



Langley High School Clubs 2011 – 2012

General Club Information

- To start a club, fill out all forms listed below in “Club Requirements” and submit to the “Clubs” box in Student Activities by **Friday Sept. 16th**.
- Make sure your club has a purpose!
- Faculty sponsors must be present at all club meetings and activities
- Clubs **are permitted** to do the following:
 - Have discussions.
 - Volunteer.
 - Fundraise in school (with appropriate approval through the student activities office).
 - Have supply drives (clothing, food, etc.); **please notify Mrs. Bonafide first.**
 - Watch a video (with appropriate approval from faculty sponsor).
 - Host guest speakers (must be approved through the Student Activities Office)
- Clubs are **NOT permitted** to play sports or have official off-campus activities.

Email Mrs. Bonafide with questions: Jennifer.Bonafide@fcps.edu.

Club Requirements

Want to start a new club or continue with a preexisting club? Complete the following steps! **All clubs (existing and newly proposed) must submit a completed Club Proposal Packet** in an organized manner **to the “Clubs” box in Student Activities by Friday, September 16 at 2:30pm.***

A **Completed Club Proposal Packet** includes:

1. Club Application Cover Sheet
2. “Fairfax County Public Schools Registration Application for an Extracurricular Student Activity”
Tip: Complete items 1 through 7. Do not worry about getting the signatures. The forms will be submitted for signatures by Mrs. Bonafide.
3. Student Interest Form
4. Constitution
5. Club Day Form

**Incomplete forms (i.e. missing name of faculty sponsor, etc) should not be turned in! Be sure to check every requirement prior to submitting materials. If a club’s forms are incomplete, the club will not be permitted to meet or participate in Club Day. Late forms will be accepted, but clubs submitting late forms will not be permitted to participate in Club Day.*

2011-2012 Club Application Packet Cover Sheet

Complete the following with accurate, updated information (including a relevant email address that is checked frequently). This completed Club Packet must be submitted to the "Clubs" box in Student Activities by **Friday, Sept 16th** by **2:30pm**.

Questions? Email Mrs. Bonafide @ Jennifer.Bonafide@fcps.edu.

Name of club			
Faculty Sponsor			
Faculty Sponsor Signature			
Primary student Contact <i>Should be the person submitting this packet!</i>	Name:		
	Email:		
	Phone:		
Secondary student contact	Name:		
	Email:		
	Phone:		
Meeting day(s)		Meeting room:	

Checklist:

Review **all facets** of the following forms. After ensuring they are **entirely complete**, initial next to each form.

<i>FORM</i>	<i>INITIALS</i>
1. Club Application Cover Sheet <i>(this sheet!)</i>	_____
2. "Fairfax County Public Schools Registration Application for an Extracurricular Student Activity"	_____
<i>Remember: Complete items 1 through 7 & don't worry about signatures!</i>	
3. Student Interest Form	_____
4. Constitution	_____
5. Club Day Form	_____

Registration Application for an Extracurricular Student Activity – High and Middle School

Please type all information.

Check one as appropriate-

- request to register club or activity Name of Club/Activity _____
- request to register a VHSL activity
 - activity – forensics, debate, scholastic bowl, one-act play
 - sport
 - club sport – crew, rifle, boys' volleyball

Name of School _____ Name of faculty sponsor or coach _____

1. Brief description of club or activity or sport

2. Purpose of club or activity or sport

3. Estimated member size

4. Grade levels

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5. Estimated number of meetings per year

6. Meeting place

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7. Activities the club or activity or sport anticipates for the coming year

8. Modes of transportation if travel is involved in club or activity or sport

Application reviewed and supported by (signature as appropriate):

Director of student activities (signature) _____

or

After-school program specialist (signature) _____

Approval of Principal _____

Date of submission _____

NOTE-

For a club or activity to be considered for approval, the following criteria must be met:

- Provide to school administration a written list of potential members
- Provide to school administration a draft club constitution and by-laws

For an interscholastic sport activity, the sport must be recognized by the VHSL and listed on the membership form.

PLEASE RETURN COMPLETED FORM BY PONY TO: DIRECTOR, STUDENT ACTIVITIES AND ATHLETIC PROGRAMS, SUITE 5100, 8115 GATEHOUSE RD

For central office only:

_____ Approved _____ Not approved Reason (s): _____

Director of Student Activities and Athletic Programs Date

Please note the following regulations:

- 5790 Field Trips – Planning, Conducting, Financing
- 5810 School Activity Funds Management

Student Interest Form

The following students are interested in participating in _____
(Activity)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

The Constitution

Every student organization needs a constitution to give it a sense of order and purpose. A constitution functions as a set of rules used to govern the group.

The constitution should be stated in simple, easily understood terms. It should include only essential items, and be developed in cooperation with the school staff and student body. Amendments should be simple and direct. The constitution must be studied regularly and changed to stay vital, meaningful, and real. The vice-president of the organization is often put in charge of these changes. He or she may chair a committee, which routinely examines the constitution, proposes amendments, and oversees the ratification process.

1. Name and Purpose

The name of this organization shall be

The purpose of this organization shall be to

2. Officers

2.1 This organization shall have a president, a vice president, a secretary and a treasurer.

2.2 The president shall be the chief executive officer of the organization and shall preside at all meetings and direct the activities of the organization.

2.3 The vice-president shall assist the president the president and assume his duties in his absence.

2.4 The secretary shall keep the minutes of all meetings, correspondence for the organization, and keep all records of the organization, including a roster of members.

2.5 The treasurer shall collect and disperse all funds of the organization and shall keep written accounts thereof, and shall maintain a list of the physical assets, if any, of the organization.

2.6 The election of officers shall be by a majority vote of the members. The president shall be elected first, followed by the vice-president, the secretary, and the treasurer, in that order. Each officer shall hold office for one year. The election, if possible, shall be held for the forthcoming year at the last meeting of the preceding year.

2.7 An officer can be impeached (tried) for cause, upon written request signed by ten (10) members or one-third of the members, whichever is fewer. The president shall preside at any impeachment, unless he is impeached, in which case the vice-president will preside. It shall take a two-thirds vote at a regular meeting to remove an officer.

2.8 If the president resigns or is removed, the vice-president will become the president and a new vice-president will be elected.

3. Faculty Advisor

3.1 The members shall select faculty advisor to be approved by the principal.

3.2 The faculty advisor shall interpret the school rules and regulations to the organization and shall be the principal's representative to the organization.

3.3 The faculty advisor shall have veto power over actions of the organization. If the officers of the organization disagree with the veto they can appeal in writing to the Assistant Principal for instruction furnishing a copy of the appeal to the faculty advisor.

4. Membership

4.1 Membership in this organization is restricted to those students who meet the following criteria:

(A) _____

(B) _____

4.2 Students are selected for membership annually at try-outs to be held in the month of

_____.

4.3 At these try-outs each perspective member will be asked to _____

_____.

4.4 Selection among perspective members shall be based on the following criteria:

(A) _____

(B) _____

4.5 The selection will be made _____ judges. The judges shall be

selected by _____ (state for whom and how).

5. Committees

5.1 The president shall appoint such standing committees and such special-purpose ("AD HOC") committees as he deems necessary.

5.2 The standing committees are:

(A) _____ whose duties are _____.

(B) _____ whose duties are _____.

6. Dues and Other Expenses

6.1 Dues in this organization shall be _____ and xx/100Dollars (\$_____) per year/semester.

6.2 Members will be expected to provide, at their own expense, the following items of equipment and/or uniforms:

(A) _____

(B) _____

(C) _____

OR

6.1 There shall be no dues in this organization.

OR

6.1 Dues shall be specified in the laws of this organization.

7. Quorum

7.1 A quorum shall be a majority of members present, in person, or by proxy, at a meeting.

7. Ratification and Amendment

8.1 This constitution shall be valid and operative when approved by two-thirds of the members, the faculty, advisor, and the principal or his designated representative.

8.2 This constitution shall be valid and operative from year to year.

8.3 Any amendment to this constitution must be proposed, in writing, at a regular meeting or a special meeting called for that purpose, at least one week before any vote thereon.

8.4 This constitution can be amended by a two-thirds vote at any regular business meeting. Any amendment so made shall become effective when approved by the faculty advisor and the principal or his designated representative.

8. Miscellaneous

9.1 The masculine (he, him, his) shall also mean the feminine (she, her, hers) and vice versa.

9.2 All business meetings shall be conducted by Robert's Rules of Order.

9.3 The organization may, by majority vote, enact bylaws from time to time. These bylaws must neither be inconsistent with this constitution nor be inconsistent with the responsibilities and rights of secondary school students of Fairfax County.

The Roles and Duties of Club Officers

President

The president presides over and conducts all meetings in accordance with parliamentary procedure; keeps the members' discussion to the subject at hand and within time limits; appoints committee chairs and serves on committees except the nominating committee as an ex officio member; represents the organization of special school events and out-of-school functions; coordinates the activities of the organization by keeping in touch with the other officers, the membership, and the advisor; and, keeps himself or herself informed to ensure that the organization is moving according to its established goals.

The Presiding Officer should:

1. Begin the meeting on time and proceed in a manner established by the order of business. (Members will be there if they know that the meeting is begun).
2. Be sure a quorum is present before the business portion of the meeting is begun.
3. Keep the meeting under control always. Limit debate on the part of any one individual to specified times or turns. (Ample, but not excessive time should be allowed for debate).
4. Use the gavel with discretion.
5. Conduct the meeting in accordance with parliamentary procedure.
6. Refer to himself or herself as "the Chair."
7. Be impartial at all times.
8. Stand while presenting business or directing the assembly. (It is permissible to sit while business is being transacted or matters are under discussion on the floor.)
9. Turn over the chair to the Vice-President or other designated member when he or she wants to enter into debate. Information, but not opinions, may be given from the chair. If the presiding officer wants to make or discuss a motion personally, he or she must leave the chair and do so from the floor.
10. Allow a member to suspend the regular order of business ONLY by a formal motion, which is carried by a two-thirds vote.

Vice President

The Vice-President assists the President in the discharge of his/her duties. The Vice-President presides at meetings and other functions in the absence of the President and must be prepared to assume the office of the President if necessary. The Vice-President is in charge of all committee work and the management of committee assignments. He/she works closely with all committees, keeping well informed on all of their activities.

The Vice-President should:

1. Assist the President.
2. Preside in the absence of the President.

3. Have charge of setting up and carrying out the chapter program of activities.
4. Assist with the preparation of the meeting agenda.
5. Be responsible for a report on the status of the program of activities at each meeting.
6. Submit a report on chapter accomplishments at the end of the year.
7. Keep an accurate list of committee members and manage committee assignments using committee report forms.

Secretary

The Secretary prepares and reads the minutes of meetings; sends out and posts meeting notices; has the agenda for each meeting available for the President; reads communications at meetings; counts and records votes when taken; attends to official correspondence; keeps permanent records of the organization; and maintains and has on hand for each meeting a Secretary's Record Book, which includes pertinent documents concerning past business decisions.

The Secretary should:

1. Record the minutes of all meetings—formal, informal, and called.
2. Record in the minutes what is DECIDED UPON and DONE.
3. Record, whether carried or lost, the exact wording of motions and amendments and the name of the member who made the motion (amendment).
4. Stop the proceedings, if necessary, to get the exact wording of a motion. The Secretary may request that a motion be submitted in writing by the member presenting it.
5. Record in the minutes the names of members who have been appointed to committees as well as the persons serving as chairs of those committees.
6. Include a copy of the Treasurer's report in the minutes.
7. Maintain a Secretary's Book.

The Secretary's Book

The Secretary's Book is generally a three-ring binder, which is used to keep important documents concerning the business of the chapter. The book usually contains:

1. A copy of all approved minutes;
2. A list of all chapter members
3. A list of all standing and special committees, committee members, and chairpersons;
4. A copy of all committee reports;
5. A copy of the local, state, and national program of activities; and
6. The constitution and bylaws of the organization.

Treasurer

The Treasurer administers and is responsible for the organization's money. He/she collects all state and national dues, if required; is responsible for ensuring payments by the appropriate deadlines; keeps financial records in order and up to date; devises fund raising activities with the cooperation of the appropriate committee and the approval of the membership and advisor; assists in preparing an annual budget; serves on any Finance Committee's as the ex officio member; and protects the financial reputation of the organization.

The Treasurer should:

1. Keep a permanent, up-to-the-minute record of all financial transactions. The entries should be recorded in ink and in a Treasurer's ledger (book).

2. Keep a record of all incoming money noting the date and from whom the money was received. (turn over to the organization sponsor.)
3. Record all expenses noting the date and to whom the money was paid.
4. Obtain and keep a copy of all receipts in the permanent records.
5. Be prepared to report the financial status of the organization at any regular meeting.
6. Obtain and present ideas and suggestions to the membership for increasing the treasury and financing different activities.

Historian

It shall be the duty of the historian to serve in any capacity as directed by the president to keep all past financial and membership records as necessary, and to promote the general welfare of the association.

The Historian should:

1. Keep a record book (scrapbook) of all activities and events. Include in the book the names of members and leaders, copies of the calendar, news clippings, and pictures of special events.
2. Work closely with the secretary and the reporter in keeping a complete record of activities.
3. Develop a theme for the record book (scrapbook) that will carry through the year. (Somewhat like school yearbooks use.)

The Historian is usually the club photographer. Taking good pictures is not difficult; neither is it dependent on the camera. Rather, good pictures are taken by the photographer—not the camera.

There are, however, several practices, which will aid in the taking of good pictures. They are listed below.

PHOTO HINTS

1. Include people in the picture. A first-place float with its builders will be a first-class picture; the float alone won't have any class.
2. Get action pictures when possible.
3. Get in close! A common error with new photographers in trying to get too much in the picture.
4. Hold the camera steady and level.
5. Use flash where light is limited.
6. Take front-lighted subjects when there is no flash.
7. Be patient.

Reporter

The reporter gathers club news; prepares news releases and articles for publication in school and local newspapers; acquaints local newspaper editors with information about the club exhibits; and collects and prepares news and feature stories of club activities for state and national publications.

The Reporter should:

1. Gather and classify all news.
2. Prepare articles and news releases.
3. Develop a working relationship with local media personnel and keep them informed of club news.
4. Send club news and photographs to the school newspaper for publication.
5. Work closely with the secretary and the historian in the preparation of the record book.

Parliamentarian

The Parliamentarian assists the chapter members in understanding the basic purpose of parliamentary procedure. This person advises the presiding officer and the members on parliamentary procedure has reference materials on hand (Robert's Rules of Order, Newly Revised) pertaining to parliamentary procedure; observes progress of meetings; and calls any significant irregularities to the attention of the chair (point of...); is prepared to explain any deviation from procedure and its effect on the rights of all club members.

The Parliamentarian should:

1. Make sure that club meetings are conducted in an orderly manner in accordance with established parliamentary procedure.
2. Enable the assembly to conduct business in a quick and efficient manner.
3. Protect the rights of each individual.
4. Make sure that the will of the majority is carried out and the rights of the minority are preserved.
5. Render only opinions, never decisions concerning parliamentary procedure.

Sergeant At Arms

The Sergeant at Arms is responsible for the physical setup of meetings, banquets, and gatherings. He or she secures the use of any meeting room and facility, assists in seating arrangements, and ensures that all necessary equipment is at hand and operating.

The Sergeant at Arms should:

1. Arrange the meeting room and care for additional requirements.
2. Be responsible for the comfort of those present at the meeting.
3. Attend the door during meetings and welcome all guests.
4. Assist with entertainment, refreshments, and other details connected with the program.
5. Serve as an ex officio member of any committee, which deals with these areas.

Twenty Steps to a Better Meeting

How to Make Club Meetings Effective

Before the Meeting:

1. Decide what kind of meeting will reach your goals.
2. Plan the meeting carefully: Who? What? When? Where? How many?
3. Prepare the agenda in advance

Agenda Planning

An agenda is a specific list of items to be addressed at a meeting. A draft of the agenda should be prepared by the president and the executive committee a few days in advance of the meeting. It's helpful to deliver copies of the agenda in advance to everyone expected to attend the meeting. They, in turn, should have an opportunity to add to the agenda at the beginning of the meeting.

Each member should receive a working copy of the agenda at the meeting. This copy provides space for additional items and notes.

4. Come early and set up the meeting room.

At the Beginning of the Meeting:

5. Start on time.
6. Make sure everyone knows each other. Make introductions.
7. Clearly define what you want to accomplish.
8. Review, re-arrange the agenda.
9. Set clear time limits for each part of the meeting.
10. Review items to address from earlier meetings.

During the Meeting:

11. Focus on the same problem, in the same way, at the same time for everyone.
12. Use butcher paper on the wall with marking pens. Write down everything.

At the End of the Meeting:

13. Make assignments-who, what when (deadlines).
14. Review the butcher paper notes.
15. Set the date, time, and place of the next meeting.
16. Measure the meeting to see if it did what it should

17. Close the meeting on a positive note.

After the meeting:

18. Clean up and put the room back in order.
19. Prepare the minutes
20. Follow up on "action items" and plan for the next meeting.

PARTS OF A MEETING

It is customary for every group to adopt a standard order business for the meeting. When the organization's by-laws do not provide for or require a specific order, the following is in order.

1. **Call to Order**

"Will the meeting please come to order?"

2. **Roll Call**

"Will the secretary please call the roll?"

3. **Reading and Approval of Minutes**

"Will the secretary please read the minutes of the last meeting?" The minutes are read and the chairman asks:

"Are there any corrections to the minutes?" The chair pauses to hear any corrections offered. If there are none, the chair says, "There being no corrections, the minutes will stand approved as read."

If there are corrections, the chair recognizes the correction(s) and asks, "Are there further corrections to the minutes?" If there are none, the chair states, "They're being no further corrections, the minutes will stand approved as corrected."

4. **Adoption of Agenda**

This step is provided to insure that (1) all persons are aware of what has been proposed for discussion at the meeting (2) that all persons are given the opportunity to have whatever matter(s) they fee is (are) important to the organization placed on the agenda for discussion; and (3) to provide a limit to and order for the matters to be discussed at the meeting.

To achieve this, the president officer states, "The following items are proposed for discussion at this meeting." After reading the list of proposed agenda items, the presiding officer asks, "Are there other matters that should be discussed at this meeting?" If there are additional matters requiring discussion, the chair places them in their proper positions on the agenda.

The chair, after insuring that all pertinent matters will come before the meeting, reads the entire agenda and states, "There being no other matters that should come before the meeting, the agenda for this meeting will stand as read."

5. **Report of Officers and Standing Committees**

Officers, boards, or standing committee should be called upon to report in the order in which they are mentioned in the constitution or bylaws of the organization.

6. Report of Special Committees

7. Unfinished Business

“We have now come to unfinished business. Our agenda lists the following matters as unfinished business.” The chair reads from the agenda and states, “We will hear these matters in the order in which they have been mentioned.”

8. New Business

“We have now come to new business. Our agenda lists the following items as new business...” (Chair reads from the agenda). He states, “We will hear them in the order in which they were mentioned.”

9. Program

Program such as exhibitions, demonstrations, etc., which are incidental to the business meeting, will be scheduled for presentation at this time.

10. Adjournment

Unqualified form:

Proposer moves for adjournment; motion is seconded; chairperson calls for a vote, action depends upon majority vote. The motion cannot be discussed.

Qualified Form:

Proposer moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; the chair calls for discussion; a vote is taken; action depends upon majority vote; can allow for legal continuation of the meeting.



Club Day 2011

September 23rd, 2011 during all lunches (weather permitting)

Club Day is a wonderful opportunity to generate interest & increase membership in your club. Every approved club at Langley High School will have **one** table and **two** chairs, and may decorate the table / chairs however they'd like to attract attention.

In order to participate in Club Day, clubs must:

- Submit **completed** club packets to the "Clubs" box in Student Activities by **Friday, September 16th 2011 at 2:30pm.**
- Receive an **email confirmation** of the club's status from Mrs. Bonafide (emails will be sent to the Primary Student Contact listed on the Packet Cover Sheet). If you do not receive an **"approved"** email, you will not have a table at Club Day.
- One table & two chairs will be provided for approved clubs, but clubs must arrange for and set up all other materials (decoration, poster board, interest sheets / pens, props, candy, music, any other A/V supplies, etc).

During Club Day, clubs will:

- Have two student representatives per lunch period to answer questions and encourage new member sign ups. **No club representative may be excused from class to work Club Day.** Members must work the table during their lunch periods only.
- If working the **A lunch shift**, members must get permission from their 2nd block teachers to leave 10 minutes early to set up the club's table. If working the **D lunch shift**, members must get permission from their 7th period teachers to arrive 10 minutes late after cleaning up the club's table.
- Be respectful and positive. Club representatives will speak in appropriate tones & pitch levels, be encouraging for **all** potential members, and speak positively of **all clubs** in attendance. Inappropriate or disrespectful behavior will be addressed by the Student Activities office.

Club Day Representation:

Remember: You must represent your club during your own lunch. **ANY changes in the following schedule must be emailed to Mrs. Bonafide @ Jennifer.Bonafide@fcps.edu.**

A lunch	B lunch	C lunch	D lunch
1.	1.	1.	1.
2.	2.	2.	2.