

**STARTING A CLUB
AT PVPHS...**

2018-2019

First deadline:
Friday, September 14, 2018 by 2:00 pm in P115

Checklist of what to do and when to do it:

- 1) First, read the PVPHS Club Guidelines, the Privileges of Chartered Clubs, the Regulations for Maintaining a Chartered Club, and the details regarding the Club Presentation.
- 2) Clarify and decide the purpose of your club. Make sure the club's purpose is not already the focus or objective of another organization or club on campus. (There is a list of already chartered clubs posted outside of the Activities Office. Check that list to make sure your club's purpose is not already being achieved by another club). Some common purposes of clubs that are already the focus of other campus organizations include tutoring, creating an inclusive environment or study groups for certain classes or subjects, and focusing on the culture and spirit on our campus; unfortunately students who want to charter clubs with these purposes will NOT be receive charters because the purposes are already fulfilled by other already-established PVPHS organizations.
- 3) When you turn in your Club Charter Form, sign up for your club interview time. Club interview time slots are posted in the Activities Office.
- 4) Find a Faculty Advisor for your club. Make sure you explain to your potential Faculty Advisor what the purpose of your club is. Keep in mind: PVPHS Faculty and Staff are not required to advise clubs. Also an important addition this year: due to liability reasons, Faculty and Staff Advisors must be present at all club events, including off-campus events.
- 5) Get a Letter of Commitment from any outside organization that your club is planning on working with. Attach a copy of this letter to your Club Charter Form.
- 6) Complete the Club Charter Form. Turn in the Charter Form by Friday, September 14th by 2:00 pm in P115.
- 7) Follow the details regarding your Club Presentation, and make sure you have completed your Club's Bylaws in time for your Club Presentation.

PVPHS CLUB GUIDELINES

- The Associated Student Body Student Government (ASB) and the PVPHS Administration have authority over the governance of all student clubs and organizations on Peninsula High School's campus.
- ASB Student Government has the authority to require student organizers to officially submit paper work when presenting new clubs for chartering.
- ASB Student Government has the authority to investigate the operations of any student-run club or student organization
- Members of the PVPHS Student Body (students) are free to organize and join clubs and groups according to their common interests.
- Official chartering and yearly renewal of charters is designed to assist the PVPHS ASB in maintaining stabilization in a changing student body and to assure that all clubs function in an orderly democratic manner consistent with the mission statement of Palos Verdes Peninsula High School.
- Any violations of Club Guidelines or any other PVPUSD or PVPHS policies may result in suspension of the clubs charter.
- The President(s) of each club is/are responsible and accountable for the status of a club charter.
- Major club sponsored events that take place on or off campus, must be first approved by one's Club Advisor and by the PVPHS Administration
- Club Advisors must be PVPUSD employees.
- The Club and any individual associated with said club, shall abide and conform to all Federal Laws, California State laws, all rules and regulations of Palos Verdes Peninsula High School and all directives of the ASB Student Government organization.
- Clubs must have their Faculty Advisor present at all club events, including both on and off-campus events.
- Any violation of the aforementioned criteria may result in the revocation of a Clubs charter.

PRIVILEGES OF CHARTERED CLUBS

A "chartered" club on PVPHS campus has the following rights and privileges:

- to use the name of Palos Verdes Peninsula High School to recruit new members from among the student body,
- to use available school space to hold regular meetings,
- to use available school facilities for special events,
- to have an account in the Associated Student Body Student Store,
- to use the Associated Student Body Student Store for financial transactions,
- to make Palos Verdes Peninsula High School bulletin announcements, and
- to be listed on the Palos Verdes Peninsula High School official web-site.

REGULATIONS FOR MAINTAINING CHARTERED CLUBS

- All Palos Verdes Peninsula High School Associated Student Body Clubs must be chartered.

- The club must be non-discriminatory, i.e. meetings must be open to all members and interested parties.
- Club Members must be enrolled at Palos Verdes Peninsula High School.
- A minimum quorum of 5 members must be maintained in order to maintain club status.
- Clubs must have at least one president, but may have no more than two co-presidents.
- One of the main goals of the club must be to promote the general welfare of Palos Verdes Peninsula High School.
- A Quarterly Club Report must be submitted once each quarter; the report form will be provided by the ASB Commissioners of Clubs.
 - Club sign-in sheets, which verify who attended the club meetings, must be attached to the Quarterly Reports. The faculty advisor must sign and date the sign-in sheets, thereby verifying that those club meetings did in fact occur.
- Club meetings will be conducted productively and professionally.
- The club leadership will be required to submit a report that includes the names and contact information of officers and/or club members, as well as other club information. The report will be turned in to the ASB Student Government Commissioners of Clubs and PVPHS Activities Director.
- All events (meetings, community service projects, banquets, etc...), both on campus and off campus, are to be reported to the ASB Club Commissioners on an official Quarterly Report Form.
- Clubs may have off-campus events if:
 - Faculty/Staff Advisor is present, and
 - Every club member attending the event has had his or her parent or guardian sign the PVPUSD Assumption of Risk in a Voluntary Program Form. Once club members have completed these forms, the PVPHS Club Advisor will keep them on file, and
 - Club Presidents have turned in a Club Event Request Form. Club Presidents must fill out this form, and get it signed by the Faculty Advisor. Club Event Requests must be turned in the Activities Office, P115. The Activities Director will get approval of these events on Monday afternoons at the PVPHS Administrative meetings. Club Presidents may pick up their Club Event Request Forms on Wednesday. Club Presidents then give approved forms to Jeanne Shiosaki, who will put approved events on the PVPHS Master Calendar. Clubs may not have off-campus events unless they are on the PVPHS Master Calendar.
- Club's lunch meetings in Faculty Advisors' classrooms do not need to go on the master calendar, and therefore do not need a Club Event Request Form. On campus events that are anything 'more' than a lunchtime meeting DO need an approved Club Event Request Form. On campus events that would require a Club Event Request Form include, but are not limited to, fundraisers, collection drives, after school events, etc.
- Club Presidents must respond to emails by club members, the PVPHS Commissioners of Clubs, students who have questions about their club, or any member of the school community. Emails must be responded to within 48 hours of receiving it (exception: weekends, holidays, vacations).

- Clubs must participate in Club Rush days during lunch to promote their club and get members. Club Rush Days occur at the beginning of 1st semester for 2 days during lunch. Club Presidents are excused 15 minutes early from 4th period to set up their tables. PVPHS ASB provides the tables for the clubs.
- Club Presidents must communicate meetings and events to club members. They may do so by:
 - a. Adding an announcement to the daily bulletin. Daily bulletin forms are available in the Main Office. Verifying their approval, Faculty Advisors must sign the announcement before it is turned in to the Main Office.
 - b. Emailing club members (emails collected by Club Presidents during Club Sign Up Days)
- Clubs must maintain good standing with their Faculty Advisor, the PVPHS Administration, ASB and Commissioner of Clubs. Clubs that fail to meet any of the above expectations are given one strike. If a club receives 3 strikes, it will be terminated.
- All money collected at club events must be deposited in the Student Store within one week of collection. Ways in which clubs may collect money include, but are not limited to:
 - Selling food or products at any of the school carnivals
 - Collecting money from club members (for club t-shirts, sweatshirts, dues, etc.)
 - Fundraising for club (car washes, candy sales, etc.)
- PVPHS Clubs may not have any off-campus accounts. Clubs that have off-campus accounts will be automatically terminated.
- Clubs must participate in both the fall and spring PVPHS Carnivals. Participation in these events involves selling goods or promoting club's purpose to carnival attendees. ASB, PVPHS, and PVPUSD are not responsible for any money lost by clubs during carnivals. Clubs are responsible for determining amount of goods they buy for carnivals.
- The Club President(s) is/are required to attend all Club Council meetings
- Participants at all club functions must follow all PVPUSD and Palos Verdes Peninsula High School rules and policies.
- All publicity: flyers/posters/table tents, must be approved by the PVPHS Activities Director before going to press and before they are posted on campus. All publicity materials can be placed on bulletin boards. Nothing is to be posted by tape on any walls, doors, windows, or trees.
- All club items, including club t-shirts, sweatshirts, etc., must be approved by the club's advisor BEFORE items are made and ordered/distributed to club members.

MUSTS FOR CHARTERING A CLUB AT PVPHS:

The organizers of the club MUST:

1. Complete and sign the **CLUB INFORMATION AND ADVISOR FORM**.
2. Complete and Sign the **CLUB CHARTER FORM**.
3. Write a set of **BY-LAWS** for the club (aka, a club constitution) and present it at their designated club presentation time.
4. Submit completed packet to the Activities Office (P115).

5. Follow the **Club Guidelines and Regulations**.
6. Schedule an **Appointment** to present your club idea.

CLUB PRESENTATION INFORMATION

- **Avoid giving your club a general name. If you are fundraising for a certain organization, include that organization's name in the title of your club. If you are participating in a certain activity, include the name of that activity in the title of your club.**
- There must be at least **three people representing the club** when presenting to Student Government. **(HAVING THREE PEOPLE INDICATES THAT THERE ARE OTHER PEOPLE ON CAMPUS WHO ARE INTERESTED IN YOUR IDEA FOR A CLUB)**
- Prepare a detailed description of your club's purpose and focus for discussion at your CLUB PRESENTATION. It is a good idea to use note cards at the ASB meeting so you don't leave out any vital information.
- You must have a commitment from a faculty member to sponsor your club. (The Sponsor does not need to be at the Club Presentation when your club is presented).
- Be well organized. The manner in which you present your club plays a role in whether or not the club is approved.
- Have a copy of all required paperwork for your club at the CLUB PRESENTATION, including your club's Bylaws.
- If your club will be fundraising for an organization, please properly and thoroughly investigate that organization. Find out which percentage of the money you give will go to overhead, and which percentage will go to the people/things in need. Share this information in your presentation.
- Obtain a "Letter of Commitment" from the organization with which you will be affiliated. (A sample is provided in this packet). Bring this letter of commitment to your Club Presentation.

REASONS YOUR CLUB MAY NOT BE APPROVED INCLUDE:

- ✓ Not completing all of the required paperwork, including the bylaws.
- ✓ Not proving interest in your club idea.
- ✓ Not taking the Club Presentation seriously.
- ✓ Your presented club idea is similar to or the same as a club or organization that already exists on campus (check list posted in the Activities Office)
- ✓ Your purpose is too general. For instance, you want "to socialize" or "to fundraise". The socializing must be in a specific manner (participating in a certain game, attending a certain function, etc.), and the fundraising must be for a specific cause and donated to a specific group. **All of those details must be worked out BEFORE your club presentation.**
- ✓ The organization for which your club is fundraising has not provided a "Letter of Commitment"

- ✓ The administration feels uncomfortable with some aspect of the organization for which the club will be fundraising (for reasons including, but not limited to, what percentage of money goes to help the people or issue). Which clubs are chartered is up to the discretion of the administration.

**PVPHS Associated Student Body
Drafting a Club Constitution**

A club's constitution defines the primary characteristics of the club. It serves as the fundamental instrument of how the club functions. All by-laws relating to the same subject should be grouped together under one article or section.

The following is the order of Articles:

| | | |
|--------------|-------------------------|--|
| Article I | NAME | |
| | | (State the name of the club) |
| Article II | PURPOSE | |
| | | (A brief statement of the aims and purposes of the club) |
| Article III | MEMBERS | |
| Section 1. | | Define the general requirements necessary for membership, keeping in mind: No club can be exclusionary and members must be a Student Body member. |
| Section 2. | | Qualification of Membership, such as a minimum grade point average |
| Section 3. | | Any requested fees or dues |
| Section 4. | | Provisions of resignation |
| Article IV | OFFICERS | |
| Section 1. | | List of officers (Do NOT include specific names of students) Each club must have a President, Vice President, Secretary, Treasurer |
| Section 2 | | Selection process for officers (election? ballot? Speech required?) |
| Section 3 | | Length of term of office |
| Section 4 | | Qualifications for office |
| Section 5 | | Duties of each officer |
| Article V | MEETINGS | |
| | | (State the day and time of regular meetings and provide a method by which special meetings may be called and by whom. Also state the number constituting a quorum) |
| Article VI | AMENDMENTS | |
| | | (State the method for amending the constitution and of the vote required for such amendments). |
| Article VII | SCHEDULE | |
| | | (State the date when the constitution becomes effective. Plan the date for after your Club Presentation). |
| Article VIII | PARLIAMENTARY PROCEDURE | |
| Article IX | AMENDMENT OF BY-LAWS | |
| Article X | POLICIES AND ACTIONS | |

The following articles are written out for you. Please include them in your bylaws.

Article VIII - All meetings will be run according to Robert's Rules of Order, Newly Revised.

Article IX – These by-laws may be amended by a majority vote of the members provided that a quorum is present. If such amendments pass by the majority, it a new copy of the By-laws must filed with the PVPHS Commissioners of Club and Activities Director.

Article X – The club and any individual associated with said club, shall abide and conform to all Federal Laws, California State Laws, all rules and regulations of Palos Verdes Peninsula Unified School District, and all directives of the ASB Student Government. Any violation of the aforementioned criteria may result in the disciplinary action taken on the club charter.

Letter of Commitment Sample

Organization's Letterhead

Name of Organization that your club is working with
Organization's Address

Date

Palos Verdes Peninsula High School
ASB and Administration
27118 Silver Spur Road
Rolling Hills Estates, CA 90274

Reference: Letter of Commitment for our organization and PVPHS

Salutation/Greetings

Dear Ms./Mr. (addressee)/ To whomsoever it may concern

In the first paragraph, detail the agreement between the organization and the members/leaders of the PVPHS club with which it will be affiliated. Include expectations of club members and its leaders

In the second paragraph, include any specific expectations of the school (PVPHS) and its administration

Valediction,

(Signature)

(Name and title of representative from organization)



PVPHS CLUB CHARTER FORM 2018-2019

DUE FRIDAY, SEPTEMBER 14 BY 2:00 PM IN ACTIVITIES OFFICE- P115

Full Name of Club: _____

Official Affiliation (If applicable): (Rotary, Red Cross, etc.) _____

Organization with which our club will volunteer/communicate (if applicable) _____

Club Purpose or Main Goal: _____

2018-2019 School Year:

Advisor _____

Advisor email: _____

Meeting Location (18-19): _____

Meeting Time (18-19): _____

Weekly Bi-Weekly Monthly

Club President (18-19): _____

Club President Email: _____

Phone #: _____

Club President (18-19): _____ (If Co-President)

Club President Email: _____ (If Co-President)

Phone #: _____ (If Co-President)

Advisor for 2018-2019, Please Initial and Sign Below:

_____ I agree to advise this club for the 2016-2017 school year. I am aware that all club rules and policies are available in the Club Handbook, which is available on the PVPHS Activities Website. I understand that if I advise this club, I must be present at all club events, which include both on and off-campus events.

Club Advisor Name: _____

Room#: _____

Club Advisor Signature: _____

Date: _____

Club President Name(s): _____

Club President Signature(s): _____

Date: _____

Attach Club Constitution/Bylaws and if applicable, Letter of Commitment from organization

