



Westlake High School Application for Club Charter

School Name

Date

1. Name of Club _____

2. Officers: President _____ Phone _____
 Vice-Pres. _____ Phone _____
 Secretary _____ Phone _____
 Other _____ Phone _____

3. Faculty Sponsor, Supervisor, or Monitor _____

4. Purpose: _____

Goals: _____

5. Budget:
 a. Amount of dues per member (if any) _____
 b. Total cost per member for sweaters or other costs _____

Itemize:

6. Club Categorization: ___ Curricular - Explain _____
 ___ Non-Curricular - Explain _____
 ___ Other - Explain _____

(i.e. "athletic," "business/economic," " agriculture," "art/performance," "gaming,"
"religious," "community service/social justice.") Utah Code 53A-11-1204-5

7. Major activities planned by the club:

	<u>Activity</u>	<u>Tentative Date</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____

8. Meeting Schedule () Weekly () Day _____ Hour _____

9. Facilities needed for regular meetings _____

The _____ Club will comply with the provisions of the Utah Student Clubs Act and all other applicable laws, rules and policies.

Utah Code 53A-11-1201

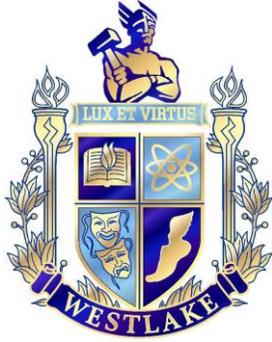
Signed: Club Pres. _____
Advisor _____
Advisor _____

Principal's approval _____

Faculty approval Yes____ No____

For the school year 20____

Approved by the Alpine School District Board on _____ Not approved____



Westlake High School Club Approval Rubric

Application must be **completed neatly and fully** to be considered for school administrative approval before it is submitted to the district for Board approval.

Appropriate Club Name _____
This name is contingent upon Board of Education approval. The name must reasonably reflect the club's purpose, goals, and activities. Utah Code 53A-11-1205(5)(b), (c)

Faculty Sponsor/Supervisor/Monitor Name & Signature _____

- Curricular clubs have sponsors Utah Code 53A-11-1207(2)(3)&(3)(d)
- Non-curricular clubs have supervisors
- Religious clubs have faculty monitors

Completed Club Application IS WRITTEN LEGIBLY and has the Principal's signature

Parent permission forms have been completed for every student participating Utah Code 53A-11-1210

Membership in non-curricular clubs is limited to students who are currently attending the school

Completed and Specific Club Constitution

Appropriate and Relevant Activities to the Club's Purpose. (If a non-school person is allowed to make a presentation to a non-curricular club, copies of any written or media materials presented must be given to the school by 24 hours after the meeting.) Utah Code 53A-11-1209(3)(b)

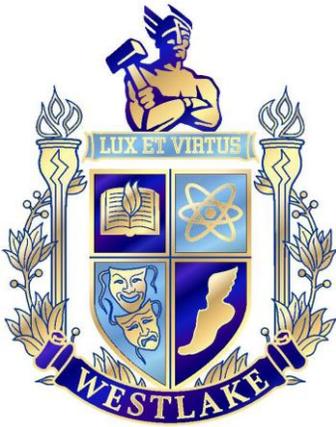
Appropriate Financial Considerations \$ _____

All of the above qualifications must be met in order to submit for Board approval and club establishment.

The _____ Club has met all of the above requirements and will be submitted to ASD School Board for approval.

_____ (Principal Signature)

_____ (Date)



Westlake High School Club Constitution

Article I--Name

The name of this organization shall be the _____

Article II--Purpose

This club has been established for the purpose of promoting, supporting, and improving

Article III--Objective

This club and members will conduct itself in a manner which is free from racial discrimination and which provides equal opportunity and treatment for all members irrespective of race, color, religion, sex or national origin.

Article IV--Membership

Membership is open to all persons regardless of race, sex, religion or national origin interested in furthering the purpose of the club.

There shall be two categories of membership: A: Regular and B: Honorary

A. Regular Members are parents, guardians, or individuals who support the purpose of the club. They shall pay dues or fees as decided by club presidency and sponsor, supervisor, or monitor. They shall have the right to vote and have the right to hold a club office.

B. Honorary Members are those individuals selected by the Executive Board of the club who have helped the club or displayed a profound interest in its purpose. Honorary Members shall not pay dues, vote or hold elective office.

Article V--Finances

A. Income

1. Income shall be primarily derived from the collection of dues, donations, or as specified.
2. Any changes in dues or fees recommended by the Executive Board must be approved by a majority vote of the regular membership.

B. Annual Accounting

An annual accounting shall be conducted in accounting accordance with District Rules and Regulations #1230, sections 1.6.1 and 1.6.2.

Article VI--Meetings

A. Executive Board

The executive board shall meet at least _____. The exact date and location is to be determined by the Executive Board. This meeting should be held prior to the date of any regular membership meeting.

B. General Membership

The General Membership shall meet at least _____. The exact date and location shall be determined by the Executive Board.

C. Special Meetings

Special Meetings of the membership may be called when deemed necessary by the president or by petition by the General Membership.

D. Minutes

Minutes of each meeting shall be recorded by the club secretary. These minutes shall be distributed to the General Membership.

Article VII--Elections

A. Term

1. An election of officers shall be conducted once a year. This shall be conducted in May, with the term of office running from the first day of the next school year through the end of that school year.
2. The sponsor, supervisor, or monitor shall recommit for the upcoming school year or another advisor must be found before the end of May in order for the club to continue under this constitution.

B. Nominations

1. A nominating committee consisting of members, shall be appointed by the Executive Board.
2. The committee shall elect its own chairman.
3. The committee shall present a slate of at least one, but preferable two or more candidates for each office.
4. Nominations may be made from the floor with the consent of the nominee.

C. Voting

1. The nominating committee shall be responsible for the preparation, distribution, collection and counting of ballots, recording and reporting the results to the club president.

D. Vacancies

1. A vacancy in the office of President shall be filled by the Vice-President.
2. Vacancies in other offices shall be filled by appointments by the Executive Board.

Article VII--Officers

A. Elected Officers

The elected officers shall be; the President, the Vice President, Secretary, Treasure and members of the Executive Board.

B. Appointed Officers

Appointed officers shall be selected by the president with the approval of the Executive Board. Such positions may be temporary or concurrent with the terms of the Executive Board.

Article IX--Executive Board

The Executive Board shall be the governing body of the club. Elected officers shall be voting members of the Board. Appointed officers shall be non-voting members of the Board. All business conducted by the Board shall be by vote of the majority of the voting members present.

Article X--Amendments

This constitution may be amended or revised by a 2/3 majority of the regular members present at a regular or special membership meeting.



Westlake High School Student Petition for Club Charter

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ALPINE SCHOOL DISTRICT

575 NORTH 100 EAST AMERICAN FORK, UTAH 84003-1758 (801) 756-8570
Fax Number: (801) 756-8516

SCHOOL CLUBS PARENTAL PERMISSION FORM

Student's Name

School

Club Name

Club Sponsor, Supervisor, or Monitor

Club's Purpose and Goals: _____

Club's Categorization _____

Beginning and ending dates _____

Tentative Schedule of club activities (dates, times, places)

_____	_____
_____	_____
_____	_____
_____	_____

Personal costs associated with the club _____

Additional important Information _____

I am aware that my student will be participating in above mentioned club at his/her high school.

Parent Signature

Date

This form is in compliance with Utah Code 53A-11-1210 Parental Consent