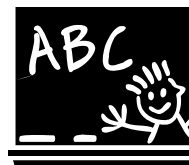


## Student Body Funds – Student Clubs and Classes...How Do They Work?



The ASB is considered the “umbrella organization” under which student clubs and graduating classes (such as the Class of 20XX) can operate and generate revenues to enhance their specific activities. Just like an ASB, student clubs and graduating classes must follow certain policies and procedures prior to being formed and prior to sponsoring fundraisers.

An illustration of a spiral-bound notebook. The spiral binding is at the top, with blue rings. The notebook has a white cover with a green spine. The pages are white and slightly fanned out on the right side.

### Procedures for Student Clubs and Classes

1. Every school-sponsored club/class must have a constitution containing by-laws approved by the ASB leadership and school principal. The constitution must:
  - a. Contain a statement that all members must be students who are presently enrolled in the school.
  - b. Contain a statement that there is no affiliation with any non-school club, any political or religious organization, or with any organization which denies membership on the basis of race, color, creed, or political belief. (Board Rule 2262)
2. Minutes of club meetings must be recorded and approved by Club members.
3. Clubs/classes must be self-supporting through club/class fees and club/class fundraising activities. They **cannot** be subsidized by general student body funds.
4. Every school club/class must be sponsored by a member of the school faculty subject to approval by the principal.
5. The sponsor shall approve the time and place of all meetings and events.
6. The sponsor must attend all meetings, events and activities.
7. The sponsor is responsible for the annual budget of the club/class which must be submitted in accordance with the established rules approved by the principal.
8. The sponsor is responsible for the supervision of the collection of any funds from students or other personnel.

## Sample Outline for a Constitution

The constitution adopted by a student body organization must state the name and purpose of the organization and must present the framework within which the organization will operate. The following outline may be used in developing a constitution:

- Article 1. Organization
  - a. Name of organization
  - b. Purpose and means of accomplishment
  - c. Time, place, and frequency of meetings of officers
  - d. Definition of quorum
  
- Article 2. Membership – eligibility for membership
  
- Article 3. Officers and elections
  - a. Titles and duties of officers
  - b. Election of officers
  - c. Term of office
  - d. Requirements for eligibility
  - e. Appointment of committee
  
- Article 4. Representatives to student council other than officers
  - a. Method of selection
  - b. Qualifications for eligibility
  - c. Term of office
  
- Article 5. Adult advisers – appointment by superintendent, principal, faculty, or student council
  
- Article 6. Financial activities
  - a. Budgets
  - b. Revenues
  - c. Disbursements
  - d. Statements and reports
  
- Article 7. Clubs within the student body organization
  - a. Purposes of clubs
  - b. Method of organization and discontinuance
  - c. Financial activities
  - d. Constitution and/or bylaws
  
- Article 8. Amendments to constitution
  - a. Method of origination
  - b. Requirements for adoption

Sample Outline to Form a Student Club

**Name of High School**  
**Application for Student Club**

I. We the students of the \_\_\_\_\_ (name of the school site), request permission to form a Student Club.

**Attach a list of the students sponsoring this application.**

II. II. This organization will be called \_\_\_\_\_ and will have as its purpose:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III. \_\_\_\_\_ (name of faculty member) will serve as the advisor for this club for the school year.

IV. We have attached:

1. A copy of the proposed constitution for this club.
2. A copy of the budget for this club for the school year.

V. Submitted by:

Student Club Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

VI. Approved:

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

ASB President: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded in Student Council Minutes on (date): \_\_\_\_\_

Fiscal Crisis & Management Assistance Team