

STANDARD OPERATING PROCEDURE

SOP Number: 004

Title: Creating/ Changing/Dissolving an ASB Club

PURPOSE

The purpose of the SOP is to provide the steps you need to start a club, change the name of a club, or dissolve an ASB recognized club.

RESPONSIBILITIES & SOURCE DOCUMENTS

The Student Council will maintain and update this procedure and will coordinate with district office and account bookkeepers.

SPECIFIC PROCEDURE

- A. **To start a new ASB Club** a proposal must be approved by building principal.
- B. Students must find an Adviser.
- C. Create a Club Constitution.
- D. Submit minutes that records attendance and topics discussed regarding the creation of club.
- E. Elect a slate of student officers.
- F. Submit a request to Activity Director to be voted on by Student Council.
- G. If approved by Student Council the form will then be submitted to ASB Bookkeepers and the District Office.
- H. If any of these procedures are not taken, or if the request is not approved then there will not be a creation of an ASB club, thus not having access to ASB resources.
- I. New clubs cannot accrue expenses until they have raised and established funds for account.
- J. **To change the name** of a club you must submit a request to the Activity Director that includes current name, name change, and minutes.
- K. The request will then be voted on by Student Council and if approved will be sent to the District Office and ASB Bookkeepers.
- L. If any of these procedures are not taken, or if the request is not approved, then there will not be a name change.
- M. **If a club is dissolved** or class graduates, all inventory and funds revert to the General ASB.

FORMS/TEMPLATES TO BE USED

- Sample Constitution can be provided at request.