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# Green Hope High School

## Student Clubs & Activities Mini-Guide | 2020-2021



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“...providing a quality education and inspiring every student to soar to success.”

—GHHS Mission Statement

## Introduction

As a school, we are committed to ensuring that our students are challenged, inspired, and prepared to reach their full potential as contributing members of a complex and changing global community. With that being said, we understand the importance of providing students with opportunities to lead and serve in a variety of capacities. Included among these opportunities are opportunities to participate in a range of student-driven clubs/organizations within our school. To ensure that all student clubs and organizations operate in an appropriate and orderly fashion, we have developed this mini-guide, which outlines some of the most important information regarding student club/organization administration at GHHS.

## General Rules & Regulations

### WCPSS Policy Code: 6800 Student Activities

Student activities shall be considered an integral part of the school instructional program and shall be conducted in accordance with policies of the board of education and the regulations of the superintendent.

- **6800.1:** Each student organization must be authorized by the school principal.
- **6800.2:** Each student organization must have a faculty sponsor who is approved by the principal.
- **6800.3:** Organized student groups may include a student council, or may be subject area oriented, athletic, service, honor, or an extension of a school-sponsored program.
- **6800.4:** Secret organizations shall not be permitted.
- **6800.5:** Clubs and organizations established and sponsored by outside agencies or groups shall not be considered school clubs and shall not function on school grounds or during the school day unless authorized by the principal.

Adopted: October 16, 1978; Revised: May 20, 1991

## Starting a Student Club/Organization

All clubs/student organizations—even those that were active during previous school years—must submit a club application for approval/renewal at the start of each school year. Student Government Leaders and school administration will review the applications and either approve or deny requests for club charters. With the exception of clubs that received approval during the previous school year, clubs should not meet or organize before receiving written confirmation that their club has been approved.

## Organizational Constitution/Bylaws

All student clubs/organizations should have and abide by a constitution, which will be submitted to GHHS Administration. Below is a list of required components of organization/club constitutions. If the student organization/club is a subsidiary of a national chapter, bylaws can be submitted based on the format that the national chapter accepts.

- **Article I:** Name of Club
- **Article II:** Purpose of Club – Include the vision, mission, goals, and/or objectives of the club. How is this club going to benefit the students, the school, and/or the community?

- **Article III:** Meetings – Designated meeting location, dates, and times. You do not need to provide specific dates if you don't know them; however, you should provide general frameworks at minimum (e.g., 1st Tuesday of the month during lunch, in Ms. Smith's classroom, etc.). Clubs must hold meetings once a month in order to remain sanctioned by GHHS.
- **Article IV:** Membership – Include membership, attendance, and financial requirements. In other words, what must members do to remain in good standing? Include reasons for removing a member from the club/organization, replacing an officer, and mandatory club requirements. Meeting attendance should be shared via Google or emailed to Mr. Reagan after each meeting.
- **Article V:** Dues – In accordance with Wake County School Board policy, dues (excluding those affiliated with state or national organizations) cannot be more than \$1 annually.
- **Article VI:** Officers and Duties – Include the club officer titles and the specific duties of each officer. Most clubs have a president, vice president, treasurer, and secretary. Additional officers should be added to meet the specific needs of individual clubs. The secretary must submit meeting notes to Mr. Reagan via Google or email after each meeting. The treasurer is not allowed to handle money or to receipt money; only WCPSS employees may do this.
- **Article VII:** Elections – Include the qualifications and procedures for electing officers (including when elections will occur).
- **Article VIII:** Proposed Activities, Projects, and Community Service

## Club/Organization Activities

Throughout the year, most student clubs/organizations will participate in and/or plan a variety of activities that will promote the mission of their club. All proposals for club events must be submitted in writing to Mr. Reagan at least ten (10) days prior to the event using the "Student Club Activity Proposal" form. Although this form is required to be submitted 10 days in advance, we strongly encourage club leaders to submit these requests as far in advance as possible.

Per WCPSS Board Policy, it is important to note that student clubs and organizations are prohibited from fundraising. For the purpose of student clubs/organizations, fundraisers are defined as any activity that involves members of our student body and/or the student club in which the purpose is to gather monetary funds for the said club and/or school. Clubs requesting approval for a service project must also complete a WCPSS "Fundraising-Solicitation Request" form (copy provided on Clubs Page of GHHS website). This form should be submitted with the "Student Club Activity Proposal" form at least one month prior to the proposed service project.

## Distribution and Display of Club Materials

As outlined by WCPSS Board Policy 5210, "Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, distribution and display of non-school material will be limited in accordance with this policy and any other applicable policies. School officials shall screen and approve the distribution or display of non-school material on school property."

## Procedures for Requesting Approval to Display Club Materials

All items that are to be displayed within our school must be approved by Mr. Reagan prior to them being posted. Items that are not approved will be taken down and discarded. Upon receiving approval, students will be able to hang materials in approved locations (e.g., bulletin boards, the glass wall in the commons area, etc.). When taping items to walls, students should only use adhesive materials that will not remove paint.

## Roles, Responsibilities & Duties

### School Administration

A designated school administrator will be charged with overseeing student clubs/organizations and associated activities each year. This person will be responsible for authorizing new clubs/organizations and for renewing existing clubs/organizations. In addition, the designated school administrator will also be responsible for working with faculty advisors, club officers, and members to resolve issues that may rise to the level of requiring administrative action. Mr. Reagan will serve as the supervising administrator for the 2020-2021 school year.

### Faculty Advisor

As previously outlined, all student clubs/organizations are required to have a faculty advisor. Below are some of the basic responsibilities that faculty members assume as a student club/organization advisor:

- Be present during meetings and other club/organization-sanctioned events.
- Monitor the process for selecting club officers.
- Assist student officers in maintaining order by supervising meetings and activities to ensure that appropriate policies and procedures are being followed;
- Ensure that appropriate fund-collection and accounting procedures are followed
- Ensure that all school-wide expectations are met by club members and officers (e.g., monthly meetings, submission of meeting minutes, etc.)

### Club Officers

Although faculty advisors are in place to support and supervise student clubs and organizations, the bulk of the work and leadership should come from student leaders within the club/organization. At a designated time, student clubs/organizations should select officers who will be responsible for the general milieu of the club/organization. At minimum, all student clubs/organizations should install students in the officer positions of president, vice president, and secretary (or comparable positions). Once gaining approval, each club will be responsible for submitting a list of officers to Mr. Reagan.

### Club Members

All club members are expected to attend meetings regularly and to participate in club/organization functions in accordance with the club/organization bylaws.

## Club Meetings

### Meeting Requirements

All clubs/organizations are expected to meet regularly (at least one time per month). To ensure that all scheduled meetings are organized and orderly, it is strongly encouraged that a meeting agenda be created by

club officers (in consultation with faculty advisor) and shared out with club members prior to all meetings. In addition to meeting agendas, club business and discussions must be captured in meeting minutes and sent to Mr. Reagan electronically after the meeting.