

## APPENDIX

## Sample Outline for a Constitution

The constitution adopted by a student body organization must state the name and purpose of the organization and must present the framework within which the organization will operate. The following outline may be used in developing a constitution:

- Article 1. Organization
  - a. Name of organization
  - b. Purpose and means of accomplishment
  - c. Time, place, and frequency of meetings of officers
  - d. Definition of quorum
  
- Article 2. Membership – eligibility for membership
  
- Article 3. Officers and elections
  - a. Titles and duties of officers
  - b. Election of officers
  - c. Term of office
  - d. Requirements for eligibility
  - e. Appointment of committee
  
- Article 4. Representatives to student council other than officers
  - a. Method of selection
  - b. Qualifications for eligibility
  - c. Term of office
  
- Article 5. Adult advisers – appointment by superintendent, principal, faculty, or student council
  
- Article 6. Financial activities
  - a. Budgets
  - b. Revenues
  - c. Disbursements
  - d. Statements and reports
  
- Article 7. Clubs within the student body organization
  - a. Purposes of clubs
  - b. Method of organization and discontinuance
  - c. Financial activities
  - d. Constitution and/or bylaws
  
- Article 8. Amendments to constitution
  - a. Method of origination
  - b. Requirements for adoption

## Sample Outline For ASB (or Club) Minutes

The student body organization and each club within the organization should keep minutes for each meeting. The minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fund-raising ventures, and expenditure authorizations. The minutes might be organized as follows:

### **Name of High School Associated Student Body Minutes**

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

The Meeting was called to order by: \_\_\_\_\_

The Minutes of the Meeting dated \_\_\_\_ were Read and Approved (Corrected and Approved)

The following Purchase Orders were approved: (List below or attach separate listing)

P.O. #	Vendor	Amount	Club	Purpose
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Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote Count; \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

The following Invoices were submitted for payment: (List below or attach separate listing)

Check #	Payable to	Amount	Club	Purpose
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Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote Count; \_\_\_\_\_ Number For: \_\_\_\_\_

Communication and Reports:

Old Business:

New Business:

Submitted by:

ASB Secretary: Signature and Date: \_\_\_\_\_

ASB Advisor: Signature and Date \_\_\_\_\_

Meeting Attendees: (List below or attach separate listing)

Fiscal Crisis & Management Assistance Team

LOS ANGELES UNIFIED SCHOOL DISTRICT  
 Student Body Finance Section  
 Income Statement of Fund-Raising Activity

School:

Local District:

Fund Raising Activity (Event):

Vendor:

Cost Per Unit: Wholesale \$ \_\_\_\_\_ Retail \$ \_\_\_\_\_ Profit Margin \$ \_\_\_\_\_

1.	Sales (per student body ledger)		\$ _____
2.	Merchandise Available for Sale		
	Add:	Units	
3.	Beginning Inventory	_____	
4.	Purchases	_____	
5.	Gratis from Vendor	_____	
6.	Total Available for Sales	_____	
	Deduct:		
7.	*Returns	_____	
8.	*Damaged	_____	
9.	*Gratis to Student Helpers, etc.	_____	
10.	*Thefts – SS# _____	_____	
11.	*Accounts Receivable	_____	
12.	*Other _____	_____	
13.	Total Deductions	_____	
14.	Net Total Available for Sale _____	x	Retail Sales Price = \$ _____
15.	Cash Over or (Short) subtract 14 from 1 above Number of units short (_____) over _____		\$ _____

\*Must be documented

**Sherman Oaks Center for  
Enriched Studies  
Application for Student Club**

I. We the students of the \_\_\_\_\_ (name of the school site), request permission to form a Student Club.

**Attach a list of the students sponsoring this application.**

II. This organization will be called \_\_\_\_\_  
and will have as its purpose:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III. \_\_\_\_\_ (name of faculty member) will serve as the advisor for this club for the school year.

IV. We have attached:

1. A copy of the proposed constitution for this club.
2. A copy of the budget for this club for the school year.

V. Submitted by:

Student Club Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

VI. Approved:

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

ASB President: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded in Student Council Minutes on (date): \_\_\_\_\_

Fiscal Crisis & Management Assistance Team