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# **STEPS TO BECOMING A CURRICULUM CLUB**

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**HUNTINGTON BEACH**

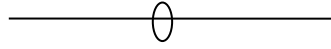
**UNION HIGH**

**SCHOOL DISTRICT**

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**FOR FURTHER INFORMATION CONTACT THE ACTIVITIES OFFICE**

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# **REVISED September 21, 2008**

## **STEPS TO BECOMING A CURRICULUM CLUB**

**I. CLUB REQUIREMENTS** - For a club to form officially the following requirements must be met:

- A. **There must be a course on campus with the same name as the club.**
- B. Students must obtain a verbal permission form from the Director of Activities to establish the proposed club.
- C. Student members of a District high school may form a club.
- D. **A Faculty (teacher) advisor must be willing to oversee club activities at all times.**  
A teacher aide or community member may serve as a co-advisor.
- E. Students may hold limited meetings to organize. NO fundraising or activities may be held until the club is officially approved.
- F. New clubs may form at any time during the year.
- G. The following forms/materials must be completed, signed and submitted to the Director of Activities:
  - 1. Three (3) copies of the club constitution (be sure to keep a copy for the club)
  - 2. Student membership List
  - 3. HBUHSD Charter Club Application Form
  - 4. Club Activities and Information Form
  - 5. List of members
  - 6. ASB Accounting/Record Keeping

### **II. APPROVAL PROCEDURE:**

A. After the Senate receives three copies of the proposed club constitution, it 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 Clubs. **Basically, this means that all clubs an extension of the body of a course's curriculum**, and no student shall be prohibited from joining a club 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 club's financial structure - provisions need to be made for those students that cannot afford the dues. This approval requires a three-fourths (3/4) vote of the ASB.

B. After the ASB has approved the club constitution, it, along with the High School Curriculum Club Application is submitted to the Assistant Superintendent of Instruction and the District Club Review Council for approval. In some cases, depending on the uniqueness or legal considerations, the Assistant Superintendent may seek the Superintendent and/or the Board of Education's approval.

### **III. CURRICULUM CLUB CONSTITUTION**

The following outline will illustrate guidelines for preparing a new club constitution. The actual content and specific items included in your club's constitution are for you and the future club membership to decide. The constitutional framework is specific, and must be consistent with all (Name) High School Club constitutions. The content of the club constitution will be developed to meet the individual needs of the club. Even though each club's constitution is different, there are certain ASB constitutional requirements that must be in all club constitutions. If you'll bring a floppy disk to the Activity's Office, you can get the complete outline of a club constitution.

**ARTICLE III, Section I** - The membership of (club name) shall consist of any student enrolled at the district high school.

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

**ARTICLE VII, Section II** - If the (club name) becomes inactive or disbands; all assets of the club will revert to the school's ASB General Account for Inter Club Council.

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

**Club Rights:** School sponsored clubs may use the school public announcement system and bulletins; meet during school day; meet after school; School advisor, with administrative approval, may involve non-school personnel in meeting; District and ASB approved school charter required; Access to ASB financial account; Free club picture in yearbook; May use instructional audio-visual equipment; May participate in school sponsored fundraising programs; and May display posters around campus, based upon ASB and administrative approval.

**REMEMBER TO KEEP IT SIMPLE.**

**OUTLINE FOR NEW CURRICULUM  
CLUB CONSTITUTION  
CONSTITUTION OF THE (NAME OF CLUB)  
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 (club name) shall consist of any student enrolled at (?).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 (club name) shall consist of . . . .  
(List 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 (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. 3<sup>rd</sup> 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** - If the (club name) becomes inactive or disbands, all assets of the club will revert to the Associated Student Body general account for the Interclub Council.

**Section III** - Funds to operate the (club name) shall be based on (list sources).

**ARTICLE VIII**  
**ACTIVITIES AND PROJECTS**

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

**Section II** - Projects to be undertaken by the (club 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 (club name).

**ARTICLE X**  
**MEETINGS**

**Section I** - The (club 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)

**REMINDER, RECORDS MUST BE KEPT (MINUTES) AND ANY AND ALL FINANCIAL APPROVALS MUST BE RECORDED. COPIES OF MINUTES MUST BE SUBMITTED WITH REQUESTS FOR CHECKS FROM THE ASB FINANCIAL OFFICE. BEFORE CHECKS CAN BE WRITTEN, THE ASB (AS A PART OF THEIR OVERALL FISICAL RESPONSIBILITY) MUST APPROVE EXPENDITURES)**

**HBUHSD CLUB CHARTER  
APPLICATION FORM  
GOES HERE**



**CURRICULUM CLUB ACTIVITIES INFORMATION FORM**

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

School Year \_\_\_\_\_

Name of Organization \_\_\_\_\_

Advisor \_\_\_\_\_

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 Clubs.**

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Advisor

**MEMBERSHIP LIST**

**ADVISOR** \_\_\_\_\_ **CLUB** \_\_\_\_\_

**STUDENTS NAMES THAT ARE INTERESTED IN BEING MEMBERS OF THIS CLUB**

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

Huntington Beach Union High School District  
**CURRICULAR CLUB APPLICATION**  
MARINA HIGH SCHOOL

**Official Name of Club** \_\_\_\_\_

1. Purpose \_\_\_\_\_

2. Meeting Information: Day \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

3. Name of Student Initiator: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

4. Name of Advisor/Supervisor \_\_\_\_\_

5. Requirements for Membership (scholastic, citizenship, dues, etc.) \_\_\_\_\_

6. Planned project for the Year (Please include date, time and place if possible) \_\_\_\_\_

7. Benefit to School (describe how your club will benefit the school) \_\_\_\_\_

**8. Please attach a detailed description of how this club is an extension of the course's content taught in the school's curriculum. In your description, give the title of the course to which your proposed club is most aligned, and provide a list of the most relevant content standards related to the club. Your proposed advisor should be able to help you determine which content standards to list.**

9. Approximate Number of Members \_\_\_\_\_

**Required Signatures**

Advisor: \_\_\_\_\_

ASB Club Commissioner's Signature \_\_\_\_\_

Assistant Principal, Activities \_\_\_\_\_

**10. Result of Consideration by School Assistant Principal, Curriculum & Instruction**

To be sent to Club Review Council for club status consideration.

Date of Meeting \_\_\_\_\_

No direct connection to curriculum, recommended for non-curricular club/equal access group status.

No approved for club status or equal access group status. Direct conflict with educational mission of the school.

11. Signature, Assistant Principal, Curriculum & Instruction \_\_\_\_\_

**12. District Club Review Council**

Direct tie to curriculum; approved for club status.

No direct connection to curriculum; approved for equal access status.

13. Signature \_\_\_\_\_  
Assistant Superintendent, Educational Services

\_\_\_\_\_  
Approval Date