

**Luther burbank h.s.**

**Club CHARTER Handbook**

**Luther Burbank High School**

**Club Charter Handbook**

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Luther Burbank High School

2015-2016

Message from the Activities Office

Welcome to another year at Luther Burbank High School! This promises to be an amazing year with new formation of clubs. ***Please take the time to read this handbook and review the proper procedures with your club’s members as well. The Club Advisor Contract and club packet has been included in the Club Packet section of this handbook. This contract and packet needs to be turned into the Activities Director as soon as possible. The club will not be able to host any events or fundraisers until this paperwork has been submitted.***

The purpose of this handbook is to provide Clubs and their Advisors the information and forms needed to successfully function as a school club and navigate the paperwork required to hold events and fundraisers. Copies of required forms to charter your club, as well as commonly used forms are included in this handbook. All questions should be directed to your advisor, but you can also ask the Activities Director (AJ Sisneros) or the LBHS Accountant (Fanny Cheung).

As a LBHS Chartered Club, you are making an invaluable difference by involving students in the school, building relationships, and serving as positive role models. It is our expectation that clubs will be active in the school community and participates in and/or sponsors one event a semester, in addition to club days. Options include lunchtime activities, class and individual competitions, or other types of events that involve other members of our school while also promoting the club.

We hope you have a great school year!

The Student Associated Body (ASB)

**Club/Class Advisor Responsibilities**

**Meetings:**

1. **Clubs Only**: Make sure students have turned in a copy of the club’s charter application to ASB Director.

2. Advisors must supervise and attend **EVERY** meeting or activity planned on/off campus.

3. Assist students in making their own decisions. Help students to clarify their goals, to work through their problems, to plan activities and to continually evaluate their efforts.

4. Supervise nomination and appointment of club/ council officers and members.

**Events:**

1. Be aware of all events and actions being planned.

2. Be sure that the ASB Director/Mr. Peterson/District signs all contracts if necessary.

3. Be sure that all events planned are chaperoned. Evening activities will be limited due to supervision and facilities space.

4. All on campus events must be approved by ASB. Advisor will need to complete an Event/ Fundraising Request Form. For events using on campus facilities, the advisor must complete the facilities request form and submit it to ASB Director.

**Money:**

1. Facilitate purchase of materials for fundraisers and events; make sure that **ALL MONEY** is run through the Controller’s office (Ms. Fanny Cheung).

2. The students must make all financial decisions and said decisions must be recorded.

3. Deposits and reimbursements must use specific forms. (See Ms. Fanny Cheung)

4. Clear all fundraising through the Activities Director. Clubs must fill out an Event/ Fundraising Request Form. All fundraising must meet the healthy food guidelines, included in this packet.

**Advertising:**

1. Approve and sign all club announcements.

2. Supervise publicity and ensure that all publicity is approved.

**Field Trips:**

1. Complete appropriate paperwork for field trips as required by the District Office.

2. Fill out transportation requests and arrange for transportation.

**Events and Activities**

Clubs and organizations may plan special activities with the approval of the advisor and the Activities Director (if needed).

• A Facilities Request form should be submitted to the Activities Director for approval; who will then forward the permit to Mr. Barton/district. These forms are available in Mr. Barton’s office or in this packet (FORMS – p15). Requests need to be submitted at least 3 weeks in advance.

• The advisor is responsible for the students and liable for all activities of the organization. For all activities, it is the responsibility of the advisor to make sure a Facilities Request form for work orders is submitted to the Activities Director.

• Campus security is required at major activities where a large number of people are expected to attend, i.e. dances, drama productions, etc. Security wages must be paid by the organization sponsoring the event and a requisition must be submitted to cover these costs. Please contact ASB Financial Accountant, Ms. Fanny for further details.

• Also, sometimes a custodian is required at the minimum coverage of four hours, which will be an additional cost. If the event is during the weekday, our normal custodial coverage is used and there will not be an additional charge.

• Some activities will require special planning and/or approval of the school board, such as international field trips. Please make sure adequate planning is done well in advance for these approvals.

Chartered Clubs and approved LBHS student organizations may advertise on campus and in the daily announcements. Please complete the Announcement Form (located in the Main Office) and submit at least two days before it is to be run. Any activity planned in which a large number of the student body is invited, is being held after 5:00PM on a weeknight, or is to be held on a weekend, needs additional approval from the School Administration. This includes Open Mics, talent shows, etc.

The District Office must sign off on all contracts or agreements with vendors or outside businesses.

**ASB Special Events and Activities**

**I. Club Rush Week Instructions**

a. Fill out the Club Charter (if needed).

b. Inform ASB Director if club will be participating.

c. Due to limited amount of tables, be prepared to share the table with another club.

**II. Food Fair Frenzy Instructions**

a. ASB Director will email all clubs of the date as well as special instructions.

b. Pay School Financial Liaison (Ms. Fanny) the food fair fee of $10.00 prior to participating.

c. Due to limited amount of tables, be prepared to share the table with another club.

**III. Rally Performances Instructions**

a. ASB Director will email all clubs/staff of the date with special instructions.

1. Club Name

2. Audition Date/Time/Location

3. Music must be provided THREE weeks prior to rally.

4. Once approved for the rally - Attend minimum of 3 Rally Rehearsal Dates

5. Two Days prior to the rally - Name of students performing for the rally

**Organization of Clubs (Establishment or Renewal of a Club)**

To become a recognized part of the associated student body organization, or ASB, a club must be composed entirely of students’ enrolled Luther Burbank High School. Any group of students may apply for permission to form a club by completing the online application with a minimum of six charter members, participating in Town-Hall Meeting, and turning in a list of members, and by submitting a Club Packet for approval to the ASB Director. All new and returning clubs must complete these steps each year.

In addition to Club Charter Application, Club packets also include the following: Sample Club Constitution (CLUB PACKET - pg. 18-21) a Budget. The Club Constitution must specify the following:

1) The name of their organization.

2) The purpose of the club.

3) The scope of their proposed activities.

4) The title, powers, and duties of the officers and the manner of their election.

The Associated Student Body (ASB) Director and Vice Principal of Curriculum must approve all student organizations. All clubs must be open to all LBHS students who wish to join. Any renewal information and new club information (Constitution, list of officers, & advisor name) must be submitted to the ASB Director for approval and will be kept on file. This information must be submitted every year before any club events. It is also important that the Club Advisor keep a copy, as well as all club minutes and any important information pertaining to the club.

**Note:** Prior to approving activity requests and/or checks, the renewal information must be on file. Club financial transactions may cease and club funds reverted to the ASB General Funds unless the organization shows annually that it is an active club through the submission of the required information.

**Note:** A club that is inactive for three years is subject to their balance being transferred to Student Body reserves. “Inactivity” is defined as no money moving in or out of the account. A club may still host meetings and presentations, but if no fundraisers are hosted or expenditures made then the club will lose its existing balance.

balance. (Per State Law: FCMAT/CASBO)

**Club Constitution**

All clubs must submit a **Club Constitution** to the ASB. It must include the name and purpose of the organization and present the framework within which the organization will operate.

The following must be used in developing a **Club Constitution**:

**I. Name:** State the name of the organization.

**II. Statement of purpose:** Briefly explain the purpose of your club with a mission statement.

**III. Membership Clause:** Please explain the qualifications each member must meet.

**IV. Officers:** Please explain how officers will be chosen and what they will do, along with a list of who holds what office.

**V. Selection of Officers, Term of Office, or Qualifications:** Please explain how officers are elected, who elects them, when elections are held, how long they hold office, and what the qualifications of office shall be.

**VI. Activities of the Group:** Please explain the details of the activities that the group will be participating in, such as meetings, promotional activities, fundraisers, clean campus activities, etc. States the time for regular meetings and provides a method by which special meetings may be called.

**VII. Financial Clause:** Explain how the club will be raising money.

**VII. Expenses Clause:** Explain how the club will be spending money. This does not need to be specific. The “Budget Plan” will provide specific details.

***NOTE****: No club may raise funds for charitable organizations (non-profits) – please see Fanny Cheung or ASB Director if you have questions.*

**VIII. Advisors:** List the club advisor(s) and have them sign and provide their email.

**IX. Amendments:** Contains a statement of the method of amending the constitution and the

vote required for such amendments.

**X. Schedule:** States date on which constitution becomes effective.

The Club Packet must be **submitted annually** to the **ASB Director** for the club to remain a valid school club. You may use the **Sample Club Constitution** form (FORMS appendix D - pg. 18-21) if you wish.

**Minutes of the Meetings**

The **Club Advisor** must be present at meetings of the organization. Minutes need to be kept and should reflect a report of business. This is important and establishes a record that can be used as an audit trail for financial transactions of the organization. Therefore, a copy of the minutes authorizing club expenditures must be documented and kept on a file.

The minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fundraising ventures, and expenditure authorizations. The minutes might be organized as follows:

I. **Meeting Information**

a) Date and time of meeting

b) Location of meeting

c) Persons in attendance at meeting

1) Presiding Officer

2) Number of members present

3) Advisor(s)

4) Guests

II. **Report of Business**

a) Minutes of previous meeting

b) Financial report

c) Activities of standing committees or special committees

d) Communications

e) Old business

f) New business

g) Adjournment

Each motion must be reported. In the report, the motion must be stated, the name of the person who made the motion, the name of the person who seconded the motion, and the result of the voting must be given. You may use the Sample **Club Meeting Minutes** (FORMS appendix D - pg. 22) if you wish.

**Raising and Expending Funds**

Purpose: The basic purpose of raising and expending money by a student body organization is to promote the general welfare, morale and educational experiences of the students within the organization.

Two important things to remember about Club expenditures are:

1) All expenditures must be approved in writing before they are paid.

2) All expenditures must have appropriate backup documentation.

All fundraising projects and expenditures must have the approval of the organization. The student representative and faculty advisor prior to payment should approve all expenditures made by the club. Expenditures should be documented in the minutes.

**Procedures for Advisors**

1. Money should be deposited to the Ms. Cheung daily and not be held by students or advisors for one big deposit.

2. LBHS High School has a cash-only policy. Other forms for payment see Ms. Cheung.

3. NEVER take cash received from a fundraiser and spend it for something else needed. All funds must be deposited into the club’s account and accounted for as income.

4. To do otherwise risks the possibility of being held personally responsible for the purchase. If you do not know how to handle a financial transaction, please see Ms. Cheung for assistance.

5. To ensure rapid handling, all requisitions should be filled out completely with as much information as possible, including advisor’s signature and the signature of the club’s treasurer or president. Any lack of signature or information could cause the requisition to be returned to you.

6. If your club receives a donation from any source, it will be recorded as “a donation” and deposited in the club account. If funds received are not really from a donation, please do not say that they are. The real reason for the receipt must be listed.

**Prohibited Expenditures**

In addition to Education Code Section 48934, which deals with the use of student body organization funds, it should be noted that certain expenditures are prohibited. See Ms. Cheung for further details.

**SB 12 and SB 965 FACT SHEET**

**“The Nutrition Laws”**

**Definitions:**

*Full Meal* – Any combination of food items that meet USDA-approved reimbursable meal pattern requirements.

*Entrée* – A food that is generally regarded as being the primary food in a meal, and shall include, but not be limited to, sandwiches, burritos, pasta, and pizza.

*Snack* – A food that is generally regarded as supplementing a meal, including, but not limited to, chips, crackers, nachos, French fries, donuts, cookies, pastries, and candy.

*Added Sweetener* – Any additive that enhances the sweetness of the beverage, including added sugar, but does not include the natural sugar(s) that are contained within the fruit juice which is a component of the beverage.

**FOODS – the following foods may be sold to pupils:**

1. Snacks, except food served as part of the USDA meal program, shall meet all of the following standards:

• Not more than 35% of its total calories shall be from fat. Nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes, exempt.

• Not more than 10% of its total calories shall be from saturated fat. Eggs or cheese packaged for individual sale exempt.

• Not more than 35% of its total weight shall be composed of sugar, including naturally occurring and added sugar. Fruits or vegetables that have not been deep fried, exempt.

• Not more than 250 calories per individual food item.

2. Entrée items, except food served as part of a USDA meal program, shall:

• Contain no more than 400 calories per entrée.

• Contain no more than 4 grams of fat per 100 calories contained in each entrée, and shall be categorized as entrée items in the School Breakfast or National School Lunch Programs.

3. Non-compliant foods may be sold provided:

• The sale of those items takes place off of and away from school premises, or

• The sale of those items takes place on school premises at least one-half hour after the end of the school day, or

• The sale of those items occurs during a school-sponsored pupil activity after the end of the school day.

**BEVERAGES** - **the following beverages may be sold to pupils:**

1. From one-half hour before the start of the school day to one-half hour after the end of the school day:

• Fruit-based drinks that are composed of no less than 50% fruit juice and have no added sweetener.

• Vegetable-based drinks that are composed of no less than 50% vegetable juice and have no added sweetener.

• Drinking water with no added sweetener.

• Two-percent-fat milk, one-percent-fat milk, nonfat milk, soy milk, rice milk, and other similar nondairy milk.

• An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-ounce serving.

2. Non-compliant beverages may be sold as part of a school event provided:

• The sale occurs during a school-sponsored event at least one-half hour after the end of the school day.

• Vending machines, student stores, and cafeterias selling non-compliant beverages are used later than one half hour after the end of the school day.

3. Non-compliant beverages may be sold not later than one-half hour before the start of the school day and not sooner than one-half hour after the end of the school day.

4. As of July 1, 2007 – no less than 50% of all beverages sold to pupils shall meet the above criteria. As of July 1, 2009 – all beverages sold to pupils shall meet the above criteria.

California Lean Project Food Calculator:

http://www.californiaprojectlean.org/calculator\_MH\_S.asp

Use this website to plug in the nutritional info for a food item and press calculate to see if it meets the restrictions.

**CLUB ACTIVITIES/ ACCOUNTING FORMS**

Various forms necessary for events/ fundraisers

and accounting for clubs at Luther Burbank High School

**Club Charter Form – Luther Burbank High School**

**Appendix A**

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

Club/Organization Advisor(s)

Club Officers: President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vice President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Meeting Information: Location: \_\_\_\_\_\_\_Date \_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_

Requirements for membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Levels: \_\_\_\_\_\_\_\_\_\_ Number of Members: \_\_\_\_\_\_\_ Dues \_\_\_\_\_\_\_\_\_\_\_\_\_

Describe how money will be raised to fund activities.

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

Funds raised will be used to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Projects/Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Brief Summary of Purpose for Club/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

PLEASE ATTACH CLUB ROSTER

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asst. Principal ASB Director LBHS Accountant

**Facility/Equipment Form – Luther Burbank High School**

**Appendix B**

**Name of Event** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_ Custodial: Setup \_\_\_\_\_ Take Down \_ \_\_\_\_\_

**Facilities Needed & Set Up**

* Cafeteria Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Speaker System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Gym East Gym \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ West Gym \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dance Room \_\_\_\_\_\_\_\_\_\_\_\_\_

Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Speaker System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Stadium Track Only \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Soccer Field/Football Field \_\_\_\_\_\_

Bleachers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Speaker System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Press Box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stadium Lights \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Restrooms \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Boys/Girls Locker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Concession List Equipment Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Tables Quantity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairs Quantity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Technology Needs 🡪 You must contact Ms. Rhonda Torres @ 433 -5100 ext 1618

Laptop \_\_\_\_\_\_\_\_\_\_ Projector \_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Speaker Sys Small \_\_\_\_\_\_\_\_\_\_\_ Large\_\_\_\_\_\_\_\_\_\_\_ Mic Only \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Club Name: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person/Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asst Principal (J. Peterson) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Approved \_\_\_\_\_\_ Disapproved \_\_\_\_\_\_\_

ASB Director (E. Roland) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_ Approved \_\_\_\_\_\_ Disapproved \_\_\_\_\_\_\_

\*\* Facility Permit must filled out **TWO WEEKS PRIOR** to the EVENT

\*\* If Sound System is needed, please fill out the Sound System Checklist form!

**Sound System Checklist Form – Luther Burbank High School**

**Appendix C**

*Part I: Must be filled out by the Club Advisor prior to approval of ASB Director*

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overnight Storage Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Member Responsible for Assemble: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Member Responsible for Disassemble: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Part II. Must be filled out by ASB Activities Chair*

ASB Activities Chair Responsible for Training Club Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Sound System Items | Check Out (Initials) | Check In  (Initials) |
|  | 2 Large Speakers (Yamaha Model C115V) |  |  |
|  | 2 Cords for Speakers |  |  |
|  | 2 Cordless Microphones (Audio Technical 2000 Series) |  |  |
|  | 1 Microphone w/ Cord (Audio Technica ST95MK II) |  |  |
|  | 1 Aux Cable |  |  |
|  | 1 Yamaha (EMX 312SC Powered Mixer w/ Power Cord) |  |  |
|  | Time |  |  |

**Special Instructions:**

1. Sound System Checklist Forms Part 1 must be filled out by the Club Advisor prior to approval at least  **TWO WEEKS prior to the event**.

2. Any damages to the sound system accrued during the event will be the responsibility of the club. See Activities Director for more details.

**Merchandise Permit – Luther Burbank High School**

**Appendix D**

Part I: Must be filled out by the Club Advisor prior to approval of ASB Director

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Name/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is to be sold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where will sale take place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inclusive dates of sale: From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ Business Contract\_\_\_\_

Name of Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASB Director Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Principal Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Not Approved Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For further details of approved merchandise sales, please see ASB Director or Ms. Cheung.

**Generic/Sample of Club Constitution**

**Appendix D**

(You may use this form and fill in the blanks or submit your own written constitution and bylaws)

*PREAMBLE:* We the members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Club (herein referred to as the Club) do ordain this Constitution for the members of the Club in accordance to the rules and regulations of Luther Burbank High School, and thereby agrees to operate within the rules and regulations of Luther Burbank High School, Sacramento City Unified School District, the District Board, the Associated Student Body, the State of California, and the California Educational Code.

*PURPOSE:* The primary purpose of this Club shall be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*MEMBERSHIP:* The membership of the Club shall be open to all currently enrolled students at Luther Burbank High School, who maintain good citizenship and attend regular Club meetings.

*MEETINGS:* Meetings shall be held at least \_\_\_\_\_\_\_times per school year and the Club will retain signed minutes. Anyone can request a copy if needed. The total attendance required to conduct a regular meeting is 50% plus one member. The total attendance required to conduct a special meeting is at least two-thirds of the total Club membership.

*EXECUTIVE OFFICERS:* This Club shall utilize the titles of President, Vice President, Secretary and Treasurer as the Executive Officer titles.

*OFFICER QUALIFICATIONS:* Officers must be current LBHS students and maintain a 2.0 cumulative GPA. No Officer may be on academic or disciplinary probation.

*ELECTIONS*: Elections shall be held once a year, at the first meeting of the year in August, by secret ballot. Members may nominate themselves or another member to office. To win, a candidate must receive the majority of the vote. If a tie occurs in voting that prevents any candidate from having a majority of the vote, then there will be a revote between those candidates who have received the most votes.

*AMENDMENTS*: All proposed amendments must be submitted to the Club president in writing at least five days prior to the next regular meeting. A two-thirds majority vote of the members in attendance is required to amend this Club constitution.

*FACULTY ADVISOR*: There shall be a faculty advisor who agrees to serve as the Club advisor. If the advisor leaves for any reason, a successor will be selected by students as soon as possible.

*RATIFICATION:* The Constitution will become valid after all current members have read, agreed to, and the Executive Officers and Advisor have signed it and it is accepted by the LBHS, ASB Director, LBHS Site Administrator, and LBHS Business Officer

**Generic/Sample of By Laws**

**Article I: Name**

The name of this Club is hereby the: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club, which is a part of the Associated Student Body (ASB) for Luther Burbank High School, and thereby agrees to operate within the rules and regulations of Luther Burbank High School, the Sacramento City Unified School District, the District Board, the Associated Student Body, the State of California, and the California Educational Code.

**Article II: Purpose**

The primary purpose of the Club is to:

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

**Article III: Membership**

Requirements:

1. All currently enrolled students of LBHS are eligible.

2. Must maintain good citizenship during all meetings and activities, or the person may be removed from the club for a period of time to be determined by the club advisor. Club advisor shall make all removal decisions.

3. Regular attendance is required. If a member misses more than \_\_\_\_\_ meetings in a row, that member will be listed as inactive. Inactive members are not eligible to vote. Inactive members can be re-listed as active upon attending \_\_\_\_ consecutive meetings.

4. Indicate any additional membership requirements you want to be cleared/ approved by ASB:

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

**Article IV: Executive Officers**

*A. Executive Officer Titles*

We shall have Executive Officers with the following titles: President, Vice President, Secretary, and Treasurer.

*B. Executive Officer Duties*

*1. President:* The President's responsibility is to organize and conduct all meetings, represent the club at any General ASB meetings, and perform any duties as ordinarily pertain to this office.

*2. Vice-President:* The Vice President's duty is to take on the explicit duty of any Executive Officer that is absent from the meeting. Should the President become unable to perform their presidential duties, the Vice President shall assume this responsibility.

*3. Secretary:* The Secretary's duties are to keep track of each meeting's minutes, including important points discussed, to track attendance at each meeting, to document expenditure items approved/disapproved, to complete and submit fund raising request forms, ensuring each has the proper approval signatures.

*4. Treasurer:* The Treasurer's duties are to collect and oversee all monies for the Club, keeping running record of monies raised and spent on the Club’s behalf to ensure the Club does not run the risk of deficit spending.

*C. Qualifications of Executive Officers:* All Executive Officers must be current LBHS students and maintain at least a 2.0 cumulative GPA.

*D. Selection process for Executive Officers:* When an election is to be held, members of the club will nominate themselves or other members for the officer positions. The nominees may either accept or reject their nomination. Nominees are required to give a short speech on the meeting of the election.

*E. Date for general election of Executive Officers:* The election of new officers will take place during the last meeting held during the first full month of the school year.

*F. How Executive Officers are elected:* The election of new officers will be done by secret ballot. To win, a candidate must receive the majority of the vote. If a tie occurs in voting that prevents any candidate from having a majority of the vote, then there will be a revote between those candidates who have received the most votes to determine the overall winner of the election.

*G. Academic or disciplinary probation:* Any Executive Officer placed on academic or disciplinary probation will be required to resign their post.

*H. Process for resignation:* If an Executive Officer must resign for any reason, then a special election will follow to replace the officer. Special elections to replace vacancies follow the same rules as general elections.

*I. Process for impeachment:* If an officer is found to have lied or falsified, or stolen from the Club, an impeachment board consisting of the ASB president, ASB Director, one Club Officer, the Club Advisor and the Site Administrator will be held to determine what action will be taken.

**Article V: Meetings**

*A. Regular meetings:* Meetings are to be held ***at least*** \_\_\_\_\_\_\_times per school year and signed minutes will be retained by the club as well as turned into the ASB office after each meeting.

*B. Quorums for conducting official business:* The total attendance required to conduct a regular meeting is 50% plus one member. The total attendance required to conduct a special meeting is at least two-thirds of the total Club membership.

**Article: VI: Amendment**

All proposed amendments must be submitted to the Club president in writing at least five days prior to the next regular meeting. The president will present the proposed amendment to the Club. Following this presentation, will be a formal discussion and a vote. A two-thirds majority vote of the members in attendance is required to amend this Club constitution.

**Article: VII: Ratification**

The Constitution will become valid after all current members have read, agreed to, and signed the Constitution and it is accepted by the Luther Burbank High School ASB, ASB Director, LBHS Site Administrator, and LBHS Business Officer.

**Article: VIII: Faculty Advisor**

There shall be a faculty advisor who agrees to serve as the Club advisor. If the advisor leaves for any reason, a successor will be selected by the membership as soon as possible.

It shall be the duty of the faculty advisor to:

1. Advise and stimulate interest in the Club

2. Provide guidance in the development and implementation of activities for the Club.

3. Attend Club meetings and activities regularly

4. Monitor all fund raising requests and expenditures of the Club.

**Article IX: Club Inactivity**

Should this club fail to have regular meetings as described in Article V, or the Club fails to maintain financial activity for more than 9 months, this Club shall be deemed inactive. If this Club has been deemed inactive, any remaining funds in the Club’s ASB general ledger account shall be transferred to the General ASB after approval from the administration.

This Constitution and Bylaws have been read by, and agreed to by its membership as witnessed by the signatures of the Executive Officers and the Club Advisor on this date of \_\_\_\_\_\_\_\_\_\_\_\_\_:

President (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor: (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Generic/Sample of Club Meeting

Appendix E

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

(Club Name)

MEETING MINUTES

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meeting was called to order by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meeting was attended by: (attached separate attendance sheet).

The meeting minutes of the meeting dated \_\_\_\_\_ were read and approved (or corrected and approved)

FINANCIAL REPORT

The following purchases were approved: (list below or attach separate listing)

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

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vendor (who to pay): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion made by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote Count (total): \_\_\_\_\_\_\_\_\_\_\_\_ Number of Ayes(for): \_\_\_\_\_\_\_\_\_\_ Number of Nayes(against):\_\_\_\_\_\_\_

The following invoices were submitted for payment: (list below or attach separate listing)

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

Invoice Number: \_\_\_\_\_\_\_\_\_ Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion made by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote Count (total): \_\_\_\_\_\_\_\_\_ Number of Ayes(for): \_\_\_\_\_\_\_\_Number of Nayes(against):\_\_\_\_\_\_\_\_\_\_\_\_

ACTIVITIES REPORT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMUNICATION REPORT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OLD BUSINESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEW BUSINESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADJOURNMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by the Club Secretary: (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

Club Advisor: (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_

Luther Burbank High School

ASB Constitution

Article I – Name and Purpose

The name of the organization shall be the Associated Student Body (ASB) of Luther Burbank High School.

This organization shall have as its purpose, the conduct of activities on behalf of the students of the Luther Burbank High School as approved by the school site administrator and the governing board of the Luther Burbank High School.

Article II – Membership

All students enrolled in the Luther Burbank shall be members of the Associated Student Body. Members shall be entitled to one vote in all student body elections.

Article III – Executive Board

The Executive Board shall consist of the following ASB officers:

President

Vice-President (2)

Financial Officers/Treasurer (2)

Secretary (2)

The Executive Board shall have all executive powers. The Executive Board members shall serve as acting and voting members of the Luther Burbank High School Student Council.

Duties of the Executive Board members are outlined in the Bylaws to the Constitution.

The positions on the Executive Board shall be filled by a general election of the ASB held annually.

No member of the Executive Board may hold more than one ASB office or class office.

Executive Board members shall hold office for one school year.

Article IV – Student Council

The legislative powers of the ASB shall be vested in the student council.

The student council shall consist of XX voting members: the ASB Executive Board and the elected club and athletic representatives (FB, BB, Soccer, Tennis, Baseball, Swimming, Volleyball, Track, CrossCountry, Wrestling, Cheerleading, Softball).

(Note: The student council voting member number may vary, per desire of ASB.)

The elected, voting members of the student council shall be chosen by election as described in the bylaws.

The term of office for members of the student council shall be one school year.

Article V – Amendments

Amendments to this constitution may originate:

In student council

By petition by 10 percent of the student body

By ballot

To represent the student council at all school and school district meetings where this representation is appropriate.

Article VI – Ratification

The student council shall ratify this constitution and any subsequent amendments through a two-thirds vote of the council.

Luther Burbank High School

Associated Student Body Bylaws of the Constitution

**Article I –**Associate Student Body

It shall be the duty and power of the student council to:

Be the supreme legislative body

Propose and pass legislation that is considered important to the student body

Establish the annual student body dues, also known as the price of an ASB Card

Establish a disciplinary board as the need arises

Spend ASB monies

Propose and pass amendments to the Constitution and Bylaws

Each member of the student council shall be able to cast one vote in each voting situation.

**Article II – Executive Board**

*The ASB President shall have the following duties:*

Preside over all meetings of the ASB

Call special meetings of the ASB

Plan and prepare an agenda for the ASB meetings

Appoint all committee members and chairpersons

Serve as ex-ofﬁcio member of all committees

Represent the ASB at all school and school district meetings where this representation is appropriate

Preside at all ASB assemblies or authorize someone to do so in his/her place

Vote in ASB only in cases where his/her vote would affect the result

*The ASB Vice-President shall have the following duties*:

Serve as the ASB President if the president becomes unable to fulfill his/her duties either temporarily or permanently

Serve as chairperson of the Elections Committee and supervise all student body elections

*The ASB Financial Officer shall have the following duties*:

Maintain complete and accurate record of all ASB receipts and disbursements

Prepare monthly reports for the student council on the ASB bank balances and receipts and disbursements to date

Serve as chairperson of the Finance Committee with the assistance of the student body bookkeeper and a district business staff member

Keep accurate profit and loss statements of all ASB functions and assist classes and clubs in keeping accurate records

Supervise the preparation of the annual budget

*The ASB Secretary shall have the following duties*:

Maintain accurate minutes of each ASB meeting

Complete the minutes in the prescribed format by the next meeting of the ASB for distribution to all members

Carry out all necessary correspondence for the ASB

Record and distribute an agenda for each student council meeting

*The Activities Chair (or Commissioner of Activities) shall have the following duties*:

Coordinate and maintain the TGIW and TGIF events. (TGIW/TGIF = Thank Goodness it’s Wednesday/Friday)

*The Publicity Chair (or Commissioner of Publicity) shall have the following duties*:

Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards

Issue news releases to the press, radio and television stations

Article III – Elected Positions and Standing Committees

The ASB President and the ASB Advisor shall appoint committee members and chairpersons to the following committees each year:

*The Activities Chair (or Commissioner of Activities) shall have the following duties*:

Coordinate and maintain the TGIW and TGIF events. (TGIW/TGIF = Thank Goodness it’s Wednesday/Friday)

*The Publicity Chair (or Commissioner of Publicity) shall have the following duties*:

Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards

Issue news releases to the press, radio and television stations

*The Finance Committee:*

The ASB Treasurer shall chair the Finance Committee

The ASB advisor shall serve on this committee

The purpose of the committee is to prepare and submit the final budget and approve all requests to spend ASB funds

*The Elections Committee:*

The ASB Vice-President shall chair the Elections Committee

The ASB Advisor shall serve on this committee

The purpose of the committee is to plan, organize, and supervise all student body elections

*The Activities Committee*:

The Activities Chair shall also serve as the chair of this committee

The purpose of the committee is to plan, organize, and supervise all student council activities and to facilitate the requests for school facilities from student clubs

**Article IV – Succession**

If the ASB President cannot fulfill his/her duties because of illness, physical disability or absence, the ASB Vice-President shall assume and carry out the duties of the president until the President becomes able to resume the duties of his/her office.

If the President is permanently unable to fulfill his/her duties, the ASB Vice-President becomes the ASB President.

After the Vice-President, succession to the presidency shall be appointed by the vote of the entire membership of the Executive Board.

Only ASB officers elected by the general student body shall succeed to the ASB presidency.

Upon the permanent disabilities of any ASB officer other than the President, the corresponding senior class officer shall assume the duties of that office.

Upon the permanent disability of any ASB Commissioner, the ASB President shall appoint the opposition runner to that position, if available, until the end of the current semester, when an election may be held.

**Article V – Elections and Qualifications for Office**

The student council shall hold the annual election of student council officers on the campus of the Luther Burbank High School. The voting shall take place during homeroom, by secret ballot.

The student council shall hold the elections for class officers at the same time as the elections for the ASB officers.

The candidates for ASB officer and class officer must have a minimum overall grade point average of 2.5 and have satisfactory citizenship and attendance. Candidates must also have the endorsement of their counselor and one other faculty member.

Candidates for ASB President and Vice-President must have served at least one year on the student council.

Each applicant for candidacy must submit an application to the ASB Director/Election Committee. The application must include information on the student’s academic record, school activities, and reasons for desiring to serve as a school officer.

The ASB Director, four student council members, and two faculty members chosen by the ASB President shall serve on the election committee. The purpose of the election committee is to ensure that all candidates for office meet the qualifications.

*The Campaign:*

Students may use an unlimited number of bumper stickers and buttons during the campaign

Candidates may place eight posters on the campus. The posters may not exceed two feet by two feet

The Elections Committee must approve the content of all posters, bumper stickers, buttons, and other campaign materials in advance

*Counting the Ballots:*

The ASB President and members of the Elections Committee shall count the ballots on the same day as the election is held. No candidate for office may participate in counting the ballots

The ballots shall be counted twice and the results compared. A third count is required if the results of the first and second count are not within one percent of each other

**Article VI – Student Clubs**

Each student club must prepare and approve a constitution before it can begin fund-raising activities or make expenditures of club funds.

**Article VII – Amendments**

The student council, whenever it is necessary, shall propose amendments to the constitution. To make such amendments valid, two-thirds of the total student body must approve the proposed amendment in a general election.

**Article VIII – Adoption**

These bylaws may be adopted by a two-thirds vote of the student council, whereupon they shall go into effect immediately.

**Article IX – Finances**

The student council must approve all requests for expenditures of all student funds prior to any commitments.

Student clubs must have a positive balance in their club account before the student council may approve expenditure.

All ASB checks require two signatures. The ASB Advisor or the site administrator may sign ASB checks. In addition, at least one district office administrator will be an approved signer.

**Article X – Meeting Schedule**

The ASB council shall meet every week and for special sessions, as called by the ASB President or the ASB Advisor.

A quorum consists of two-thirds of the student council members, e.g., 14 members in the standard case of 20 on the council.

The ASB President shall conduct the ASB council meetings under Robert’s Rules of Order.