

Nampa High School Club Registration Form

School Year: _____

Club Status (circle one): New Existing

Club Name: _____ Advisor's Name: _____

The purpose of this organization is:

Elected Officers:

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Other (please state): _____

Approximate number of members: _____

Meeting information:

How Often? _____ Day(s) of week: _____

Time of Meeting: _____ Place: _____

NOTE: The secretary is REQUIRED to take minutes of each meeting and submit a copy to ASB Student Leadership. Please only use the Approved Club Minutes form.

Dues: Amount: _____ Collected When? _____

Major Events: Description: _____ When: _____

*You must fill out an Activities Request Form for ALL of your events and fundraisers and submit to the school Athletic/Activities Director.

President Signature: _____ Date: _____ Advisor Signature: _____ Date: _____

Building Administrator Approval _____ Date: _____ ASB Approval: _____ Date: _____

Nampa High School
Club Meeting Minutes*

Club Name: _____

Meeting Date: _____ Meeting Time: _____ Location: _____

The meeting was called to order by (name and title): _____

The minutes of the meeting dated _____ were read and approved (corrected and approved).

The following purchases were approved: *List below or attach separate listing*

Vendor	Amount	Purpose	Who to purchase
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Motioned by: _____ Seconded by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

Communication and Reports: *List below or attach separate listing*

Old Business: _____

New Business: _____

Submitted by:

Club Secretary (Signature and Date): _____

Club Advisor (Signature and Date): _____

Meeting Attendees: *List below or attach separate listing*

****Please follow general Parliamentary Procedure (i.e. Robert's Rules of Order) for all meetings.***

Nampa High School

_____ Club Constitution

Article I – Name and Purpose

- ◆ The name of this organization shall be the _____ of Nampa High School.
- ◆ This organization shall have as its purpose, _____ as directly approved by the Student Council and indirectly by the Lead Building Administrator and the governing board of Nampa School District.

Article II – Membership

- ◆ All students enrolled in Nampa High School are eligible for membership.

Article III – Meetings

- ◆ Meetings will be held (days of the week, times) _____ unless a special meeting is called.

Article IV – Club Officers

- ◆ The club officers shall consist of the following:
 - President
 - Vice-President
 - Treasurer
 - Secretary

Article V – Duties

- ◆ The club president will have the following duties:
 - To preside over meetings of the club.
 - To call special meeting of the club.
 - To plan and prepare an agenda for the club meetings.
- ◆ The club vice-president will have the following duties:
 - To serve as the club president if the president becomes unable to fulfill his/her duties either temporarily or permanently.
 - To support the club president.
- ◆ The club treasurer will have the following duties:
 - To maintain complete and accurate record of all club receipts and disbursements.
 - To oversee club fund-raising efforts.
 - To supervise the preparation of the club budget.
- ◆ The club secretary will have the following duties:
 - To maintain accurate minutes of each club meeting.
 - To carry out all correspondence for the club.

- ◆ The Publicity Chair will have the following duty:
 - To publicize all club activities and fund raisers through administratively approved means, including the school newspaper, the school reader board, posters, and the Student Information Center.

Article VI – Elections

- ◆ The club will hold elections for officers once a year in the fall. The voting will take place by secret ballot.

Article VII – Amendments

- ◆ A two-thirds majority vote of the members in attendance is required to amend this club constitution.

FIRST READING APPROVED BY CLUB ON:

SIGNATURE OF PRESIDING OFFICER AND TITLE:

ADVISOR SIGNATURE:
