

Petaluma High School

Club Charter Constitution _____ - _____ (school year)

We, the students of Petaluma High School, desire to **form a new club** or **renew its charter.**

- Activity Club only** **Fundraising Club (must complete a Club Budget Plan form)**

All sections of this application must be completed in order to create or renew a club.

ARTICLE I - Name, Purpose and Goals

Club Bylaws form completed

Club Name: _____ Club Advisor: _____

As directly approved by the student council and indirectly by the school principal and the governing board of the Petaluma City School District this club will (explain purpose, goals and impact on school and/or community):

Is your club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries of club fundraising proceeds, please list the name(s) of these organizations. All beneficiaries must be approved by the district board of education.

Club Affiliations

Tentative activities/fundraiser for the year:

Activity/Fundraiser	Approximate Date

ARTICLE II - Membership

The qualifications required to become a member are:

ARTICLE III - Meetings & Guidelines

Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Our club will hold regularly scheduled lunch meetings at the following time and place:

ARTICLE IV - Club Officers and Duties

Section 1: The elected officers shall be as follows (name & email address):

President:	Vice President:	Other:
Secretary:	Treasurer:	Other:

ARTICLE V - Financial Responsibility

In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. A Club Budget Plan form, listing the expected revenue from dues, fundraisers and donations, along with the estimated expenses of the club, must be submitted.

ARTICLE VI - Club Advisor Responsibilities

Section 1: Our advisor is _____ . This advisor must be a current PHS Staff Member.

Section 2: Our advisor agrees to be an active member of our club, supervising both Club Rush Zoom and overseeing our regularly scheduled club meetings.

Section 3: Our advisor agrees to fill out all forms necessary (or be responsible for them), including a finance form, and all Club Rush or Club Food Day handouts. These forms will be returned to ASB by the requested due date.

Section 4: Finance forms must be filled out at least once per year.

Section 5: We understand that following our Club Rush we are responsible for sharing our membership list with the ASB Coordinators and the Finance Coordinator.

Signature of Club President & date

Signature of Club Advisor & date

By signing this, we agree to follow this constitution. ASB has the power to postpone or cancel any club that does not abide by these rules.

FOR OFFICE USE ONLY:

APPROVED: Yes No

ASB Coordinator signature: _____ Date: _____

Principal's signature: _____ Date: _____