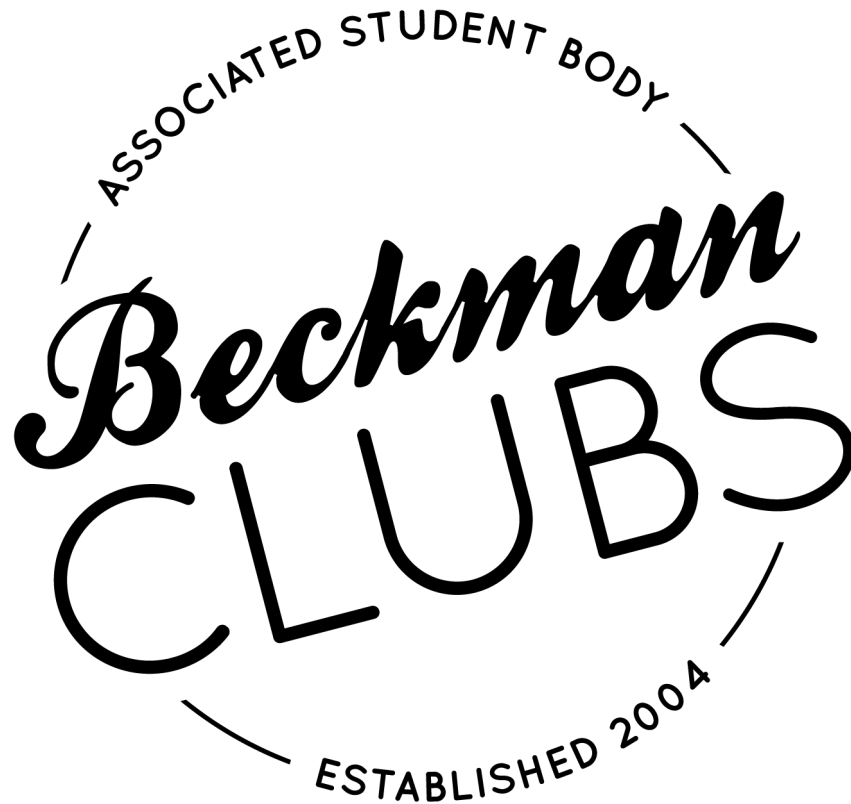




BECKMAN HIGH SCHOOL CLUB HANDBOOK



Beckman Clubs

bhsclubs@gmail.com | bhsclubs.com | Arnold O. Beckman High School



The Tustin Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, age, or disability. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. A copy of the District's nondiscrimination policy is available from the Tustin Unified School District Office.



PREAMBLE TO THE ICC CONSTITUTION

We, the Clubs of Arnold O. Beckman High School, have, for the betterment of the community of clubs and Beckman High School, drafted this ICC constitution; in order to protect the rights of clubs, and ensure the continuity of clubs on Beckman’s campus; these rules and procedures have been laid out for posterity and their success.

A copy of the ICC Constitution is available at bhsclubs.com.

CLUB EXPECTATIONS

Running a club is a big responsibility that entails a lot. We have provided a brief description of all of the responsibilities that club leaders on our campus carry out every day to ensure the success of their clubs. Please review these responsibilities and make sure that you truly commit to these responsibilities and expectations before applying to start a club. All rules and regulations of Beckman Clubs have been thoroughly written out in this handbook.

Club Documents	Meetings
<ul style="list-style-type: none"> - Clubs are expected to submit a monthly calendar of meetings and events by the <u>first Friday of each month</u> and minutes of each official club meeting <u>no later than one week after the meeting takes place and once each month</u> 	<ul style="list-style-type: none"> - Active Clubs are expected to meet <u>at least once a month.</u> - Club Advisors must <u>be present at each scheduled meeting and ALL activities.</u>
Events	Money/Accounts
<ul style="list-style-type: none"> - Club Advisors and Beckman Admin must approve planned activities beforehand and Club Advisors must <u>be present at each scheduled meeting and ALL activities.</u> 	<ul style="list-style-type: none"> - All spending must be approved <u>BEFORE</u> any financial transactions are made. Beckman High School is not responsible for any disbursements not receiving prior approval and will not reimburse non-approved transactions.





ICC	Fundraising
<ul style="list-style-type: none">- Mandatory ICC (Inter-Club Council) meetings are held in the commons on the third Thursday of every month, unless otherwise stated.	<ul style="list-style-type: none">- All fundraising events <i>MUST</i> be approved by the Clubs Commissioner and ASB.

ACTIVE vs. INTEREST CLUB MEMBERSHIP

No two clubs are the same. We believe that a two club membership system is a better way to follow rules and requirements expected of us by external organizations and serve the diverse selection of clubs on campus.

ACTIVE MEMBERSHIP

A club that is considered a “Active Club” is a club that actively participates in fundraisers, events, club meetings, and other big activities. These clubs are required to meet once a month and will be required to submit monthly meeting minutes. Clubs in this category will work with the ASB Clubs Commissioner to meet their goals for the year while following all the rules and regulations of clubs. These are the requirements of active clubs:

- Faculty advisor who is present at meetings and club activities.
- Required on-campus meeting every month
- Written minutes must be submitted for every meeting

INTEREST MEMBERSHIP

A club that is considered a “Interest Club” is a club that solely gets together with members who share a similar interest to the mission of the club. (For example, Surf Club is comprised of people who like to surf.) These clubs do not spend money and generally don’t need to fundraise. Clubs in this category will work with the ICC President to meet their goals for the year while following all the rules and regulations of clubs. These are the requirements of interest clubs:

- Faculty advisor who supports the club and attends its meetings.
- Club Gathering Summary required at the end of each club activity.
- Minutes are only required for occasional disbursements the club needs to make.
- Check-ins with ASB Director, if requested.
- Meeting times can be flexible, but if a specific room or space is needed, a room request should be made in advance.





CLUB DOCUMENTS

When submitting an application to start or renew a club, you must include some very important documents in order for your application to be considered. With your club application you must include the:

1. **Club Application** - Club Information, Student Leadership Information, Club Constitution, and Supplemental Questions are collected via our online Google Form.
2. **Club Constitution** - must be written on your own and attached in the online form, is the mainframe to your club's operations
3. **Active or Interest Signature Form** - shows that you and your advisor have read this handbook and understand the rules and regulation of running a club and affirms your commitment to the success of your club

ANY changes to your club's constitution must be submitted to the ASB room ASAP in order to keep the most updated version on file. In addition to this, each club is expected to turn two documents in each month:

1. Monthly Calendar - Each month, every club is expected to turn in a calendar of the month's meetings, events, and fundraisers on the first Friday of the month.
2. Minutes - Clubs are required to submit minutes no later than 3 days after every official club meeting.

MEETINGS

Meetings are an integral part of every club's operations here at Beckman. There are some guidelines which must be followed during official club meetings:

- Clubs are expected to meet at least one every month to be considered active.
- Club meetings must be held on campus unless approved to meet off-campus by the ASB Director.
- Club advisors are required to attend each club meeting in order to supervise and maximize club success.
- Clubs are required to submit meeting minutes after EVERY official club meeting.
- In order for a club meeting to count and not receive an infraction, there must be at least 50% of all members present.

- **If a club does not have 50% of all their members at a monthly meetings, the minutes for that meeting will be invalidated and the club will receive an infraction.**





MEMBERSHIP

Clubs success is based on only one thing: Members! The ICC and ASB host a Club Rush every semester in order to introduce the student body to our various clubs and organizations. Most clubs get the majority of their members from each of the semester rushes. There are some guidelines which must be followed about membership:

- No club may have secret rites or ceremonies of any kind.
- Membership in a club or organization may not be denied on the basis of race, creed, color, or religion.
 - The only limitations in membership will be the size of the club or by stipulations set forth in the approved club constitution. Those stipulations are limited to academic achievement and subject matter qualifications.
- The dues shall not exceed \$5.00 per semester, except when a national membership is required. All collection of dues must be pre-approved by ASB.
 - For more information on district policies, visit bit.ly/freetusd
- Clubs failing to comply with any of the above regulations will be subject to immediate suspension of their charters.

FORMAL MEETING MINUTES

Because there is a formal process of student governance for organized student groups, each club/organization must prepare and maintain a record of each meeting, called minutes. The meeting minutes serve as the record of each meeting and demonstrate that the club has followed all club policies and procedures.

At minimum, the following information should be documented in the meeting minutes:

- Name of the club holding the meeting
- The date of the meeting
- Place of the meeting
- Names of the members who attended
- Signatures of the club advisor, president, secretary, and treasurer (if new disbursements are made)
- What was discussed during the meeting
 - Old Business
 - New Business
 - Any disbursement requests **MUST** be mentioned in the New Business





Minutes will be done on paper this year. Minute Forms are available to print at bhclubs.com. We have added some additional help on the new form for filling out minutes forms.

It is crucial that the minutes document any action taken regarding student funds and fundraisers. Disbursements must be documented in the minutes with how much is being requested to be spent and what it is the club would like to purchase. **A copy of all minutes must be submitted to the ASB no later than 3 school days after the meeting.**

ALL PURCHASES MUST BE PRE-APPROVED.

POSTERS/ADVERTISING

- All advertisements/flyers, or fundraiser requests forms must be approved and stamped by ASB before posting.
- Only 15 flyers may be posted on campus per event per time
- All posted advertisements must use blue painter's tape on glass, tile or painted surfaces. Please do not post on the windows of food services.
- You are responsible for taking down posters no later than 3 days after the event. Failure to do so will result in an infraction.

SOCIAL MEDIA

Social media is a great tool for you to connect with your members, however your connections as a Beckman Club represent Beckman High School and therefore must follow a certain set of regulations.

- Club social media accounts may not block any officers representing Beckman High School administration, ASB, Beckman Clubs, or ICC.
- Clubs may, and are encouraged to, block people who are disrespecting and harming the decorum of the club.
- Only use your account for events that are pre-approved and are actually hosted by Beckman High School. You will be asked to take down posts that violate this rule.
- Please use social media wisely. At the end of the day, you are representing Beckman High School as a club.





CLUB ACCOUNT/MONIES

Your club account is managed by the school ASB, but more specifically by the Student Store Accountant. If you want to know the balance in your club account or have questions about your club's finances, please **EMAIL** Mrs. Oberlin at koberlin@tustin.k12.ca.us. The following guidelines and expectations are to be followed regarding the club account and the club monies:

1. Gift cards or gifts of any kind may not be purchased using ASB funds. If a parent, staff member or student buys these items on behalf of a club, they will **NOT** be reimbursed.
2. Due to strict ASB guidelines, clubs are encouraged to participate in their parent organization's activities, or to organize drives on campus (such as canned food or clothing) instead of cash fundraisers.
3. Any items you need to buy for a club activity or event must be pre-approved by ASB before you purchase them (including food items).

**IT IS THE CLUB'S RESPONSIBILITY TO ENSURE THEY HAVE SUFFICIENT FUNDS PRIOR TO MAKING A FINANCIAL REQUEST OR PURCHASE AND THEN SUBMITTING FOR REIMBURSEMENT.
IF THE CLUB DOES NOT HAVE SUFFICIENT FUNDS, A REIMBURSEMENT WILL NOT BE ISSUED.**

FUNDRAISERS

This year, clubs will use a Club Fundraiser Packet in order to successfully run fundraisers for their organizations. All the information needed to run a fundraiser can be found on the front cover sheet of the packet. There are multiple steps that must be filled out with precision in order to avoid infractions.

Steps to Running a Fundraiser:

1. Print out or pick up the Club Fundraiser Packet in its entirety from the Club Website (bhsclubs.com) or from the ASB Room.
2. The first three forms (Fundraiser Approval Form, Budget Worksheet, and/or the Disbursement Request Form) must be filled out and turned in with the cover sheet for approval **TWO WEEKS** before the proposed fundraiser date.
3. Once you receive confirmation via email that your fundraiser has been approved, you can start planning the fundraiser. Planning includes buying supplies and





requesting a cash box. Cash box requests must be made at least one day in advance verbally at the student store.

4. During the fundraiser, use a Item Sales Worksheet to track your sales, therefore creating a paper trail of the money you collect.
5. After the fundraiser is completed, count the money using a Cash Inventory Sheet and complete the Revenue Potential/Fundraising Recap form. If any information is needed from forms turned in for prior approval, email the Club Commissioner at bhsclubs@gmail.com

INFRACTIONS

To continue as a club on campus, a club cannot obtain more than **3** infractions per semester. Clubs that accumulate more than 3 infractions will be suspended for the year. The club must reapply once its suspension is over if they are interested in being reinstated. If a club earns **3** infractions during one semester, the club will be suspended immediately and for the following semester. Infractions will be totaled and recorded by the ASB Clubs Commissioner. Clubs can earn infractions if the club:

1. Does not attend a mandatory ICC meeting.
2. Does not submit club minutes or a monthly calendar for every month, including a sign in sheet.
 1. Club minutes must be turned in no later than **one week** after the meeting is held. The monthly calendar must be turned in by the **first Friday of that month**.
3. Does not follow the rules and regulations of Clubs during any meetings, events, or fundraisers.

Infractions will be tracked by the Clubs Commissioner. Totals will be publicly displayed on bhsclubs.com.

