

Steps to forming a new club at VHS

1. Contact ASB's Director of Clubs to make sure that your proposed club does not already exist.
2. Make sure that the purpose of your proposed club will benefit the students at Ventura High School. You will need this information to be clear and concise in the constitution.
3. Provide ASB with a list of at least 20 interested VHS students, willing to become members.
4. You'll need an adult Advisor. The advisor must be an employee at VHS, willing to supervise the meetings and any events where the students are representing VHS as club members. The advisor must provide a meeting place for the club.
5. Complete the Constitution listed on the next page. Make sure to modify the constitution so that it is specific to your club and its needs especially Articles I, IV and V. **Articles IV and V are merely examples.**
6. Submit all of the necessary paperwork with the necessary signatures to ASB for approval.
7. If and when the club is approved, ASB will contact the New Club Advisor.

Thank You and Good Luck!

Ventura High School

ASB Constitution and Bylaws for: *EDIT THIS TO BE YOUR CLUB NAME*

(Name of Club)

Article I -Name, Purpose and Authority

The name of the organization will be the *EDIT THIS TO BE YOUR CLUB NAME* of Ventura High School.

This organization will have as its purpose (*identify specific purpose of the club*) as directly approved by the student council and indirectly by the school principal and the governing board of the Ventura Unified School District.

Article II- Membership

All students enrolled in the Ventura High School are eligible for membership.

Article III- Meetings

Meetings will be held (*state time and date*) unless a special meeting is called.

Article IV -Club Officers

The club officers shall consist of the following:

- 1) President
- 2) Vice-President
- 3) Treasurer / Secretary

Article V -Duties

The club **President** will have the following duties:

- 1) To preside over meetings of the club
- 2) To call special meetings of the club
- 3) To plan and prepare an agenda for the club meetings

The club **Vice-President** will have the following duties:

- 1) To serve as the club President if the president becomes unable to fulfill his/her duties either temporarily or permanently
- 2) To support the club President

The club **Treasurer** will have the following duties:

- 1) To maintain complete and accurate record of all club receipts and disbursements
- 2) To oversee club fund-raising efforts
- 3) To supervise the preparation of the club budget

The club **Secretary** will have the following duties:

- 1) To maintain accurate minutes of each club meeting . To carry out all correspondence for the club

The **Publicity Chair** will have the following duty:

- 1) To publicize all club activities and fund-raisers through the school newspaper, the school marquee, and school bulletin boards

Article VI -Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article VII -Amendment

A two-thirds majority vote of the members in attendance is required to amend this club constitution.