officer positions, if any, and their duties here.</i> |

ARTICLE VI- IMPEACHMENT/REMOVAL AND
REPLACEMENT OF OFFICER AND MEMBERS

Section 1. All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

ARTICLE VI-IMPEACHMENT/REMOVAL AND REPLACEMENT
OF OFFICER AND MEMBERS

Section 2. Grounds for impeachment are negligence of club duties and any form of misconduct which is damaging to the club, school, or violates Section 43900 of the California Education Code.

Section 3. An officer/member may be impeached/removed only under the following conditions:

- A. There must be a quorum of total club members present during impeachment/removal vote in order for the vote to occur.
- B. One week's notice of impeachment/removal must be given to club membership, and the ASB Council.
- C. Two-thirds of the quorum must vote in favor of impeachment/removal in order for the officer/member to be impeached/removed.

Section 4. Any officer vacancies shall be filled by an election held within two weeks.

ARTICLE VII- MEETINGS

Section 1. There must be public notice of all club meetings.

Section 2. Clubs must hold a meeting at least once a month.

Section 3. All material discussed during meetings will be recorded in the club's minutes.

Section 4. All club minutes and attendance records must be filed with ASB on a quarterly basis. Attendance records can be turned into the ASB room or the ASB advisor's box in the front office. Failure to do so will result in penalties as stated in the club discipline form.

Section 5. Clubs must have a membership, and regular attendance of at least (5) five students in order to remain recognized as a campus club.

Section 6. **(List any subsequent meeting information here)**

ARTICLE VIII- ADVISOR

- Section The role of the advisor is to:
1. A. Serve as the official staff representative of Oak Park High School.
 - B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
 - C. Assist each officer of the club in understanding their duties.
 - D. Give particular attention to the financial activities of the club in order to prevent the incurring of debts for succeeding members to pay. As stated in the ASB Constitution, clubs must be financially solvent, and must be responsible for all club fundraising.
 - E. Assist students to understand and apply democratic principles within their own organizations.
 - F. Be present for all official club/organization meetings and must advise club members of the policies and procedures which they must follow as a club/organization of Oak Park High School.
 - G. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
 - H. Ensure that appropriate high school polices are upheld. These include bylaws stated in the ASB Constitution, and any subsequent ones.
 - I. **(List any additional responsibilities)**

ARTICLE IX- RESPONSIBILITIES

- Section 1. This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to all ASB and school regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE X- CLUB/ORGANIZATION FINANCIALS

- Section 1. As stated in the ASB Constitution, clubs must be financially solvent, and are responsible for club fundraising. Review ASB Club By-Law excerpt for additional information on club financials.
- Section 2. All club fundraisers and monetary disbursements are subject to the approval by the ASB Council. Clubs must submit a fundraiser request to the ASB Council for all club fundraises.
- Section 3. Clubs must follow all monetary and fundraisers procedures as outlined in the Monetary Procedures page.

ARTICLE XI- ASB Council Oversight

- Section 1. Campus clubs/organizations must adhere to all club/organization Bylaws approved by the ASB Council.
- Section 2. Campus Clubs/organizations must adhere to any additional Policies approved by the ASB Council. Clubs/organizations shall receive a copy of any new policies.
- Section 3. The phrase “club” and “organization” are interchangeable; the ASB Council may use either phrase in any related documents.
- Section 4. Clubs may not edit, or remove non-italicized text in their club constitution. Doing so may result in rejection of club charter.
- Section 5. Clubs shall adhere to all content stated in the club constitution.
- Section 6. Failure to adhere to any of the aforementioned information, by-laws, and policies will result in penalties imposed on the club.

AMENDMENTS XII- AMENDMENTS TO CONSTITUTION

- Section 1. Any amendment requires a two-thirds vote at a general club meeting. The amendment must then be submitted and approved and by a majority vote of the ASB Council in order for it to take effect.

Oak Park High School Request for Club Recognition

This document must be typed except where signatures are required.

The **(state club name here)** Club wishes to be recognized as an organization under the ASB at Oak Park High School for the **(state school year)** school year. The officers of the club assert they understand all by-laws and policies governing campus clubs and organizations. In addition, they are aware this form must be submitted to the ASB Council no later than **Friday, August 21, 2020.**

1. Proposed activities and meeting topics for this year:

2. Meeting day, Time and Location:

3. The advisor is:

Advisor Signature: _____

4. Our elected officers for the **(state school year)** year are as follows:
President:
Vice President:
Secretary:
Treasurer:

Do not write below this line

This request has been approved by the Oak Park High School ASB Council on _____ and the club constitution has been filed with the Club Commissioner.

ASB President

Club Commissioner

ASB Director

ASB Treasurer

Club Advisor Agreement

I, _____, hereby declare that I shall be the OPHS faculty representative of the _____ Club. I affirm I have reviewed and understand all ASB documents pertaining to campus clubs and organizations. These documents include, but are not limited to the constitution of the aforementioned club, the ASB Bylaws and Policies governing clubs stated in the Existing Club & New Club Packets and in the ASB Constitution, the Club Monetary Policies form, and the Club Discipline form _____ (initial).

As faculty representative, I recognize that I must be present at all club meetings, and act as facilitator to support the students in their club activities. I assert I shall be present at all club related activities which take place after school hours. Should I fail to be present, OPHS will assign supervision for the event, and will deduct the appropriate amount from my club's account. In addition, I shall ensure that my club will remain within the guidelines set forth by the ASB Council. These guidelines are outlined in the club constitution and the ASB Bylaws and Policies governing campus organizations. I understand that my club is subject to penalties, and possible club charter revocation, should my club fail to remain in the guidelines established by the ASB Council _____ (initial).

As stated in the ASB Bylaws and Policies governing campus clubs and organizations, I assert my club shall remain financially solvent. I understand that all club fundraisers and financial transactions of the aforementioned club are subject to the approval of the incumbent ASB Council. I have reviewed and shall ensure my club complies with the Monetary Policies form _____ (initial).

I am aware that this agreement shall remain active during my entire tenure as faculty representative of the aforementioned clubs. Should I have any questions pertaining to the club process, I understand that I may contact the ASB Council at any time. By signing this agreement, I assert that I shall comply with its contents.

X

Club Advisor

Contact Information:

ASB kindly requests that the club member in charge of completing the club application packet provide us with contact information. This information will allow ASB to easily reach the club for information regarding club week, and various club updates throughout the school year. We look forward to another great year working with our clubs!

Name: _____

Date: _____

Club Name: _____

3rd Period Class, Teacher, and Room Number:

1st Semester _____

2nd Semester _____

Cell Phone Number:

Email:

Do not write below this line (ASB Use)

This constitution and packet has been reviewed by, _____, on ___/___/____. I assert
this constitution is complete and within all proper guidelines as set forth by ASB.

SECOND SET OF FORMS:

1. The completed Club Discipline Monetary Policy Signature Page.
2. A typed list of members in alphabetical order by last name.

Club Discipline/Monetary Policy (Part #1)

In order to ensure proper oversight for all campus organizations, it is necessary to impose a disciplinary system for organizations that fall out of proper ASB guidelines. OPHS ASB will readily assist any club should they fail to meet the proper standards for a campus organization. It is the goal of ASB to ensure clubs are active to their fullest potential throughout the whole year.

Administrative Penalties

As stated in the by-laws and policies governing clubs/organizations, it is required that the following procedures are maintained at all times:

1. Clubs/organizations shall meet at least once every month.
2. Clubs/organizations shall keep an accurate record of attendance, and submit them to ASB on a **quarterly** basis.
3. Minutes shall be kept of each meeting, and shall be submitted to on a **quarterly** basis.

Failure to fulfill the aforementioned administrative guidelines will result in the following penalties. Penalties shall incur the **first day of next academic quarter**.

First quarter out of compliance- Notice of improper compliance will be sent if club paperwork is not received by the last day of the first quarter. The club will have 10 days within the notice's date to turn in the necessary paperwork before further action is taken. Should the club fail to meet the 10-day deadline, the club will be placed on organizational probation. A designated ASB Club Committee representative shall facilitate club meetings, and assist the club into regaining proper compliance. Expenditures of clubs on organizational probation will be denied until compliance is regained. Letters will be sent to club officers and the club advisor.

Second Quarter out of compliance- A notice of continued lack of compliance will be sent if the club paperwork is not received by the last day of the second quarter. The club will have 10 days within the notice's date to become compliant before additional action is taken. If the 10-day grace period passes without compliance, the club's charter is in risk of revocation at any time. A majority vote of the ASB council is required to revoke an organization's charter. The club's funds shall be absorbed into the General Fund of ASB. Notification of the charter revocation vote shall be sent to the club officers and the club advisor.

Club Discipline/Monetary Policy (Continued Part #2)

Financial Penalties

As stated in the by-laws and policies governing clubs/organizations, it is required that the following financial procedures are maintained at all times:

1. Clubs/organizations shall be financially solvent at all times (maintain a positive account balance).
2. Club/organizations may not borrow General ASB funds unless a loan request has been approved. All loans must be paid by the specified maturity date to avoid penalties.
3. Club/organizations shall be responsible for their own fundraising.

Failure to fulfill the afore-mentioned financial guidelines will result in the following penalties. Penalties shall incur the first day of each month.

1. Should a club/organization have a negative account balance for any reason, the club shall be put on organizational probation immediately. Notification of club debt and probation shall be sent to club officers, the club advisor, and ASB Bookkeeper. An assigned ASB Club Committee representative will be present at all club meetings to facilitate club's repayment of debt. Expenditures of any club who has negative account balance will be denied.
2. Should the club/organization fail to repay a loan by the specified loan maturity date, all procedures outlined in number one shall be enforced. In addition, the organization shall be subject to a ten percent interest rate on the outstanding balance. The compounded interest rate will accrue the first day of every month until the balance is repaid. Clubs who fail to repay a loan by the maturity date will have all expenditures denied until loan repayment.
3. Any expenditures and excursions shall not be approved when a club is on probation due to a negative account balance, or failure to repay a loan by its maturity date.

Club Discipline/Monetary Policy (Continued Part #3)

Club Monetary Policies

In order to remain within proper guidelines set forth in the California Education Code, the following procedures must be followed by clubs when managing club funds:

1. **Any club that receives or disperses money must have a club account with ASB.** Please have a club member set-up an account with Mrs. Iwanoff **before** any funds are brought for a deposit. She will be unable to assist clubs seeking an immediate deposit of funds if a club account has not been previously established.
2. **As per the California Education Code, all club funds must be deposited with the ASB Bookkeeper.** This includes club dues or money earned from fundraisers. Clubs are prohibited from storing funds with the club advisor or any club member.
3. **As per the OPHS Club Information Packet, all club fundraisers, whether on or off campus, must be approved by the ASB Council and the Administration.** As per school policy, request for fundraisers must be completed at least two weeks preceding the event.
4. If a club needs to make a requisition for club funds, requisition forms are available with the ASB Bookkeeper.
5. Failure to adhere to these policies may result in disciplinary action.

We thank clubs in advance for their cooperation with these guidelines. Please ensure the club remains within these rules throughout the school year. Should there be any questions in regards to these monetary procedures, please contact the ASB Bookkeeper, Ms. Loretta Brown (Lbrown@opusd.org) or the ASB Advisor: Mrs. Cissell (hcissell@opusd.org).

Club Discipline/Monetary Policies

NAME OF CLUB _____

Signature Page

By signing below, you acknowledge that you understand and accept the penalties your club or organization is subject to.

X

Club Advisor

X

Club President

X

Club Vice-President

X

Club Secretary

X

Club Treasurer

Reminder:

Please attach a typed club member list in alphabetical order by last name when turning in the Request for Club Recognition Page.



NOTICE:

Only Blue Painter's Tape may be used to hang up flyers and posters around campus. Please contact the administration with any questions.

BE

Flyers may not be placed on windows and must be approved by the Administration or ASB Advisor or club advisor before they are posted.

ADVISED:

CLUB WEEK SET-UP:

Club Week is from Monday, August 31, 2020 to Friday, September 4, 2020. Club Week allows officers a chance to advertise their club and provides a chance for other students to look around the Pavilion and sign up for clubs of their choice and with other students who share a common interest. Each club should have a display board explaining the purpose of the club, when and where club meetings take place, club photos, and a sign-up sheet.

IMPORTANT DATES:

On Thursday, August 27, 2020 current ASB officers will set up the tables for Club Week during ASB class time and lay out a diagram of where each club will have their designated table area. Clubs will be arranged in alphabetical order.

On Friday, August 28, 2020 during 7th period, Club Presidents can set up their displays for Club Week in the Pavilion. Do not miss your chance to set up and be ready for Club Week!

Club Photos: Will be taken by a yearbook student during September or October. Your club **MUST** have a photo taken in order to be recognized as an official club. Mrs. Rohlf's will contact your president to schedule a time for your club pictures.

ASB CONSTITUTION:

ARTICLE V: CLUBS AND ORGANIZATIONS

- Section I: Petition for the Right to Form an Organization.
- Section II: Instructions on the Written Form for Petition.
- Section III: Written Acceptance of Faculty Member.
- Section IV: The ASB Votes to Approve or Reject the Petition.
- Section V: What Clubs must Promote
- Section VI: Rules for Club Membership
- Section VII: Club and Organization Financials
- Section VIII: Deadline of Club Forms.
- Section IX: Club Fieldtrips, Excursions and Fundraisers.
- Section X: Athletic Teams
- Section XI: Athletic Team Financials
- Section XII: Club and Organization Oversight

ARTICLE V – CLUBS AND ORGANIZATIONS (p. 20)

Section I:

1. Any group of students can petition the ASB Council for a charter granting them the right to form an organization or club under the Associated Student Body.

Section II:

1. The petition shall be in written form and shall be accompanied by the organization's constitution and list of prospective members. The club or organization must adhere to its constitution throughout the school year.

Section III:

1. All organizations must have a written acceptance of a faculty member declaring an agreement to act as a faculty advisor for the club or organization. The faculty member shall be present during all club or organization meetings, unless otherwise approved by a majority vote of the ASB Executive Cabinet

Section IV:

1. The ASB Council shall vote to either approve or reject the petition. A simple majority of the ASB Council shall be necessary for approval. If the petition is rejected, the ASB Council must state, in writing, the reasons for its actions.

Section V:

1. All approved clubs and organizations must promote the general welfare of the student body and be of service to the high school; in the form of an activity or project agreed upon by all club presidents established at the beginning of the school year.
2. A consistent meeting schedule shall be created and kept. Failure to do so may result in probation, and subsequent charter revocation.
3. Club and organization minutes and attendance shall be submitted to ASB Council on a monthly basis.

Section VI:

1. Membership to any approved club or organization must be open to all qualified Oak Park High School students.
2. Clubs and organizations shall not discriminate when setting qualifications, and clubs shall not vote on new members.
3. Qualifications for club and organization entrance must be clearly stated at all times.

Section VII: CLUB AND ORGANIZATION FINANCIALS

1. All approved clubs and organizations must be financially solvent and responsible for raising their own funds. General ASB funds cannot be used to support individual clubs or organizations. Any club or organization not financially solvent is subject to any penalties imposed by the ASB Council, and possible charter revocation.
2. All clubs and organizations are responsible for, and must repay any present and future debts to the ASB General Fund. Debts are not cancelled at the closure of the school year. All clubs and organizations are subject to any penalties, including charter revocation, imposed by the ASB Council due to failure to repay any debt.
3. The ASB Council may vote to grant a club or organization a loan. However, the club or organization must first submit a written plan describing the use of the potential borrowed funds, and must outline a repayment plan of the borrowed funds before the loan may be granted.
4. Any borrowed funds must be repaid by the date set in the repayment plan, or the club or organization will face penalties, and possible charter revocation.
5. The ASB Council reserves the right to reject any club or organization monetary disbursements.
6. A majority vote of the ASB Council is not required to impose and enforce any penalties placed on a club or organization.

Section VIII:

1. All forms for the establishment and renewal for any club or organization on campus must be turned in no later than date specified by ASB Council at the beginning of the school year. No exceptions shall be granted.

Section IX:

1. All club and organization activities, such as fieldtrips, excursion, and fundraisers are subject to the approval of the ASB Council.
2. The ASB Council reserves the right to reject club activities and fundraisers. A formal explanation will be filed with the administration and club or organization if an activity or fundraiser is rejected.

Section X: ATHLETIC TEAMS

1. All athletic teams are, and shall be defined as a school organization.
2. Athletic teams shall have all necessary paperwork filed with the Athletic Director's office. Athletic teams shall not submit a constitution to the ASB Council.
3. All athletic teams shall abide by all California Interscholastic Federation, Oak Park High School, and Oak Park Unified School District regulations.
4. Athletic teams shall not discriminate when selecting teams.

5.

Section XI: ATHLETIC TEAM FINANCIALS (p. 22)

1. As with all campus organizations, athletic teams must be financially solvent, and responsible for raising their own funds. General ASB funds cannot be used to support individual athletic teams. Any athletic team not financially solvent is subject to penalties imposed by the ASB Council.
2. All athletic teams are responsible for, and must repay any present and future debts to the ASB General Fund. Debts are not cancelled at the closure of the school year. Athletic teams are subject to any penalties imposed by the ASB Council due to failure to repay a debt.
3. The ASB Council may vote to grant an athletic team a loan. However, the athletic team must first submit a written plan describing the use of the potential borrowed funds, and must outline a repayment plan of the borrowed funds before the loan may be granted.
4. Any borrowed funds must be repaid by the date set in the repayment plan, or the athletic team will face penalties imposed by the ASB Council.
5. The ASB Council reserves the right to reject any athletic team's monetary disbursements.
6. The ASB Council reserves the right to reject any athletic team's fundraiser. A written explanation will be filed the administration and sports team if a fundraiser is rejected.
7. The ASB Council reserves the authority to impose and enforce any penalties placed on an athletic team when they are found in violation of the aforementioned bylaws.
8. A majority vote of the ASB Council is not required whatsoever to impose and enforce any penalties on an athletic team when they are found in violation of the bylaws.

Section XII: CLUB AND ORGANIZATION OVERSIGHT

1. All clubs and organizations are subject to any regulation and oversight by the ASB Council. All clubs and organizations must abide by the aforementioned bylaws and any subsequent bylaws.
2. The ASB Council has the authority to approve and enforce any subsequent bylaws not stated in this Constitution. Subsequent bylaws shall be passed by a simple majority vote of the incumbent ASB Council
3. Clubs and organizations must adhere to any subsequent bylaws approved by the ASB Council not stated in this Constitution.
4. Should a club or organization be found in violation of any of the afore mentioned or subsequent bylaws, the club or organization's charter will be subject to revocation by a majority vote of the incumbent ASB Council. The ASB Council will submit a letter to the club or organization and the administration citing reason(s) for revocation.
5. Any club or organization shall be warned of its violations before revocation.
6. Any club or organization may be put on probation if found to be in violation of any of the aforementioned bylaws or its constitution.

7. The ASB Council has the authority to approve and enforce any disciplinary actions or penalties placed on any clubs or organizations when they are found in violation of any bylaws stated in Article V. A vote of the ASB Council is not required to authorize and enforce any disciplinary actions or penalties. The revocation of any club or organization's charter must be approved by a majority vote of the incumbent ASB Council.

