

# *Leesville Road High School*

8410 Pride Way, North Carolina 27613 (919) 870-4250 <http://www.leesville.org/>

## **2021 – 2022 NEW CLUB INFORMATION PROCEDURE (Applications accepted 6/30/21 – 10/25/21)**

We, at Leesville Road High School, appreciate your interest and desire to begin a new club at our school. All clubs on campus fit one of the three profiles listed below:

Service Clubs (ex: Key Club)

Honor Clubs (ex. Spanish Honor Society)

Special Interest Club (ex: Anime club)

After the most appropriate profile for the “new club” has been determined, please complete each of the following steps noting that all must be completed prior to consideration.

1. If you have any questions, you can consult with Mr. Vaughan. He is in office 1208 or you may contact him via email at [bvaughan@wcpss.net](mailto:bvaughan@wcpss.net).
2. Brainstorm a list of faculty members who may be interested in supervising this club. Communicate with them to see if they are willing to serve as advisor.
3. Have at least twenty genuinely interested students sign the “club affiliation” form.
4. Develop a constitution and bylaws. Include the purpose of the organization, membership requirements, method of constitutional amendment as well as other pertinent information that is specific to the “new club.”
5. Complete and return all of the aforementioned documentation to the Main Office and request that it be placed in Mr. Vaughan’s mailbox or by e-mail at [bvaughan@wcpss.net](mailto:bvaughan@wcpss.net).
6. The deadline for Club Applications is the last day of the 1<sup>st</sup> Quarter, 10/25/21.

It is possible that your club will not be reviewed if a similar club already exists on campus.

## 2021 – 2022 Application for Club Affiliation

Name of Club \_\_\_\_\_

Purpose of Club \_\_\_\_\_

Place and Time of Meetings \_\_\_\_\_

Signature of Faculty Advisor(s): \_\_\_\_\_

Names of Faculty Advisor(s) printed: \_\_\_\_\_

Types of Events/Activities to be completed by this organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

We the undersigned students of Leesville Road High School hereby make application for the above named organization to be affiliated with LRHS and follow the appropriate guidelines associated with creating a new club. A copy of our club constitution is included with this application.

Student Signature	Grade	Student Signature	Grade

Submit completed application to the Main Office or e-mail all needed information to [bvaughan@wcpss.net](mailto:bvaughan@wcpss.net).

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# **Sample Constitution and Bylaws for a Club (Name of Club)**

## **Article I – Name, Purpose and Authority**

The name of the organization will be the “Name of Club” of Leesville Road High School.

This organization will have as its purpose (identify specific purpose of the club) as directly approved by the student council and indirectly by the school principal and the governing board of the Wake County Public School District.

## **Article II – Membership**

All students enrolled in Leesville Road High School are eligible for membership.

## **Article III – Meetings**

Meetings will be held (state time and date, such as every Wednesday, immediately after school) unless a special meeting is called.

## **Article IV – Club Officers**

The club officers shall consist of the following:

President

Vice-President

Treasurer

Secretary

## **Article V – Duties**

The club President will have the following duties:

To preside over meetings of the club

To call special meetings of the club

To plan and prepare an agenda for the club meetings

The club Vice-President will have the following duties:

To serve as the club President if the president becomes unable to fulfill his/her duties either temporarily or permanently

To support the club President

The club Treasurer will have the following duties:

To maintain complete and accurate record of all club receipts and disbursements

To oversee club fund-raising efforts

To supervise the preparation of the club budget

The club Secretary will have the following duties:

To maintain accurate minutes of each club meeting

To carry out all correspondence for the club

The Publicity Chair will have the following duty:



To publicize all club activities and fund-raisers through the school newspaper, the school marquee, and school bulletin boards

**Article VI – Elections**

The club will hold the election of officers once a year. The voting will take place by secret ballot.

**Article VII – Amendment**

A two-thirds majority vote of the members in attendance is required to amend this club constitution. Proposed amendments to this constitution should be submitted to the Assistant Principal who supervises clubs, Ms. Fehling in office 112A.

Attach your constitution to this packet along with **20 other** signatures from students interested in joining the club.

