

**San Diego Unified School District
Lincoln High School - Associated Student Body**

CLUB / ORGANIZATION REQUEST FORM

Date: _____

To: A.S.B. Board

From: _____ Club Advisor

_____ Club Name

Please complete all club information requested:

1. Club President _____

2. Club Vice President _____

3. Club Treasurer _____

4. Club Secretary _____

5. Club Purpose _____

6. Proposed Schedule of Meetings: _____

(Please do not have meetings on Spirit Fridays or during any other A.S.B. sponsored activity, such as Club Day, Elections, Multicultural Food Fair, etc..)

7. Meeting Location: _____

Please make sure to turn in a typed set of By-Laws/Constitution with this form. An outline is on the back of this page to help you with this process. Once done, please submit to the A.S.B. room for approval. Once approved, the club records will be on file with the A.S.B., Central Office, and the Financial Clerk. Every year a new club page must be submitted with your new officers. This is a district procedure and you will not be allowed access to your club account if this is not turned in.

By-Laws/Constitution Outline

Everything listed below are ideas to help you with this process. They are merely suggestions.
Please make sure there are no grammar or spelling mistakes in your by-laws.

Article I – Name and Purpose

Section One: This organization will be known as _____ at Lincoln High

Section Two: State purpose / mission

Article II – Eligibility for Participation

Section One:

- G.P.A. Requirements: 2.0 and above
- Who is the club open to?
- Do they have to complete an application?
- How many meetings will they have to attend?

Article III – Officers / Advisors

Section One: List duties of President, Vice President, Treasurer, and Secretary.

Section Two: Are there requirements to obtain a certain position in this organization?

Ex. You must have been at least a member for one year to be Club President.

Article IV – Meetings / Activities

Section One:

- How many meetings must a member attend?
- Are they mandatory meetings?
- How often do meetings occur?
- When the quorum is present, the club may vote on fundraising ideas, etc.
- Organizational meetings may be used for those who wish to join the club

Section Two:

- When are activities held?
- Are all members responsible for attending and helping in these activities?

Article V – Removal of Members

Section One: Recall

Section Two: Removal by Administration

Section Three: Resignation

Article VI – Vacancies of Officers

Article VII - Amendments

