
**STEPS TO
BECOMING
A NON-
CURRICULAR/
EQUAL ACCESS
GROUP**

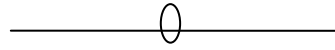
HUNTINGTON BEACH

UNION HIGH

SCHOOL DISTRICT

**FOR FURTHER INFORMATION CONTACT THE ACTIVITIES OFFICE OR THE
COMMISSIONER OF CLUBS**

TABLE OF CONTENTS



STEPS TO BECOMING A NON-CURRICULAR/ EQUAL ACCESS GROUP

DEFINITION - HBUHSD EQUAL ACCESS GROUP AR 5145.3	1
NON-CURRICULAR/EQUAL ACCESS GROUP REQUIREMENTS	2
APPROVAL PROCEDURE	3
APPLICATION AND ACTIVITIES INFORMATION FORM	4
MEMBERSHIP LIST FORM	5
GROUP CONSTITUTION INFORMATION	6
OUTLINE FOR A NEW GROUP CONSTITUTION	7

REVISED September 21, 2008

DEFINITION OF AN EQUAL ACCESS GROUP

I. Huntington Beach Union High School District Board Policies and Administrative Regulations AR 5145.3

Equal Access

- A. Schools shall be deemed to offer a fair opportunity to students who wish to conduct a meeting within the provisions of the Equal Access Law if each school provides that:
1. The meeting is voluntary and student-initiated;
 2. There is no sponsorship of the meeting by the school or by district employees;
 3. Employees of the district are present at meetings only in a non-participatory capacity;
 4. The meeting does not interfere with the orderly conduct of educational activities within the school;
 5. Non-school persons may not direct, conduct, control, or attend activities of Student groups.
- B. Nothing in these regulations is intended to:
1. Influence the form or content of any prayer or other religious activity;
 2. Require any person, student, or employee to participate in any activities covered by these regulations;
 3. Authorize any expenditures from district or student body funds beyond the incidental cost of providing space for such student-initiated meetings;
 4. Limit the rights of groups of students that are not of a specified numerical size;
 5. Limit the authority of school administrators to maintain order and discipline on school premises, and to insure that attendance of students at meetings is voluntary;

6. Sanction meetings that are otherwise unlawful;
7. Abridge the constitutional rights of any person.

C. Site Level Administration

1. Meetings under these regulations shall take place only before or after the instructional day, or during the lunch period.
2. The principal or his designee shall determine which rooms are to be made available.
3. Requests for the use of rooms will be honored only when received from students who are enrolled as regular students at the time of application, and shall apply to the school of attendance only.
4. Applications for use of rooms shall follow the established procedure at the individual high school.
5. Nothing in these regulations prohibits the rights of the principal to assign a teacher, administrator, or other employee to a meeting for "custodial" purposes. Such assignment does not imply sponsorship of the meeting.

**Regulation Approved by HBUHSD Board of Education: 11/20/90; Revised: 11/9/93;
Revised: 3/8/93**

II. REQUIREMENTS AND STEPS TO FORM AN NON-CURRICULAR/EQUAL ACCESS GROUP - For an Non-curricular/Equal Access Group to form officially the following requirements must be met:

- A. Non-curricular/Equal Access Group is not reflected in the body of the school's curriculum.**
- B. Students must obtain a verbal permission form the Director of Activities to establish the proposed organization.
- C. Student members of the student body may form a Non-curricular/Equal Access group.
- D. A Faculty (teacher) advisor must be willing to oversee Group, in a non-participatory capacity, at all times. Non-school personal may not direct, conduct, control, or attend activities of student groups.
- E. Employees of the district are present at meetings only in a non-participatory capacity.

F. New Groups may form at any time during the year.

G. The following forms must be completed, signed and submitted to the Director of Activities:

1. Three (3) copies of the Non-curricular/Equal Access Group constitution (be sure to keep a copy for the Group)
2. Student membership List
3. Club Activities Information Sheet
4. ASB Accounting/Record Keeping

III. APPROVAL PROCEDURE:

A. The application will be reviewed to insure it is clearly written, understandable and meets with the Huntington Beach Union High School District's Board of Education's Policy regarding organizations. Basically, this means that all Non-curricular/Equal Access Groups are not related to the curriculum, and no student shall be prohibited from joining a Non-curricular /Equal Access group on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color and mental or physical disability. Also, if dues are a part of the Non-curricular/Equal Access Group's financial structure - provisions need to be made for those students that cannot afford the dues.

**IV. NON-CURRICULAR/EQUAL ACCESS GROUP ACTIVITIES INFORMATION
FORM**

Please fill out this form and return it to the Activities Office.

School Year _____

Name of Organization _____

Supervisor _____

Officer's names:

President _____

Vice-President _____

Secretary _____

Treasurer _____

Other _____

Meeting Information:

Day(s) _____ Time _____ Place/Room _____

Requirements For Membership:

Circle All that Apply: 9; 10; 11; 12

Other _____

Dues _____

Planned Projects for this year: _____

We promise to follow the rules and guidelines as established for Non-curricular/Equal Access Groups.

Signature of President

Signature of Supervisor

V. MEMBERSHIP LIST

ADVISOR _____ **GROUP NAME** _____

STUDENTS NAMES THAT ARE INTERESTED IN BEING MEMBERS OF THIS GROUP

NAME	PHONE NUMBER
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____

VI. NON-CURRICULAR/EQUAL ACCESS GROUP CONSTITUTION

The following outline will illustrate guidelines for preparing a new Non-curricular/Equal Access group constitution. The actual content and specific items included in your group's constitution are for you and the future group membership to decide. The constitutional framework is specific, and must be consistent with all other school group constitutions. The content of the group constitution will be developed to meet the individual needs of the Group. Even though each group's constitution is different, there are a few district-wide ASB constitutional requirements that must be in all group's constitutions.

ARTICLE III, Section I - The membership of (group name) shall consist of any student enrolled at (Name) High School.

ARTICLE VII, Section I - If dues are collected, there shall be a provision to allow students unable to pay to still be members. If there are no dues, state No dues will be charged or collected.

An important concept to keep in mind when developing your group's constitution is - TO KEEP IT SIMPLE. Too often people overstate the obvious and become verbose.

Non-curricular/Equal Access Group Rights Limitations: Non-curricular/Equal Access is not reflected in the body of course curriculum taught at the school; A group not a club; Not school sponsored; May use school public address announcement system and bulletins; May Meet at lunch; Meet after school (4:00 p.m.) with Civic Center contract). School supervisor required and in attendance; Non-participatory supervisor; May not involve non-school personnel in meetings; Facilities request form required; NO ASB financial accounting; Group picture in yearbook on a fee basis as non-curricular equal access group; May fundraise but not participate in school sponsored fundraising programs; and May display posters based upon ASB and administrative approval in designated areas only.

REMEMBER TO KEEP IT SIMPLE.

OUTLINE FOR GROUP CONSTITUTION
CONSTITUTION OF THE (NAME OF GROUP)
OF
(NAME) HIGH SCHOOL

PREAMBLE

We, the students of (NAME) High School, in order to promote

ARTICLE I
NAME

The name of this organization shall be

ARTICLE II
PURPOSE

The purpose of this organization shall be

ARTICLE III
MEMBERSHIP

Section I - The membership of (group name) shall consist of any student enrolled at E.H.S. and . . .

Section II - Active members shall (qualifications/standards i.e. 2.0 GPA and attend regularly)

Section III - Other information as it relates to membership eligibility, requirements or limitations.

ARTICLE IV
OFFICERS

The officers of the (group name) shall consist of
(List the titles i.e. President, Vice President, Secretary, Treasurer, etc.)

ARTICLE V
DUTIES OF OFFICERS

Section I - The President shall

Section II - The Vice President shall

Section III - The Secretary shall

Section IV - The Treasurer shall

ARTICLE VI
ELECTIONS

Section I - Eligibility for office (state qualifications to be an officer i.e. 2.5 GPA, has been a member in good standing for one year or more, etc.)

Section II - Elections shall be conducted (Time of year i.e. 3rd week of May)

Section III - To be eligible to vote, must have attended the last (number of meetings/activities). It is not good to have this open-ended, because a whole group of friends could attend only one meeting at election time and greatly influence the outcome of an election.

ARTICLE VII
FINANCES, FEES, DUES

Section I - Membership dues shall be (if there are no dues, state that).

Section II - Funds to operate the (group name) shall be based on (list sources).

ARTICLE VIII
ACTIVITIES AND PROJECTS

Section I - The (group name) shall have as its activities during the school year(list at least 2)

Section II - Projects to be undertaken by the (group name) are (list at least 2).

ARTICLE IX
AMENDMENTS

This constitution may be amended by two-thirds (2/3) majority vote of eligible members of the (group name).

ARTICLE X
MEETINGS

Section I - The (group name) will hold regular club meetings on the (specify day of week and week i.e. 2nd Wednesday) of each month.

Section II - Meetings will be held (specify time and location)