



Bonita Vista High School

Associated Student Body

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****CHARTER APPLICATIONS DUE 8/5****

"Setting the Standard for Excellence"

CLUB/ORGANIZATION CHARTER

I, _____, request that _____
(Name of Student Representative) (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 will be in attendance at all on-campus club/organization functions.
3. The primary objectives of school-affiliated clubs are either educational objectives or service to 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
7. Meeting minutes should be prepared in a timely manner and reflect all financial activities.
8. **Club trust accounts that do not reflect any EXPENDITURES for one year will be transferred to the general student body fund. NO EXCEPTIONS!**
9. **Club Presidents will attend a monthly Club Meeting with The Dean of Activities and Clubs Commissioners. Failure to do so will enact a temporary suspension of clubs and removal from Food Fair**
10. **Clubs are required to meet at least once per month on campus. Failure to do so will result in a temporary suspension.**
11. ****Club Secretaries must include verification of clean up around the club's building area in the club minutes AND the club advisor *must sign* this portion of the minutes to verify that the club completed this duty.**

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 Student Representative Date ****CHARTER APPLICATIONS DUE 8/5****

-----FOR ASB USE ONLY-----
In accordance with the authority vested in the Student Council by the Constitution of the Associated Student Body of Bonita Vista High School, this charter is hereby:

_____ Approved _____ Disapproved

Explanation _____

Dean of Activities (Christopher Alvarez) Date:

Commissioner of Clubs (Teresa Cevallos): Commissioner of Clubs (Jessica Blas):



SWEETWATER
UNION HIGH SCHOOL DISTRICT

The Sweetwater Union High School District will fulfill the promise of 100% student success.

Club Constitution

Article I – Name

The name of this organization shall be _____

Article II – Purpose (must be benefit to school or students)

The purpose of the _____ club shall be to give students an opportunity to explore (a special interest) _____,

to stimulate an interest in (a special interest) _____,

to give service to BVH, or the community by _____.

Note: A service component is mandatory to be considered for club status.

Article III – Goals (if fundraising)

The members of this club shall raise money by _____.

These funds will be used to _____.

All funds must be spent for on-campus activities or materials; anything spent on off-campus activities must have an advisor present.

Article IV – Membership

Section One: Membership is open to all students enrolled at BVH.

Section two: Eligibility _____



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Article V – Officers

Section One: Officers

Clubs Officers shall be:

Elected into office as: Co/Chair (Maximum Three) or President, Vice-President, Director, Secretary, and Treasurer.

Interviewed by previous years Advisor and selected as: Co/Chair (Maximum Three) or President, Vice-President, Secretary, and Treasurer (For Previous Club Approved Charters ONLY). Directors are NOT selected.

Section Two: Duties of Officers

- A) President: The President shall preside at all meetings of the club and **approve an Agenda for every meeting. They must be ready to submit to the Dean of Activities and Clubs Commissioner upon request.**
- B) Vice-President: The Vice-President shall assume all duties of the President in his/her absence, and shall assist the President when called upon.
- C) Secretary: The Secretary shall keep the records or minutes of all meetings on a written or **typed agenda**, and shall conduct all necessary correspondence for the club. *** Secretaries must include clean-up verification in the minutes with the advisor's signature verifying that clean up was completed. A paper copy of the minutes must be turned in to the ASB office. **Electronics submissions of minutes will not be accepted.**
- D) Treasurer: The Treasurer shall receive all money for the club, shall keep an accurate record of all transactions (receipts and expenditures) of the club. The Treasurer shall sign check request forms for the club.

Section Three: Eligibility (scholarship and/or citizenship)

Presidents/Vice-Presidents/Co-Chairs/Chairs must maintain a 2.0 in Scholarship and Citizenship. Failure to do so will result in suspension of the club. If these "Officers" do not have an official improvement (Chancery) in grades, members of the Club have the right to ask for a new Club Officer Elections/Selection by filling out a written request 10 days after the suspension.

Section Four: Term of Office

Term of office shall be for one school year.

Article VI – Meetings

Club meetings shall be held on the BVH campus. The regular meetings of this club shall be held on _____ . *****All clubs shall clean up the meeting area, including the surrounding building area.** The President or Club Advisor may call special meetings. **Any off-campus activities will not be recognized without an advisor present. The school is not responsible for these activities unless an Advisor is present.**

Article VII – Amendments

Amendments to this constitution must be reviewed by the student officers, and approved by the Club Advisor and Principal. Club members must ratify the proposed amendments by a majority vote.

Article VIII – Club Member Grievances

All Club Member grievances must be submitted in writing to an Associated Student Body Commissioner of Clubs. All (Grievances) problems will be discussed with both Commissioners, the Dean of Activities and ASB Presidents; the appropriate action (Disciplinary or Otherwise) will be discussed. A response by a Clubs Commissioners must be issued within 10 days.



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Associated Student Body
Bonita Vista High School

Officers Names for _____
(Name of Club/Organization)

President/Chair/Co-Chairs _____

Email

Cell #

Vice-President _____

Secretary _____

Treasurer _____

Certificated Advisor _____

Room: _____ Day of Meetings: _____



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Membership Roster for _____
(Name of Club/Organization)

(You may attach a class roster if applicable)

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



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I have read and understood the conditions for being recognized as a club at Bonita Vista High School. I also understand that, as the club advisor, I must follow all of the policies set forth by the Sweetwater Union High School District, and I may be held financially responsible if I do not comply with the district policies. I also understand that money in the club account can only be spent with the authorization of the students, and the checks can only be made for invoices or to vendors. No personal reimbursements will be made under any circumstances!

Signed (Club Advisor) _____ ****CHARTER APPLICATIONS DUE 8/5****

Date _____

Email

Cell #



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Yearbook Contract

In order to be featured in the school yearbook, the club must continuously turn in weekly minutes taken during the meetings. Failure to do so will result in cancellation of the club. It is important that the ASB ensures that the clubs are active and participate in achieving their goals. By signing I agree to continually hold meetings every week, making sure to track minutes to submit to the ASB. ***Valid weekly minutes must contain clean-up verification and include Advisor's signature verifying clean up.

President

Club Advisor

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Sample of valid minutes which include **clean-up verification**. Club Secretary, please keep this page as a reference. **Do Not Turn This Page In!**

Note to secretaries: A paper copy of the minutes must be turned in to the ASB office. ***Electronics submissions of minutes will not be accepted.***

SAMPLE MINUTES***

Meeting #3 French Club

Overview on requirements for French Club-

- Must attend all meetings

Dues

- \$20.00 for sweatshirts due by September 3rd

Purpose of Club

- Influence school with French culture and customs
- Inform others of French culture

Fundraising Ideas

- Snack shack at SVLL
- Food fair

Campus Beautification

By signing, I verify that the students of French Club completed their duty of clean-up around the club's meeting site building.

X _____

(Club advisor signature)

***This campus beautification policy is new to our school's club charter and is intended to ensure the cleanliness of Bonita. With taking this responsibility of running a club, BVHS ASB has the opportunity of allowing clubs to sponsor their surrounding building area and publicize their name for the benefit of themselves and the entire school campus. If any questions/concerns arise, please contact the ASB. In light of recent renovations, the ASB would like to keep the campus classy and clean. BVHS ASB thanks you for your cooperation.



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