

So you want to form a new IRHS Club? It's Easy!

All you need to do is follow the directions below!

What will your Club Name be? _____

Who will be your Club Sponsor? _____

Is your club going to be 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.

Please indicate what type of club you are forming

☐ Fundraising

☐ Non-Fundraising

Here are the steps you will need to follow to start your new club:

1. Fill out the Petition to Form a New Club form

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

2. Fill out the following forms - attached

- a. Club Constitution
- b. Student Signature Form
- c. Policies & Procedures Form
- d. Club Minutes Form
- e. Student Roster Form

Policies & Procedures Form: 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 Student Activities Manual is available in the Athletic office.

Club Minutes and Student Roster: You must use these forms not only at your first meeting, but every meeting held. These forms have everything on them to make your meeting Official. Your first meeting should show the election of officers in the Oder of Business section. List the officers' names and positions to which they are elected. You must always use first and last names in your club minutes. All discussions and votes must be completed. A club officer and your club sponsor are required to sign the minutes.

STUGO must approve your club. Once approved, STUGO will send your paperwork to the bookstore. The bookstore will then send the club sponsor an emailed copy of your approved forms.

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.

Club Name: _____

The purpose of this club is: _____

Our proposed Club Constitution is attached

Our Faculty Sponsor is: _____

Petition Signatures

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

The attached Club 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 & Activities

Constitution of the _____ Club. Date _____

The purpose of this club is _____

Article I

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

Article II

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

Article III

A) The _____ Club Officers shall be:

President or _____

Vice President or _____

Secretary or _____

Treasurer or _____

B) The duties of these officers shall be:

- a. President shall preside over club meetings
- b. Vice -President shall arrange programs and other activities for the club
- c. Secretary shall take the minutes and handle all correspondence as deemed necessary
- d. Treasurer shall handle all monies connect 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 meeting 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.

Admin/Asst Principal Signature _____ 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 Admin/Asst Principal _____ Date _____

Approved by Student Government _____ Date _____

Club Officers:

President _____
(print name) (signature) (date)

Vice-President _____
(print name) (signature) (date)

Secretary _____
(print name) (signature) (date)

Treasurer _____
(print name) (signature) (date)

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.

Club Name _____

Sponsor Name (please print) _____

Sponsor Signature _____

Date _____

Admin / Asst. Principal Signature _____

Date _____

IR IRONWOOD RIDGE HIGH SCHOOL

Meeting Minutes

Today's Date: _____

(Name of Club)

(Club Acct #)

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

1) Roll Call (see attached list)

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: ____/____/____



IRONWOOD RIDGE HIGH SCHOOL

- d. 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: ____ / ____ / ____

- e. 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: ____ / ____ / ____

- f. 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: ____ / ____ / ____

- g. 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: ____ / ____ / ____

8) **Motion to Adjourn the Meeting:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____ / ____ / ____

Meeting Adjourned at: _____ (time)

Club Officer Signature

Club Advisor Signature



IRONWOOD RIDGE HIGH SCHOOL

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