

So you want to form a club? It's easy!
All you need to do is follow the directions below!

Club Name: _____ Sponsor Name: _____

Is your club a Fundraising or Non-Fundraising club? Some clubs do not hold any fundraising activities. These clubs are created so students with similar interests can get together – they do not need to raise money. Indicate here what type of club you are forming.

Fundraising _____ Non-Fundraising _____

Here are the steps you will need to start your club...

1) Fill out Petition to form a new club

Name your club, state purpose, name your sponsor, and get signatures of potential members.

2) Fill out Club Constitution

3) Fill out the Student Signature Form, Policies & Procedures form, minutes, roster, and take all forms to the principal's office to be signed and forwarded to STUGO

4) Student Signature Form, fill out during the first meeting

5) Policies and Procedure Acknowledgement

6) This form must be filled out and proper signatures gathered. This form is kept on file at the IRHS bookstore and the district office. The manual is available online at. Look for the Student Activities Manual listed on the left of the finance page

7) Minutes and roster from the first club meeting

You must use this form at your first meeting and all your meetings. This form has everything on it to make it "official." Your first meeting should show the election of officers in the Order of Business section. List the officers' names and positions to which elected. A club officer and your sponsor need to sign the minutes.

STUGO must approve your club. **STUGO** will send the paperwork it to the bookstore. The bookstore will then send the sponsor an emailed copy of your approved form.

Congratulations, you now have an official IRHS club!

Ironwood Ridge High School
Petition to form a New Student Club

We, the undersigned wish to form a new club to be named:

_____.

The purpose of this club is _____

Our purposed constitution is attached/

The faculty sponsor is: _____

1. _____	16. _____
2. _____	17. _____
3. _____	18. _____
4. _____	19. _____
5. _____	20. _____
6. _____	21. _____
7. _____	22. _____
8. _____	23. _____
9. _____	24. _____
10. _____	25. _____
11. _____	26. _____
12. _____	27. _____
13. _____	28. _____
14. _____	29. _____
15. _____	30. _____

Return the completed petition and constitution to the bookstore for approval.

The attached constitution is intended only as an outline. You will need to make revisions to suit the purpose of your club.

CLUB CONSTITUTION FORM
Ironwood Ridge High School Clubs and Activities

Date: _____ Constitution of the _____ Club

The purpose of this club is: _____

Article I

This organization shall be known as the _____ Club of Ironwood Ridge High School.

Article II

Any student of Ironwood Ridge High School who is interested in joining may be a member of the _____ Club

Article III

A) The _____ Club officers shall be:

B)

President or _____

Vice-President or _____

Secretary or _____

Treasurer or _____

C) The duties of these officers shall be:

- 1) President shall preside over club meetings
- 2) Vice-President shall arrange programs and other activities for the club
- 3) Secretary shall take minutes and handle all correspondence as deemed necessary
- 4) Treasurer shall handle all monies connected with the club

Article IV

Officers shall be elected by those members present at the 2nd-to-last meeting at the end of each school year.

Article V

Committees shall be formed as the need arises, and formed on a volunteer basis

Article VI

Dues shall be assessed by agreement and vote of the club members

Article VII

- A) Meetings shall be held on _____ every week/month at _____ am/pm.
- B) The president may call special meetings as the need arises; he/she may change the date and time of regularly scheduled meetings when deemed necessary.

Article VIII

Any club member may propose amendments. Amendments must be ratified by two-thirds of the membership.

Article IX

This constitution shall become effective upon approval of two-thirds of the club members, the club sponsor and the IRHS Student Government.

Principal Approval _____ Date _____

Student Signature Form

Ironwood Ridge High School

School Year

Club Name: _____

Sponsor: _____

Account #: _____

A duly convened meeting of the _____ was held on _____
(name of organization) (date)

at _____ o'clock am pm.
(circle one)

Number of members present: _____ ROSTER ATTACHED
(number)

For the school year noted above, the following officers were (circle one):

- 1) Elected
- 2) Temporarily appointed (signature acceptable for only one month)
- 3) Introduced as elected by popular vote of student body

*Justification for appointment: _____

Approved by Principal: _____ Date: _____
(Signature)

Approved by Student Government: _____ Date: _____
(Signature)

Officers:

President: _____
(Print Name) (Signature) (ID#)

Vice-President: _____
(Print Name) (Signature) (ID#)

Secretary: _____
(Print Name) (Signature) (ID#)

Treasurer: _____
(Print Name) (Signature) (ID#)

POLICIES AND PROCEDURE ACKNOWLEDGMENT

I have read the information enclosed and agree to comply with the Policies and Procedures outlined in this Amphitheater Public Schools Student Activities manual.

School Year:

School: Ironwood Ridge High School

Club Name: _____

Sponsor Name (Please Print): _____

Sponsor Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Original to be received in Employee Records by September 15



IRONWOOD RIDGE HIGH SCHOOL

Meeting Minutes

Today's Date: _____

(Name of Club)

(Club Acct #)

Meeting Called to Order at: _____ (time) by _____

1) Roll Call (attach a list of members present; print and then sign name)

2) Agenda Attached: **Motion to Approve Agenda:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____/____/____

3) **Motion to Approve Prior Meeting Minutes:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____/____/____

4) Treasurer's Report Attached: _____ **Motion to approve:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____/____/____

5) Committee Reports by Committee Chair: (a brief synopsis of most recent events, include pros/cons) _____

6) Old Business Discussions: _____

7) Individual Motions for New Business:

a. Agenda Item: _____

Motion made by (club member's name) _____ **to** (i.e. start an event, purchase items, to reimburse etc.) _____

Seconded by: _____

Discussion: _____

Vote count in favor/opposed/abstain: ____/____/____

b. Agenda Item: _____

Motion made by (club member's name) _____ **to** (i.e. start an event, purchase items, to reimburse etc.) _____

Seconded by: _____

Discussion: _____

Vote count in favor/opposed/abstain: ____/____/____

c. Agenda Item: _____

Motion made by (club member's name) _____ **to** (i.e. start an event, purchase items, to reimburse etc.) _____

Seconded by: _____

Discussion: _____

Vote count in favor/opposed/abstain: ____/____/____

Meeting Adjourned at: _____ (time)

Club Officer Signature

Club Advisor Signature

Print Name		Signature
1.	(President)	
2.	(Vice President)	
3.	(Secretary)	
4.	(Treasurer)	
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