

Administrative Regulation

Student Organizations or Clubs, Operation of

The following district guidelines shall govern the formation of student organizations or clubs on all campuses serving grades 7-12:

- A. Student organizations shall have a constitution or charter similar to what is presented in Roberts Rules of Order.
- B. The student organization must be approved by the local school principal who shall verify that the purposes, membership, activities, financing, and supervision of the proposed group are in accord with the Education Code, Board Policies, and administrative regulations. The principal will then present to the Student Council for approval the charter and the membership list of the proposed organization.
- C. Each student organization shall have a faculty sponsor approved by the principal or the designated representative.
- D. Membership of the student organization shall be limited to students in current full-time enrollment in the school sponsoring the organization.
- E. Any affiliation of a local student organization with any outside organization must be clearly described in writing, and a charter of the parent club must be made a part of the record at the time of application for approval.
- F. All regular meetings of the proposed organization shall be conducted on school premises and must have a faculty sponsor present unless otherwise directed by the principal.
- G. All funds of the organization shall be deposited in the proper student accounts of the school, and all transfers of funds to or from any outside organization must be approved by the principal or the designated representative.
- H. No student organization shall be permitted to engage in political advocacy or activities of a partisan political nature.
- I. Each organization shall follow the financial procedures established by the district.

- J. Student organizations shall abide by the California State Education Code in regard to secret clubs, fraternities, and sororities. Provisions of this section are subject to enforcement including suspension or expulsion.
- K. Student organizations shall have approval of the principal or the designated representative prior to the publication of any paper or printed material for distribution to students.
- L. A student organization which, in the opinion of the principal, fails to abide by these procedures shall be placed on probation and informed in writing of the specific violations. Failure to correct the violations within a period of time specified by the principal shall result in the dissolution of the organization.