



## CLUB APPLICATION PROCEDURE

2020 -2021

All clubs must apply or re-apply for official/active status each school year. Know at least 10 students who are interested in joining the club. The Club Fair is a great time to solicit new members and occurs during the first week of school, in August 2020.

1. Find a faculty/staff member who is willing to be a moderator/advisor. **(You MUST have a JSCHS faculty/staff advisor to be approved who attends/hosts each monthly meeting).**
2. Fill all forms out online then print, review and sign the Club Application, Club Constitution and Club SOP Agreement/Signature page. Use the online club “minutes” to turn your minutes in each and every month.
3. Turn in the Club Application, Club Constitution and Club SOP Agreement/Signature page all together at one time (4 pages total) to Mrs. Chenault’s email: [mchenault@jserra.org](mailto:mchenault@jserra.org) by May 15<sup>th</sup>, 2020.
4. The Club Application will be sent to ASG for pre-approval and Administration for final approval. If it is approved, it will be signed by the ASG President, Director of Student Activities, and Vice Principal.
5. Official recognition will be given before the end of this current school year via school email to the club president(s). The application, constitution, SOP agreement form must remain on file with the Director of Student Activities. The club will remain official and active as long as the club works and conducts itself within the bounds of the original purpose as written in the Club Constitution. If students fail to remain active in the club, club membership falls below the required minimum, monthly “minutes” aren’t turned in and in the proper format into the Director of Student Activities in a timely manner, and/or the club fails to continue benefitting the school, the club will lose its status. The club can be reactivated if steps 1-5 are done.
6. ASG and the Director of Student Activities shall determine if a club should be placed on the inactive list.
7. Clubs that exhibit the best records of attendance, submit appropriate monthly “minutes” and support the school vision the best will have an opportunity to be selected as one of the 8-10 clubs represented at Fat Tuesday. This is a great opportunity for a club fundraiser.

### ORGANIZATIONAL STEPS

The Club Application must be turned in to the Director of Student Activities. The application must include the purpose of the club, names, dues (if applicable) and membership requirements.

1. The signers of the application, (including organizers of the club), should include students from all grade levels to ensure continuance of the club from year to year.
2. If it can be demonstrated that the need exists for a club, and if enough students express sincere interest in inaugurating and maintaining it, and if faculty/staff sponsorship can be secured, and if certain formal requirements are met, it is possible to organize a new club within the student body.

**A club will be active after these steps have been taken; it is duly constituted and becomes a contributing part of the student body organization.**



# JSCHS CLUB APPLICATION

## 2020 ~ 2021

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

Club Moderator (must be a JSCHS faculty/staff employee who attends/hosts monthly meetings):

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Moderator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Classification:**

New Application                       Renewal Application                       Name Change/Past Club

\_\_\_\_\_ Is this a SERVICE club? (Focus is on the welfare of a group/community through health, education, etc.)

\_\_\_\_\_ Is this an EXTRA-CURRICULAR Club? (Focus on enhancing academics)

\_\_\_\_\_ Is this a SOCIAL Club? (Focus on cultivating school spirit or strengthening student camaraderie)

**Petition for Membership**

The following students do hereby affirm that they will support and maintain the above named club, (minimum is 10 students).

- |                       |                       |
|-----------------------|-----------------------|
| 1. _____ Grade _____  | 11. _____ Grade _____ |
| 2. _____ Grade _____  | 12. _____ Grade _____ |
| 3. _____ Grade _____  | 13. _____ Grade _____ |
| 4. _____ Grade _____  | 14. _____ Grade _____ |
| 5. _____ Grade _____  | 15. _____ Grade _____ |
| 6. _____ Grade _____  | 16. _____ Grade _____ |
| 7. _____ Grade _____  | 17. _____ Grade _____ |
| 8. _____ Grade _____  | 18. _____ Grade _____ |
| 9. _____ Grade _____  | 19. _____ Grade _____ |
| 10. _____ Grade _____ | 20. _____ Grade _____ |

(please attach a separate list if greater than 20 students are interested)

**Prospective Club Officers:**

President \_\_\_\_\_ Grade: \_\_\_\_\_ Email: \_\_\_\_\_

Co-President \_\_\_\_\_ Grade: \_\_\_\_\_ Email: \_\_\_\_\_

Vice-President \_\_\_\_\_ Grade: \_\_\_\_\_ Email: \_\_\_\_\_

Secretary/Treasurer \_\_\_\_\_ Grade: \_\_\_\_\_ Email: \_\_\_\_\_



# JSCHS CLUB CONSTITUTION

2020 ~ 2021

## Preamble: Purpose

The purpose of this club shall be as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Article I: Name

The official name of this club shall be \_\_\_\_\_

## Article II: Membership

*Section 1:* All members are required to be students at JSerra Catholic High School.

*Section 2:* The yearly dues shall be \_\_\_\_\_ (if applicable).

*Section 3:* List any additional requirements for membership \_\_\_\_\_

\_\_\_\_\_

## Article III: Officers

*Section 1:* The elected officer position(s) for this club will be: (Please circle)

President, Co-President, Vice-President, Secretary, Treasurer, Other

*Section 2:* The officers shall be elected by nomination and plurality of members voting.

*Section 3:* The term of office for all elected officers shall be: \_\_\_\_\_

*Section 4:* The President will be elected at the last regularly scheduled meeting of the school year unless stated otherwise.

*Section 5:* The names of club officers will be immediately forwarded to the Director of Student Activities following elections.

## Article IV: Meetings

*Section 1:* This club shall meet \_\_\_\_\_ on \_\_\_\_\_  
(weekly, bi-monthly, monthly, etc.) (day)

at \_\_\_\_\_ (classroom/on-campus location).

*Section 2:* Special meetings may be called by the President with the approval of the moderator.

**Article V: Finances**

*Section 1:* All expenditures shall be approved by the majority of the club members and will be subject to the approval of the moderator. Any event/function where there is an exchange of money needs to be approved by the Vice Principal and Director of Student Activities.

*Section 2:* All money collected via fundraisers must be turned in to the Vice Principal.

**Article VI: Privileges**

All clubs at JSCHS shall have the following privileges:

- a. Picture in the yearbook (submitted prior to October 31<sup>st</sup> or may become inactive and not listed in the yearbook for that school year)
- b. Right to hold fundraisers/Collect dues (service and extra-curricular clubs only)
- c. Use of the school facilities
- d. Use of school publicity

*Section 1:* This club will be under the direct supervision of the administration, the moderator and the Director of Student Activities.

*Section 2:* All club activities require the permission of the club advisor.

*Section 3:* No member may speak for the club without the authorization of the club.

*Section 4:* All clubs must keep minutes of the meetings/events and turn in to the Director of Student Activities no later than one week after the monthly meeting/event. These may be turned in electronically or in person but must follow the example supplied on the website.

**Ratification by:**

Club Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Club Moderator: \_\_\_\_\_ Date: \_\_\_\_\_

**Pre-Approval by:**

ASG President: \_\_\_\_\_ Date: \_\_\_\_\_

**Final Approval by:**

Director of Student Activities: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Principal: \_\_\_\_\_ Date: \_\_\_\_\_



## STANDARD OPERATING PROCEDURES FOR CLUBS

2020 - 2021

While forming a club may be regarded as a monumental step, operating or maintaining a club is a substantially more important process. This manual is intended to be read, understood, and adhered to by all clubs operating at JSCHS.

The purpose of this manual is to help students, parents and faculty/staff better understand the roles and responsibilities agreed upon when forming a co-curricular or extra-curricular club at JSCHS. While the manual may be most utilized by club officers and moderators, all club members, faculty/staff and parents are encouraged to reference it and use it as a resource.

A club is defined as student initiated, maintained, driven and inclusive group that continuously and consistently aligns itself with the Christ-centered goals, vision and purpose of JSerra Catholic High School while promoting a philanthropic or spirited message within the JSCHS campus. Further, these groups may choose to affiliate with a larger, national non-profit organization, but must keep in mind that this larger organization shall fall within the same regimented scope as stated above.

### Steps to apply/reapply for club “ACTIVE” status:

1. Identify whether your club wants to reapply for active status or if you want to start a new club.
2. Read and understand this manual. Fill out the last page online, print it and sign it.
3. Find a club moderator. Give your prospective club moderator a copy of this manual to review and sign.
4. Read and complete the JSCHS Club Application and Club Constitution form (pages 2-4 above).
5. Submit the JSCHS Club SOP Agreement (page 8), Club Application, Club Constitution to the Director of Student Activities prior to May 15<sup>th</sup>, 2020. All 4 signed papers need to be emailed in order and turned in by May 15<sup>th</sup> in order to be considered. There will not be any Club Presentations this year.
6. Wait for an email confirmation to you JSerra school email, from the Director of Student Activities, regarding the status of your club as to whether or not your club has been accepted.
7. Conduct club business in accordance with all rules and procedures outlined in this manual and other published JSCHS policies.
8. Understand that your club, once it is approved, may qualify to participate on Fat Tuesday of the following school year if you are one of the top ten clubs at JSCHS. Qualification includes, but is not limited to:
  - monthly meetings with minutes turned in to the Director of Student Activities, electronically or in person, in a timely manner.
  - at least 10 active members at each meeting.
  - submittal of club roster and club picture to the Director of Student Activities before the end of October.
  - high visibility on the JSerra campus.

## **Categories**

Clubs will be categorized as follows:

1. Service Club
2. Extra-Curricular Club
3. Social Club

Certain clubs based on their categorization will be eligible for Christian Service hours. This determination falls under the review of the Vice President of Mission and Faith.

### **Service Category**

Service clubs focus on the welfare of a group/community through health, education, etc. Any JSCHS faculty/staff member may be a moderator of a service club.

### **Extra-Curricular Category**

Extra-Curricular clubs are geared towards enhancing academic courses offered on campus through a direct tie to the curriculum, (i.e. French Club). Clubs that apply for this classification must have a moderator that is a teacher of that subject matter.

### **Social Category**

Social clubs are geared to increasing student body spirit and providing social outlets. These clubs can meet and conduct club business on campus. Any JSCHS faculty/staff member may be a moderator of a social club.

## Organization Formation

### **Application**

All clubs, regardless of the number of years in existence, must reapply for membership every year. Being recognized as an official club one year does not qualify you for automatic renewal for a following year. The club moderator and president will be emailed upon approval of the club and the club application will stay on file with the Director of Student Activities.

### **Active/Inactive Status**

Clubs that apply and are approved will be granted “active” status. Active status allows that club to meet on campus and conduct official club business. Further, service clubs would be able to fundraise, plan drives, etc. These requests must be made electronically to Vice Principal. Clubs with an “inactive” status are not allowed to meet or conduct official club business.

### **Constitution**

A constitution must be on file with the Director of Student Activities for a club to remain in active standing. The constitution can be updated at any time by the club but must be submitted to the Director of Student Activities for approval each time it is revised.

### **Moderator**

A club must have at least one JSCHS faculty/staff member agree to serve as moderator/advisor for the club to remain in active standing. The club moderator shall be involved in the scheduling (times, locations, etc.) of club meetings, fundraisers and all other club business. Club moderators are to submit announcements on behalf of the club via the school’s Announcements for Schools program or by sending an email to the Director of Student Activities (to submit on the club’s behalf). Club moderators primarily communicate with club officers and JSCHS faculty/staff departments regarding club activities including facility reservations, and other activity setups. Moderators must also be present (or another adult) at all official club meetings, events, activities, etc.

## **Officers**

All clubs must have at least three (3) members holding office to remain in active standing. Typical office arrangements include President, Vice-President, and Secretary/Treasurer. Officers must maintain contact between the club moderator and the club members. Under the direction of the club moderator, officers organize meetings, fundraisers, and club activities. Club officers primarily communicate with the club moderator, club members, and the JSCHS student body.

## Organization Maintenance

### **Announcements**

Club moderators should submit announcements via the school's Announcements for Schools program or directly to the Director of Student Activities via email. All announcements need to be submitted 2 days prior to the day the club needs the announcement to be made.

### **Drives**

Drives are defined as any event or activity that collects non-monetary items for a non-profit cause. Clubs will be allowed to solicit for legitimate drives throughout the year with the approval of the Vice Principal.

### **Fundraisers**

All clubs are required to contact the Vice Principal for fundraiser approvals.

### **Meetings**

Clubs are required to meet at least one (1) time per month and are to contact the Director of Student Activities with their meeting dates and locations. Changes to meetings should be published at least four (4) days in advance so that students can attend. Clubs that fail to meet for two (2) months in a row will be moved to inactive status with the possibility of not being granted active status the following year. Meeting minutes, following the sample, are to be kept by the club and should be submitted to the Director of Student Activities each month.

### **Membership**

The Club Fair will take place on the first week of school in August. This is the best time to encourage students to sign up for your club. The officers of the club will need to meet over summer to be prepared to present their club at the Club Fair in August. A 3-6ft table will be provided but all solicitation materials and posters will need to be ready on the first week of school and set up prior to the start of that school day. Clubs may sign up members at any time while they are active. Clubs with less than ten (10) student members will be placed on the inactive list.

### **Posters/Flyers**

Posters must be approved by the Vice Principal or the Director of Student Activities before they can be posted on campus. For duplicates, please present the original for approval, so that the copies that are made have the approval stamp. Posters must have a "post till" date clearly marked on the bottom right corner. This is the date that after which the poster will "expire" and should be removed by a club member. Posters may be posted throughout campus on tack strips and bulletin boards only. Please DO NOT use staples or cellophane tape. Damage to walls as a result of staples or unauthorized tape will result in charges to the club for repainting.

### **Website**

Clubs have a page on the JSCHS website to submit news, information and photos. The club moderator is responsible for submitting detailed information about the club's activities and contact information to the JSerra Marketing Department to be uploaded to the website. The club is also responsible for submitting information to the JSerra Marketing Department in order to maintain their club's webpage and remain active.

*Please email Mrs. Chenault at [mchenault@jserra.org](mailto:mchenault@jserra.org) with any questions regarding clubs including applying/reapplying for membership.*



## Agreement and Signature Page

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

New Application

Renewal Application

Name Change of past club

I have read and understand the foregoing JSCHS Club Standard Operating Procedure manual. By signing below, I acknowledge that I will adhere to the policies and procedures outlined in this manual, the JSCHS Parent Student Handbook and all other documents and guidelines published by JSerra Catholic High School. Failure to do so may result in consequences, including, but not limited to loss of club privileges, the club moving to inactive status and possible denial of future application for active status.

Club President Name: \_\_\_\_\_

Club President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Moderator Name: \_\_\_\_\_

Moderator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This page should be emailed to Mrs. Chenault at [mchenault@jserra.org](mailto:mchenault@jserra.org) along with the Club Application and Club Constitution forms, when applying for active status. There are four pages total and must be submitted in order, page 2-4 and page 8. Thank you.*