



Club Proposal Checklist

Please be sure to complete these requirements **PRIOR** to submitting a club proposal form:

- ☐ Review the attached DOE policies regarding school clubs.
- ☐ Create a name for your club.
- ☐ Write a description and purpose of your club.
- ☐ Find a faculty advisor willing to work with your club.
- ☐ Create and circulate attached student petition with at least **5** signatures of students willing to **JOIN** your club.
- ☐ Decide on meeting days and frequency of meetings.
- ☐ Complete the attached Club Proposal Form.
- ☐ Have the faculty advisor sign the Club Proposal Form.
- ☐ Make a copy of the form for your records.
- ☐ Submit the Club Proposal Form to AP-Supervision for approval.

Once your club is approved, you will be required to complete these items during your first few meetings. **Failure to do so will result in club approval being reversed:**

- ☐ Draft club by-laws that adhere to the DOE policies regarding school clubs.
(See attached sample)
- ☐ All club members must approve these by-laws.
- ☐ Email a copy of club by-laws to AP-Supervision for approval.
- ☐ Elect club officers.
- ☐ Create advertisements to increase student awareness of club. Ex: flyers, morning announcements, and posters (All must be approved by Ms. Hudson prior to use).
- ☐ Take attendance and submit weekly reports to Ms. Hudson. Regular attendance and meetings will be taken into account for future club approval and funding.



Student Club Petition

I the undersigned student agree to join the club listed below pending Principal approval.

Club Name: _____ Faculty Advisor: _____

AP Supervision Signature: _____

[illegible]



**THE HIGH SCHOOL FOR
MATH, SCIENCE AND ENGINEERING**
AT THE CITY COLLEGE OF NEW YORK

Club Proposal Form

Name of Club: _____ Submission Date: _____

Student Sponsor(s): _____

Description: (What will you be doing?) _____

Purpose: (How will this club benefit the HSMSE community?) _____

Faculty Advisor: _____ Faculty Advisor(s) Signature: _____

Print Name

Meeting Day(s) and Time: _____

Do you need any equipment or funding to start this club? ☐ Yes ☐ No

If yes, explain exactly what you need and your plans for funding: _____

Please attach the student petition to this application. Make one copy to keep for yourself and submit to Ms. Hudson for initial approval.

COSA Signature: _____

AP Supervision Signature: _____

☐ Approved

☐ Not Approved

Explanation: _____

Principal's Signature: _____



THE HIGH SCHOOL FOR MATH, SCIENCE AND ENGINEERING

AT THE CITY COLLEGE OF NEW YORK

Sample Club Bylaws

Article I: Name

Section 1. The name of this organization shall be Sample Club.

Article II: Purpose

Section 1. The purpose of this organization shall be to teach the HSMSE student body the card game, Sample, and have them hone their card-playing skills.

Article III: Field of Membership

Section 1. Membership in Sample Club is open to current HSMSE students. Voting eligibility for all club business matters is limited to currently registered students, who attended at least three sessions from the first meeting of the academic year to the day of voting on the issue before the membership.

Section 2. Sample Club is open to any interested HSMSE students.

Section 3. All members must meet the school's academic eligibility requirements to participate in any activity and not be on academic probation.

Article IV: Officers

Section 1. The officer(s)' title(s) are for now, Sample Club Coordinator.

Section 2. All officers must be registered HSMSE students. The qualifications of each office are listed below:

<i>President</i>	Must be an active member and has attended more than half the sessions.
<i>Vice President</i>	Must be an active member and has attended more than half the sessions.
<i>Coordinator</i>	Must be skilled with internet tools for communicating such as Google Docs and email. Must be an active member and has attended more than half the sessions.

Section 3. Each officer will serve the club for a term of one calendar year, unless removed from office ahead of time or elected to serve for another year.

Section 4. The duties for each officer are listed below:

<i>President</i>	Must communicate with officers and members, prepare agenda for meetings, and plan any events with the help of the Vice President and the consent of the faculty advisor.
<i>Vice President</i>	Must promote the organization and receive information, reported by the Coordinator from attendance of student government meetings.
<i>Coordinator</i>	Must relay information from meetings to all members through electronic means such as email and posting notices. Must manage attendance list.

Section 5. Officers will be elected for the new term, when school starts in September, on the last meeting day of that year, usually in May, not including the celebration. All members participating must vote. To be on the ballot, one must be nominated by a member other than oneself and receive at least one other confirmation vote.

Section 6. An officer may be removed from office if he/she is found to be neglecting his/her duties on at least three separate occasions. Evidence must be shown for all offenses to support such neglect or the accusations shall be dropped. With viable evidence, the members must have a majority vote on whether or not to remove the officer. If the officer is thus removed, he/she is stripped of his/her title, duties, and responsibilities but can still participate in the program as a member. In such a circumstance, another election shall take place, following the meeting of the removal with the same measures taken during normal elections. However, if the ruling stated that the officer may keep his/her title, duties, and responsibilities such officer cannot be accused of the exact same accusations again in compliance with protection against double jeopardy.

Article V: Elections

Section 1. Voting eligibility for election of officers is limited to currently registered HSMSE students, who have attended at least a majority of sessions from the first meeting of the academic year to election day. Each member receives one anonymous vote for each officer title. Non-members are not allowed under any circumstance to vote.

Article VI: Handling of Funds

Section 1. All funds collected will be handled by the faculty advisor.

Article VII: Amendments

Section 1. Bylaws may be amended by the officers (President, Vice President, and Coordinator) at any given time subject to the final approval of the members, who must be notified of such changes in the next scheduled meeting. A two-thirds vote from all members present is necessary to override the changes made by the officers. (However in the case of: no officers have been elected, the club Coordinator, with approval of the faculty advisor, may amend Bylaws.)

Section 2. Any changes to the bylaws must be made with the good intention of the Sample Club. Changes made must be enacted for the advancement or stabilization of the program.

NYCDOE School Club Policies

ABSTRACT

This regulation outlines the process for establishing non-athletic student organizations and clubs and the requirements with which they must comply. It supersedes Chancellor's Regulation A-601 dated February 15, 2007

I. PROCESS

- A. Students in intermediate, junior high, and high schools have the right to organize and participate in student organizations and clubs and political, religious, and philosophical groups consistent with the requirements of the Equal Access Act and this regulation.
- B. Membership in student clubs or organizations must be open to all students in the school regardless of race, color, creed, religion, age, national origin, disability, citizenship status, marital status, gender, or sexual orientation.
- C. All student clubs and student organizations shall be under the general supervision of the principal. No activities of any student organization or club shall take place in the school, on school property, or at any school sponsored function, unless approved by the principal.
- D. Each school may create its own policy or procedures with respect to establishing clubs and organizations, provided they are consistent with this regulation.
- E. In order to receive a charter, each student club and/or organization must:
 - be initiated by a group of interested students;
 - have a purpose which is consistent with the school's educational goals;
 - have a faculty advisor who is a licensed Department of Education pedagogue;
 - be approved by the student government;
 - be approved by the principal who shall be the final arbiter in the chartering process.
- F. Faculty advisors shall be appointed by the principal after consultation with the student club or organization.
- G. All student club and organization functions or activities must have a faculty advisor or principal's designee present.
- H. Every student club or organization must have on file a constitution or bylaws which set forth, at a minimum, its purpose, membership, officers' responsibilities, election process, and impeachment procedure.
- I. Student clubs and organizations may not charge a membership fee or require any other form of initiation.
- J. Secret societies, secret clubs, and secret organizations, including gangs, are not permitted in school.
- K. All funds raised by a student club or activity shall be in compliance with Chancellor's Regulation A-610.