



Chula Vista High School

CLUB CHARTER

Date: _____

Name of the club: _____

Name of Certificated Advisor: _____

Name of Student President: _____

Purpose of the club:

Meetings will be held at:

Place: _____ Day(s): _____ Time: _____

(For ASB Use Only)

In accordance with the authority vested in the Student Council/Senate by the Constitution of the Associated Student Body of Chula Vista High School, this charter is hereby:

____ Approved

____ Disapproved

Explanation, _____

ASB President / Date

ASB Assistant Principal / Date

“Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. (SUHSD Board Policy #0410).

KEEP A COPY OF THIS SHEET FOR YOUR CLUB RECORDS

I, _____, with the support of our advisor, _____,
(name of student rep.) (name of certificated advisor)

request that _____,
(name of club/organization)

be considered for school affiliation. I understand that the following legal requirements and school regulations are now being observed and will continue to be observed in the future:

1. All school-affiliated clubs shall have open membership.
2. A school advisor (Certificated Teacher) will be in attendance at all club functions.
3. The primary objectives of school affiliated clubs are either educational or service to the school. *Clubs whose major purpose is social will not be recognized.*
4. Club recognition is on a year-to-year basis.
5. No initiations of any kind are permissible under the state law.
6. All school-affiliated clubs must have a written constitution on file with the ASB Office.
7. All school-affiliated clubs must submit a progress report by the end of each year.
8. All school-affiliated clubs integrate the Student Senate and all officers shall attend to all Senate meetings.

ADVISOR ACKNOWLEDGMENT

Education Code 48933(b) describes “the certificated employee who is the designated advisor” and requires that the club advisor be a certificated employee of the district.

- I understand that as the club advisor I need to be present at all club meetings, fieldtrips and activities.
- I understand the fieldtrip process and I will secure all required documentation prior an excursion or fieldtrip.
- I understand that the club needs to submit a fundraiser application form prior to activity or fundraiser.
- I understand the Purchase Order Process to access the club’s trust funds.
- As the advisor of an organization, I will adhere to the ASB guidelines to the best of my ability.

This charter is held subject to all rules and regulations for student organizations and conditions stated in the application for a charter. Violation of any of these provisions will be sufficient cause for the charter to be revoked.

Signature of Club President / Date

Signature of the advisor / Date

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CLUB CONTACT INFORMATION

Officer names and contact info for _____
(Name of the club)

President: Name: _____ ID#: _____
Cell phone: _____
Email: _____

Vice President: Name: _____ ID#: _____
Cell phone: _____
Email: _____

Treasurer: Name: _____ ID#: _____
Cell phone: _____
Email: _____

Secretary: Name: _____ ID#: _____
Cell phone: _____
Email: _____

**Certificated
Advisor:** Name: _____
Cell phone: _____
Email: _____

CLUB CONTITUTION

Article I, Organization

- a. The Name of this organization will be known as _____
- b. The purpose of this organization is to _____
- c. We will accomplish this by _____
- d. Meetings will be held at:
 Time: _____ Place: _____ Day(s): _____
- e. Our advisor will be: _____
- f. We will be affiliated with the following community organization:
 Name of Organization: _____
 Address: _____ City: _____
 State: _____ Zip code: _____ Telephone: _____
 Contact person: _____

Article II, Membership

- a. Must be a student body member of Chula Vista High School.
- b. Members must meet the following G.P.A. and attendance requirements to qualify for membership (if applicable): _____

Article III, Officers and Elections

- a. Officers should be elected by: _____
- b. Officers must be (e.g. members of senior class) _____
- c. Duties of officers are as follow:
President: Directs meetings, represents the club, _____
Vice President: Same duties as President; assumes role of President in his/her absence.
Secretary: Records minutes of each meeting, _____
Treasurer: Collects, issues receipts, records all monetary transactions for the organization, _____

Article IV, Financial Activities

- a. Funds will be raised by: _____
- b. Funds will be used for: _____

Submitted by:

Advisor name / signature

Student representative name / signature

Membership Roster for _____
(name of the club)

1.	2.
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