



Westmoor High School Student Club Information

Thank you for being a part of Westmoor's culture. Forming a new club allows you to be an active student body of Westmoor High School and adds to the diversity we have at Westmoor. However, formation of a new club requires many steps to be taken before becoming an **official** club on campus. In order for your new club to be considered, you must turn in the following documents listed below.

| Completed | Checklist |
|--------------------------|--|
| <input type="checkbox"/> | New Club Petition |
| <input type="checkbox"/> | Constitution / Charter |
| <input type="checkbox"/> | Westmoor High School Club Bylaws and Information Sheet |

Student Government Executive Board meets every 2nd and 4th Mondays of every month. The Clubs Commissioner will notify you as to the result of your club's application within one week of the Executive Board's meeting determining your club's status.

The meeting dates for the school are listed on the Westmoor High School website in the Calendar section. **All paperwork must be submitted at least one week prior to a scheduled Executive Board meeting to be placed on the agenda.***

ALL NEW CLUBS MUST SUBMIT THEIR PAPERWORK FOR CONSIDERATION BY THE FOLLOWING DEADLINES:

Fall Semester Deadline - Friday, October 19, 2018

OR

Spring Semester Deadline – Friday, February 8, 2019

For the club to be created, the ASB Executive Board, acting as representatives of the entire student body, must review and vote on the creation of the club after they have received all required paperwork. ***If passed, the club may hold meetings, but cannot perform any duties (fundraisers or events, or participate in IFD) until they meet as a club for at least one full semester, or 12 weeks, whichever occurs first. Meeting minutes must be submitted to verify this timeframe.***

****Upon completing the New Club Paperwork, please return all materials to the Student Activities Director, Mr. Simon via his mailbox in the Faculty Room (you adviser should do this).***



Westmoor High School- New Club Petition

Club Name: _____ School Year: **2018** - **2019**

Adviser: _____ Club President: _____

Club Mission

Statement:

A club must have at least 50 signatures to be considered.

“By signing this petition, you, as a student of Westmoor High School, will support this club to the best of your ability, believe in its ideals, and strongly encourage its creation”

| | Student Name | Signature | | Student Name | Signature |
|----|--------------|-----------|----|--------------|-----------|
| 1 | | | 26 | | |
| 2 | | | 27 | | |
| 3 | | | 28 | | |
| 4 | | | 29 | | |
| 5 | | | 30 | | |
| 6 | | | 31 | | |
| 7 | | | 32 | | |
| 8 | | | 33 | | |
| 9 | | | 34 | | |
| 10 | | | 35 | | |
| 11 | | | 36 | | |
| 12 | | | 37 | | |
| 13 | | | 38 | | |
| 14 | | | 39 | | |
| 15 | | | 40 | | |
| 16 | | | 41 | | |
| 17 | | | 42 | | |
| 18 | | | 43 | | |
| 19 | | | 44 | | |
| 20 | | | 45 | | |
| 21 | | | 46 | | |
| 22 | | | 47 | | |
| 23 | | | 48 | | |
| 24 | | | 49 | | |
| 25 | | | 50 | | |

For ASB USE ONLY

Club Constitution/Charter : Yes / No **NOTES:** _____

Club Information Sheet: Yes / No **NOTES:** _____

Approved: Yes / No **NOTES:** _____

ALL PHYSICAL FORMS MUST BE TURNED INTO MR. SIMON’S BOX IN THE STAFF ROOM



Westmoor High School Club Constitution Worksheet

Create a Club Constitution that includes **each** of the following articles. If your club has a national charter, this must be submitted in addition to the national charter. **Have the Club Adviser and the Club President sign the Club Constitution** and submit it to the ASB Executive Board along with the New Club Petition Form.

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

CLUB NAME: _____ SCHOOL YEAR: _____
CLUB ADVISER: _____

Article I: NAME and PURPOSE. Select a name that reflects the **PURPOSE** of your organization. Your club's name should not be based upon the ethnicity or religious affiliation of your constituents. The purpose must coincide with how the club will contribute to Westmoor High School by meeting some need of the student body. The objectives and proposed membership should also be discussed within this article.

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Article II ELIGIBILITY. Membership restrictions shall only be allowed in honorary clubs or in those clubs where special achievement is required. No clubs shall limit eligibility on the basis of race, religion, ethnicity, gender, age, etc...

Article III ELECTION OF OFFICERS. Describe the method of nominating and electing officers.

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Article IV RESPONSIBILITIES. Describe each officer's function as well as his/her specific responsibilities.

A large, empty rectangular box with a black border, intended for the student to describe the functions and responsibilities of each officer.

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Article V REMOVAL OF OFFICER. Describe conditions and methods under which an officer may be removed.

Article VI PHILOSOPHY OF FUNDRAISING. If you are going to be involved in fundraising, describe the method of fundraising that your club will use, and how you plan to spend the money.

Article VII AMENDMENTS. A club should have a 2/3-majority vote of members present to amend its constitution. All amendments must be cleared through the club's cabinet.

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Article VIII CLUB INTEGRATION. Describe what your club will do to solicit participation in its events, to avoid excluding or isolating other students, and to foster integration between students at WHS.

Meetings & Guidelines

Clubs shall structure meetings with the club adviser to fit the needs of the club and to fulfill the goals that have been established. Meetings should be held at least once a month and minutes should be taken and kept in a binder in the adviser’s room. Please be prepared to share at Clubs Council. Meetings must be held on campus.

Founding Officers’ and Adviser’s Signatures

- **Be sure to add the appropriate signatures on your final typed constitution for your club. This document is intended as a worksheet and not your final draft.**

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