



Newbury Park High School Club Charter Form

Full Name of Club: _____
Club Category (circle one): Service Athletic Performance Academic Special Interest

Main Goal:

Teacher Advisor: _____ **Advisor Phone#/Ext.:** _____

Advisor email: _____ **Advisor Room #:** _____

Meeting (Location): _____ **Meeting (Day & Time):** _____
Circle One: Weekly Bi-Weekly Monthly

President's Name: _____ **Club President Email:** _____

Vice President's Name: _____ **Club Vice President's Email:** _____

Treasurer's Name: _____ **Club Treasurer's Email:** _____

Secretary's Name: _____ **Club Secretary's Email:** _____

Club Website Address (if you have one): _____

Please read and sign the following:

I, the Club President, hereby acknowledge the Club Guidelines & Regulations of the Newbury Park High School ASB. I will fully abide by these regulations in order to maintain the integrity of the group that I represent and the integrity of Newbury Park High School. I will ensure that my Club will follow all guidelines and regulations.

President's Signature

Date

I, the Club Advisor, have read and understand the Club Guidelines and Advisor Job Description. I agree to follow the guidelines set forth herein to the best of my ability. If I have a problem with any part of the Guidelines, I will seek advice from the AP of Activities.

Advisor's Signature

Date



CONSTITUTION OF THE NEWBURY PARK HIGH SCHOOL _____ CLUB

Preamble

The establishment, adoption, and implementation of this document will serve as the official governing authority of the aforementioned organization, within the scope of the specific Articles outlined herein. It is hereby declared that any intentional violation of the letter or spirit of this Constitution may result in the dissolution of the organization, with appropriate penalties to appropriate offending parties.

Article I: Club Name

We hereby designate our organization as the Newbury Park High School _____ Club (hereafter referred to as "NPHS _____ Club").

Article II: Club Purpose

What is the purpose and goal of the club? What are you trying to promote/inform about/provide opportunities for? What differentiates your club from other similar clubs that may exist on campus? Address Sections 1 & 2 and then add any additional information below those sections. BE SPECIFIC!!

Section 1 – General objectives of this club shall be:

- a. _____
- b. _____
- c. _____

Section 2 – The activities of the club shall be in accord with its objectives. General activities shall include the following:

- a. _____
- b. _____

Additional Information:

Article III: Authority

Upon approval and endorsement by the Newbury Park High School Associated Student Government (ASG), the NPHS _____ Club derives its authority directly from the NPHS ASG under the guidance and restrictions of the Dean of Activities, the Principal, and the Conejo Valley Unified School District's board of education.

Article IV: Membership

Members of the NPHS _____ Club must be currently enrolled students at NPHS.

Members of the NPHS _____ Club must maintain a _____ grade-point average.

Members of the NPHS _____ Club must have at least eight members, including the five board members (**A roster must be attached**).

Article V: Meetings

The NPHS _____ Club will hold regular meetings (at least once a month) pursuant to fulfilling the club’s purpose (see Article II). Meetings will be held:

- a) Day(s) of week _____
- b) Interval (weekly/biweekly, etc.) _____
- c) Location _____

In addition, the Club President, Advisor, ASG, or any School Administrator may call special meetings.

The order of meetings should be as follow:

- | | |
|--|-----------------|
| A. Call to Order | D. Old Business |
| B. Roll (Members Present, Number of Members, etc.) | E. New Business |
| C. Committee Reports | F. Financials |
| | G. Closure |

Article VI: Officers

No individual may fill more than one position. Each officer shall serve for one year and may be re-elected.

President – Oversees all activities, meetings, and fundraisers.

Name: _____

Vice President – Assists president in all tasks and fills in for president as needed.

Name: _____

Secretary – Takes minutes of all minutes, keeps records of activities and correspondence. Also, must submit a copy of the minutes to the Activities Secretary, as well as Student Store, when financials are involved.

Name: _____

Treasurer – Responsible for overseeing all club monies, budget, cash box requests, and running/counting the cash box at fundraisers.

Name: _____

Public Relations Chair – Advertises club activities, meetings, etc.

Name: _____

*If your club wants to have co-presidents instead of one president and one vice president, please indicate that here and explain why.

****It is highly recommended that one of the club’s officers be present at the Student Advisory Board meetings.**

Article VII: Elections

Elections will be held _____ [time(s)] per year: _____ [month and/or date of election(s)]

Method of elections: Explain how officers will be selected, voted on, etc. What percentage of the club needs to approve the officers selected?

Article VIII: Committees

The president will appoint committees as needed to facilitate the operation of the club. Committee members and job descriptions should be included in minutes.

Article IX: Community Service

All NPHS clubs are required to participate in some type of community service project, and 75% of the club must be present for that activity. It is recommended that the community service project either benefit Newbury Park High School or the community at large, and ties in with your club’s overall purpose (see Article II).

Community Service Project Proposal:

What do you propose to do as your club’s community service project?

What will it entail?

Why is this worthwhile and/or how does it relate to your club’s purpose?

When will it occur?

Proof of participation via verification signatures must be submitted to the Activities Secretary by June 1st. Failure to do so will result in the suspension of the club for one school year.

Community Service Approval:

ASG President’s Initials

ASG Advisor’s Initials

Assistant Principal Initials

Article X: Amendments

All changes or amendments to the NPHS _____ Club Constitution shall require a consenting vote of _____ of the club membership present at an advertised meeting to address such a change or amendment.

Constitution submitted by:

Club President Signature

Club President---Print Name

Date

Club Advisor Signature

Club Advisor---Print Name

Date

Room #

Ratification (to be completed by ASG):

This constitution must be approved by ASG and the NPHS Administration.

This NPHS _____ Club Constitution is ratified into effect as of _____.

Date

ASG President Signature

ASG Advisor Signature

Carly Adams, Assistant Principal Signature

***IF ANY PART OF THIS CONSTITUTION IS INCOMPLETE, IT WILL BE RETURNED TO THE CLUB ADVISOR.**

