ACTIVITY HANDBOOK
REVISIONS, April 2012

1. Add statement to front page of handbook

USD 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Michael Clagg, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, KS 67060 .

Phone: (316) 554-2206 Email: mclagg@usd261.com

2. Revisions to Campus Life and name change to Colts for Christ Bible Club
3. Revisions to Student Council
4. Revisions to Spanish Club
4. Add Teens Helping Elders "THE Club"
5. Will need to repage the book after all changes are made

HANDBOOK

FOR

CLUB AND ACTIVITY

SPONSORS

CAMPUS HIGH SCHOOL

~~2011-2012~~2012-13

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Phone 316-554-2206 email: mclagg@usd261.com

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Club Constitution

Club name: ~~Campus Life~~Colts for Christ Bible Club
Open to all students

Article I: Purpose

A. to provide a nondenominational environment in which Christians from Campus High School can meet; and
B. to promote Christian attitudes with emphasis on positive outreach and spiritual growth at Campus High School.
C. Open to all students

Article II: Membership

A. The membership will be open to all students interested in Campus Life.
B. Students will be allowed to sign up for the club at any time during the school year.

Article III: Budget

The budget will be made up of membership fees and fund-raisers.
A. Membership fee will be $1.00 for all who sign up in the First Semester at anytime and $.50 for anyone who signs up second semester.
B. The officers will decide upon fund-raisers.

Article IV: Officers and Elections

A. ~~Campus Life~~ Colts for Christ Bible Club will have one president, ~~one two~~ Vice-presidents, one secretary, one treasurer, and two public relation officers (PRs).
   a. If membership is low, the club can have one president, one vice president, and ~~A.~~ one secretary, each taking on the duties of another office.

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B. Nomination will be made for each office of leadership through a self-nomination process by any club member who has ~~50% of the total participation points from the previous year~~ attended at least half of the meetings held the previous school year. Notes announcing eligibility will be sent to club members the end of March.
   1. Anyone wishing to be an officer will submit a completed pastor recommendation form and a personal testimony form by the end of April. Candidates must ~~also~~ sign a commitment form stating that if elected, they will abide by the responsibilities for officers (Article V) or they will be removed from office.
   2. In order to run for the office of president, the club member must have ~~been an officer for at least one year.~~ attended at least half of the meetings from the previous year. The officers and sponsors may forego this requirement if there are not enough candidates for president.
C. The elections will be held at the last club meeting of each school year.
   1. To vote, a club member must have paid the membership dues and must have attended at least one club meeting per month.
   2. To vote, a club member must have a 33% of the total participation points from the previous year.
   3. Members will be notified a week before elections if they are eligible to vote.
D. ~~Participation points will be assigned as follows~~ Membership will be determined as follows:

1. ~~Friday morning meetings = one point~~Each member must attend one of four meetings per month to hold membership status.
2. ~~Club meetings = three points~~Each member must have paid dues within the first two weeks of membership.
3. ~~Special events (fundraisers or service projects) = five points~~Each member will behave appropriately at meetings and club events.
4. ~~Additional points may be given to club members with a majority vote of the officers.~~If a member fails to adhere to these guidelines, membership will be revoked without refund of membership dues.

E. Sponsors may eliminate candidates based on their personal testimony and pastor recommendation forms.

Article V: Obligations of the Officers

A. All major decisions will be decided by a vote of the officers present at the officer's meetings.

B. Each individual officer will be expected to perform certain duties.

1. President
   a. Will set the agenda for weekly officer meetings ~~(1st and 3rd Wednesday of each month)~~ and lead these meetings.
   b. Will arrange speakers and activities or club meetings.
   c. Will assign duties to other officers and will monitor the officer's progress with such duties.

2. Vice-president
   a. ~~of weekly meetings will arrange speakers, materials, meeting room, etc. for Friday morning meetings.~~ Will arrange speakers, materials, meeting rooms, and etcetera for weekly meetings.
   2. b. Will plan and implement service projects and fundraisers.
   ~~3. Vice-president of special events will plan and implement service projects and fundraisers.~~

~~4.~~3. Secretary
   a. ~~Keeps~~ Will keep minutes of all meetings.
   b. ~~Keeps~~ Will track ~~of~~ attendance for all club activities.

~~5.~~4. Treasurer
   a. Will ~~Records~~ record all club transactions
   b. ~~Keeps~~ Will keep club accounts updated.

~~6.~~5. Public Relation Officers (PRs)
   a. ~~Publicizes~~ Will publicize activities and meetings to the school using posters and intercom announcements.
   b. ~~Maintains~~ Will maintain contact with the school and community newspapers regarding club activities.
   c. ~~Sends~~ Will send out all notes to club members and officers regarding meetings, voting, special activities, etc.

C. Responsibilities of Officers

1. Each major officer (president and vice president) will be required to lead each meeting ~~one Friday morning meeting per semester.~~
2. Officers must attend all officers' meetings that will be held ~~the first and third Wednesday of each month at 7:15 am.~~ one morning per week. All absences must be excused by a sponsor within two days of the meeting.

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3. Officers must attend all club meetings. ~~All absences must be~~ unless excused by a sponsor, ~~within two days of the meeting.~~
4. Officers must ~~maintain 50% of participation points.~~attend at least half of the meetings held per month.
5. Officers must maintain a Christian witness.

D. Removal of Officers - Failure to maintain any of the above officer's responsibilities will result in the process of removal from office.
1. The officer will be addressed one on one about his/her failure to meet an officer responsibility.
2. If the officer fails to ~~change~~correct the issue, the matter will be brought to an officer's meeting by the person who first confronted the officer.
3. If the officer again fails to ~~change~~correct the issue, the officer will be removed by a majority vote of the officers.

the Council, the Administration shall put forth to the Council reasons for this veto, either in written form or by a personal appearance by the principal.

Article III: Membership

Section 1. The Student Council shall consist of the Executive Board, which shall contain President, Vice-president, Secretary, Treasurer, and one Executive Representative from each of the three classes (Sophomore, Junior, and Senior). The freshman class will ~~have two~~ appoint one Executive Representatives~~,~~ at the beginning of the school year, ~~one from each middle school.~~

Section 2. The Student Council shall also consist of the elected class officers from each of the respective classes: senior, junior, sophomore, and freshman. The classes shall elect a President, Vice-president, Secretary, and Treasurer and two Class Representatives. The freshman class will elect a leadership panel of class officers, each officer having no specific title.

Section 3. The Student Council shall consist of one representative from each officially chartered club at Haysville Campus High School. That representative shall be the club president or designee by club or sponsor.

Section 4. Clubs shall be categorized as "active" or "fundraising" in an effort to simplify the expectations of activity for clubs in student activities outside of their stated purpose."

Section 5. Any member of the student body, who has run for an official office in the Student Council the previous year and was defeated or for some other reason was unable to take office, may become a ~~student~~member-at-large. To become such a member the student must submit a petition signed by 50 students, three faculty members and a counselor. Such a student can become a voting member of Student Council after attending three All-StuCo meetings. The Vice President will keep a record of all visitors to the Student Council for this purpose.

Section 6. Any member of the student body can be involved in Student Council meetings and activities, but does not have any voting rights other than as a committee member at committee meetings.

Article IV: Elections

Section 1. Executive Board members of Student Council will be elected on or before the 2nd Friday in April, ~~following school term previous to their service~~prior to their term of service. Each candidate for office must present to the sponsor a petition signed by 50 students who are current freshman, sophomores or juniors and three faculty members. Any candidate running for the office of President or Vice-president must have at least one year of Student Council experience and be of Junior-Senior standing during the following school year. "Student Council experience shall be minimally defined as being a voting member-at-large. Each candidate running for Executive President, Executive Vice President, Executive Treasurer, Executive secretary or Executive Representative from a designated class will hold an accumulated GPA of 3.0 or better. Each candidate running for Executive President and Vice President will also have an interview for candidacy with two sponsors, a current Executive Board member not seeking re-election, and any other person appointed to the committee by the Student Council sponsor(s). Any candidate running for officer status is strongly urged to attend the Kansas State High School Activities Associations' Student

Comment [V1]: Reword this portion of sentence? We don't know what this is trying to say.

Council Treasurer about class finances; to attend all class and STUCO meetings; to vote on all matters.

Section 9. Three representatives will be elected from the Sophomore, Junior, and Senior classes. One will sit as an Executive Board Representative and will report Student Council Activities to their class and vice versa. The other two representatives will service with the class officers.

Section 10. Six representatives will be elected from the Freshman class and shall serve as the voice of the Freshman class. ~~Two~~ One ~~respresentatives~~ representative, ~~one from each middle school,~~ will sit as an Executive Board Representative and will report Student Council Activities to the~~ir~~ Freshman class and vice versa.

Article VI: Removal From Office

Section 1. A Student Council member, or elected officer or representative may be removed from office for repeated failure to attend meetings (three unexcused absences); for failure to represent the group properly (by acting in a manner which is detrimental to the welfare and best interests of the school); and for failure to carry out assigned duties. Excused absences shall be defined through the following: absence from school with a legitimate excuse such as a doctor's appointment, death in the family, or others cleared by the sponsor; seminar excuses with a teacher's signature note one day prior to the meeting; other instances cleared through sponsor and Executive Board. The Student Council shall constitute the Student Court, which decides upon removal. A quorum must be present (one-half of STUCO membership plus one executive officer) and a three-fourths vote is necessary for removal.

Section 2. The President with the approval of the Student Council shall appoint a person to fill any office that becomes vacant during the school year. The Vice-president automatically becomes President upon removal or resignation or vacancy of the President. The classes and clubs will fill by appointment such vacancies that may occur in their representation. The class or club presidents will make the appointments with the approval of other class or club officers. These vacancies must be filled within a month or the club or class will lose representation for the ~~remaining~~ remainder of the school year.

Section 3. If there are STUCO and/or class officer positions not filled through the election process, the current elected officers will approve and appoint students to fill such vacancies.

Article VII: Meetings

Section 1. The Executive Board will meet at least twice each month before or after school. The Student Council shall meet twice each month on a regularly scheduled basis. ~~once on school time as the whole Council and once before school on the 3rd Thursday morning broken into acting committees.~~ Committee meetings will be called as necessary by the committee chair, President, or sponsor(s). Special meetings of the Council will be called as necessary by the President, sponsor or two-thirds vote of the membership.

Section 2. All meetings shall be open unless otherwise stated.

Article VIII: Sponsor

Section 1. If necessary, newly elected Executive Board members, in conjunction with the outgoing Board members, will select three faculty members to recommend to the principal as possible sponsors.

Section 2. With administrative approval, Student Council representatives ask a teacher to accept appointment as Student Council sponsor.

Section 3. The sponsor shall attend all meetings of the Executive Board and the Student Council; shall act as liaison between the Council and the Faculty and the Administration.

Section 4. The sponsor must recognize the importance of allowing students the opportunity to accept the responsibility of self-government.

Article IX: Committees

Section 1. Committees will be set up based upon the needs of the Council and Chairs appointed; preference will be to have upperclassmen assisted by an underclassman Chair-elect to help with continuity of activities and program.

Section 2. All committees will meet at least once per month.

Section 3. Committee Chairs are required to submit a report to the sponsor of their committee's attendance, responsibilities and actions taken.

Section 4. All purchase order requests must be submitted to the Executive Treasurer and sponsor. Receipts must be returned immediately after the event to the Executive Treasurer and/or sponsor. No purchases can be made without prior approval of the sponsor.

Article X: Amendments

The Constitution may be amended by a two-thirds vote of the Student Council. The vote shall be taken following the second reading of the proposed amendments. These readings will be to STUCO members at a regular meeting session. Any member of the Student Council may propose amendments to the Constitution.

Article XI: Ratification

This Constitution shall be in effect after it has been ratified by two-thirds of the members of the Student Council membership and the Principal of Haysville Campus High School.

By-Laws

A. Homecoming Activities and the election of Homecoming Royalty will be planned and carried out by the Senior Class Officers and the class sponsors according to the following guidelines:

1. Homecoming activities shall include those activities, which class officers, sponsors and administrators decide to be beneficial.
2. Homecoming King and Queen candidates will be voted on by all members of the Senior Class (six male and six female candidates respectively) from a complete list of the senior class. The finalists shall be those six with the greatest number of votes and who are able to fulfill all components of the candidate agreement form. After an assembly in which the 12 finalists are presented to the student body, all students vote for Homecoming Queen and King during ~~seminar hour~~ classes.

B. Queen of Courts activities and the election of Queen and King of Courts shall be planned and carried out by the sophomore class officers and their class sponsors according to the following general guidelines:
   1. Queen of Courts activities shall include those events which class officers, sponsors, and administrators consider appropriate and beneficial to the student body.
   2. King and Queen of Courts shall be elected by all members of the Senior class who will vote for six males and six females respectively from a complete list of all seniors. The 12 finalists will be those six males and six females with the greatest number of votes and who are able to fulfill all components of the candidate agreement form. After an assembly in which the 12 finalists are introduced to the student body, all students vote in ~~seminar~~ classes to select the King and Queen.

C. The Junior-Senior Prom will be coordinated by the Junior class officers, sponsors and all of the junior class. They will work to earn the money necessary to carry out their plans. Prom King and Queen will be chosen in the following way: faculty members vote to pick four male and four female finalists from the senior class who are able to fulfill all components of the candidate agreement form. All juniors and seniors will vote on these finalists to choose the top male and female as Prom King and Queen. Voting will be conducted in ~~seminar~~ classes. ~~Students not enrolled in seminar will report to the office to cast their ballots.~~ The Junior Attendants will be selected by vote of the faculty. There will be four male and four female finalists for the title of Prom Prince and Prom Princess who are able to fulfill all components of the candidate agreement form. The Junior class will vote in ~~seminar~~ classes to pick by popular vote the honored male and female respectively. Sophomore servers will be chosen from a list of Sophomores by faculty members ~~who have taught them. Faculty will vote.~~ The top four males and four females who are able to fulfill all components of the ~~candidate~~ server agreement form will become servers at the Prom. It is expected that they will be the only under-class-persons (unescorted by upper-class-persons)at the Prom ~~(unescorted by upper-class persons)~~.

D. There will be limitations upon the number of opportunities any one person might have to become a King or Queen at Haysville Campus High School. Any person may be an attendant in one Sports Court and the Prom Court. But no person may be an attendant in both the Football and the Basketball Homecoming Courts. Once crowned as King or Queen, a person is no longer eligible for candidacy in any other Court.

Lettering Requirements for Student Council

Section 1. The Student council member must meet the following participation requirements in order to letter.

A. Must gain 15 points by attending STUCO meetings, class meetings, and committee meetings (out of school meeting/planning time gains one point per hour).
B. Must serve actively on three committees for the entirety of the committee.
C. Must gain five points by participating in Student Council community service projects (up to five hours of service, one point per hour).
D. Must gain 10 points by serving as a worker on STUCO sponsored events or activities (up to 10 hour—one point per hour).
E. Must gain 5 points by attending STUCO sponsored activities.
F. Must attend at least one leadership training workshop throughout the year.
G. Must bring one student visitor to an All-StuCo Meeting.

H. The Student Council member must devote a minimum of 60 hours each year to planning, participating in, and executing Student Council activities.

Section 2. The advisor reserves the right to grant or refuse letters by criteria not completely determined in the above description of point earnings.

Section 3. Student Council members wishing to earn a letter will show significant Dedication to group goals as they persist throughout the year in working towards the completion of those goals.

Section 4. Student Council members who letter should strive to high quality Achievements. High quality performance in activities will depend upon the Council member gaining validation for their efforts from the adult supervisors of their projects (Student Council sponsor, class sponsor, administrator, etc.) This validation of excellent performance will be based on criteria that Council members themselves would have agreed upon with adult sponsors.

Section 5. Student Council members must maintain active membership in the Council throughout the entire year in order to letter.

Section 6. In order to letter, the Council member must be in good standing at Campus High School (as defined by the Principal).

Section 7. To letter, the Student Council member must adhere always to a code of conduct and be in good standing in a way that would bring honor to Campus High, Haysville and the Student Council.

INDIVIDUAL MEMBER DATA SHEET
Student Council Lettering

Member Name _____ Year ____

Elective Office_____
(1 point per hour organizing/planning--up to 5 points per Major CHS Traditions)

Activity #1 _____
Activity #2 _____

Committee Membership _____
_____
_____
_____

Attendance Committee Meetings (1 point per hour spent organizing/planning up to 5 points per committee)

Comm #1_____ _____
Comm #2_____ _____
Comm #3_____ _____

Council Meeting Attendance (1/2 point per school time hour--5)

StuCo Activity Attendance_____(1 point per event--5)

Leadership Training _____(1 point per hour--15)

Community Service_____ _____(1 point per hour--5)

Individual Service_____(1 point per hour--10)

Service to Council, School and Class Traditions--WORK _____(1 point per hour--10)

Brought invited non-Student Council guest to a regularly scheduled meeting _____

All points are earned OUTSIDE THE SCHOOL DAY.

Total points earned this year _____

The Student Council Advisor reserves the right to grant and refuse letters by criteria not completely determined in the above point count.

Club Constitution

Club Name: **Spanish Club**

Mission Statement

The purpose of the Spanish Club is to provide students with the opportunities to further their education in the Spanish language, culture and experience.

Article I: Membership and Fees

Section 1: Membership shall be open to all students at Campus High School that have an interest in the Spanish language and culture.

Section 2: Any student wishing to join the club may pay a $10.00 fee within the first month of joining the club. The membership fee includes a club t-shirt.

Section 3: Roll call will be notated at every Spanish Club Meeting by the elected Secretary of the club.

Article II: Sponsors

Section 1: The sponsor shall be one of the current CHS teachers, preferably Spanish.

Section 2: The sponsor shall be able to spend club funds on approved activities or items for the club with a majority vote of the Spanish Club ~~approval~~members.

Section 4: The sponsor shall answer for all club expenditures that differ from the treasurer's report, or the school secretary's report.

Article III: Obligations of Officers

Section 1. The President shall:

A. Conduct meetings,
B. Attend all in-school meetings and significant outside events,
C. Is not to vote, except in case of a tie,
D. Appoint committees for club events,
E. Propose any amendments to the constitution with a membership call to vote.
F. Attend all officer meetings.

Section 2. The Vice-President shall:

A. Attend all in-school meetings and significant outside events,
B. Report committee's progress to the President and the club,
C. Assume the President's responsibilities when the President is absent,
D. Act as the Spanish Club Representative to the Student Council of Haysville Campus High School.
E. Attend all officer meetings

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Section 3. The Secretary shall:

A. Keep the minutes of all the meetings,
B. Attend all in-school meetings.
C. Attend all officer meetings

Section 4. The Treasurer shall:

A. Record all club transactions and keep an accurate receipt book.
B. Keep club account updated via the office,
C. Work with the Sponsor on all money related issues.
D. Attend all officer meetings

Article IV: Elections of Officers

Section 1. Elections for a one school-year term will be held by the end of the month of April for the up-coming year.

Section 2. In order to run for office the member must submit in writing their reason for wanting that particular office. This paper will be read to the Club membership by the present president or sponsor, prior to vote.
Section 3. The sponsor retains the right to overrule an election of officer with a good cause.

Article V: Removal of Officers/Members

Section 1. Any officer failing to do their duties as described above may result in a club vote for the removal of that officer.
Section 2. A vote of two-thirds majority will determine whether or not an officer will be removed from that office.
Section 3. The club's sponsor – with just cause – may overrule the vote for removal.
Section 4. If a member misses two or more meetings unexcused, he/she may be terminated or put on probation till further notice. This includes officer meetings.

~~**ARTICLE VI: Removal of a Member**~~

~~Section 1. Any member failing to attend meetings, club activities or offending the majority of the club membership, may result in a club vote for the removal of that member.~~
~~Section 2. A vote of two-thirds majority will determine whether or not that membership in the Campus High Spanish Club will be terminated.~~
~~Section 3. The club's sponsor – with just cause – may overrule the vote for removal.~~

Article VI: Meetings

Section 1. Meetings will be held at predetermined times and scheduled via discussion with the School Secretary and /or the Club Sponsor.
Section 2. Meetings will be held at least once every ~~six~~two(62) weeks.
Section 3. The President, Vice-President and the Sponsor shall hold additional meetings as found necessary by one of the three mentioned above.

Article VII: Amendments

Section 1. All members except the President will vote on amendments.
Section 2. If a two-thirds majority votes for an amendment, it will be added to the constitution.
Section 3. The sponsor can overrule any amendment with a good cause.

Club Constitution

Club Name: **Teens Helping Elders (THE Club)**

Open to any student who is interested in forming a companionship with or bringing joy to the elderly residents in local nursing homes.

Article I: Purpose

The purpose of this club is to empower passionate teen role models to provide companionship to the elderly residents in local nursing homes.

Article II: Membership

Section 1. Membership shall be open to any student at Campus High School who is interested in forming a companionship with the elderly and has fewer than twenty discipline points.

Section 2. Membership shall not be denied to any Campus High School student with fewer than twenty discipline points.

Article III: Voting Rights

Section 1. Voting rights will be given to any member that has attended at least two meetings.

Section 2. Voting rights will be terminated if and when membership is terminated.

Article IV: Sponsor

Section 1. The sponsor of THE Club shall be a current teacher.

Section 2. The sponsor shall be in charge of the club and responsible for the actions of the club.

Section 3. The sponsor shall the ability to spend this club's funds on club-approved activities. Approval shall come from a majority vote of those members present at a club meeting. The sponsor shall also be required to answer for all club expenditures.

Article V: Elections

Section 1. Elections for the following school year shall be held at the last meeting of the preceding year.

Section 2. The nominations shall come from the floor by the members of the club.

Section 3. The offices up for election shall be a President, Vice President, Secretary, Treasurer, and Advertising Panel.

Section 4. Office positions shall be held for the duration of one school year.

Article VI: Duties of Officers

Section 1. The President of THE Club shall preside at and lead the club's meetings and shall work with the sponsor in coordinating activities with nursing home residents as well as fundraising activities.

Section 2. The Vice President of THE Club will be in charge of helping the President coordinate activities and fundraising activities as well as working with the sponsor and assisting the president in common duties.

Section 3. The Secretary of THE Club shall be responsible for taking roll at all meetings as well

as documenting what happens and is said during meetings.

Section 4. The Treasurer of THE Club will be in charge of keeping a record of the club's expenditures and earnings.

Section 5. The Advertising Panel of THE Club, comprised of three club members, shall help advertise the club activities and fundraisers to Campus High School students and local community.

Article VII: Meetings

Section 1. Meetings shall be held in accordance to the regulations of administration.

Section 2. The Leadership Council shall notify all members of meetings one week in advance of the meeting date.

Section 3. Emergency meetings can be called by the sponsor of the club or by the Leadership Council. Three members of the club must attend for the meeting to be legal.

Article VIII: Attendance

Section 1. Attendance is expected by all club members. Members need to attend at least one of the pre-scheduled meetings or activities each month.

Section 2. Members who do not attend one meeting each month must have a legitimate excuse for the sponsor and the Leadership Council.

Section 3. Members who miss more meetings or activities than allowed will be asked if they wish to remain in the club. Then they can then decide whether or not they wish to remain. If they miss another pre-arranged meeting or activity, their membership will be terminated.

Article IX: Activities

Section 1. This club shall help the school and community by encouraging passionate teen role models to build a respectful companionship with the elderly in their community.

Section 2. The Teens Helping Elders Club (THE Club) will be given some ideas and supplies from the local nursing home and the Teens Helping Elders may also come up with additional activities for local nursing home residents.

Section 3. Field trips will be arranged by majority vote and approval from administration and sponsor.

Article X: Amendments

Section 1. Any member of this club shall propose amendments to this constitution.

Section 2. The sponsor must approve proposed amendments.

Section 3. Amendments shall be adopted on a three-fourths vote by the members present at a meeting.

Article XI: Ratification

This constitution shall be in effect after it has been ratified by the club members and the Principal of Haysville Campus High School.