

Watchung Hills Regional High School

Intent to Organize Packet

On behalf of the All School Council we wish you success in achieving your aspirations and are here to assist you in anyway we can. Remember it is students like you that will be the future leaders of tomorrow!

WHRHS is home to a diverse collection of student organizations and is always ready to welcome a new addition into the co-curricular family. Any student organization that develops objectives, which are found consistent with the philosophy of WHRHS, is eligible for registration as determined by the All School Council.

Please complete the "Intent to Organize Packet" in its entirety and return it to the ASC Advisor's (Maureen Kelly) mailbox located in the Main Office.

Please stop by the ASC office room 94 or email Ms. Maureen Kelly, ASC Advisor at mkelly@whrhs.org if you have any questions.

Timeline of Club Approvals:

- The "Intent to Organize Packet" along with the club constitution is to be submitted to the All School Council (ASC) for recommendation to administration. (Please note: All School Council meetings are alternating Mondays throughout the school year.)
- The All School Council must review your constitution for 2 weeks. If there are revisions to be made the All School Council's Parliamentarian will notify the Club Organizer to let him/her know of the revisions. This process repeats until all revisions are made. This step is finalized, ending with the ASC making a recommendation to administration.
- With the recommendation from the ASC, the Director of Athletics and Co-Curricular, and Principal will then make a recommendation for the Constitution to be reviewed before the Educational Committee.
- It will then go to the Education Committee for review. It must reach the committee for approval no later than November 1 (fall semester) or April 1 (spring semester).
- Upon the Education Committee's Approval the Board of Education then has 30 days to approve the constitution. Once approved the club is in active status and must continue to meet the set requirements to maintain active status.

Watchung Hills Regional High School

Intent to Organize Form

FORMING AN ORGANIZATION

When you are considering forming a new organization at Watchung Hills Regional High School (WHRHS) there are several questions you should ask yourself:

1. Will the new organization fulfill a need within the school community?
2. Is there another organization on campus that currently has the same or similar purpose?
3. If yes, can merging with another group better serve our purpose and the purpose of similar organizations?
4. Will forming our organization benefit those who participate in its activities? How?

NAME OF ORGANIZATION: _____

WHAT IS THE PURPOSE OF THIS GROUP? WILL DUES BE COLLECTED?

UNDER WHICH CATEGORY OF STUDENT ORGANIZATIONS DO YOU BELIEVE THIS ORGANIZATION FALLS IN?

Please check one.

- ACADEMIC:** enhance in-class experiences
- ACADEMIC-HONOR:** affiliates with academic excellence
- DIVERSIFIED INTEREST:** issues and interests related to a specific population
- PERFORMING ARTS:** music, theatre, and dance
- PUBLIC SERVICE:** local and community service
- SOCIAL JUSTICE:** ensure human rights
- SPORTS AND RECREATION:** fitness activities
- VISUAL ARTS:** various artistic media

STUDENT ORGANIZER

Name: _____

Phone #: _____

E-mail: _____ @whrhs-stu.org

Signature: _____

FACULTY / STAFF CONTACT

Name: _____

Phone #: _____

Office/ Classroom Location: _____

E-mail: _____

Signature: _____

Watchung Hills Regional High School

Student Petition

Student ID Number

Print Name of Student

Student Signature

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Application Check List

Organization Name:

Student Name and School Email:

Please keep your paperwork should consist of these items in the following order:

- Completion Check List
- Intent to Organize Form
- Student Petition
- Constitution

FOR OFFICE USE ONLY

ASC Recommendation:

Sent Back for Revisions:

Date:

Sent Back for Revisions:

Date:

Accepted or Denied

Date:

Director of Co-curricular Approval:

Date:

Principal Approval:

Date:

Educational Committee Review:

Date:

Approval from Bd. of Education:

Date of Approval On:

Emailed Approval:

CONSTITUTION FUNDAMENTALS

All organized groups should have their basic structure and methods of operation in writing. Though a requirement of the All School Council, a constitution is necessary to assist in the continuity, consistency, and unity of any group. A constitution allows members and potential members to have a better understanding of what the organization is about and how it functions.

Try to focus on formatting, syntax, and grammar for your constitution. Be as specific, detailed, and coherent as possible. Remember that future leaders and members of the organization look to the Constitution and Bylaws for all information on how the organization should be run and how meetings should be governed.

CONSTITUTION

The constitution of an organization contains the fundamental principles, which govern its operation. The constitution of an officially recognized club should at minimum contain the following information if applicable:

ARTICLE I NAME- State the official name of the organization. An organization's name may not duplicate the name of any other recognized student group.

ARTICLE II PURPOSE- Describe in detail the purpose of your organization.

ARTICLE III MEMBERSHIP- List the necessary requirements that must be met in order for students to join the organization. All members of any student organization must be in good academic standing as defined by the academic policy of WHRHS

ARTICLE IV OFFICERS/EXECUTIVE BOARD - List the officers in order of rank, detailing their duties, terms of office, election process, and removal. Do not include names of starting officers.

ARTICLE V MEETINGS- Include schedules and locations of regular meetings. Define quorum (the number of members entitled to vote who must be present in order that business can legally be transacted) and how meetings will be run (e.g. according to Robert's Rules of Order, Rev. Ed.). You do not need to run your meeting according to Robert Rules of Order, Rev. Ed.; however, this process in its entirety will better prepare you for college.

ARTICLE VII COMMITTEES- Define the standing and special committees of the organization and their charge (if any).

ARTICLE VIII PARLIAMENTARY AUTHORITY- Indicate the manual, which will serve as parliamentary authority for the organization in all its business. (The generally accepted manual is Robert's Rules of Order, Newly Revised.)

ARTICLE IX ADVISOR- This article needs to state that the advisor is a full-time employee of WHRHS or approved by the district's Board of Ed. Detail any other requirements that you may have of this person or persons.

ARTICLE X AMENDMENTS- Prescribe the procedure for making changes in the bylaws. (Amendments should become effective when approved by a percentage.) Remember--if and when you are developing bylaws, keep them simple, but be sure the document is complete. You want to develop guidelines that leave little room for interpretation so you can spend more time on moving your organization forward than on trying to decipher ambiguous language.

BYLAWS

Bylaws are the specific rules by which your group is to function. Bylaws define the primary characteristics of your organization, prescribe how your group functions, and includes all rules that your organization considers vital. Bylaws cannot be changed without a specified large majority and cannot be suspended, with the exception of clauses that provide for their own suspension under specified conditions. Once you are approved your club may begin to work on developing bylaws that fit your club needs.