



Organization Charter

Organization Name: _____

Description/Purpose: _____

Name of Organization Advisor(s): _____

President, Team Captain,
or Student Auditor from Period _____

Vice President, Team Captain,
or Student Auditor from Period _____

Secretary, Team Captain,
or Student Auditor from Period _____

Treasurer, Team Captain,
or Student Auditor from Period _____

A signature from one of the above students will be required on all purchase orders and check requests.

Other Officers: _____

We have attached an organization constitution, membership roster, and list of proposed activities.

Signature of Organization Advisor(s): _____

Signature of Organization President: _____

- We will not raise or spend money during the current school year
- *We are RENEWING the trust account for the current school year - account # _____
- *We are REQUESTING A NEW trust account for the current school year

**If you plan on raising and spending funds you must attach a budget and review the information regarding ASB Funds.*

Approval:

ASB Officer: _____ Date: _____

ASB Director: _____ Date: _____

Administrator: _____ Date: _____



West Ranch High School Membership Roster of:

NAME

SIGNATURE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____



The Drafting of an Organization Constitution

At a minimum the following information is needed for an organization constitution.
Additional information or articles can be added.

Title

Complete title of organization printed at the top of the first page with the word "Constitution" printed underneath it.

Preamble

The Preamble consists of a brief statement of the aims and purposes of the organization.

Article I – Name

State the name of the organization and its purposes

Article II – Membership

Defines the general requirements necessary for membership:

1. Must be a student body member
2. State grade point average such as a 2.0 GPA ("C" average)

Article III

Officers/Student Auditors/Team Captains – Contains a list of officers/student auditors of the organization and determines the length of their term of office/position. List can be part of Article II.

Article IV – Selection of Officer's Term of Office and/or Qualifications

Includes how officers/student auditors/team captains are elected/selected, who elects/selects them, how long they hold an office/position and what the qualifications of the office/position shall be.

Article V – Meetings

States the time for regular meetings and provide a method by which special meetings may be called, and by whom.

Article VI – Amendments

The amendments contain a statement of the method of amending the constitution and of the vote required for such amendments.

Article VII – Schedule

The schedule states the date on which the constitution becomes effective.



PREPARING Organization MINUTES

Minutes need to include the following information:

- Name of organization holding meeting
- Date, time, and place of the meeting
- Name of those in attendance including organization officers
- Approval of minutes from previous meeting
- What was discussed or reported during the meeting
- Report of activities of standing or special committee(s)
- What action was taken during the meeting, e.g., budget amended or expenses approved
- Results of any votes taken, including who made a motion, who seconded the motion and anyone opposed
- Reporting of any communication to the organization
- Listing of any unfinished business
- Date and time of next meeting
- Time meeting was adjourned
- Who prepared the minutes

Sample meeting outline:

1. Call to Order

The meeting is called to order by the President.

2. Minutes

The minutes of the last meeting are read. If there are corrections, the president informally directs corrections to be made.

3. Reports of Officers

Officers make announcements, report on letters or information received by the organization. Each communication should be handled by a main motion before another is read. No votes are taken on items reported.

4. Reports of Committees

The president call on the chairperson of any committees to make a report. No votes are taken on items reported.

5. Unfinished Business

Any business that was postponed from a previous meeting. Discussion follows the motion and then a vote is taken. Record of vote is recorded in minutes.

6. New Business

Any business that has not been previously mentioned. A motion is made to discuss an Discussion follows the motion and then a vote is taken. Record of vote is recorded in minutes.

7. Program of the Meeting

Example: Guest speaker, movie, etc.

8. Adjournment

A motion to adjourn is made and carried.

Budget worksheet

I. Estimated revenues

Fundraiser/Income Source:

Estimated revenue

Actual revenue



Total revenues:

II. Estimated expenditures

Expenditures:

Estimated expenses

Actual expenses

Total expenses:

III. Fund balance / carryover

Difference between revenues and expenditures: _____

Plus carryover/fund balance from previous year: _____

Projected carryover/ending balance: _____

Approval:

ASB Officer: _____ Date: _____

ASB Director: _____ Date: _____

Administrator: _____ Date: _____