



## **DOUGHERTY VALLEY HIGH SCHOOL**

*Home of the Wildcats and Traditions in Excellence!*

### **CLUB ADVISOR GUIDELINES AND RESPONSIBILITIES**

#### **Club advisors must:**

- Be a certificated staff member at the school Ensure club application paperwork is completed and turned in by the deadline.
- Be present at all club meetings (including virtual), events, and fundraisers.
- Ensure the club meets on a regular basis and minutes are taken and a copy forwarded to the Leadership class.
- Ensure that club officers and club members understand the school club bylaws and school policies.
- Be prepared to work with club officers to resolve internal club matters prior to deferring to the clubs team.
- Ensure club officers understand their duties as a club leader and ensure all fundraisers are approved prior to being held. If a club is affiliated with an outside charity or non-profit organization that will be the beneficiary of fundraising profits, the affiliate must be approved by our Board of Education. All publicity for the fundraiser must state the affiliate that is receiving the profit. Ensure all flyers and posters are approved by Administration prior to being posted Ensure any club monetary transactions, such as membership donations, club t-shirt purchases, are collected during a club meeting with advisor present. The Advisor must maintain all money collected and turn in to the Bookkeeper. NEVER HAVE CHECKS PAYABLE TO YOURSELF, OR A STUDENT, OR DEPOSIT FUNDS IN YOUR PERSONAL BANK ACCOUNT

#### **Fees and Donations**

Under the law (Cal Constitution 1879), public schools must provide a "free and equal public education". This means that students enrolled in public school cannot be charged fees for participation in educational activities that are part of the core program of the school. Educational activities extend to field trips, athletics, and extracurricular activities on campus like student clubs. Schools must adhere to the law and ensure that student equity in the educational process is not compromised.

#### **Disbanded/ Terminated Clubs**

Any terminated or disbanded club must again complete the club application process during the following school year in order to be reinstated. No terminated or disbanded club is permitted to meet for the duration of the year in which they have been terminated or disbanded. No student may claim ownership over any terminated or disbanded club at any point in time.

If a club feels like it's been terminated without reason, it may appeal to Administration and the school leadership class for reinstatement.



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### CLUB BYLAWS

- I. Clubs must submit a club application and budget plan before the deadline set forth by the DVHS Leadership and Dougherty Valley High School.
- II. Clubs must hold official meetings at least once a month. Failure to meet for any two months over the course of the school year will result in the termination of the club.
- III. Clubs must meet on the days set forth in their club application (i.e., every second Tuesday of the month) except in the event of another school or club event. If they wish to switch the date they must let the club's team know.
- IV. Clubs must take minutes at all meetings and submit a copy of the minutes to the Leadership class. Failure to submit minutes on a regular basis and in a punctual manner may lead to termination of the club.
- V. **Each club must have a minimum of 12 active members excluding officers. At least 8 people must be in attendance at every meeting, excluding the officers. Attendance must be recorded at all meetings in the club minutes, unless given a specific exemption from the club's team.**

VI. Club officers must be a full-time student at Dougherty Valley High School.

VII. Club advisor(s) must be a certificate teacher at Dougherty Valley High School. A club advisor must be present at **all** club meetings, club events, and club fundraisers. If the advisor cannot be present, another Dougherty Valley High School teacher can be designated as a substitute.

VII. The SRVUSD Board of Education must approve all beneficiaries in the club budget.

IX. The only four positions considered club officer positions are club president, club vice-president, club secretary, and an optional club treasurer. All other positions within a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit. Clubs with fewer than 150 members may only have one of each of the club officer positions.

XII. Two violations of any of the club bylaws will result in the termination of the club for the remainder of the school year. (This means violations of any two bylaws or the same bylaw twice).

XIII. Clubs and their members must respect all other student clubs on our campus. The clubs team, and DVHS Leadership may remove you as a student club if made aware of any disrespecting of other clubs and students on our campus.

XIV. If club officers personally contact members of the club team or leadership through messages, instagram, etc) regarding club related issues, the club team is permitted to administer strikes, or terminate your club.

XV. Club officers are required to submit their own bylaws during the application cycle including but not limited to election process, officer impeachment process, and club communication policies.

XVI. Should an internal conflict arise within a club, the officers are required to go to their advisor before contacting the DVHS clubs team. As student leaders, club officers are expected to act professionally and respectfully to both the members of their club as well as fellow officers.