

Central Kitsap Middle School Club Application

What is your new club or activity idea?

Which students are forming this group?

What purpose does your club have at our school? (It should be cultural, athletic, recreational or social)

Will this club be fundraising or requesting funds? **__Yes __No**

If Yes, then will the club be fundraising its own funds or requesting funds from ASB to get started? _____

Budget Capacity Requested: _____

Describe how money will be raised to fund activities? _____

Proposed Advisor & Contact Info: _____

Proposed Club Meeting Location: _____

Frequency: _____

Time Frame: _____

1st meeting date to advertise for others to be part of constitution creation: _____

Principal and Activities Coordinator must approve before advertising the proposed club.

APPROVED / DENIED

Principal

Date

Activities Coordinator

Date

Constitution Guidelines

In order for a club to receive ASB funds it must have on file an approved constitution that has been properly drafted and ratified by the members of the club. It is expected that the club will follow the rules set forth in the constitution and ensure that all members of the club are held accountable for its stipulations.

In an effort to assist the clubs as CKMS with drafting or revising their constitutions, the CKMS ASB Cabinet proposes these content guidelines to assist in their constitutional drafting procedure.

General Club Structure

- Brief description of purpose and intent of the club and its relation to the students of Central Kitsap Middle School.
- A mission statement that defines the spirit and intent of the club. This statement may simply be one that would be used to communicate the non-member the purposes, goals, and intent of the club.

Officers/Club Activity Leaders

- Description of officially elected officers that includes their title, responsibilities, and length of term.
- Description of methods of choosing officers
- Description of procedures for removing officers from their positions through impeachment or other methods.

Meeting Schedule

- Description of when meetings are going to be held. Don't be too specific such as specific times and dates but, instead outline general guidelines for meetings and locations.

Amendments

- Explanation of time and manner in which constitutional amendments may be proposed and discussed
- Explanation of how amendments to the club's constitution are proposed, debated, and voted upon.

Club Identification

- This section of the club's constitution should describe any particular colors, patterns, or insignia that shall be used to identify club participants.

Club By-Laws

- References to procedure by which clubs decide up on the by-laws
- Specific mention of charter rules-don't need to be written in full so long as the rules are the official rules of the sectioning body.

Constitution of the Central Kitsap Middle School <Blank> Club

Article I: *Name*

Section 1. The name of this club shall be the CKMS <Blank> Club.

Article II: *Purpose of the club*

I. <We will...>

II. <We will...> use as many as needed to explain club idea

Article III: *Membership*

I. Membership is open to all CKMS students.

II. Membership is free to all students, but CKMS Club Participants will need to become ASB Members each school year and register in Final Forms for this activity.

III. Members must <insert any requirements for active membership>

Article IV: *Officers*

I. Officer positions for this club will include the following:

- <list all officers club will utilize and their duties>

II. <decide your voting rules and when elections occur to change leadership>.

III. <decide terms of office for positions>.

IV: <what must dos will officers be held to?>.

V: <officer responsibilities>.

Article V: *Attendance and Participation*

I. <attendance requirements>.

II. <participation requirements>

Advisor signature and date

Officers signature and date

ASB Council signatures and date

Principal signature and date

Secretary Checklist for new club:

- ☐ Club Application
- ☐ Club Constitution (File approved Constitution in CKMS Clubs Binder)
- ☐ Google Slide for Commons
- ☐ Posters for halls
- ☐ Details submitted for announcements
- ☐ Added to Website
- ☐ Posted on Social Media
- ☐ Activity/Sport added to Final Forms for students to register
- ☐ Advisor briefed on Final Forms use for attendance taking during club meetings & how to access e-cards for student safety
- ☐ Account code reclaimed from ASB Books or new once created by ASB Controls Office at Business Office
- ☐ Group learns how to do ASB purchase requests
- ☐ Group learns guidelines for fundraising & donations
- ☐ Purchases & fundraiser approvals must be notes in club meeting minutes
- ☐ Students in club become annual members of ASB
- ☐ ASB Membership noted in Final Forms under \$ symbol
- ☐ Annual class notified of meetings for pictures of group to be included in yearbook