

Marco Antonio Firebaugh High School

Instructions for the formation of an Organization

(Athletic Team, Club, Class or Performing Arts Groups)

ASB sponsored organizations should have the following purposes:

- A. Give students an opportunity to further a special interest
- B. Provide service to the school or community
- C. Give students an opportunity to develop leadership skills

Clubs/Organizations at M.A. Firebaugh High School are for the students. The students, under the guidance of their advisor(s), should conduct their own meetings, plan their yearly program, establish a budget, keep the budget up-to-date throughout the year, and make their own arrangements for functions. Again, this is all done with the guidance of a certificated staff advisor.

In order to gain recognition as an approved club/organization and have the privilege of calling meetings or carrying on any form of activities associated with the school, it is necessary for the students to comply with the following rules:

1. Have a certificated faculty advisor who will attend all meetings and group activities.
2. Submit a Club Charter Form to the ASB room 4102. Approval or disapproval shall be recommended through the ASB Student Council meeting and by school administration.
3. Draw up a constitution, which states the organization's purpose, qualifications for membership, time, and place of meetings, and the officers & their duties.
4. Keep minutes of each meeting.
5. For new clubs (or clubs that have been inactive for one school year), submit a copy of the constitution with your club charter to the ASB room 4102.
6. For continuing clubs from previous school year, a new constitution is not needed, but if it recommended that you review and update one each year.
7. All planned events (activities & fundraisers) must be approved through the ASB Student Council meetings.
8. All club purchases must be approved through the ASB Student Council meetings.
9. The ASB Student Council reserves the right to refuse club charters as well as to remove clubs if they do not abide by ASB policies.