

# STUDENT CLUB/ORGANIZATION HANDBOOK



The Saddleback Inter-Club Council (ICC), is a branch of the Associated Student Government. It is a governing body made up of representatives from current active student organizations. ICC provides a forum for members of student organizations to share information about upcoming events, annual goals and provides an opportunity for clubs/organizations to work together. ICC oversees and annual budget for ICC sponsored events and for funding requests by recognized and active student organizations to foster further student involvement and leadership development.

## **STARTING A NEW CLUB or ORGANIZATION**

1. Submit the following paperwork CLUB or ORGANIZATION: (sample available in new club/organization packet- available in Activities Office)
  - a. Application for Student Club
  - b. Club/organization Constitution
  - c. List of Participating Students (minimum of 5 students to start)
  - d. CLUB ONLY: Budget for current year
2. Complete Club/Organization Information online form
3. Satisfy Club/Organization Requirements (listed below) to maintain club/organization status.

## **CLUB/ORGANIZATION REQUIREMENTS**

1. Your organization must have a representative at the monthly ICC meetings.
2. What to bring to the meetings:
  - a. Agendas
  - b. Minutes
  - c. Copy of your sign in sheet
3. Be prepared to present an update of you club/organization activities throughout the year.
4. Provide a 3-5 minute video presentation that provides an overview of your year. (DUE at the end of the year)

## **CLUB/ORGANIZATION BYLAWS**

1. Clubs/Organizations must submit a constitution and budget plan before the deadline set forth by the Saddleback High School student body and administration.
2. Clubs/Organization must hold official meetings at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over the course of the school year will result in the termination of the club/organization.
3. Clubs/Organizations must meet on the days set forth in their club/organization constitution (e.g., every second Tuesday of the month) except in the event of another school or club/organization event.
4. All club/organization meetings must be held on campus.
5. Clubs/Organizations must take minutes at all meetings, have them approved, and submit a copy of the minutes to the Saddleback Clubs Commissioner. Failure to submit minutes on a regular basis may lead to termination of the club.
6. Each club/organization must have a minimum of six active members, excluding officers. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as part of the minutes.
7. Officers must be full-time students at Saddleback High School. If a part time student wishes to be a member of a club/organization, they must sign a code of conduct.
8. Club/Organization Advisor(s) must be a certificated SAUSD employee assigned to Saddleback High School. A club/organization advisor must be present at all club/organization meetings, events, and fundraisers. If the advisor cannot be present, another certificated Saddleback employee can be designated as a substitute.
9. The district board of education must approve all non-profit affiliate charities that will be beneficiaries of club fundraising.
10. The only four positions that will be considered club/organization officers are president, vice president, secretary and treasurer. All other positions are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club/organization sees fit.
11. When a club/organization holds an election, the following must occur:
  - a. Each active club/organization member is allowed no more than one vote for any election.
  - b. The process of the election must be clearly established and outlined in the club/organization constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
  - c. If a position has an eligibility requirement, these requirements must be clearly defined in the club/organization constitution. The selection committee may include club/organization members but must include the club/organization

advisor. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.

12. Whenever a club/organization elects or appoints a new officer/leadership position, the results must be documented in the minutes that month.
13. Two violations of any of the Saddleback Bylaws will result in the termination of the club/organization for the remainder of the school year. This includes violation of any two bylaws or of the same bylaw twice.

### ACKNOWLEDGEMENT

**We, have read and understand the Saddleback High School Bylaws:**

_____	_____	_____
Club/organization President Name (please print)	Club/organization President Signature	Date
_____	_____	_____
Club/organization Vice President Name (please print)	Club/organization Vice President Signature	Date
_____	_____	_____
Club/organization Secretary Name (please print)	Club/organization Secretary Signature	Date
_____	_____	_____
Club/organization Treasurer Name (please print)	Club/organization Treasurer Signature	Date
_____	_____	_____
Club/organization Advisor Name (please print)	Club/organization Advisor Signature	Date