

## **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 be 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 2025-26 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 (P115).
5. Follow the **Club Guidelines and Regulations**.

## 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.

## **CREATING A CHARITY CLUB:**

The attachments below show how to make a formal board request in order to donate money to charity.

These memos must be turned in along with the charter form on **9/15/2025**.

Palos Verdes Peninsula High School Club Fundraisers for Club Penguin for Charity, Aquarium of the Pacific

### Background Information

In accordance with the Board Policy and Administrative Regulation 1321, The Palos Verdes Peninsula High School (PVPHS) ASB is requesting the approval of the Board to hold fundraisers through PVPHS Club Penguin for Aquarium of the Pacific.

After Board approval, pursuant to Administrative Regulation 1321, the PVPHS Principal or designee will ensure that parents are notified of the fundraising activities.

### Current Consideration

With Board Approval, the PVPHS ASB will work with Fiscal Services to open up a trust account within the ASB specifically for depositing these donations so that the money from the fundraiser is not commingled with other ASB funds.

The PVPHS ASB is requesting approval to hold two fundraisers for Aquarium of the Pacific:

1. PVPHS Homecoming Carnival: PVPHS Club Penguin will sell approved goods for the carnival. Club Penguin estimates that they will profit approximately \$125 after expenses.
2. PVPHS Walk for Life Carnival: PVPHS Club Penguin will sell food for the carnival. Club Penguin estimates that they will profit \$125 after expenses.

All monies collected from these fundraisers will be deposited in the special ASB trust account established by the ASB Bookkeeper.

### Financial Considerations

The only anticipated expenses from these fundraisers is the cost of food which will be paid back from the Club Penguin account. Any gross sales will be the donation to the Aquarium of the Pacific.

### Recommendation

That the Board approve: 1. The establishment of a separate ASB Trust Account for the deposit of Aquarium of the Pacific fundraiser funds. 2. The sales from the PVPHS Homecoming Carnival and Walk for Life Carnival to be placed in the trust account for Aquarium of the Pacific.

Exhibits:

Exhibit A - Board Policy and Administrative Regulation 1321  
Exhibit B – Aquarium of the Pacific Charity Designation

Example of a club's Charity request form:

Club Penguins Exhibit:

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DONATE

BUY TICKETS

Today's Hours: 9:00 AM - 6:00 PM

## Contact Our Development Office

Contact Donor Services

For information about requesting an in-kind ticket donation for your fundraiser or for information about animal donations please [click here](#).


To learn more about how your donation can make a difference at the Aquarium of the Pacific, or to make a donation to the Aquarium today please contact the Development Office through email at [donorservices@lapa.org](mailto:donorservices@lapa.org).

You can also write to the Development Office at:

Aquarium of the Pacific  
Attn: Development  
320 Golden Shore, Suite 350  
Long Beach, CA 90802

Aquarium of the Pacific, a 501(c)3 organization | Tax identification number: 33-0532354

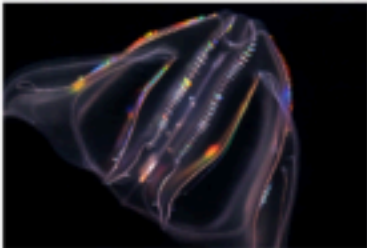
IMPACT REPORT



### Your Support Makes So Much Possible

Highlighting some of our projects and the supporters who make the work we do possible.


THANK YOU



### Our Donors

The Aquarium of the Pacific relies on the contributions of individuals, foundations, corporations, and government partners to support vital animal care, conservation, and education programs. Thank you for your support.

I WANT TO DONATE!



### Donate Today

Please consider supporting your Aquarium by becoming a member, making a donation, or including the Aquarium in your estate plans. We need your support now more than ever.

**BOTH OF THESE FORMS MUST BE TURNED IN.**