



# Ligon Magnet Middle School

Wake County Public School System

706 East Lenoir Street, Raleigh N.C. 27529

Tel: 919-856-7929 Fax: 919-670-4312 www.hehms.us

Principal  
Mr. Gary Duvall

Assistant Principal  
Ms. Alexis Hyatt

## LIGON MAGNET MIDDLE SCHOOL CLUB SECUREMENT

1. It can be demonstrated that the need exists for a new club. The proposed club should have a unique function that does not exist within the already founded clubs.
2. It can be demonstrated that there are enough students who express sincere interest in inaugurating and maintaining it.
3. It can be demonstrated that this club provides service for the school.
4. It can be demonstrated that the club will remain active throughout the year.
5. It can be demonstrated that a faculty or staff sponsorship can be secured. This means a faculty member or staff is willing to be present at all club meetings and events, both on campus and off campus.

**Please return the completed forms with the club constitution to your staff advisor so they may review it and then turn it into Ms. Hyatt/Mr. Duvall.**



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## Application for the Chartering of a New Club

(All new approved clubs will start on a probationary basis for two semesters.)

Date: \_\_\_\_\_

Name of Proposed Club: \_\_\_\_\_

Advisor (LMMS Faculty/Staff member only) Name: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Advisor's Email: \_\_\_\_\_

### Meeting Information

Day of the week (circle): M T W Th F Time: \_\_\_\_\_ Location: \_\_\_\_\_

Brief description of the club: \_\_\_\_\_

Purpose of the club: \_\_\_\_\_

Estimated number of meetings per year: \_\_\_\_\_ Grade Levels: \_\_\_\_\_

Person submitting this petition: \_\_\_\_\_ Grade: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Membership requirements:

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### Elected officers are as follows:

President: \_\_\_\_\_ Grade: \_\_\_\_\_

Vice-President: \_\_\_\_\_ Grade: \_\_\_\_\_

Secretary: \_\_\_\_\_ Grade: \_\_\_\_\_



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**The following students do hereby affirm that they will support, help, maintain, and become members of this club: (minimum of 10 students) Please PRINT CLEARLY.**

1. \_\_\_\_\_ Grade: \_\_\_\_\_

11. \_\_\_\_\_ Grade: \_\_\_\_\_

2. \_\_\_\_\_ Grade: \_\_\_\_\_

12. \_\_\_\_\_ Grade: \_\_\_\_\_

3. \_\_\_\_\_ Grade: \_\_\_\_\_

13. \_\_\_\_\_ Grade: \_\_\_\_\_

4. \_\_\_\_\_ Grade: \_\_\_\_\_

14. \_\_\_\_\_ Grade: \_\_\_\_\_

5. \_\_\_\_\_ Grade: \_\_\_\_\_

15. \_\_\_\_\_ Grade: \_\_\_\_\_

6. \_\_\_\_\_ Grade: \_\_\_\_\_

16. \_\_\_\_\_ Grade: \_\_\_\_\_

7. \_\_\_\_\_ Grade: \_\_\_\_\_

17. \_\_\_\_\_ Grade: \_\_\_\_\_

8. \_\_\_\_\_ Grade: \_\_\_\_\_

18. \_\_\_\_\_ Grade: \_\_\_\_\_

9. \_\_\_\_\_ Grade: \_\_\_\_\_

19. \_\_\_\_\_ Grade: \_\_\_\_\_

10. \_\_\_\_\_ Grade: \_\_\_\_\_

20. \_\_\_\_\_ Grade: \_\_\_\_\_



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## ADVISOR CONTRACT

I, (name) \_\_\_\_\_, hereby agree to sponsor (club name) \_\_\_\_\_.

I understand that I must be present at all club meetings and events, both on and off campus, unless excused or told otherwise by the administration.

I understand that I am responsible for supervising the financial records of the club.

I understand that I am limited to advising a maximum of 2 clubs per year.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

### The following action has been taken in regard to this petition:

#### Assistant Principal Decision:

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\_\_\_\_\_  
Assistant Principal's signature

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_  
Date

#### Principal Decision:

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\_\_\_\_\_  
Principal's signature

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_  
Date



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## **Sample Club Constitution**

(Must be complete on a **separate page** and attached to the final proposal)

### Article 1 – Organization

Section 1 – Name of Club

Section 2 – Purpose

Section 3 – Goal of club to benefit student body and community

### Article II – Membership Eligibility

Section 1 – Requirements

1. Student requirements (i.e. academic, etc. )

Section 2- Expectations

1. Requirements to stay in club

### Article III – Officers and Elections

Section 1- Positions

Section 2- Description of officers

1. President
2. Vice-President
3. Treasurer

Section 3 – Process of electing new officers

Section 4 – Term of officers

Section 5 – Requirements of eligible officers

### Article IV – Time and Place of Meetings

Section 1 – Frequency of meetings

Section 2 – Place of meetings

Section 3 – Purpose of meetings

### Article V – Advisor

Section 1 – Advisor Name

Section 2 – Role of Advisor

### Article VI – Financial Activities

Section 1 – Expected expenditures (This should be kept to a minimum)

Section 2 – Record of monetary transactions (This will follow WCPSS Policies)

### Article VII – Changing of the club constitution/amendments

Section 1 – Who has the power to change the constitution?

Section 2 – When is it necessary to change the Constitution?