



STUDENT CLUB PETITION

STUDENT CLUB NAME:
SCHOOL NAME:

STEP 1 - INITIAL REVIEW. Any student group that wishes to form a new student club (club) or renew an existing club shall complete this Step 1 and submit it to the Activities Director at the School for processing and consideration for approval.

- Mark One:** **New Club/Transition** (Do not include a proposed Constitution and budget with this Step 1; after the initial review, the Activities Director will inform the student group whether to submit a proposed Constitution and budget)
 Renew Existing Club (Must include budget and copy of existing Constitution)

1.1 Club Advisor (do no sign unless there are at least 15 students who have listed their names and signed in 1.4 below):

Name _____ Signature _____

1.2 Student Representative(s): Name(s) _____

1.3 New Club (complete the following if seeking approval for formation of a new club; do not complete for existing club):

- A. **Purposes.** Describe the purposes of the club:
 B. **Objectives.** Describe the objectives of the club:

1.4 Student Names and Signatures. To be considered for approval to form a new club or renew an existing club, students who are currently enrolled in the School and in grades 7-8 for an intermediate school, grades 9 – 12 for a high school, or grades 7 - 12 for an educational center shall be listed and sign below (*if extra spaces needed, add additional page(s)*).

No.	Print Student Name	Signature	Student I.D.	Grade
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

STEP 2 – CLUB DOCUMENTS. To be considered for approval of a new club or renew an existing club, the following documents shall be submitted to the Activities Director at the School:

- 2.1 Constitution.** For a new club, a proposed Constitution shall be submitted; the student group shall work with school staff to make appropriate adjustments to the proposed Constitution. For a renewal of an existing club, a copy of the existing Constitution shall be submitted. The Constitution shall be on the template provided by the School.
2.2 Budget. The Club Advisor for the club shall submit a budget for the club for each school year in which the club will operate.

STUDENT CLUB PETITION – SCHOOL APPROVAL
(FOR SCHOOL STAFF USE ONLY)

Name of Student Club: _____

STEP 1 - INITIAL REVIEW. This step is to be completed by the Activities Director at the school on which the student club (club) intends to operate.

Date Petition Received: _____ Mark One: ___ New Club ___ Existing Club

Student Club Petition may proceed to Step 2 review (mark one):

- Yes (go to Step 2)
- No (check one of the following and complete as appropriate):
 - Does not meet requirements to form or renew a club (see Requirements for Formation and Renewal of Student Clubs in school handbook)
 - Incomplete School Club Petition
 - Other: _____

Activities Director: Signature _____ Date: _____
 Print Name _____

STEP 2 – CLUB DOCUMENTS.

Required Club Documents: The following documents shall be completed, submitted, and approved by the Activities Director at the school on which the club intends to operate (mark Yes or No for each below):

Club Documents	Yes	No
a. Constitution. For a <u>new club</u> , a proposed Constitution shall be submitted. For a <u>renewal of an existing club</u> , a copy of the existing Constitution shall be submitted. The Constitution shall be on the template provided by the School.		
b. Budget. A budget for the school year has been prepared, submitted, and validated.		

Student Club Petition may be considered for approval (mark one):

- Yes (requires "Yes" in a. and b. above; if yes, go to Step 3)
- No (if "No" in a. or b. above, check one of the following and complete as appropriate)
 - Constitution does not meet requirements or is incomplete (see Requirements for Formation and Renewal of Student Clubs in school handbook)
 - Budget does not meet requirements or is incomplete
 - Other: _____

Activities Director: Signature _____ Date: _____
 Print Name _____

STEP 3 - APPROVAL OF PETITION (SIGNATURES). To form or renew a club, the following approvals are required:

1. ASE Member: Signature _____ Date _____
 Print Name _____
2. Student Activities Director: Signature _____ Date _____
 Print Name _____
3. Principal or Designee: Signature _____ Date _____
 Print Name _____

DATE PETITION APPROVED: _____

CLUB NAME

__ School ("School")

CONSTITUTION

Approval Date: _____
(to be entered by Activities Director)

ARTICLE 1
NAME OF CLUB

The name of the club shall be as indicated above, hereinafter referred to as the "**Club**".

ARTICLE 2
PURPOSES, OBJECTIVES, AND ACTIVITIES

SECTION 2.1 PURPOSES. The purposes of the Club are:

SECTION 2.2 OBJECTIVES. The objectives of the Club are:

SECTION 2.3 ACTIVITIES. The activities of the Club shall support and be consistent with the purpose and objectives stated in Sections 2.1 and 2.2 above.

SECTION 2.4 COMPLIANCE WITH SCHOOL POLICIES AND RULES. The Club shall comply with Clovis Unified School District's board policies and administrative regulations and school procedures and rules, including but not limited to, Board Policy No. 3452 governing fundraising events and student club funds, and the rules and procedures set forth in the school's handbook regarding student clubs.

SECTION 2.5 NON-SCHOOL PERSONS. The Club shall not allow non-school persons to direct, conduct, control, or regularly attend its meeting and activities.

ARTICLE 3
MEMBERSHIP

SECTION 3.1 ELIGIBILITY FOR MEMBERSHIP. Membership in the Club is limited to students who are currently enrolled in the school and in grades 7-8 for an intermediate school, grades 9-12 for a high school, or grades 7 - 12 for an educational center.

SECTION 3.2 TERMINATION OF MEMBERSHIP. Membership shall be terminated if a member no longer meets the eligibility requirement in Section 3.1 above.

ARTICLE 4
OFFICERS

SELECT OPTION 1 OR OPTION 2 BELOW:

Option 1: The Club shall not have officers. The Student Representative(s) listed on the Student Club Petition shall be the contact persons for the Club.

Option 2 (modify the following language as appropriate; additional or different officers may be added)

SECTION 4.1 OFFICERS, DUTIES, AND TERMS. The officers of the Club and their term and duties are as follows:

4.1.1 **President.** This officer shall serve a term of one school year and have the following duties:

- A. Prepare an agenda for each meeting of the Club.
- B. Preside over Club meetings.
- C. Serve as the student spokesperson for the Club.
- D. Communicate and coordinate with the Club Advisor regarding Club meetings and activities.

4.1.2 **Vice President.** This officer shall serve a term of one school year and have the following duties:

- A. Assume the President's duties when the President is absent.
- B. Assist the President in the leadership and operation of the Club.

4.1.3 **Secretary.** The officer shall serve a term of one school year and have the following duties:

- A. Prepare minutes of Club meetings and maintain accurate permanent minutes.
- B. Maintain an accurate and up-to-date list of members of the Club.
- C. Maintain a copy of this Constitution and make it available to members as requested.
- D. Maintain other records of the Club.

SECTION 4.2 ELECTIONS OF OFFICERS.

4.2.1 Following the formation of the Club, an election shall be held to elect officers within one month of the Club being approved to form as a student club. In subsequent school years, all officers shall be elected on or before November 1. Notice regarding the election shall be provided to all members prior to the meeting in which the election will occur.

4.2.2 All elections shall be held by paper or electronic ballots to be cast anonymously during a regular meeting of the Club. Members shall be physically present at the regular meeting to cast a ballot.

4.2.3 A simple majority vote of the members who are physically present at a regular meeting will constitute an election to an officer position.

SECTION 4.3 REMOVAL/RESIGNATION OF OFFICERS. An officer who does not fulfil the duties as set forth above for the position shall resign or may be removed from his/her position.

SECTION 4.4 FILLING VACANCIES OF OFFICERS. When a vacancy occurs in an officer position, the Club shall hold an election to fill the vacancy. The election shall comply with the process set forth above governing the election of officers.

ARTICLE 5 MEETINGS

SECTION 5.1 MEETINGS. The Club may hold regular and special meetings. Meetings of the Club shall be conducted during noninstructional time and shall not materially and substantially interfere with the orderly conduct of educational activities within the school. Noninstructional time shall mean lunch or the period before and after the starting and ending times stated in Administrative Regulation No. 6112 – School Day. All meetings shall be held on school premises and shall be under the general supervision of the Club Advisor.

5.1.1 REGULAR MEETINGS. The Club shall hold regular meetings no less than on a monthly basis during a school year. A schedule of the regular meetings shall be prepared and submitted to the school’s Activities Office on or before November 1 of each school year.

5.1.2 SPECIAL MEETINGS. Special meetings of the Club may be called as needed and in communication and coordination with the Club Advisor.

SECTION 5.2 PROCEDURES FOR CONDUCTING MEETINGS. The Club shall use procedures that allow for the orderly conduct of Club meetings.

SECTION 5.3 ATTENDANCE AND MINUTES. For each regular and special meeting, minutes shall be prepared and maintained and a sign-in sheet shall be provided that contains the name and signature of each member who attended the meeting. Minutes of each meeting shall be signed by the Club Advisor and a student representative, and submitted to the Activities Office within a week of the meeting.

ARTICLE 6 EFFECTIVE DATE AND AMENDMENTS TO CONSTITUTION

SECTION 6.1 EFFECTIVE DATE OF CONSTITUTION. This Constitution shall be effective on the Approval Date stated on page 1.

SECTION 6.2 AMENDMENT OF THE CONSTITUTION.

- 6.2.1 Proposed Amendment. Any member of the Club who is in good standing may submit a proposed amendment to this Constitution. The proposed amendment shall first be submitted to the Club Advisor for review.
- 6.2.2 Approval of Proposed Amendment by Club Membership.
- A. Adoption by Club Membership. To be effective, a proposed amendment to this Constitution shall be adopted by a two-thirds vote of the total membership of the Club at the time of the adoption. The adoption of any proposed amendment shall be by paper or electronic ballots to be cast anonymously during a regular meeting of the Club. Members shall be physically present at the regular meeting to cast a ballot.
 - B. Approval by School. Following approval of the proposed amendment by the Club's membership, the proposed amendment shall be submitted to the school for school staff consideration and approval.
- 6.2.3 Effective Date of Amendment. Upon approval as required in Subsection 6.2.2 above and unless specifically approved to take effect immediately or on a specified date, an amendment to this Constitution shall be effective starting on the first day of the following school year.

ARTICLE 7 DISSOLUTION OF CLUB

SECTION 7.1 CONDITIONS FOR DISSOLUTION. The Club shall be dissolved if one or more of the following applies.

- 7.1.1 There is no school staff to serve as the Club Advisor or the membership in the Club drops below 15 active members so that there is no longer a Club Advisor for the Club.
- 7.1.2 The Club has been inactive for two consecutive months during a school year. Inactive shall mean that the Club has not conducted monthly regular meetings for at least two months during a school year.

SECTION 7.2 RECORDS AND FUNDS. Upon dissolution, all records of the Club shall be submitted to the Activities Office and all Club funds shall transfer to the ASB general account.

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[MANDATORY INSERT INTO STUDENT CLUB HANDBOOK]

The school encourages students to pursue interests and clubs to reinforce the instructional program, give students experience in civics and government, and provide social and recreational activities. Student clubs also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging.

Student clubs may be formed and operated by students who are enrolled at intermediate schools (grades 7-8), high schools (grades 9-12), or educational centers in grades 7-12. All student clubs shall be approved by the school before it may conduct meetings or other activities on school premises and have access to school resources that the school may make available to student clubs. (20 USC §§ 4071 – 4074 (Equal Access Act); Education Code § 48930)

A. Requirements for Formation and Renewal of Student Clubs.

1. **Formation of New Student Clubs.** The requirements stated below in this Subsection A.1 shall be effective for any new school club that seeks to form during the 2023 – 2024 school year or any school year thereafter. Student groups who wish to be considered for approval to form and operate a student club at the school shall petition for formation on or before October 1 during the school year in which the student club wishes to begin operating. The following shall apply to all new student clubs that seek to form during the 2023-24 school year or any school year thereafter:
 - a. **Student Club Petition:** Submit and receive the school's approval of a completed Student Club Petition (including a proposed Constitution and budget in Step 2 of the review process set forth in the Student Club Petition). The Student Club Petition and Constitution shall be on the templates provided by the school. The budget shall comply with Standard Operating Procedure No. 5345 – ASB Budget Preparation for Secondary Schools.
 - b. **Club Advisor:** Have at least one staff who is currently employed and working at the school to serve in the capacity of a club advisor (Club Advisor). **At least 15 students who are currently enrolled at the school and in grades 7-8 for an intermediate school, 9-12 for a high school, and grades 7-12 for an educational center must be listed and signed the Student Club Petition before there can be a Club Advisor.**
 - c. **Non-Similarity with Other Clubs.** Not be similar to another student club that exists at the school.
2. **Transition of Existing Student Clubs.** All student clubs that have been approved by the school before the 2023 – 2024 school year and that wish to continue to operate shall be transitioned to the new School Club Petition and Constitution templates in accordance with the requirements in Section A.1 above by no later than the end of the 2024 – 2025 school year.
3. **Renewal of Existing Student Clubs.** Except as provided in Section A.2 above, existing student clubs that wish to renew and continue in operation shall petition for renewal each school year on or before October 1. Each renewal petition shall comply with the following:
 - a. **Student Club Petition:** Submit and receive the school's approval of a completed Student Club Petition (including a budget and a copy of the existing Constitution). The Student Club Petition and Constitution shall be on the templates provided by the school. The

budget shall comply with Standard Operating Procedure No. 5345 – ASB Budget Preparation for Secondary Schools.

- b. **Club Advisor:** Have at least one staff who is currently employed and working at the school to serve in the capacity of a Club Advisor. **At least 15 students who are currently enrolled at the school and in grades 7-8 for an intermediate school, 9-12 for a high school, and grades 7-12 for an educational center must be listed and signed the Student Club Petition before there can be a Club Advisor.**
4. **Appeal.** If the school denies a Student Club Petition for formation, transition, or renewal, the student group may appeal the denial to the Assistant Superintendent for the area in which the school is located. The Assistant Superintendent’s decision is final.

B. Operation and Monitoring of Student Clubs.

Starting with the 2023-24 school year, the following shall apply to all student clubs that exist and operate at the school:

1. **Use of School Premises for Meetings.** All student clubs at the school shall have equal access to conduct meetings, which includes student club activities, on school premises during noninstructional time without regard to their religious, political, philosophical, or other content of the speech at such meetings. (20 USC §§ 4071, 4072)

All meetings of a student club shall comply with the provisions of its Constitution. In addition, all meetings shall be voluntary and student-initiated. (20 USC § 4071) Non-school persons shall not direct, conduct, control, or regularly attend meetings of a student club. (20 USC § 4071)

School staff shall be present at student club meetings only in a non-participatory capacity. (20 USC § 4071) There shall be no sponsorship of the meeting by the school or staff. (20 USC § 4071) The term sponsorship means that school staff are promoting, leading, or participating in a meeting. (20 USC § 4071) The assignment of club advisor or other school employee to a meeting for custodial and supervision purposes shall not constitute sponsorship of the meeting. (20 USC § 4072)

Students using any school premises to conduct a student club meeting shall leave the meeting place in a clean, orderly, and secure condition after each use. The principal or designee may deny a student club the use of school premises for a meeting where the principal or designee determines that the meeting will materially or substantially interfere with the orderly conduct of education activities within the school. (20 USC § 4071)

2. **Use of School Media.** To the extent that the school makes one or more school media (such as the public address system, the school newspaper, bulletin boards, and school web site) available to student clubs, all student clubs shall have equal access to such media to announce student club meetings. However, the principal or designee may issue a disclaimer that such activities are not school-sponsored.
3. **Role of School Staff:** The school and school staff shall not (20 USC § 4071):
 - a. Influence the form or content of any prayer or other religious activity of a student club.
 - b. Require any person to participate in prayer or other religious activity;

- c. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - d. Compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - e. Sanction meetings that are otherwise unlawful;
 - f. Limit the rights of groups of students which are not of a specified numerical size; or
 - g. Abridge the constitutional rights of any person.
4. High Risk Activities/Field Trips: All field trips and high risks activities shall be approved by the principal or designee before they occur. High risks activities include, but are not limited to, activities or events where there is a high risk that students may sustain bodily injuries or be exposed to conditions, conduct, risks, or events that are hazardous or dangerous to students.
 5. Guest Speakers: All outside guest speakers shall be approved by the principal or designee.
 6. Maintenance of Order and Discipline. The school and school staff shall have the right to maintain order and discipline on school premises, protect the well-being of students and school staff, and assure that attendance of students at student club meetings are voluntary. (20 USC § 4071) Accordingly, the principal or designee may establish additional rules and procedures to govern student clubs at the school.

D. Revocation of Student Clubs.

The school may revoke a student club's approval to exist and operate as a student club if it violates its Constitution, Clovis Unified School District's board policies and administrative regulations, and/or school procedures and rules, including but not limited to, Board Policy No. 3452 governing fundraising events and student club funds, board policies regarding non-discrimination, and the rules and procedures set forth in the school's handbook regarding student clubs. Before revocation, school staff shall communicate with the student club regarding the violation(s) and provide the student club with an opportunity to cure the violation(s). If the violation(s) is/are not cured, the school shall have the right to revoke the student club's approval to exist and operate. Upon revocation, the student club shall not have access to school facilities and other resources that are available to approved student clubs at the school.

A student club may appeal a revocation to the Assistant Superintendent for the area in which the school is located. The Assistant Superintendent's decision is final.