

INSTRUCTIONS FOR THE FORMATION OF AN ORGANIZATION/CLUB

(ATHLETIC TEAM, CLUB, LAB CLASS OR PERFORMING ARTS GROUP)

A.S.B. SPONSORED ORGANIZATIONS/CLUBS SHOULD HAVE THE FOLLOWING PURPOSES:

- A. GIVE STUDENTS AN OPPORTUNITY TO FURTHER A SPECIAL INTEREST.
- B. PROVIDE A SERVICE TO THE SCHOOL OR COMMUNITY.
- C. GIVE STUDENTS AN OPPORTUNITY TO DEVELOP LEADERSHIP SKILLS.

ORGANIZATIONS AT SAUGUS HIGH SCHOOL 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 COMPLETED WITH THE GUIDANCE OF A STAFF ADVISOR.

IN ORDER TO GAIN RECOGNITION AS AN APPROVED ORGANIZATION/CLUB 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 RULES:

- 1. HAVE A CERTIFICATED FACULTY SPONSOR WHO WILL ATTEND ALL MEETINGS AND GROUP ACTIVITIES THAT HAVE BEEN APPROVED BY A.S.B.
- 2. SUBMIT AN ORGANIZATION/CLUB APPLICATION FORM TO THE A.S.B. OFFICE.
- 3. HAVE A MINIMUM OF 5 MEMBERS.
- 4. DRAW UP A CONSTITUTION, WHICH STATES THE ORGANIZATION/CLUBS PURPOSE, QUALIFICATIONS FOR MEMBERSHIP, TIME, AND PLACE OF MEETINGS, AND THE OFFICERS/STUDENT AUDITORS AND THEIR DUTIES, AND SUBMIT TO THE A.S.B. OFFICE. APPROVAL OR DISAPPROVAL SHALL BE RECOMMENDED THROUGH THE A.S.B. EXECUTIVE COUNCIL AND / OR BY SCHOOL ADMINISTRATORS.
- 5. KEEP MINUTES OF EACH MEETING.
- 6. MEET ON CAMPUS UNLESS PERMISSION IS RECEIVED TO MEET OFF CAMPUS.
- 7. ALL PLANNED EVENTS/ FUNDRAISERS MUST BE APPROVED THROUGH THE A.S.B. OFFICE. ANY FUNDRAISER OR PLANNED EVENT NOT APPROVED CAN BE A REASON FOR DISBANDING AND CANCELING ORGANIZATION/ CLUB. ALL FUNDRAISERS MUST BE APPROVED BEFORE EVENT HAPPENS.
- 8. ALL MONIES COLLECTED FOR FUNDRAISERS OR EVENTS WITH CLUB/CLASS SHOULD BE DEPOSITED IN THE ASB OFFICE IMMEDIATELY AFTER EVENT AND NEVER HELD BY ADVISOR.

