

Oakland Technical High School

2026-27 Club Application

How to Start a Club/Organization

1. Complete the Club Application and Constitution. Turn in all paperwork to the club bin located in the student center.
2. The club application will then go through an approval process according to the ASB constitution:
 - a. The completed club application will go before the Associated Student Body for approval. They meet every Tuesday during 4th period. The student representatives will be notified if it is necessary to have a representative attend the meeting. They will either approve the club or give recommendations for revisions.
 - b. Once the club has been approved by ASB, then the proposal will go before the Administrative team. They will either approve the club or give recommendations for revisions. The Administrative team meets every Friday morning.
 - c. A new club exists after these steps have been taken; it is duly constituted and becomes a contributing part of the student body organization.
3. Once you have been approved, you need to stop by the student center to get information about fundraisers, advisor duties, club officers, meeting minutes, community service, and finances.

Notes:

- ③ Clubs must be open to all students.
- ③ Club meetings must be on campus.
- ③ Clubs can charge a VOLUNTARY membership fee.
- ③ *Students cannot be required to pay in order to be a member of the club.*
- ③ Clubs will go inactive if financial and documenting procedures are not met.
- ③ An advisor must be present at all meetings.

Oakland Technical High School

ASSOCIATED STUDENT BODY



CLUB APPLICATION

PLEASE PRINT OR TYPE

NAME OF CLUB: _____

PURPOSE OF CLUB: _____

TYPES OF ACTIVITIES: _____

TYPE OF CLUB:

Curricular Community Service Special Interest **STUDENT ORGANIZER:**

_____ **ID#:** _____

ADVISOR: _____ **SIGNATURE:** _____

FOR ASB USE:

APPROVED / DISAPPROVED BY ASB ON: _____

REASON FOR DISAPPROVAL: _____

ASB PRESIDENT: _____

ASB ADVISOR: _____

REASON FOR DISAPPROVAL: _____

Club Constitution

Article I: Name

Section 1: The name of this organization shall be _____

Article II: Objectives and Activities

Section I: the objections of this organization shall be

A. _____

B. _____

C. _____

Section II: The activities of this organization shall be in accordance with its objectives.

Article III: Membership

Section 1: Membership shall include only those students that are currently enrolled at Oakland Technical High School

Section II: Other requirements for maintaining membership include:

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Article IV: Officers

Section I: Officer Positions for this organization shall include:

They shall serve for _____

Section II: Each officer shall be a member in good standing.

Article V: Elections

Section 1: Election of new officers shall be conducted at a meeting during the month of _____, which will thereafter be reported by request to the appropriate student body officer.

Section II: If there are objective requirements to apply as an officer, those requirements are (if none, leave blank):

Section III: All elections of officers shall be conducted in a manner fair to all applications. The process of elections shall be conducted in the following manner:

Article VI: Appropriations & Accountability

Section I: All financial appropriations shall be made at the consent of two-thirds of the members and MUST be recorded in the minutes of the organization.

Section II: The club shall comply with all rules and requirements set forth by the Associated Student Body. These requirements include submitting meeting minutes, yearly budget, fundraiser requests, and revenue potential forms in a timely manner. ASB will inform all clubs of additional requirements throughout the year.

Article VII: Amendment

Section 1: Amendments to this constitution shall be adopted with two-thirds vote of the members present at a regular meeting. Propose amendments to this constitution should be submitted to the InterClub Council President to be presented to the Executive Board.

Club President

Club Advisor

Date