



Organization Charter Instructions (Athletic Team, Class, Club or Performing Arts Group)

The Governing Board believes that student organizations may reinforce the instructional program, give students practice in democratic self-government, and provide social and recreational activities. Student organizations also may serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging.

– Wm. S. Hart Union HSD Board Policy 6145.5

Many opportunities for involvement exist through membership and participation in student organizations. The Associated Student Body of West Ranch offer privileges to organizations that obtain a charter through ASB. This packet will provide you with information to start your own organization on campus.

Organizations at West Ranch are for the students. They should conduct their own meetings, plan their yearly program, establish a budget, keep it up-to-date throughout the year, and make their own arrangements for functions. This is all done with the guidance of a staff advisor.

In order to gain recognition as an approved organization and have the privilege of calling meetings or carrying on any form of activities associated with the school, it is necessary for the students to comply with the following:

1. Have a regular certificated faculty sponsor who will attend all meetings and activities.
2. Have a minimum of 5 members.
3. Complete an organization application.
4. Draft a constitution, which states the organization's purpose, qualifications for membership, time, and place of meetings, and the officers/student auditors and their duties. *Instructions Attached.*
5. Submit organization application with a copy of the constitution to the ASB office. Approval or disapproval shall be recommended through the ASB Executive Board and by school Administration.
6. Meet on campus unless permission is received to meet off campus.
7. All planned events must be approved through ASB so that they may be entered on the calendar.

Organizations requesting an ASB Trust account to raise and spend money must also:

8. Prepare a budget outlining all income and expenses for the school year.
9. Keep minutes of each meeting. *Instructions attached.*
 - a. A copy of the minutes approving the organization budget and officers must be submitted to the ASB Office prior to any funds being raised or spent.
 - b. Meeting minutes should be submitted to the ASB Office if any changes to the organization application, constitution or budget are made.
 - c. All other regular meeting minutes should be kept in a safe place and may be requested at any time by ASB or Administration. Minutes can be turned in to the ASB Office at the end of the school year to be archived.
10. Review the information regarding ASB Funds.

ASB Funds

ASB funds are legally considered public funds because they are raised through the district's tax identification number and under its nontaxable status. ASB funds are subject to laws and regulations in education code, administrative regulation, board and district policy. The information below will provide you with basic guidelines to follow. Do not hesitate to reach out to the ASB Office for clarification and guidance.

Income

A Fundraising/Activity request form must be submitted to the ASB Office prior to any event or activity taking place. It is important to establish a complete and accurate paper trail to protect all individuals involved.

Properly managed fundraising activities can benefit ASB Organizations and ASB will do what it can to approve and promote such activities. Activities that are considered a gift of chance (raffles), food sales during school hours, or activities deemed high risk will not be approved.

No student should be made to feel uncomfortable or pressured to provide funds. Staff are expected to emphasize the fact that donations are always voluntary. No students shall be barred from an activity because they do not participate in fundraising.

Funds received should be deposited with the ASB Office as soon as possible. A deposit slip must accompany all funds and backup documentation may be required as well. The ASB Office can provide you with specifics as to what is needed depending on of the type of fundraising activity being conducted. Deposits must be kept intact – expenses should never be taken out of cash sales.

Expenses

Student body organizations have flexibility and discretion in how they may use their funds, but the law states that misappropriation of public funds is considered a criminal act with no monetary limit set.

In general expenses from student body funds must:

- Promote the students' general welfare, morale, and educational experiences
- Benefit a group of students rather than individuals
- Comply with laws, regulations, and policies
- Not be considered a gift of public funds
- Be pre-approved – organization budget and purchase order

All vendors must have an IRS W-9 form on file with the ASB Office before payments will be issued.

Payments requiring withholding taxes (district employees and some independent contractors) must be issued through the district's business office. ASB will reimburse the district for such payments.

ASB accounts cannot be used as holding accounts or to comingle funds. Funds cannot be issued to outside organizations such as booster, auxiliary, parent or charitable organizations.

Scholarships are generally not allowable from student body funds unless explicitly received from outside donors for such purposes and selection criteria is established and made available.

Conflict of interest or related party transactions are discouraged unless proven to be in the best interest of the ASB organization (substantial cost savings, extra services provided, etc.).

Public perception should be considered when making all decisions. The public is legally entitled to review all ASB records.