

How to Charter a Club at PVPHS

In addition to completing your Club Charter Form by the given deadline, you must attach your club's constitution and a Letter of Commitment from the organization with which you will be working.

PVPHS Associated Student Body Drafting a Club Constitution

A club's constitution defines the primary characteristics of the club. It serves as the fundamental instrument of how the club functions. All by-laws relating to the same subject should be grouped together under one article or section.

The following is the order of Articles:

- Article I NAME
(State the name of the club)
- Article II PURPOSE
(A brief statement of the aims and purposes of the club)
- Article III MEMBERS
 - Section 1. Define the general requirements necessary for membership, keeping in mind: No club can be exclusionary and members must be a Student Body member.
 - Section 2. Qualification of Membership, such as a minimum grade point average
 - Section 3. Any requested fees or dues
 - Section 4. Provisions of resignation
- Article IV OFFICERS
 - Section 1. List of officers (Do NOT include specific names of students) Each club must have a President, Vice President, Secretary, Treasurer
 - Section 2 Selection process for officers (election? ballot? Speech required?)
 - Section 3 Length of term of office
 - Section 4 Qualifications for office
 - Section 5 Duties of each officer
- Article V MEETINGS
(State the day and time of regular meetings and provide a method by which special meetings may be called and by whom. Also state the number constituting a quorum)
- Article VI AMENDMENTS
(State the method for amending the constitution and of the vote required for such amendments).

Article VII SCHEDULE

(State the date when the constitution becomes effective.
Plan the date for after your Club Presentation).

The following articles are written out for you below. Please include them in your bylaws.

Article VIII PARLIAMENTARY PROCEDURE

Article IX AMENDMENT OF BY-LAWS

Article X POLICIES AND ACTIONS

Article VIII - Unless suspended, all meetings will be run according to Robert's Rules of Order, Newly Revised.

Article IX – These by-laws may be amended by a majority vote of the members provided that a quorum is present. If such amendments pass by the majority, it a new copy of the By-laws must filed with the PVPHS Commissioners of Club and Activities Director.

Article X – The club and any individual associated with said club, shall abide and conform to all Federal Laws, California State Laws, all rules and regulations of Palos Verdes Peninsula Unified School District, and all directives of the ASB Student Government. Any violation of the aforementioned criteria may result in the disciplinary action taken on the club charter.

Letter of Commitment Explanation

If your club will be working with any organization, including volunteering for, representing, communicating with, donating to, etc., you must attach a Letter of Commitment from that organization to your Club Charter Form. The purpose of this Letter of Commitment is to show the ASB and the PVPHS Administration that you have began communication with that organization, and the organization is willing and able to partner with your club for the 2014-2015 school year. Expectations for the club should be clearly established in the letter. Below is a sample of what the Letter of Commitment should include:

Letter of Commitment Sample

Organization's Letterhead

Name of Organization
Organization's Address

Date

Palos Verdes Peninsula High School
ASB and Administration
27118 Silver Spur Road
Rolling Hills Estates, CA 90274

Reference: Letter of Commitment for our organization and PVPHS

Salutation/Greetings

Dear Ms./Mr. (addressee)/ To whomsoever it may concern:

In the first paragraph, detail the agreement between the organization and the members/leaders of the PVPHS club with which it will be affiliated. Include expectations of club members and its leaders.

In the second paragraph, include any specific expectations of the school (PVPHS) and its administration.

Valediction,

(Signature)

(Name and title of representative from organization)

MUSTS FOR CHARTERING A CLUB AT PVPHS:

The organizers of the club **MUST**:

1. Complete and Sign the **CLUB CHARTER FORM**.
2. Write a set of **BY-LAWS** for the club (aka, a club constitution) and attach it to your Club Charter Form. You will also present it at your designated club presentation time.
3. Obtain a "Letter of Commitment" from the organization for which you will donate items or with which you will be affiliated, volunteer, or communicate. Attach it to your Club Charter Form.
4. Submit completed packet to the Activities Office (S20).
5. Follow the **Club Guidelines and Regulations**.
6. Schedule an **Appointment** to present your club presentation.

CLUB PRESENTATION INFORMATION

- **Avoid giving your club a general name. If you are fundraising for a certain organization, include that organization's name in the title of your club. If you are participating in a certain activity, include the name of that activity in the title of your club.**
- There must be at least **three people representing the club** when presenting to Student Government.

(HAVING THREE PEOPLE INDICATES THAT THERE ARE ACTUALLY OTHER PEOPLE ON CAMPUS WHO ARE INTERESTED IN YOUR IDEA FOR A CLUB)

- Prepare a detailed description of your club's purpose and focus for discussion at your **CLUB PRESENTATION**. It is a good idea to use note cards at the ASB meeting so you don't leave out and vital information.
- You must have a commitment from a faculty member to sponsor your club. (The Sponsor does not need to be at the Club Presentation when your club is presented).
- Be well organized. The manner in which you present your plays a role in whether or not the club is approved.
- Have a copy of all required paperwork for your club at the **CLUB PRESENTATION**, including your club's Bylaws and Letter of Commitment.
- Share your proposed agendas for the first three club meetings you will have this year.
- If your club will be fundraising for an organization, please properly and thoroughly investigate that organization. Find out which percentage of the money you give will go to overhead, and which percentage will go to the people/things in need. Share this information in your presentation.

REASONS YOUR CLUB MAY NOT BE APPROVED INCLUDE:

- ✓ Not completing all of the required paperwork, including the bylaws.
- ✓ Not proving interest in your club idea.
- ✓ Not taking the Club Presentation seriously.
- ✓ Your presented club idea is similar to or the same as a club or organization that already exists on campus (check list posted in the ASB room)
- ✓ Your purpose is too general. For instance, you want “to socialize” or “to fundraise”. The socializing must be in a specific manner (participating in a certain game, attending a certain function, etc.), and the fundraising must be for a specific cause and donated to a specific group. All of those details must be worked out BEFORE your club presentation.
- ✓ The organization for which your club is fundraising, donating, representing or communicating has not provided a “Letter of Commitment”
- ✓ Your first three agendas do not appear well-thought out/ there is not enough content in your agendas
- ✓ The administration feels uncomfortable with some aspect of the organization for which the club will be fundraising (for reasons including, but not limited to, what percentage of money goes to help the people or issue). Which clubs are chartered is up to the discretion of the administration.