WAKE COUNTY
PUBLIC SCHOOL SYSTEM

WILLIAM G. ENLOE MAGNET HIGH SCHOOL
GT/IB CENTER FOR HUMANITIES, SCIENCES, AND THE ARTS

128 CLARENDON CRESCENT
RALEIGH, NORTH CAROLINA 27610
PHONE: 919.856.7918

2016-17 New Student-Initiated Organization Proposal

Name of Proposed Organization: _____

Proposed Advisor(s): _____
Signature of Proposed Advisor(s):

_____ _____
Printed Name **Signature**

Proposed Meeting Dates, Times, Locations: _____

Please provide a brief description of your organization. Be sure to include the mission or goal of your organization for the 16-17 school year.

_____
_____
_____
_____
_____
_____
_____
_____

Signatures of Interested Members: (Minimum of 10 student signatures required)

Student Name (as it appears in PowerSchools)	Student Signature	Grade

Organization By-Laws

By-laws for your proposed organization must be typed and include the following articles of information.

Article I: Name of Club- The name should be representative of the club's purpose
Article II: Purpose of Club- Include the vision, mission, goals, and objectives of the club. How is this club going to benefit the students, the school, and/or the community?
Article III: Meetings- Include the location, day- example- 1st Tuesday of the month- and time of scheduled meetings. Clubs must hold meetings once a month, or the club is subject to being eliminated.
Article IV: Membership- Include membership, attendance, and financial requirements. Include reasons for dropping a member from the group, replacing an officer, and mandatory club requirements. Sponsor approval is required.
Article V: Dues- In accordance with Wake County policy, dues, excluding those affiliated with state or national organizations cannot be more than $1 annually.
Article VI: Officers and Duties- Include the club officer titles and the specific duties of each officer. Most clubs have a president, vice-president, treasurer, and secretary. Additional officers should be added to meet the specific needs of individual clubs. The secretary must submit meeting notes via the Club Google doc link at least once a month. The treasurer is not allowed to handle money or to receipt money- only a Wake County Employee may handle money.
Article VII: Elections- Include the qualifications and procedures for electing officers (including when elections will occur).
Article VIII: Activities, Projects, and Community Service- List activities and proposed projects of the organization.

Additional Information

In order to start the club approval process, please complete the above proposal. Additionally, the prospective club student leader must submit by-laws, as outlined above. The entire application (including all 8 articles of the by-laws) must be complete before the club will be approved. Your proposed club may not meet or organize before receiving written confirmation that your club has been approved. Once approved, you must have a faculty member present at all meetings/events. All ideas for future events must be submitted to Ms. Sawyer in writing for approval. **Please note that the deadline for club proposals is September 30, 2016.** Once your club submission packet is complete, please turn it in to Ms. Sawyer in 1622. No packets will be accepted after the deadline.

If you have any questions, feel free to email Ms. Sawyer at msawyer@wcpss.net.