



RMHS ASB

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So, you want to start a club...

Rancho Mirage High School ASB is excited about starting new clubs on campus. We strongly feel that the more a student is involved, the more successful high school experience the student will have.

Because of this, RMHS ASB offers privileges to clubs that obtain a RMHS ASB charter.

This packet has been designed to help you through the process of obtaining a RMHS ASB charter. Please note that completing this packet does not automatically ensure a charter. The decision to grant a RMHS ASB charter lies in the vote of the RMHS ASB Student Council.

Good luck, and don't be afraid to ask someone for help with this.

Sincerely,

Mr. Brian Belliveau



## **Rancho Mirage High School**

### *Associated Student Body*

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#### **Clubs**

Clubs exist to meet the co-curricular needs of students, to enhance self-esteem, and to provide student involvement.

#### FAQ

- Any student of Rancho Mirage High School in good standing can form a club.
- A club can only be formed at the beginning of each year school year.
- To form a club you must 1<sup>st</sup> download an application from the ASB Web Page, 2<sup>nd</sup> turn in the application to the ASB Advisor, 3<sup>rd</sup> the President of the club must present the club to the ASB class during Parliamentary Meetings.
- The requirements needed to form a club are: to have a Faculty Advisor present at all meetings; a classroom to hold meetings; clubs must benefit the students of Rancho Mirage High School; there can be no two clubs that are too similar or promote the same goals; and your club must have a Constitution.
- You are able to advertise your club meetings by posting messages in the morning announcements, web pages, or by hanging posters and signs around the school campus with the permission of the ASB Advisor.
- Club Advisors must be responsible and contact the ASB Advisor if any problems arise.
- Club Advisors must keep in communication with clubs on campus at all times.
- All clubs are encouraged to participate in community service projects on, and off, campus.

### Duties and Responsibilities of Advisors

- Be present at all meetings.
- Advise **NOT** direct the student-led meetings.
- Approve all promotional/publicity items for clubs.
- Supervise and control student conduct.
- Supervise the maintenance of all club records and documents.
  - Meeting Agendas
  - Meeting Minutes
  - Requests for Fundraiser
  - Activity Requests
  - Payment Requests
- Ensure club representatives attend the mandatory ASB Business Meetings.
- Advise the club in preparing and maintaining their budget.

### Duties and Responsibilities of Club President/Vice-President

- Conduct meetings with the Advisor present.
- Plan their yearly program, which is coordinated with the master ASB schedule.
- Inform the ASB Advisor of any changes in the planned schedule as soon as possible to prevent any difficulties.
- Keep communication with all club members as well as with other clubs to make sure everything is running smoothly.
- Make sure all activities are carried out according to school codes and regulations.



RMHS ASB

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### The Road to Gaining a RMHS ASB Charter

Check the circle once you have completed the task

- Obtain “RMHS ASB Club Charter Packet” from the ASB Web Page.  
<http://www.rmhsasb.org>
- Recruit at least ten (10) students to initiate the club. Have them sign the “Club Membership Petition.”
- Write a Club Constitution.
- Formulate the duties and responsibilities of a club advisor.
- Recruit a faculty advisor for the club. Have them sign the “Application for Club Charter” document.
- Submit the Constitution and the “Application for Club Charter” to Mr. Belliveau.
- Register for a time to explain your prospective club to the ASB Student Council.
- Make an argument for gaining an ASB Club Charter to the ASB Student Council.

Within a week, check with Mr. Belliveau or the ASB Human Relations Commissioner to receive charter status.

**Application for Club Charter  
From the Associated Student Body  
Rancho Mirage High School**

This application must be turned in **each year** by every operating club. Clubs cannot access their ASB account, or participate in fundraising until this document has been approved by the ASB Student Council.

Club Name: \_\_\_\_\_

Club President: \_\_\_\_\_

Club Treasurer: \_\_\_\_\_

Club Faculty Advisor: \_\_\_\_\_

I understand that as advisor for the \_\_\_\_\_ club, I am required to be present for ALL club functions including meetings, fundraising activities, practice sessions, and field trips. As club advisor, I have reviewed the policies and procedures for fundraising, purchase orders, and other paperwork.

Signature of club advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Purpose of the Club:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prerequisites for Membership:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Meeting Dates and Location:** \_\_\_\_\_

**Explanation of Club's Function:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to this application, a constitution and a written, detailed list of the duties and responsibilities of club officers is required.

**FOR ASB USE ONLY:**

This petition has been approved by the ASB Student Council at Rancho Mirage High School on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
ASB President

\_\_\_\_\_  
ASB Human Relations Commissioner

\_\_\_\_\_  
ASB Advisor

Club Account Name: \_\_\_\_\_

Club Account #: \_\_\_\_\_

## Club Membership Petition

By signing below, I have expressed my willingness to become an active member of the \_\_\_\_\_ club.

**Name**

**Signature**

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

Club Name: \_\_\_\_\_  
Club Advisor: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Rancho Mirage High School Club Constitution**

### **Preamble**

The purpose / mission of this club is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Article I**

Official Club Name: \_\_\_\_\_

### **Article II – Membership**

The general requirements necessary for membership are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Article III – Officers**

Name and Office held: \_\_\_\_\_  
Name and Office held: \_\_\_\_\_  
Name and Office held: \_\_\_\_\_

### **Article IV – Selection of Officers**

Qualifications, how officers are elected

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Article V – Meetings**

Meetings will be held on \_\_\_\_\_ in room \_\_\_\_\_

### **Article VI – Amendments**

Method of amending this constitution and vote required for such a vote:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Club)**  
Rancho Mirage High School  
Business Meeting  
**(Date)**  
**(Room)**

I. Call to Order

- 

II. Roll Call

- 

III. Minutes of Previous Meeting

IV. Financial Report

- Current Balance: \$

V. New Business

- Activity Requests:
  - (Requested Activity)
    - seconded by:
    - approved: \_/\_
- Payment Requests:
  - (Requested Payment)
    - seconded by:
    - approved: \_/\_

VI. Announcements

- 

VII. Other

- 

VIII. Adjournment

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