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**CLUB HANDBOOK**

**In order for your club to become active, Advisor signatures verifying that this handbook has been received and read are required. Please sign and return the Club Waiver to ASB.**

**ADVISOR'S INTRODUCTION**

Welcome to the world of advisors! This task, traditionally, is one that allows students and staff members to communicate and work together in an area of mutual interest. With the advent of state legislation in 1984 the roles of club advisors have been in transition. It is just now that the true sense of the legislation is becoming clear. Now, steps must be taken to be sure that we are in accordance with this legislation. Stated, as briefly as possible, the Bayfront Charter High School allows a limited open forum to exist on campus. This means that the school has school sponsored clubs, which are co-curricular, and it has clubs that are religious, political or philosophical in nature, which are not school sponsored, but are allowed club privileges and a custodial advisor.

**SCHOOL SPONSORED CLUB ADVISOR**

A co-curricular club is school sponsored. The same privileges and restrictions hold true for these clubs as they have in the past. Here are some guidelines:

* The advisor helps establish the framework, which reflects the goals and attitudes of the club and its members and aligns the club to enhance the curricular program.
* The advisor follows prescribed procedures for room usage, finances and activities.
* The advisor must fill out the appropriate paper work, permission slips, liability waivers, and assure the appropriate number of chaperones are present for any event even if it is an after school activity. A ratio of 20:1 is recommended for student/staff supervision.
* The advisor and the student leaders work hand in hand to set goals and guide the club throughout the year.
* The advisor helps students prepare and submit a yearly budget to ASB.

**LIMITED OPEN FORUM ADVISOR**

Clubs that are of a political, philosophical, or of a religious nature are not school sponsored, but enjoy many of the same privileges of a co-curricular club. Here are some guidelines:

* + The clubs are under the care of a custodial advisor who is a district credentialed teacher.
	+ A custodial advisor is mandated by law not to set goals, dictate policy, run meetings. They are not to make their personal or ideological opinions the focus of the club.
	+ The advisors are there only to insure that the rules of the school are upheld with regard to safety, room use, and financial transactions.
	+ The club is run solely by the students.

The club is allowed to have speakers from the community be presenters during their meetings, but they must be approved, as all speakers are, through the office. They may not meet with the students on a consistent basis.

**High Risk Clubs**

These are clubs that meet during school hours to discuss and share their interest in activities that are considered to be risky in nature. Extra precautions involve a risk awareness statement that is individualized for each activity, a liability waiver, an insurance disclaimer, and full compliance with board procedures for extracurricular activities.

* Each member of the club must complete a **Release of Liability and Assumption of Risk Agreement**
* The club advisor is responsible for making sure these forms are complete and on file in ASB for an entire school year
* All high-risk clubs must obtain approval from the principal and the ASB Advisor before becoming active in status.
* The following are examples of high-risk clubs that may be approved: bike riding, roller hockey, ice hockey, lacrosse, skateboarding, dancing, and surfing.
* The constitution of all high risk clubs must state that all club business conducted during school hours will be solely discussion based.

**Club Officers**

The club officers are critical to the success of a club. Their time and dedication can help ensure that a club will be fun and productive.

**Club President**

The president is the leader of the club. The club is usually only as effective as the president, who must be committed to the goals and purposes of the organization. The president presides over and conducts meetings according to parliamentary procedures. The president is also responsible for developing agendas, scheduling fundraisers, creating a budget, and working with the club’s advisor. The club president must also attend or designate someone to attend the mandatory Inter-Club Meetings and report back to club members.

**Duties**

1. Before the meetings:
	* Prepare an agenda with other club officers
	* Meet with club advisor to review agenda
	* Ensure all club members are notified about the time and location of the meeting
	* Ensure meeting location is reserved and all appropriate paperwork has been submitted
2. During the meetings:
	* Conduct the meeting
	* Follow the agenda
	* Encourage participation by all club members and visitors
	* Help clarify activities and recommend a plan of attack
	* Summarize action items and ask for volunteers to chair necessary sub-committees, as needed
	* Conclude the meeting and set next club meeting date
3. After the meetings:
	* Review the meeting with other club officers and advisors to discuss ways of possible improvement
	* Plan next meeting’s agenda

**Club Vice President**

The Vice President assists the president in carrying out his/her duties. In the absence of the president, the Vice President presides at club meetings and carries out all additional responsibilities normally done by the president. The most important role of the Vice President is to oversee all committee work.

**Duties**

1. Before the meetings:
	* Meet with any outstanding committees prior to the club meeting and reviews progress
	* Prepares a report on committee works and progress
	* Help prepare agenda with other club officers
2. During the meetings:
	* Assist committee chairperson in making committee reports
	* Collect and maintain all committee work assignments
3. After the meetings:
	* Carry out any tasks delegated by the president
	* Follow up on committee work or assignments
	* Help plan next meeting with other club officers

**Club Secretary**

The Secretary must take accurate notes at all meetings and prepare minutes (See ‘Meeting Minutes’ section). In addition, the Secretary prepares correspondence on behalf of the club. The Secretary assists the President in keeping permanent records for the club and copies of all minutes and committees reports. The secretary maintains a copy of the club constitution and the club handbook for reference when needed.

**Duties**

1. Before the meetings:

• Help prepare agenda forms

• Ensure that the minutes from the previous meeting are approved and copies of the new agenda are ready to be passed out

• Assist Vice President in having all necessary tools such as paper, pencils, and master calendar for meeting

1. During the meetings:
	* Take attendance
	* Read last meetings minutes and approve in minutes
	* Record the actual working of any motion
	* Take careful notes to create minutes
2. After the meetings:
	* Prepare minutes in concise, clear language
	* File copies of minutes for future reference
	* Complete any required club correspondence
	* **Submit a copy of minutes to the ASB “In” Box.**

**Club Treasurer**

The club treasurer is responsible for maintaining accurate financial records for all expenditures. The treasurer reports all money spent and collected and of the account balance.

**Duties**

1. Before the meetings:
	* Prepare financial report
	* Help prepare agenda with other club officers
2. During the meetings:
	* Make a report of money spent, collected, and current balance
	* Issue receipts when required
	* Make a year-end report and maintain accurate accounting books at all times
3. After the meetings:
	* Maintain up to date budget log
	* Handle any club financial business and ensure all funds are turned over to the school financial clerk in a timely manner

**How to Form a New Club:**

 1. Pick up a Club Packet in the ASB room

1. Gather at least four (4) signatures, complete club constitution, get an advisor, state club purpose, state meeting times and locations.
2. Turn in completed packet to ASB.
3. Get on the ASB calendar to request club approval.
4. Propose club at ASB meeting. Needs a 2/3 majority of ASB for approval.
5. Receive Club Handbook and Club binder from the ASB room.
6. Set up Club Account in Finance for approved clubs.
7. Approve all flyers and forms of advertising with the ASB stamp before distribution.
8. Submit a copy of all Club Minutes into the ASB before requesting reimbursement or payment.
9. Attend regularly held Inter-Club Meetings.

**To Be Approved:**

 1. All club members must be members of the student body.

 2. All Club Advisors must be credentialed teachers at Bayfront Charter High School or Mueller

 Charter School.

 3. The Club must be officially snactioned by ASB.

**To Be Renewed:**

Pre-existing clubs are approved through ASB. A Club Renewal Form must be submitted to ASB by the end of the first month of each school year to maintain a club’s active status.

**Meeting Minutes**

Because there is a formal process of student governance for organized student groups, each club/organization must prepare and maintain a record of each meeting, called minutes. The meeting minutes serve as the record of each meeting and demonstrate that the club has followed all Bayfront Charter High School, and all state policies and procedures.

At minimum, the following information should be documented in the meeting minutes:

* Name of the club holding the meeting and the date, time, and place of the meeting
* Names of those who attended
* What was discussed during the meeting
* What action was taken during the meeting
* The results of any votes taken, including who made a motion and who seconded the motion
* Who prepared the minutes

It is crucial that the minutes document any action taken regarding student funds and fundraisers.

One copy of the minutes must be filed in your club binder and a second copy must be submitted to the ASB. Copies of Club Minutes Forms can be picked up in the ASB room.

**Fundraising Rules and Regulations**

1. A **Fundraiser Request Form** must be completed, approved, and dates of event decided at least 2 weeks prior to event.
2. No two groups will be allowed to hold similar or competing fundraisers at same time.
3. Collection of funds should be confined to a definite period of time and not to exceed two weeks.
4. All monies and profits must be submitted to the finance office at least 1 week from the last day of the event. All receipts to be reimbursed must be submitted at least two weeks from the last day of event.

All forms may be picked up in the ASB room

**Club Constitution**

An updated copy of the Constitution for each club must be submitted for student council approval on a yearly basis. Forms will be available through ASB in the first month of each school year.

**Club Binder: 5 TABS**

 • Constitution: This is for your completed constitution

 • Minutes: This is where you keep all records of club business Don’t forget to make a copy and

 turn it in to ASB

• Fundraising: This is where copies of your approved budget should go as well as copies of all

 approved fundraiser request forms

 • Communications: This is where all copies of approved flyers and advertising materials should

 be kept

• Other: This is a place you may keep any other club business needed

**Club Advertsing:**

All advertisements/flyers, or fundraiser requests forms must be approved and stamped by ASB before making copies. One copy of each advertisement must be kept in your binder, as well as a copy for the ASB binder.

**Inter-Club:**

The Inter-Club Commissioner will call regular meetings (approximately one lunch time per month) of the student representatives of clubs and or the club sponsors.

**General Club Guidelines:**

**Fliers and Advertising**

All posted advertisements must use blue painter’s tape on glass or painted surfaces.

**Finance Requirements**

In order to maintain your financial ASB account, your binder must be kept up to date and available to the Inter-Club Commissioner for periodic inspection. The ASB copy of your binder must be kept in perfect order for monthly audits. There will be random monthly audits on the club binders in the ASB room. Any club found to be out of compliance will be moved to the “Inactive” status and all financial accounts will be frozen.

**Club Purchases**

In order for a club to approve expenditures, a public notice of the club meeting must be called so that all club members have the choice to attend. The vote must have a 51% approval rate in order for the expenditure to pass.

**Community Service Requirements**

Every Club/Organization is required to complete the minimum of one community service project per term (at least 3 hours of service). You are required to complete and submit the community service log to ASB at the end of each term.

**$100 Club Reward Criteria**

Every term, one club will be selected as the Club of the Term with a reward of $100 for the club. In order to be eligible, a club must:

* Turn in all club paperwork and Club Renewal Forms to the ASB by the end of the first month of the school year. Turn in the following:
* Club Application
* Club Constitution
* Club Waiver
* Club Roster
* Club Budget
* Do Community service project
* 3 hours per term
* 50% of club members must participate
* Complete and submit form to ASB
* Come to all of the Inter-Club Meetings

**Reasons to Freeze a Club as Inactive Status:**

* Inactivity (does not regularly meet after one year)
* Does not turn in proper documents in a timely manner
* Lacks a credentialed teacher as an advisor
* Does not attend Inter-Club meetings
* Does not submit a copy of club minutes to the ASB before requesting payment or reimbursements.
* Does not get advertisements stamped with ASB approval before hanging

on campus

* Does not turn in log to verify community service requirement per term

**Probation, Suspension, or Revocation of Club Charter**

a. Probation shall be defined as an official action taken by the ASB or Activities Advisor to warn the organization in question that it shall be under observation for a stipulated period of time due to the infraction of a constitutional or policy requirement.

b. Suspension shall be defined as an official action taken by the ASB to suspend an organization that is on probation for a period of time to be decided by the ASB Advisor. This action is taken for failure to comply with constitutional or organizational requirements. At the time that the period of suspension has been completed, the organization shall again be on probation for one quarter. During this probation period, if another infraction of rules occurs, the club’s charter shall be revoked by the ASB or ASB Advisor.

c. The constitution of any and all campus clubs may be revoked or suspended by the majority votes of the Bayfront Student Council. Grounds for revocation are:

• Failure of a club to have a credentialed teacher as an advisor.

• Failure to keep accurate minutes of financial matters in club binder in the ASB room.

• Participation in activities sponsored or encouraged by club officials or its members as a group that violate school, school district, local, state or federal laws.

• Failure of a club to submit a copy of its renewal, and pertinent updated paperwork to the Inter Club Commissioner by the end of the sixth week of each school year.

• Failure of a club to hold meetings and is inactive for one entire term.

• Failure of a club to adhere to correct financial procedures.

• Failure of a club to adhere to Bayfront’s rules and regulations. If a club website is created which affiliated itself as an official “Bayfront Club,” it must comply with all school rules. Access to club websites must be submitted to the Inter-Club Commissioner for periodic audits. Chat rooms are not to be associated with a club website. Any advertising or website which is out of compliance with Bayfront’s standards will cause the Club status to be deemed as “inactive,” until further notice.
• There will be a monthly random club audit to verify if the club minutes are recorded in the club binders for any purchases or reimbursements made. Club funds will be frozen if they are found to not be in compliance with this requirement.

**Club Handbook Waiver**

To be read and signed by Advisor before Club will be placed in active status. Please return this one page only to ASB.

I have read and received the Club Handbook. I will follow the procedures listed and abide by all regulations. If for any reason, rules are not followed, I acknowledge that ASB and Finance have the right to freeze my account and to place me in Inactive status (which will not allow funds to be received or distributed) until the club is back in compliance.

Please sign this page and return to ASB. Upon receipt of this waiver, your ASB financial account will be activated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Club

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club President’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club President’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date