Mercer Island High School Activities
Request for Approval of New Club or Activity

Name of Club or Activity Requested:_________________________________

Contact Name:____________________________________________________

Phone:___________________________________________________________

Email:___________________________________________________________

Describe proposed activities and goals of club:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Describe how money will be raised to fund activities:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Funds raised will be used to:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Name of MIHS Staff sponsor_________________________________________

Check one: 
School Sponsored: [ ]  
Student Initiated: [ ]

If School Sponsored(Check one)
Curriculum Related: [ ]
Non-Curriculum Related: [ ]
Budget capacity requested (If School Sponsored): ______________________

Submitted By ____________________________ Date __________________

Activities Coordinator Signature: ________________________________

Approved by ASB:
Yes: [ ]
No: [ ]

ASB Vice President Signature: ________________________________

ASB Secretary Signature: ________________________________

Associate Principal Signature: ________________________________
Club Name:_________________________________________________

Club Meeting Times:

Days:________________________________________

Room Number:_______________________________

Club Purpose________________________________________
_________________________________________________
_________________________________________________
_________________________________________________

(For Website Description)

First Name    Last Name    Email Address

Club Advisor:

President

Vice President
Constitution

Title.
The title of this club shall be _________________________________.

Mission.
We, the students for the promotion of good government, good sportsmanship, and student activities and for the general welfare of the students at Mercer Island high school establish this Constitution of the ________________________________ Club.

Article 1. Name of Organization.
It is resolved that the name of this organization shall be the ________________________________ Club. (of Mercer Island High School).

Article 2. Purpose.
The purpose of this organization shall be to;
Create:

________________________________________________________________________
________________________________________________________________________

Achieve:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Article 3. Membership.
Membership in ________________________________ Club is established by:__________
Membership in ________________________________ Club is maintained by:__________
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Article 4. Finances.
A) All financial decisions must be noted in club minutes and submitted to the ASB Vice President: henry.weiker@misd400.org (If using ASB funds).
B) The club and the club advisor must approve all disbursements of funds.
C) All expenditures must be approved by a majority of club members.
D) Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and the description of the expense incurred.
E) All financial transactions of the club will be managed through the ASB office as stipulated by school policy.

Article 5 Duties.
Duties of ________________________________ Club.
A) To assist ______________________________________________________
B) To organize _________________________________________________
C) To raise funds for

_______________________________________________________________

Article 6 Advisor/Supervision
The advisor of ________________________ Club must be a Mercer Island High School employee. The advisor for this club shall be ________________________.
The duties of this advisor are;
A) Meeting with the club officers.
B) Attending club meetings and activities.
C) Stay up to date with club issues and intentions.
D) Assisting with the implementation of an officer transition program. The advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

E) The Advisor shall have veto power over any decisions made by the club that is in direct violation of school/district policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate school district policy.

**Article 7. Officer Election/Impeachment.**
Officer elections will be held in ___________. Once elected, officers will serve a term of one school year. The time between elections and the new school term will serve as a transition period for new officers.
Officer elections will be done through the process of;

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

**Article 8. Officers and Duties.**
A) The officers of _________________ Club shall be the President, Vice President, Secretary, Treasurer, and attendance person. The creation of additional officer positions (e.g. Co-President, Web Master etc) must be approved by a two-thirds vote of the active membership and with the support/approval of the advisor.
B) Only current Mercer Island High School students may serve as officers.
C) The duties of these officers shall include;

President:_________________________________________________________________
__________________________________________________________________
Article 9. Amendments

A) This Constitution shall be amended by a two-thirds majority vote of the membership. Amendments may be made only to Club decided parameters such as election process or duties.

B) Member is interested in proposing amendments to the constitution must submit a proposed amendment to the president no later than 10 days before the club’s next meeting.

C) The proposed amendment shall be presented via email to the active club membership no later than five days before the meeting or the amendment will be debated.

D) Upon receiving a two-thirds affirmative vote in favor of a constitutional amendment/revision, the President shall submit the amendment/revision to the ASB/Leadership Class for review/approval. This can be done by emailing the Vice President or brought on paper to room 737 during 4th period.

Adopted on ____/____/____.

Date