

NPHS Clubs Guidelines and Regulations



NEWBURY PARK HIGH SCHOOL CLUB GUIDELINES

- The Associated Student Government (ASG) and the Newbury Park High School Administration have authority over the governance of all student clubs and organizations on Newbury Park High School's campus.
- ASG has the authority to require student organizers to officially submit paperwork when presenting new clubs for chartering.
- ASG has the authority to investigate the operations of any club or student organization that meets on Newbury Park High School's campus.
- Members of the Newbury Park High School Associated Student Body (students) are free to organize and join clubs and groups according to their common interests.
- Official chartering and yearly renewal of charters is designed to assist the Newbury Park High School ASG in maintaining stabilization in a changing student body and to assure that all clubs function in an orderly democratic manner consistent with the ASG Constitution of Newbury Park High School.
- Any violations of Club Guidelines or any other CVUSD or Newbury Park High School policies may result in suspension of the clubs charter.
- The President of each club is responsible and accountable for the status of a club charter.
- Major club sponsored events that take place on or off campus, must be first approved by one's Club Advisor and by the Newbury Park High School Administration
- Club Advisors must be certificated NPHS staff and can only advise up to two clubs, unless prior authorization from the Administration.
- The Club and any individual associated with said club, shall abide and conform to all Federal Laws, California State laws, all rules and regulations of Newbury Park High School and all directives of ASG.
- Any violation of the aforementioned criteria may result in the revocation of a Clubs charter.

PRIVILEGES OF CHARTERED CLUBS

A "chartered" club on Newbury Park High School campus has the following rights and privileges:

- to use the name of Newbury Park High School to recruit new members from among the student body,
- to use available school space to hold regular meetings,
- to use available school facilities for special events,
- to have an account in the NPHS Student Store,
- to use the NPHS Student Store for financial transactions,
- to make Newbury Park High School bulletin announcements and use NPHS in any Publicity (including social media), and
- to be listed on the Newbury Park High School official web-site.

REGULATIONS FOR MAINTAINING CHARTERED CLUBS

- All Newbury Park High School Associated Student Body Clubs must be chartered (approved constitution).
- The club must be non-discriminatory, i.e. meetings must be open to all members and interested parties.
- Club Members must be enrolled at Newbury Park High School.

- A minimum quorum of **8** members, including **4 board members**, must be maintained in order to maintain club status. **Only one person can hold each board position** (President, Vice President, Treasurer, & Secretary). Clubs may create commissions and commission leads to account for larger clubs and/or workload. To have a club photo in the yearbook you must maintain this minimum, and to qualify to be in that photo as a member, you must have attended at least 75% of the club meetings and be on the roster submitted at the Semester 1 Report.
- One of the main goals of the club must be to promote the general welfare of Newbury Park High School.
- A Semester Club Report must be submitted once each semester.
 - Club sign-in sheets, which verify who attended the club meetings, must be attached to the Semester Reports. The faculty advisor must sign and date the sign-in sheets, thereby verifying that those club meetings did in fact occur.
 - All events (meetings, community service projects, banquets, etc.), both on-campus and off-campus, are to be reported and turned into the Activities Office for filing.
- Club meetings will be conducted productively and professionally. You must meet at least **ONCE a month** and minutes for every meeting must be submitted to the Activities Office.
- Club's lunch meetings in Faculty Advisors' classrooms do not need to go on the master calendar, and therefore do not need an Activity Request. On-campus events that are anything 'more' than a lunchtime meeting **DO** need an administratively approved Activity Request. On-campus events that would require an Activity Request include, but are not limited to, fundraisers, collection drives, after school events, etc.
- The club leadership will be required to submit a Club Charter Form that includes the names and contact information of officers and/or club members, as well as other club information.
- Clubs may have off-campus events if:
 - A certificated staff member is present.
 - Every club member attending the event has had his or her parent or guardian sign the CVUSD Field Trip Form. Once club members have completed these forms, the Newbury Park High School Club Advisor will give a copy to the Activities Office and keep one copy on file.
 - Club Presidents have turned in an Activity Request that is approved. Club Presidents must fill out this form, with approval from the Faculty Advisor. ***If the event does not have faculty advisor approval, it could result in the club being disbanded and accounts disseminated among ASG.*** Club Event Requests must be turned in the Activities Office **a minimum of two weeks before the event**, and an event can't take place without Administrative Approval.
- Club Presidents & Advisors must communicate meetings and events to club members. They may do so by:
 - Adding an announcement to the daily bulletin. (Club Advisors must approve before announcement is given to ASG/Activities).
 - Flyers must be approved by the Activities Office before copies are made. These can only be used as handouts for Teacher classrooms.
 - Emailing club members or REMIND App
 - Social Media (**Advisor must be given username and passwords for all accounts**)
 - Note: All publicity must be approved by the Activities Office or Administration before going to press and before they are publicized on campus.
 - ASG will help support clubs with posters. Posters can only be hung on windows and railings with blue tape.
- Clubs must maintain good standing with the Newbury Park High School Administration and ASG. Clubs that fail to meet any of the above expectations could be disciplined.
- All money collected at club events **must be deposited in the Student Store within one week of collection**. Ways in which clubs may collect money include, but are not limited to:

- Selling food. ***Clubs need to follow Nutritional Guidelines and have approval from the school district to sell any food products 30 minutes after school. Forms are available in the club packet.***
- Collecting money from club members (for club t-shirts, sweatshirts, dues, etc.)
- Fundraising for the club (car washes, discount cards, selling products, etc.).
 - All fundraisers MUST be approved by ASG and the Activities Office. Fill out the Fundraising Google Form for Approval
- Newbury Park High School Clubs may not have any off-campus accounts. Clubs that have off-campus accounts will be automatically terminated.
- At least one club board member must attend all Student Advisory Board (SAB) meetings (which are held quarterly or once a month, depending on need).
- Every Club should participate in one community service project and submit a summary of the project, including members in attendance, to the Activities Office.
- Participants at all club functions must follow all CVUSD and Newbury Park High School rules and policies.

MUSTS FOR CHARTERING A CLUB AT NPHS:

The organizers of the club MUST:

1. Complete the Charter Google Form
2. Complete a Constitution
3. Get Approval from ASG & Administration
4. Follow the **Club Guidelines and Regulations**.
5. **Submit all paperwork by September 16, 2022 to participate in Club Rush Day on October 4, 2022.**
6. **Submit all paperwork by January 6, 2023 to be a club for the 2022-23 school year.**

REASONS YOUR CLUB MAY NOT BE APPROVED INCLUDE:

- Not completing all of the required paperwork, including the bylaws.
- Not proving interest in your club idea.
- Your presented club idea is similar to, or the same as a club or organization, that already exists on campus
- Your purpose is too general. For instance, you want “to socialize” or “to fundraise”. The socializing must be in a specific manner (participating in a certain game, attending a certain function, etc.), and the fundraising must be for a specific cause and donated to a specific group. All of those details must be worked out BEFORE your club submits the paperwork.
- Your club does not plan on having financials, or it acts more as an Interest Group
- The administration feels uncomfortable with some aspects of the organization.
- Which clubs are chartered will ultimately be up to the discretion of the administration.
- CLUBS that were on probation (did not have enough financial activity or had other issues) for the 2019-20 school year and did not improve, or clubs that did not function properly during the 2020-21 school year will NOT be approved. This is largely determined by the activity in the Student Store Account.

ALL CLUB ADVISOR RESPONSIBILITIES ARE AS FOLLOWS:

Meetings:

1. Make sure students have turned in a copy of the club’s constitution and that the club is chartered by the NPHS ASG. Applications for new clubs and continuing clubs are on the NPHS Website.

2. Advisors must supervise and attend **EVERY** meeting or activity planned on-campus or virtually; and any formally recognized club activities held OFF-campus.
3. Keep track of attendance, supervise, and monitor behavior at club meetings & club events.
4. Verify that the club board keeps a record of the minutes and financial reports from each club meeting, as well as turns a copy into the Activities Office and Student Store (if Financials are involved).
5. Assist students in making their own decisions. Help students to clarify their goals, to work through their problems, to plan activities, and to continually evaluate their efforts.
6. Supervise nomination and appointment of club officers and members, and be sure that the process is recorded in minutes and follows the club's constitution/ASB Constitution.

Events:

1. Be aware of all events and actions being planned.
2. Be sure that the District Office signs off on all contracts with outside companies/vendors. (Work with Activities Department on this)
3. Be sure that all events planned are chaperoned by an NPHS certificated staff member. Evening activities will be limited due to supervision and facilities space.
4. Sign off on all Activity Requests and make sure that fundraisers are reported to ASG for approval. All on-campus and off-campus events must be approved by the AP of Activities.
5. Put in any work orders required for Club events.

Money:

1. All money raised and all money spent must be for the purpose of the club.
2. The advisor must fill out TWO club review sheets at two points during the year that will be emailed to them via a Google Form.
3. Facilitate purchase of materials for fundraisers and events; make sure that ALL MONEY is run through the NPHS Student Store.
4. The students must make all financial decisions and said decisions must be recorded in the official minutes from a formal meeting.
5. Deposits and reimbursements must use specific forms that are found in the Student Store.
6. **Clear all fundraising through the Activities Office and the AP of Activities. Clubs must fill out an Activity Request. All fundraising during the school day must meet the healthy food guidelines (see website).**
7. The purpose of all fundraisers must be made clear up front to all possible donors or participants.

Advertising:

1. Approve all club announcements and publicity, including social media posts.
2. Make sure to have access to all social media accounts/Remind App/Emails used by the club. Monitor all social media accounts regularly.
3. Supervise publicity and ensure that all publicity that is being hung on campus *is approved by the AP of Activities prior to posting; clubs will lose their publicity rights if they post publicity that has not been approved.*

Field Trips:

1. Complete appropriate paperwork for field trips as required by the District Office.
2. Obtain Health/Permission slips when necessary and keep them on file for the year.
3. Fill out transportation requests and arrange for transportation.



Newbury Park High School Club Advisor Information

Please read and understand the Club Guidelines and Advisor Job Description. If you have a problem with any part of the Guidelines, please seek advice from the Activities Office/Carly Adams.

Please read:

1. Must be present at all club meetings, events, field trips, or other official club gatherings in accordance with Ed Code 48933.
2. You or any club member may not place any orders with vendors without prior approval. Approval requires a formal club vote in minutes, completed check request form submitted to the NPHS Student Store, and approval by the AP of Activities, and all contracts need to be run through the D.O. for approval. If you do not have the appropriate approvals, you will personally be responsible for payment of items received.
3. All reimbursements must have prior approval. No one will be reimbursed for monies without prior approval.
4. Clubs may not begin any fundraising activities or host an event (either on or off campus) without prior approval from the Activities Office and without filling out the proper activity request forms. Any unauthorized fundraisers/events will result in funds being confiscated by ASG and your club being put on probation. All fundraisers need to be approved in both club minutes and ASG minutes, so activity requests are a must!
5. Clubs must make deposits in a timely manner for fundraisers that take place on and off campus (one week). Deposits must be made intact and cash from a deposit cannot be used to make any other purchases.
6. If your club is planning a trip that requires a bus or van, a Field Trip Request Form and a Check Request Form must be completed to cover the costs (ie: you must know your club’s financial standing to know if you have enough money to cover the costs). In addition, if the club intends to collect funds from students to cover the cost of the trip in full or in part, the money needs to be collected prior to the trip and processed through the Student Store.
7. You are responsible for advising club members of the rules and regulations stated in the Club Guidelines.
8. You are aware that all money collected at club activities must be submitted with a collection report to the Newbury Park High School Student Store, and must be placed in your club’s financial account, and that any club reimbursement requests must use a Check Request Form (available at the Student Store) and must include valid and original receipts.
9. All social media, emails, publicity, etc., must be approved by the Advisor. On campus postings must have approval from the Activities Office.
10. It is important to send a representative to the Student Advisory Board meetings so that they are informed about what is going on at the school, as well as a way to publicize club events and report on club progress.
11. You will make sure that your club will complete semester reports and rosters to determine that they are truly meeting and participating, and you will verify those reports and rosters. Attendance rosters are important and will be used to determine who will be in your Yearbook Club Photo.

Please read and sign the following:

I, the Club President, hereby acknowledge the Club Guidelines & Regulations of the Newbury Park High School ASB. I will fully abide by these regulations in order to maintain the integrity of the group that I represent and the integrity of Newbury Park High School. I will ensure that my Club will follow all guidelines and regulations.

President’s Signature

Date

I, the Club Advisor, have read and understand the Club Guidelines and Advisor Job Description. I agree to follow the guidelines set forth herein to the best of my ability. If I have a problem with any part of the Guidelines, I will seek advice from the AP of Activities.

Advisor’s Signature

Date



CONSTITUTION OF THE NEWBURY PARK HIGH SCHOOL _____ CLUB

(Write Club Name)

Preamble

The establishment, adoption, and implementation of this document will serve as the official governing authority of the aforementioned organization, within the scope of the specific Articles outlined herein. It is hereby declared that any intentional violation of the letter or spirit of this Constitution may result in the dissolution of the organization, with appropriate penalties to appropriate offending parties.

Article I: Club Name

We hereby designate our organization as the Newbury Park High School _____ Club (hereafter referred to as "NPHS _____ Club").

Article II: Club Purpose

What is the purpose and goal of the club? What are you trying to promote/inform about/provide opportunities for? What differentiates your club from other similar clubs that may exist on campus? Address Sections 1, 2, & 3 and then add any additional information below those sections. BE SPECIFIC!!

Section 1 – General objectives of this club shall be:

- a. _____
- b. _____
- c. _____

Section 2 – The activities of the club shall be in accord with its objectives. General activities shall include the following:

- a. _____
- b. _____
- c. _____

Section 3 – This is a club because it requires a financial account at the Student Store. Please list the purpose for financials (ie: what are you raising money for **and** what will you spend money on):

- a. _____
- b. _____
- c. _____

Additional Information:

Article III: Authority

Upon approval and endorsement by the Newbury Park High School Associated Student Government (ASG), the NPHS _____ Club derives its authority directly from the NPHS ASG under the guidance and restrictions of the AP of Activities, the Principal, and the Conejo Valley Unified School District’s board of education.

Article IV: Membership

Members of the NPHS _____ Club must be currently enrolled students at NPHS.

Members of the NPHS _____ Club must maintain a _____ grade-point average.

Members of the NPHS _____ Club must have at least eight members, including the five board members **(A roster must be attached)**.

Article V: Meetings

The NPHS _____ Club will hold regular meetings (at least once a month) pursuant to fulfilling the club’s purpose (see Article II). Meetings will be held:

- a) Day(s) of week _____
- b) Interval (weekly/biweekly, etc.) _____
- c) Location _____

In addition, the Club President, Advisor, ASG, or any School Administrator may call special meetings.

The order of meetings should be as follow:

- A. Call to Order
- B. Roll (Members Present, Number of Members, etc.)
- C. Committee Reports
- D. Old Business
- E. New Business
- F. Financials
- G. Closure

Article VI: Officers

No individual may fill more than one position. Each officer shall serve for one year and may be re-elected.

President – Oversees all activities, meetings, and fundraisers.

Name: _____ Grade: _____

Vice President – Assists the president in all tasks and fills in for the president as needed.

Name: _____ Grade: _____

Secretary – Takes minutes of all minutes, keeps records of activities and correspondence. Also, must submit a copy of the minutes to the Activities Secretary, as well as Student Store, when financials are involved.

Name: _____ Grade: _____

Treasurer – Responsible for overseeing all club monies, budget, cash box requests, and running/counting the cash box at fundraisers.

Name: _____ Grade: _____

Public Relations Chair (optional position) – Advertises club activities, meetings, etc.

Name: _____ Grade: _____

****It is required that one of the club's officers or active members be present at the Student Advisory Board meetings.**

Article VII: Elections

Elections will be held _____ [time(s)] per year: _____ [month and/or date of election(s)]

Method of elections: Explain how officers will be selected, voted on, etc. What percentage of the club needs to approve the officers selected?

Article VIII: Committees

The president will appoint committees as needed to facilitate the operation of the club. Committee members and job descriptions should be included in minutes.

Article IX: Community Service

All NPHS clubs are required to participate in some type of community service project, and 75% of the club must be present for that activity. It is recommended that the community service project either benefit Newbury Park High School or the community at large, and/or ties in with your club's overall purpose (see Article II).

Community Service Project Proposal:

What do you propose to do as your club's community service project?

What will it entail?

Why is this worthwhile and/or how does it relate to your club's purpose?

When will it occur?

Proof of participation via verification signatures must be submitted to the Activities Secretary by June 1st. Failure to do so will result in the suspension of the club for one school year.

Article X: Amendments

All changes or amendments to the NPHS _____ Club Constitution shall require a consenting vote of _____ of the club membership present at an advertised meeting to address such a change or amendment.

Constitution submitted by:

_____ Club President Signature	_____ Club President---Print Name	_____ Date
_____ Club Advisor Signature	_____ Club Advisor---Print Name	_____ Date

Ratification (to be completed by ASG):

This constitution must be approved by ASG and the NPHS Administration.

This NPHS _____ Club Constitution is ratified into effect as of _____
Date

_____ ASG President Signature	_____ ASG Advisor Signature	_____ Carly Adams, Assistant Principal Signature
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***IF ANY PART OF THIS CONSTITUTION IS INCOMPLETE, IT WILL BE RETURNED TO THE CLUB ADVISOR**