



NEW STUDENT CLUB PACKET

Royal High School is proud to assist students in their pursuit of excellence through one or more of the 4 A's of Academics, Arts, Athletics, and Activities as well as cultivate a culture of connectedness each year where students of all interests, needs, and perspectives have the opportunity to create new student clubs and organizations to meet their extra-curricular, co-curricular, social, emotional, and academic goals, as they pursue excellence.

WHY START A NEW ROYAL CLUB?

Your club could be educational, social, or even just for fun. **BUT every club must serve a specific need for your peers, inspire students to get involved, support students in their pursuit of excellence in Academics, Arts, Athletics, or Activities and add something beneficial to the staff & students of Royal High School.**

1. →

COMPLETE THIS

Define your club's Mission/Goal and how it will benefit RHS students and staff.

Find an appropriate RHS teacher to be your Advisor. Each teacher may advise no more than three clubs/organizations.

Designate a student(s) to be your initial leaders/officers.

Compose By-Laws by which your group will be governed and determine which "A" your club will be aligned with.

Determine whether or not your club will meet the extra requirements for eligibility for honor cords.

Prepare a preliminary budget.

Collect signatures from at least 15 Royal students who will join.

Fill out this form entirely and bring to the ASB Accounts Clerk.

2. →

GET APPROVED

The first level of approval is by the ASB Cabinet (Officers). They may or may not invite you to their weekly meeting to present your idea and to answer questions about your proposal. Their decision is only whether or not to approve the formation of a club and not about honor cord eligibility.

Next, the Director of Student Activities will review your proposal. You may or may not be called in to discuss your proposal.

Finally, the Principal of RHS will decide ultimate approval with the input of the previous two steps. He will also include the Club Advisory Committee if the club is petitioning for eligibility for honor cords.

The Club Advisory Committee only meets in August/September and November. Clubs may not petition for honor cord eligibility at any other time.

You will be notified by our office once those steps are completed

3.!

GET STARTED

If your proposal is approved, your advisor will need to work with the ASB Accounts Clerk to establish an account for your new group.

You are required to present a list of your planned fundraisers, socials, and events, including community service events. These must be approved by the ASB Cabinet and the Director of Activities.

Note: All monies raised, deposited, and spent must first be approved by the ASB Cabinet and Activities and Athletics Office.

You must establish a weekly or monthly meeting schedule and location to be included in our Activities calendar of events.

Monthly meeting minutes and attendance logs on the Google form provided by the ASB Clerk must be turned in by the end of each month. Failure to do so will result in your club being cut.

All club officers will maintain their position for the entire year. At least one officer must be a junior, sophomore, or freshman.

Proceed to make an impact!

FILL OUT THIS PROPOSAL FORM

CHOOSE THE "A" YOU WILL BE ALIGNED WITH (choose only one): Academics Arts Athletics Activities

Name of Proposed Club:	Our Mission/Goal will be (How RHS will benefit from our club):	
Club Advisor (Must be a RHS teacher who oversees no more than two clubs already):	Name:	Signature:
Submitted by:	Name:	Signature:

COMPLETE AN ORGANIZATIONAL CHARTER/CONSTITUTION (BY-LAWS)

ARTICLE 1: ORGANIZATION

SECTION 1: Name of Club	Include information about the state/national branch:	
SECTION 2: Purpose	Describe how the club will benefit the students & staff of RHS as well as the community:	

ARTICLE 2: MEETINGS & EVENTS

SECTION 1: Meeting Profile	Outline the meeting schedule. When, where, and how often will you meet?	
SECTION 2: Announcements	Describe <u>how</u> members will be notified of upcoming meetings.	
SECTION 3: Quorum Definition	How many officers will need to be in attendance to constitute a meeting? What will their roles be?	

ARTICLE 3: MEMBERSHIP

SECTION 1: Eligibility	Specify application fee if any, GPA, or if it is open to all students (may not be based on gender/sex, religion/faith, race, creed, or national origin).	
SECTION 2: Dues	Describe terms of membership fees if applicable.	
SECTION 3: Terms	How long will the membership last and what privileges will members get?(If awarding Honor Cords, see requirements at the end of the document that must be included in addition to national requirements).	
SECTION 4: Exclusion	When and why would members be excluded from meetings/events?	

ARTICLE 4: OFFICERS & ELECTIONS

SECTION 1: Titles & Responsibilities	List each officer followed by their responsibilities.	
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SECTION 2: Election Process	Describe how the officers will be elected - it must be through an election but you may have interviews or other supplements.	
SECTION 3: Eligibility	What is needed to be an officer? Minimum terms of activity in the club, hours, knowledge/abilities?	
SECTION 4: Term	How long will an officer serve? Minimum must be the full school year but could be more.	
SECTION 5: Officer Removal	List the reasons for and the methods of impeachment or resignation.	
SECTION 6: Vacancy	What are the methods of replacement of an officer if they leave during their term?	

ARTICLE 5: FACULTY ADVISOR

SECTION 1: Name	List the name of the advisor (must be a RHS teacher limited to overseeing three clubs)	
SECTION 2: Role	Specific duties of this advisor other than standard supervision, liability for members, etc. Is there travel to conferences, food sales, activities/events?	

ARTICLE 6: FINANCIAL ACTIVITIES (IF APPLICABLE)

SECTION 1: Revenues & Fundraisers	List all activities the club will undergo to raise money and how much the club expects to receive. Is participation mandatory?	
SECTION 2: Expenditures	How do you plan to use deposited funds?	

ARTICLE 7: AMENDMENTS

SECTION 1: Propositions	Describe the process of amending your constitution. Must be in the minutes and a voting sheet must be attached as well as the date of passage.	
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KEYS TO SUCCESS:

- Choose an advisor who you know will be supportive of the Club and has the time to dedicate to it.
- Keep in contact with your members consistently. Whether it may be through Remind, a group through social media app, or even through text, it is intrinsic for you to constantly stay in contact with your members to keep them engaged.
- Plan your events far in advance. Many events get booked up to 3 months in advance so make sure to plan all your events very early on so you can get your preferred spot.
- Turn in each month's minutes and rolls to avoid having your Club cut!

APPROVAL SIGNATURES:

STUDENT BODY PRESIDENT, ASB	SIGNATURE:	DATE:
DIRECTOR OF STUDENT ACTIVITIES	SIGNATURE:	DATE:
PRINCIPAL OF ROYAL HIGH SCHOOL	SIGNATURE:	DATE:
CLUB ADVISORY COMMITTEE NEEDED:	YES	NO

HONOR CORD ELIGIBILITY REQUIREMENTS

For nationally recognized clubs/organizations who offer a cord:

- Meet the requirements established by the National Organization and listed in Article 3, Sections 1-3.
- Each student must individually demonstrate excellence by maintaining a 90% attendance record for all club/organization meetings and events.

All other clubs/organizations:

- Petition the Advisory Committee for honor cord consideration.
- Meet the requirements listed in Article 3, Sections 1-3 (must include minimum components listed below).
- Each student must individually demonstrate excellence by maintaining a 90% attendance record for all club/organization meetings and events.

Decision on whether or not a club/organization will receive an honor cord is ultimately determined by the RHS Club Advisory Committee.

CLUBS ALIGNED WITH	ACADEMIC COMPONENT	VOLUNTEER/SERVICE COMPONENT	CONVENTION OR COMPETITION PARTICIPATION
ACADEMIC CLUBS	Cumulative 3.5 overall	10 hours per semester	Participation in one county/regional/national convention or competition per year for two years including senior year
ART CLUBS	Cumulative 3.5 overall in Arts Classes	5 hours per semester	3 years including senior year participation in program w/ all performances and competitions
ATHLETIC CLUBS	Cumulative 3.5 overall	5 hours per semester	4 years athlete for same sport with 3 as varsity (or 2 as varsity with another 2 as varsity for one additional sport)
ACTIVITY CLUBS	Cumulative 3.0 overall	10 hours per semester	Participation in club/organization for 2 years including senior year. Participating in at least one workshop/conference per year