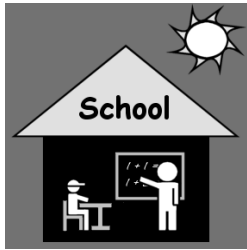


STUDENT CLUB HANDBOOK

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NEW STUDENT CLUB APPLICATIONS

FINAL DEADLINE: __/__/____ at __ a.m./p.m. in the ASB Bookkeeper's Office

MANDATORY REQUIREMENTS

- All clubs must have at least one certificated teacher as their advisor and at least 12 active members.
- All clubs must have at least 12 active members composed entirely of students enrolled in the school.
- Clubs must meet at least once a month and maintain minutes of all their meetings.
- Clubs must abide by all the Club Bylaws.

CLUB PRIVILEGES

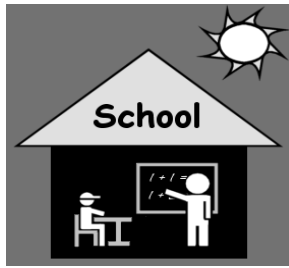
- Participation in Club Day activities
- Hold fundraisers and sponsor events
- Raise awareness

CLUB APPLICATION PROCESS

- The following forms must be completed, signed, and submitted for administration's approval:
 - Club Bylaws - the club bylaws are established by the school and must be read and signed for acknowledgement.
 - Club Constitution - Club objectives, meeting dates(s), officer election process, and schedule of events and fundraisers must all be outlined on this form.
 - Club Budget Plan - a club budget plan must be completed for all clubs that will be fundraising.
- These completed and signed forms must be turned in to the ASB bookkeeper by the established deadline.

TIMELINE

- __/__/____ Club application paperwork due date
- __/__/____ Preliminary club approval
- __/__/____ Final club approval
- __/__/____ Club Day



CLUB BYLAWS

CLUB NAME: _____

- I. Clubs must submit a club constitution and budget plan before the deadline set forth by the school student body and administration.
- II. Clubs must hold official meetings at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over the course of the school year will result in termination of the club.
- III. Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event.
- IV. All club meetings must be held on campus.
- V. Clubs must take minutes at all meetings, have them approved, and submit a copy of the minutes to the student body class. Failure to submit minutes on a regular basis may lead to termination of the club.
- VI. Each club must have a minimum of six active members, excluding officers. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes. Clubs will have up to one semester each school year to reach the minimum number of active members.
- VII. Club officers must be full-time students at the school. If a part-time student wishes to be a member of a club, he/she must sign a code of conduct.
- VIII. Club advisor(s) must be a certificated staff member in the district. A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- IX. The district board of education must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
- X. The only four positions considered club officers are club president, club vice president, club secretary, and club treasurer. All other positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.

XI. When a club holds an election, the following must occur:

- A. Each active club member is allowed no more than one vote for any election.
- B. The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
- C. If a position has an eligibility requirement, these requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.

XII. Whenever a club elects or appoints a new officer/leadership position, the results must be documented in the club minutes of that month.

XIII. Two violations of any of the club bylaws will result in the termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

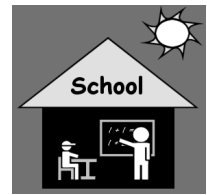
ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE _____ CLUB BYLAWS:

CLUB NAME: _____

| | | |
|---|-------------------------------|-------|
| _____ | _____ | _____ |
| Club President Name (please print) | Club President Signature | Date |
| _____ | _____ | _____ |
| Club Vice President Name (please print) | Club Vice President Signature | Date |
| _____ | _____ | _____ |
| Club Secretary Name (please print) | Club Secretary Signature | Date |
| _____ | _____ | _____ |
| Club Treasurer Name (please print) | Club Treasurer Signature | Date |
| _____ | _____ | _____ |
| Club Advisor Name (please print) | Club Advisor Signature | Date |

K-12 Club Constitution



Activity Club only

Fundraising Club (must complete a Club Budget Plan form)

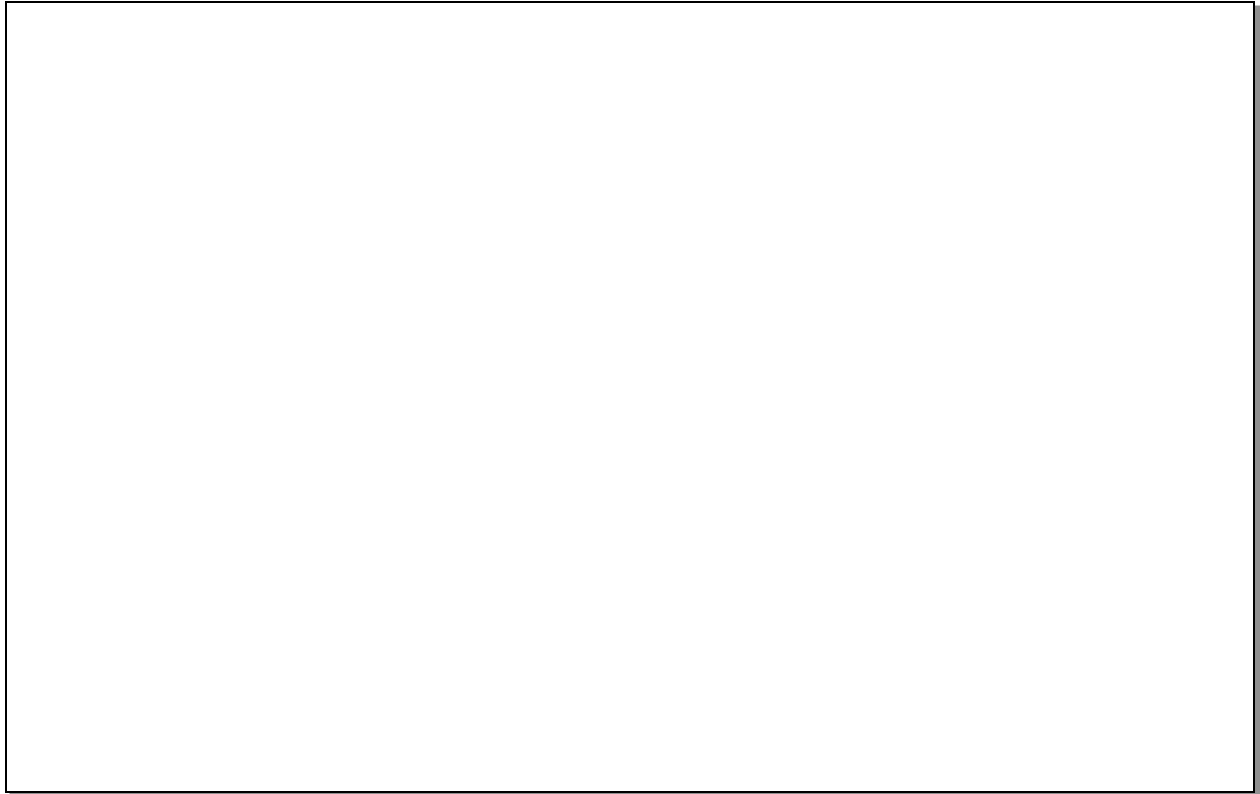
ARTICLE I – Name, Purpose and Goals

CLUB NAME: _____ SCHOOL YEAR: _____

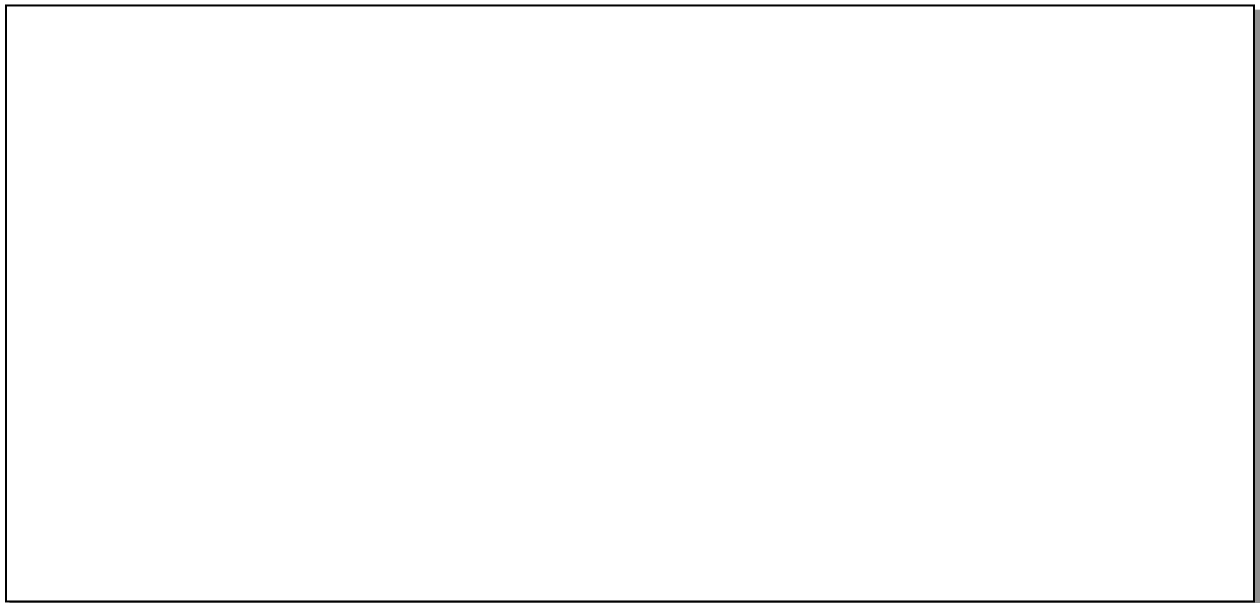
CLUB ADVISOR: _____

CLUB PURPOSE: (What is the goal of your club? Be creative, but be realistic, too. Think about short-term goals, i.e., weekly and monthly, and long-term goals, i.e., yearly. Write 3-5 sentences that explain the purpose and goals of your club and a list of what you want to accomplish.)

ACHIEVING YOUR PURPOSE: (How will you achieve your club's goals? What actions will you take to work toward its purpose? List your ideas for achieving your goals. Explain how those ideas relate to the purpose of the club.)

A large, empty rectangular box with a thin black border, intended for the student to write their response to the 'ACHIEVING YOUR PURPOSE' prompt.

CLUB AND THE COMMUNITY: (How will your club impact the school and/or the community? What things can the club teach, share, assist with, or use to engage with the student body and/or the community? Be creative in writing down what your club can do to positively impact your school and community.)

A large, empty rectangular box with a thin black border, intended for the student to write their response to the 'CLUB AND THE COMMUNITY' prompt.

AFFILIATION: (Is your club affiliated with an outside nonprofit or charity organization? If these organizations will be beneficiaries of club fundraising proceeds, please list the name(s) of these organizations. All beneficiaries must be approved by the district board of education.)

| |
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EXAMPLE TYPES OF ACTIVITIES AND FUNDRAISERS: (Again, be creative! Activities should be fun, related to the club, and you should learn something new from them. Activities can be a field trip or a fundraiser. Write down a list of ideas for activities and fundraisers for a 12-month period.)

| Activity/Fundraiser | Approximate Date |
|---------------------|------------------|
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |
| • | |

ARTICLE II – Membership

MEMBERSHIP QUALIFICATIONS: (Write down the qualifications required to become a member.)

ARTICLE III – Meetings & Guidelines

Clubs shall structure meetings with the club advisor to fit the needs of the club and to fulfill the goals that have been established. Meetings should be held at least once a month and minutes taken and forwarded to the leadership class. Meetings must be held on campus.

Meeting Day: _____

Time: from _____ to _____

Location: _____

ARTICLE IV – Club Officers and Duties

ELECTION OF CLUB OFFICERS: (Explain how and when officers will be elected, who elects them, how long they will hold office, and what the qualifications for office shall be.)

- President: _____ email address: _____
- Vice President: _____ email address: _____
- Treasurer: _____ email address: _____
- Secretary: _____ email address: _____
- Publicity Chair: _____ email address: _____

Duties:

The club president will have the following duties:

- Preside over all meetings.
- Call special meetings.
- Plan and prepare an agenda for all meetings.
- Act as a facilitator of group discussion by summarizing, clarifying, etc.
- Work closely with the student club advisor on all planning.
- Participate in student club activities.

The club vice president will have the following duties:

- Work closely with the president.
- Serve as the ASB president if the president becomes unable to fulfill their duties.

- Work with the president and treasurer to prepare the budget and calendar.
- Help the president prepare the meeting agenda.
- Lead the flag salute at all meetings or authorize another member to do so in their place.

The club treasurer will have the following duties:

- Maintain a complete and accurate record of all ASB receipts and disbursements.
- Prepare monthly reports for the student council on the ASB bank balances, receipts and disbursements to date.
- Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.
- Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.
- Work closely with the president and vice president to prepare an annual budget.
- Authorize purchase orders/expenditure approvals prior to spending.

The club secretary will have the following duties:

- Prepare and distribute meeting agendas.
- Notify members of upcoming meetings.
- Take attendance at meetings and keep permanent attendance records.
- Maintain accurate minutes of all meetings, including date and place, presiding officer and business conducted.
- Prepares the minutes in the prescribed format by the next meeting for distribution to all members.
- Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.
- Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works.
- Keep copies of activity calendars and special events documents.
- Produce a membership directory of the group.
- Report, answer and file all necessary correspondence.

The publicity chair will have the following duties:

- Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.
- Issue news releases to the press, radio and television stations.

ARTICLE V – Financial Responsibility

FINANCIAL RESPONSIBILITY: In accordance with Education Code Section 48932, all groups that fundraise must define their needs and their plans for fundraising. A Club Budget Plan form, listing the expected revenue from dues, fundraisers, and donations, along with the estimated expenses of the club, must be submitted.

ARTICLE VI – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

ARTICLE VII – Amendments

AMENDMENTS To amend the constitution, a two-thirds majority vote of the members is required to amend the club constitution. To amend the club bylaws: (Write down the process by which the bylaws may be amended, e.g., who can recommend a change and what percent of a vote is required.)

APPROVALS:

Club President Signature: _____ Date: _____

Club Advisor Name: _____ Email address: _____

Club Advisor's Signature: _____ Date: _____

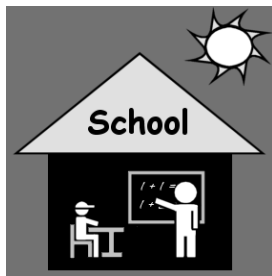
FOR OFFICE USE ONLY:

Approved: Yes No

Comments:

Student Body Advisor's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____



CLUB APPROVAL AND MANAGEMENT

Once the deadline for club applications has passed, an initial review is performed by the student body council. Applications will be checked for completeness and duplication of objectives. Clubs will be notified of any corrections that need to be made or merging with other clubs with the same goals. A final list of approved clubs will be posted and the clubs will be monitored throughout the year by the leadership class.

PROCEDURE

Review Process:

1. Sort club applications by type of club.
2. Review club applications for completeness and duplication of objectives.
 - a. If a club application is not complete, notify the initiating club president and advisor for completion and deadline to resubmit.
 - b. If clubs have the same objectives, notify both clubs and request they merge. They must also submit a new club application by the deadline to resubmit.
3. After the final submission date, forward all club applications to administration for approval. Notify the club advisor and club president of their approval or non-approval.
4. Enter the approved club information in the campus clubs spreadsheet.
5. File club applications in an alphabetical file.
6. Forward a copy of the club budget plan to the ASB bookkeeper.

Ongoing Management Process:

1. Monthly, insure that minutes have been forwarded to the leadership class by logging them in the campus clubs spreadsheet.
2. If a club fails to submit minutes for two months, notify the club advisor and club president. Put them on warning that failure to meet monthly and submit minutes could lead to the club's termination.
3. After the third offense, notify the club advisor and club president that the club has been terminated.