

HOW TO START A CLUB

John F. Kennedy High School

2020-2021

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6 STEPS TO START A JFK CLUB

STEP 1: FILL OUT THE CLUB PROFILE

Read the club guidelines and complete your Club Profile form (see page 12) before presenting it to your prospective advisor. The officers identified during the club formation process will serve their position until the end of the current school year if the club is approved. All clubs must have at least one officer who is a junior, sophomore, or freshman during the year the club is established.

STEP 2: LOOK OVER AND SIGN THE CLUB BYLAW AGREEMENT

Make sure to read over the club bylaws to understand the rules and expectations of clubs. By signing this agreement, clubs agree to follow and meet these rules and expectations through the school year. Failure to meet any of the bylaws will result in a club strike or termination.

STEP 3: CHOOSE A CLUB ADVISOR

Obtain an advisor, who must sign his/her consent on the Advisor Agreement form (see page 14). By signing this form, the advisor agrees to supervise all club meetings and activities. He/she must be a certified employee of the Fremont Unified School District and have a teaching credential. An attendance clerk, custodian, cafeteria worker, coach, or parent can be a helper, but *not* an advisor. Try to choose an advisor that will invest their time to your club and support the mission statement. The more interested the advisor is in the club, the more overall support you will receive.

STEP 4: REVIEW AND REVISE YOUR CLUB CONSTITUTION

Once an advisor is contracted, it is the responsibility of the club to review and revise the current club constitution. The constitution must detail the club's policy on topics described in the Constitution Guidelines. (You should be turning in last year's constitution with *revisions* such as officer/advisor information, meeting dates and times, and updated club policies.)

STEP 5: CREATE A TENTATIVE PLAN FOR THE NEXT SCHOOL YEAR

After drafting a constitution, the club must also create a tentative plan of club meetings and events for one full calendar year. For example, if you are completing the club formation packet in January, you must make a plan that covers the current school year from January to June and the next school year from September to January. The tentative plan must follow the outline described in Tentative Plan Guidelines.

STEP 6: EMAIL COMPLETED TO CLUBSJFK@GMAIL.COM

This year, due to COVID-19 restrictions, all club renewal packets will be completed and turned in via email. **'MAKE A COPY' OF THIS DOCUMENT AND INCLUDE YOUR CONSTITUTION ON THE DOCUMENT. SHARE YOUR FINISHED RENEWAL PACKET TO CLUBSJFK@GMAIL.COM**

THE CONSTITUTION

Your club's constitution is the core of your club. This important document determines how your club is organized, runs, and operates.

1. The Constitution Guidelines (found on the next page) are JUST GUIDELINES. It's YOUR constitution. Feel free to add articles, change the order of sections, whatever makes you happy. Remember, people WILL be reading your constitution, so don't do a sloppy job when writing it.
2. If you are planning to create a local chapter for a regional/national organization (example: Interact, NHS, Youth and Government, etc) please *do not* use just the pre-existing constitution for the larger organization. You *must* create a new one tailored to the specific chapter/club at JFK that you are renewing. If you'd like, you may attach the national organization's constitution to your own.
3. Keep the appearance professional. Avoid using flowery fonts or weird colors and make sure that it can be easily read (use Times New Roman, Tahoma, Arial, Carrois Gothic, Roboto Condensed etc.)
4. Before you start writing the constitution, understand the goals and objective of your club. Read through this entire handbook to understand exactly who needs to do what in your club (especially important when writing the duties of the officers.)
5. The typical club officers are President, Vice President, Secretary, Treasurer, and Activities Coordinator. But remember, because this is YOUR constitution; you make the rules. If you think that your club needs fewer/more officers, make it so! However, you MUST have at least three officer positions: President, Secretary, and Treasurer. Keep in mind when creating officer positions that what you write affects what your club does and how it runs. (see page 4 for more information on officer positions)
6. PROOFREAD! Treat your constitution like a college admission's personal statement: write it, proofread etc. Make sure it is eligible. Check for both language and logic errors. Avoid mistakes like stating that there are to be four officer positions when your constitution lists only three. You want your constitution to be as professional as possible.

7. At the end, please be sure to include room for the signatures and contact information of all club officers *and* your advisor.

Officer Positions

You can have as many or as little officers as your club desires. However, your club **MUST** have at least 3 officers (detailed below as the executive leadership team). Below are other possible club positions you may have, but are not limited to. You can create other positions that you feel are necessary to bring success to your club.

EXECUTIVE LEADERSHIP TEAM

PRESIDENT

Responsible for managing the club and its officers. They are expected to attend each All Club Meetings which are imperative in order to stay updated with ASB and any opportunities that they may have present for your club. Keeps track of the officer board ensuring that everyone is performing their duties is essential to have an active club. They plan out the year and set goals and envisions for the club that all officers will contribute to make happen.

SECRETARY

Is in charge of taking down meeting minutes during both general *and* officer meetings and submitting them to Ms. Mulcahy and the Clubs Committee through Google Classroom (more info on this later in the year). Handles the club member log. They have members sign in at general meetings, and keep track of their active and inactive members

TREASURER

Keeps track of all club funds. Knows what the running balance of the club's account is. Is responsible for organizing club fundraisers and filling out the ASB Fundraiser Request Form. Also responsible for filling out ASB Purchase Order Forms in the event that your clubs wants to use funds to purchase anything

OPTIONAL POSITIONS

VICE-PRESIDENT

Acts almost as a co-position to the president. Essentially their general roles are similar but you can tailor the position of VP to your liking.

EVENTS/ACTIVITIES COORDINATOR

In charge of planning fundraising or social events for the club and contacting any outside organizations if necessary.

HISTORIAN

Attends most events and meetings to take pictures for club memories and other use. If needed, updates the school's club website by uploading pictures of events.

PUBLICIST

Is usually tech savvy (especially with computers and graphic design). Responsibilities include: designing posters/flyers, daily morning announcements, club

Sends photos and descriptions of events to the ASB or Yearbook if necessary.

website updates, etc. Essentially they are to organize all publications of club functionings.

CONSTITUTION GUIDELINES

The constitution adopted by a student body organization must state the name and purpose of the organization and must present the framework within which the organization will operate. Please title articles/sections to create a clear, comprehensive constitution. Click [here](#) for an example of a club constitution. The following outline should be followed roughly in developing a constitution:

TITLE AND SCHOOL YEAR (EX: JFK ROBOTICS CLUB CONSTITUTION 2020-2021)

ARTICLE 1: ORGANIZATION

SECTION 1: NAME OF ORGANIZATION

- If applicable, include information about the club's state/national/international branch of origin

SECTION 2: PURPOSE AND MEANS OF ACCOMPLISHMENTS

- How the club aims to serve the student body and its members
- Activities and events the club will carry out to fulfill its purpose

ARTICLE 2: MEETINGS AND EVENTS

SECTION 1: MEETING PROFILE

- Proposed time and day of the week the club will meet

- Place (room # or other approved location)
- Frequency of meetings
- Meeting minutes (required)

SECTION 2: ANNOUNCEMENTS OF MEETINGS

- Who (and by what means) will members and the club advisor be notified of upcoming meetings

SECTION 3: DEFINITION OF QUORUM

- Minimum of officers/member necessary to hold a meeting (this is in the case there is an internal issue such as nomination for Homecoming/Prom Court)

ARTICLE 3: MEMBERSHIPS

SECTION 1: ELIGIBILITY FOR MEMBERSHIP

- Specify if any application/fee is required, if open to all students, etc. (Clubs such as NHS have an application process to become a member. Clubs such as Quiz Bowl and Debate have to pay a national membership fee.)

SECTION 2: MEMBERSHIP DUES (IF APPLICABLE)

- Will there be a discounted price for returning members? (There isn't usually a discounted price, but some clubs may have dues that each member has to pay yearly.)

SECTION 3: TERM OF MEMBERSHIP

- How long are members considered active members? One school year? All years at JFK?

SECTION 4: MEMBERSHIP EXCLUSION

- When and why would members be excluded from meetings/events? (This rarely comes up, but we have had it happen.)

ARTICLE 4: OFFICERS AND ELECTIONS

SECTION 1: TITLES AND DUTIES OF OFFICERS

- In detail, list the titles of each officer and what the officer is responsible to do for the club.

SECTION 2: ELECTION OF OFFICERS

- Specify nomination, majority rule, interview, or other selection process. Examples of this would include: applications, interviews, project presentations etc.

SECTION 3: REQUIREMENTS FOR ELIGIBILITY

- For example, open to all members, or if any, number of years required as a member, specialized knowledge/abilities

SECTION 4: TERM OF OFFICE

- How long is the term of office? (ASB officers hold positions for one calendar year.)

SECTION 5: OFFICER REMOVAL

- Reasons for and methods of impeachment

SECTION 6: VACANCY OF OFFICE

- What to do if an officer leaves his/her position during his/her term
- How will you re-elect an officer for the rest of that current year?

SECTION 7: APPOINTMENT OF REPRESENTATIVE TO LEADERSHIP COUNCIL MEETINGS/GATHERINGS

- Must be an officer of your club (Please see Ms. Mulcahy or Clubs Committee if you need clarification.)

ARTICLE 5: ADULT ADVISORS

SECTION 1: NAME OF THE ADULT ADVISOR

- Must be a teacher or administrator at Kennedy

SECTION 2: DUTIES OF ADULT ADVISOR

- Specify duties (what is the club advisor responsible to do for the club) as detailed in club advisor guidelines (must supervise events, is held liable for club members, etc.) and those duties only pertaining to this club
- Advisor must be present during any club meetings
- Advisors must be present during any club function, events, or activities

ARTICLE 6: SAFETY AND LIABILITY

SECTION 1: PHYSICAL INJURY

- Who shall be the liable figure in the case of a physical injury?

SECTION 2: PROPERTY DAMAGE

- Who shall be the liable figure in the case of property damage?

SECTION 3: LIABILITY (WAIVERS)

- Are the waivers necessary to attend any of your club functions?
- Who will distribute them, and who should they be returned to?

ARTICLE 7: FINANCIAL ACTIVITIES

SECTION 1: REVENUES AND FUNDRAISERS

- Students must complete the proper paperwork for fundraisers (Fundraiser Request Forms can be found in RM 156)
- Students must obtain prior approval from ASB for all events, activities, fundraisers, and purchases the club is involved in.
- Students will need to complete a potential revenue form to see if their desired fundraiser is worth doing. It is recommended after the club fundraiser that the club treasurer complete the actual versus estimate costs of the fundraiser.

SECTION 2: EXPENDITURES

- Club's voting procedure for expenditures
- Students have created and approved a budget for their club. (See Ms. Mulcahy or Clubs Committee with any questions)

SECTION 3: TRANSACTIONS

- What are the procedures for any transactions the club has? Is the presence of the Treasurer required?

ARTICLE 8: AMENDMENTS (If you want to make changes in the future to this document, how will you go about doing so?)

SECTION 1: PROPOSITIONS

SECTION 2: REQUIREMENTS FOR AMENDMENT TO BE PASSED/RATIFIED

TENTATIVE PLAN GUIDELINES

Please use the following format to create your tentative plan.

- List every tentative club meeting/event you plan to have for a full calendar year. For example, if you are completing the club formation packet in January, you must make a plan that covers the current school year from January to June and the next school year from September to June.
- You must include as many entries as mandated by your constitution (weekly, biweekly, monthly, etc.). Please include a one sentence description of what the meeting will be about. Include what activities could be planned; information could be given, etc. Because you may have to write a lot of entries, you do not need to go into specifics. However, this should also help you make a plan for the year, something that you will find very useful going forward.
- Please provide a list of your events to be included in the 2020-2021 planners. It is subject to change pending administration and school board approval.

Here are tentative important dates to know for 2020-2021:

First Day of School
Club Rush
All Clubs Meeting in RM 156 at Lunch
Welcome Back Rally
Homecoming Nominees due at Lunch to Mulcahy
All Clubs Meeting in RM 156 at Lunch

All Clubs Meeting in RM 156 at Lunch
All Clubs photos for Yearbook at Lunch Schedule determined by Yearbook
All Clubs Meeting in RM 156 at Lunch
Winter Coffee House
Winter Rally
Meeting for 2021-2022 ASB Apps in Rm 156 at Lunch
All Clubs Meeting in RM 156 at Lunch
All Clubs Meeting in RM 156 at Lunch
Multicultural Week + Music/Roster Deadlines

Tentative based on Spring Sports Schedule

All Clubs Meeting in RM 156 at Lunch
Prom nominees due by lunch to Mulcahy
All Clubs Meeting in RM 156 at Lunch
Club Packet for 2021-2022 school year due to RM 156 at Lunch
All Clubs Meeting in RM 156 at Lunch
End of Year Rally
Last Day of School

FREQUENTLY ASKED QUESTIONS

Q: Why is it so much work to renew a club?

A: Being a club officer comes with many responsibilities - renewing a club is just one of them.

Q: Being a club officer looks good on college apps, doesn't it?

A: Sure it does. But if this is the only reason you're forming a club, be careful. For your club to be successful, you really must be passionate about what you're doing. If you're passionate about your club and what it does, your club will be all the better for it... and so will your college application. Make sure you're doing this for the right reasons!

Q: Can I just be an unofficial club?

A: Yes, of course. As an unofficial club, you can meet with a bunch of like-minded people at your own time, and avoid the formalities of being an official club. For some interests, this actually works out better. But if you're not an official ASB affiliated club, you CANNOT publicize on school grounds, make any announcements at the school, and you will not be featured in the planner or the website.

Q: What are the responsibilities of the club advisor?

A: The club advisor has to be present at ALL club meetings and events. He or she is also the one who conducts elections. Please give your club advisor a Club Advisor Information Packet, located in the Activities Office.

Q: Where can I find a Fundraiser, Activity Request, or Purchase Order Form?

A: Fundraiser and Activity Request Forms can be found on the foam board in RM 156. A Purchase Order Form can only be given by Ms. Mulcahy. See her in RM 156 during lunch to get one (you must have meeting minutes detailing the order before getting a Purchase Order Form).

Any more questions? Contact the ASB Clubs Committee at clubsjfk@gmail.com

CLUB PROFILE

STATEMENT OF PURPOSE

Please write a brief description of the club, objectives, and activities (please click above each line to type):

Meeting place/time _____

Membership Fee*: _____

*Only for clubs that this applies to

I agree to the terms and conditions outlined in the club guidelines. I recognize that my failure to adhere to these guidelines will result in my club's dissolution.

 Club President (Full Name)

**** FOR ASB PURPOSES ONLY ****

Date Received: _____ ASB Meeting Presentation Date: _____

Approved _____

Denied _____

CLUB CONTACT INFORMATION

CLUB NAME:

This is so ASB can get a hold of club officers. We will only post students' email addresses for new students (interested in joining the club) to contact club officers. This sheet is otherwise confidential.

CLUB OFFICER CONTACT INFORMATION

POSITION	NAME	GRADE	EMAIL	PHONE #

ADVISOR INFORMATION

NAME	EMAIL	RM NUMBER	ADVISOR FOR OTHER CLUBS?

CLUB ADVISOR AGREEMENT

Please read carefully.

Club Name: _____ Date: _____

I, _____, hereby agree to be the advisor for the aforementioned club. I will take full responsibility for this club. I will attend every meeting and activity sponsored by the club, oversee all club finances, and perform all duties assigned to the advisor as detailed in the club constitution and in the ASB club advisor guidelines. I understand that as a club advisor, as compensation for fulfilling club advisor duties, this will count for 6 of my 40 hours of duty (per article 7.4 in the FUSD-FUDTA contract).*

******* This is only applicable to the first club you advise. Advising additional clubs will not count for additional hours of duty *******

The club president is responsible for obtaining the two signatures below:

NAME OF ADVISOR	INITIAL	DATE
NAME OF CLUB PRESIDENT	INITIAL	DATE

CLUB BUDGET

Please detail what you want to earn this year for your club and what you want to spend on your club. This page should be filled out by your club treasurer

CLUB EXPENSE	PURPOSE/REASON	ESTIMATED COST
EX: T-Shirts	Club Merchandise	\$400

CLUB FUNDRAISER	ESTIMATED REVENUE	ESTIMATED DATE
EX: Chipotle Fundraiser	\$100	09/25/2020
EX: Sell Tpumps at Open House	\$500	03/10/2021

BYLAW AGREEMENT

The purpose of these bylaws is to regulate John F. Kennedy High School’s clubs, both those established during this school year and those currently active. The club responsibilities detailed in this document also act as a deterrent to the formation of frivolous clubs.

Failure to comply with any of these bylaws will result in the penalty mentioned after each entry against the club.

1. All clubs must conduct meetings as often as their constitution specifies. Clubs may cancel meetings but must meet on a regular basis. Students from Leadership will be sending club representatives one email at the start of each semester. Clubs must respond to the email within a week, specifying what their tentative plan is or any changes for the semester and specifying methods (besides school-wide announcements) they will use to publicize. The specified Leadership student will then keep track of the club’s adherence to the plan, by monitoring school-wide announcements and other specified mediums of publicity. At the end of the semester, the student will report to an ASB Officer on the activities of the club.
2. All clubs must turn in each meeting minutes through Google Classroom within **one week** of the meeting. The meeting minutes need to document what was discussed (agenda), sign in sheet of attendees, and advisor signature. (This is a requirement from the District and IRS.) This applies to both general and officer meetings
3. All clubs must complete all the necessary paperwork for fundraisers, activities, field trips, purchases, and other activities **at least 3 weeks in advance**. Included in this process is the prior approval from ASB.
4. Any club that plans on using their club under the name of JFK (ie: JFK VSA club wants to perform for a dance competition) you **MUST** turn in an activities request form. In this event, your club advisor must be present with you.
5. Clubs requesting morning announcements must submit in writing via email to to vmulcahy@fusdk12.net by 12:00pm the day before the announcement is to be made.

6. All clubs must send a representative to each Mandatory All-Club meeting (first Wednesday of the month at Lunch) (***one person may not represent multiple clubs***). Clubs are all members of the Student Council, which is the primary decision-making body of students. The representative will be required to sign-in at every All-Club Meeting.
7. All clubs must produce a constitution that details their purpose and mode of operation. They must also at all times have an updated signed officer list and signed Advisor Agreement form. If the club loses its advisor, it has **2 weeks** to find a new advisor and turn in a new Advisor Agreement Form to an ASB Officer. The club must comply with all parts of their constitution, including elections, membership fees, etc. Failure to do so will result in an immediate strike. A second offense will warrant a vote by Council on whether to dissolve the club or institute a fine of \$100.
8. In accordance with California Assembly Bill 1575, clubs may not charge mandatory fees of any sort as grounds for participation in the club or any of its activities. Voluntary donations may be requested. Violation of this state law will jeopardize the club's existence on campus.
9. All clubs, as members of the Associated Student Body, are encouraged to participate in certain school-wide events that promote school spirit/unity, including but not limited to, Purple & Gold Day, Canned Food Drives, and Campus Beautification projects.
10. No club shall **exclude** what grade level an officer shall be. Essentially, all club officers can either be a sophomore, junior, or senior.
11. Club advisors must be present for all official club events outside of school hours. Failure to comply with this policy will result in the immediate termination of the event and a strike.
12. Clubs may host fundraisers only after a fundraising form is completed and approved by Council and the business office prior to the fundraiser. Hosting a fundraiser without approval will result in the immediate termination of the fundraiser as well as a strike.
13. Clubs may only make announcements to classes through the bulletin. Please follow the procedures listed above to get announcements placed in the bulletin.
14. Clubs may use the butcher paper and markers in 156 to make posters during lunch on Mondays ONLY. Clubs must notify the Activities Director (Ms. Mulcahy) that day and must clean up after themselves. Supplies may not be removed from 156. Failure to clean up will result in ALL clubs losing privileges to use the publicity room (156) and a strike to the club that committed the offense.
15. Posters may not be hung up on painted murals (including the gym, quad, or pillars), on windows/doors unless using blue tape, on poles, or places where paint can be peeled off. Clubs must provide their own tape and must take down posters/fliers once the event they are advertising has passed. Blue painter's tape is the only tape that may be used. Disregarding this rule will result in a minimum \$25 fine and a strike.
16. Any time a club hosts or participates in any sort of event or function, they are responsible for cleaning up the area that they use. The entire area must be fully clear of trash or litter before the club leaves. Violation of this rule will result in a minimum \$25 fine and a strike.

Exceptions to any of these rules may only be requested at least 1 week in advance of the event, deadline, etc.
 Requests for exceptions must be made to vmulcahy@fusdk12.net

By signing this agreement, clubs agree to the bylaws listed above and recognize the consequences for not doing so.

NAME OF CLUB:

CLUB PRESIDENT (NAME)

CLUB PRESIDENT (INITIAL)

DATE

CLUB SECRETARY (NAME)

CLUB SECRETARY (INITIAL)

DATE

CLUB TREASURER (NAME)

CLUB TREASURER (INITIAL)

DATE