

**MONTA VISTA HIGH SCHOOL
2008-2009 Club Application Form**

Name of Club: _____
 Type of Club (service, special interest, etc.) _____
 Short Description/Purpose:

Contact Information:

President Name: _____ President Home #: _____
 President Email: _____ President Cell #: _____

Secondary Officer Name & Position: _____
 Secondary Officer Email: _____

Club Email (if applicable): _____

Adviser Name: _____
 Adviser Email: _____
 Adviser Room: _____

Meeting Information:

Location: _____ Day: _____ Time: _____

Budget Information:

Proposed Membership Dues: _____
 Short Description of Use of Money:

Members:

You must have at least four other people committed to be being members of your club to be considered as a probationary club. At the end of the two-month probationary period, you must have at least ten members total to be considered for permanent club status.

Name:	Phone Number:	Email Address:

Total number of members in 2007-2008 (if applicable): _____

Activities and/or projects held in 2007-2008 (if applicable):

**MONTA VISTA HIGH SCHOOL
2008-2009 Club Constitution**

Article I (Name)

Section I: The name of this organization shall be

Article II (Objectives and Activities)

Section I: The objectives of this organization shall be

A. _____

B. _____

C. _____

Article III (Membership)

Section I: Requirements for maintaining membership include (for more room, please use the back of the constitution and indicate Article and Section):

A. _____

B. _____

Article IV (Officers)

Section I: Officer positions and duties for this organization shall be (**be specific**; for more room, please use the back of the constitution and indicate Article and Section):

A. _____

B. _____

C. _____

D. _____

E. _____

The duration that officers shall serve shall be: _____

Section II: Each officer shall be a member in good standing

Section III: Adviser duties will include

Article V (Elections of Officers)

Section I: If there are specific requirements to apply as an officer, those requirements are

Section II: All elections of officers shall be conducted in a manner fair to all applicants. The process of elections shall be conducted in the following manner:

Article VI (Accountability)

Section I: The club shall comply with all accountability rules and is subject to all consequences as stated in the Club Accountability Contract, signed by the club president and adviser.

Article VII (Amendment)

Section I: Amendments to this constitution shall be adopted by approval by the Club Commission and ASB Leadership adviser. Proposed amendments to this constitution shall be submitted to the Club Commission in club evaluation at the end of each grading period.

Signature of Club President

Date

Signature of Club Adviser

Date

MONTA VISTA HIGH SCHOOL
2008-2009 Associated Study Body Club Accountability Contract

In order to maintain the authenticity of club organizations at Monta Vista, the following guidelines have been suggested as the basic minimum requirements of all clubs. A club must uphold certain standards and obligations to maintain the genuineness of the Monta Vista High School name.

Minimum Requirements:

1. Clubs are to follow the Student Code of Conduct through perpetuation of honesty, responsibility, and good will.
2. Clubs must maintain an account with the ASB Office and report budgets to Club Commission once per grading period.
3. Clubs must maintain a minimum membership of 10 active members (active as defined by the club's specific constitution).
4. Clubs must submit project proposals for School Affecting Projects to Leadership Council before carrying out the project. School Affecting activities include any activities held using school facilities or soliciting money from the students.
5. Clubs must hold at least 2 meetings, activities, or fundraisers per month.
6. Clubs must submit an evaluation for each grading period, as regulated by Club Commission.
7. Clubs must adhere to the Monta Vista Poster Policy.
8. Clubs must respect the property of other clubs and organizations on campus.
9. Clubs must adhere to the food codes and regulations imposed by the state and the district.

Clubs following these minimum basic guidelines are certified to be legitimate Monta Vista clubs. Club organizations not in compliance with these minimum standards will be subject to the following consequences:

Consequences:

1. **Dissolution of Club will occur if :**
 1. Clubs harm, disregard, or cheat students in any way.
 2. Clubs receive three strikes. A strike is given to a club for a flagrant violation of the minimum requirements.
 3. Clubs violate the Student Code of Conduct.
 4. Any probationary clubs fail to meet all of the minimum requirements during the two-month probation period.
 5. Clubs do not have an ASB Financial Account.
 6. Clubs fail to reapply in the Spring Application Drive.
2. **Re-probation of Club or Strike will occur if:**
 1. Clubs fail to maintain a minimum of 10 active members.
 2. Clubs fail to submit an evaluation at the end of the grading period.
 3. Clubs fail to hold a minimum of two meetings, activities or fundraisers per month.
 4. Clubs hold a School Affecting Activity without approval from ASB and Administration.
 - i. Fundraisers held without approval will result in 50% of the profit from the fundraiser being transferred into the MRS Gold Account, and the club will not be permitted to hold another fundraiser for six weeks after the offense.
3. **Suspension of Club will occur if:**
 1. Existing club no longer has an adviser. During this suspension period, the club cannot partake in any activities, including fundraisers, events, meetings, etc. If the club fails to obtain a new adviser two weeks from the start of suspension, the club will be dissolved.
4. **Fines will be charged of:**

1. Clubs who violate the school poster policy.
2. Clubs who damage school property.
3. Clubs who damage the posters or other property of another club or a student.
4. Clubs in violation of rules during general club activities. (i.e. Club Day)
5. **Any other action deemed necessary by the Administration, Associated Student Body and/or Club Commission will be taken at any time.**

Note: Upon dissolution of a club, the club funds and assets become property of ASB.

Application and Status:

1. All clubs must go through a Spring Reapplication.
2. Club Commission will be in charge of evaluation of each club based on performance from the previous year.
3. Clubs may be dissolved during the Spring Reapplication and allowed to apply for probationary status in Fall.
4. Once a club has been granted probationary status, the Club Commission grants the club two months to showcase its activity. Clubs are expected to both organize *and run* projects during this time period. Projects and/or events planned to take place after the ending of the period will not be considered in the deliberations of club commission. After the two month period is over, Club Commission and/or Leadership Council will make a decision on the future status of the club.
5. A club is allowed only two consecutive probationary periods before being disbanded.
6. Following disbandment, a club must wait one full month before reapplying for club status.
7. Club applications will be accepted on the first Friday of every month. Anything after will be counted into the next month's application drive.

Club Council and Retreats:

1. Club Councils will be held before major events such as Club Day, Club Wars and Dance Marathon. Attendance is mandatory for councils if clubs wish to participate in the events pertaining to the specific Council.
2. Club Councils will be called to convey important information about publicity, managing a club, or other topics.
3. A Kickoff Retreat will be organized over the summer to review the essentials of organizing and running a club and reviewing the current club policy. Several others may occur during the year.

Disclaimer: The Associated Student Body of Monta Vista High School reserves the right to alter or amend these minimum basic guidelines based on the circumstances at hand.

By signing below, I agree to comply with the terms stated above. I understand that violation of these guidelines will result in the stated consequences, and that the administration and Club Commission have the final decision on all issues.

Club President Signature: _____ **Date** _____

Club Advisor Signature: _____ **Date** _____

PLEASE MAKE SURE ALL SECTIONS ARE SIGNED AND COMPLETED BEFORE TURNING IN. APPLICATIONS ARE DUE TO THE CLUB BOX OUTSIDE ASB.

FILING PERIODS END THE FIRST FRIDAY OF EACH MONTH, WITH THE EXCEPTION OF THE FIRST (AUG 29th).

