

ADMINISTRATIVE REGULATION
Placentia-Yorba Linda Unified School District

Instruction

6145.5 - AR

STUDENT ORGANIZATIONS AND EQUAL ACCESS

A. Purpose and Scope

To provide the responsibility, authority, and procedures for principals in the management of school organizations for a limited open forum.

B. General

1. The principal is the designated authority to ensure the proper operation of the school organizations and program.
2. The principal or designee shall not deny any student-initiated school group access to school facilities during noninstructional time on the basis of religious, political, philosophical, or any other content of speech to be addressed at such meetings.
3. Suggestions or concerns relating to this regulation should be directed to the Deputy Superintendent – Educational Services.

C. Forms Used and Additional References

High School Student Organization Charter Application Form

Constitution/Bylaws Template

D. Procedures

1. Each principal shall be responsible for following appropriate District procedures for formation of a school-sponsored organization. The steps necessary to form a school-sponsored organization are to be in writing and are to be available in the following locations:
 - a. The principal's office
 - b. The activities office
2. The principal shall ensure that all student-initiated and approved organizations shall be given equal access to meet on school premises during non-instructional time including lunch and break.
3. Meetings held within the limited open forum shall entail no expenditure of public funds beyond the incidental cost of providing the meeting space.

4. Students shall leave the meeting place in a clean, orderly, and secure condition after their meetings. The principal may deny the use of facilities to any group that he/she believes will materially disrupt the school program or threaten the health and safety of students and staff.
5. All meetings shall be voluntary, student-initiated and under the supervision of a faculty advisor.
6. The minimum membership required to form an organization is seven (7).
7. The principal shall ensure that all organizations, along with their stated purpose, are posted on the school's website
8. The principal shall ensure that each organization has a faculty advisor. Voluntary participation of faculty members as advisors is encouraged. No organization may function without a faculty advisor.
9. Employee advisors of any religious-based organizations shall be present at organization meetings or activities in a non-participatory capacity.
10. Non-school person(s) shall not direct, conduct, control, or regularly attend activities of student groups.
11. The principal shall review and make the decision to approve or disapprove each organization charter, after the Associated Students' governing body and Activities Director have reviewed all documents. Each charter must include:
 - a. A statement of purpose.
 - b. A statement describing benefit for the school and the school's student body.
 - c. A constitution and/or set of bylaws.
 - d. Qualifications and standards for membership, if applicable.
12. Each charter shall not engage in any hazing activity. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by the district, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student.
13. The principal shall ensure that all organization financial transactions are conducted in accordance with district-approved procedures.
14. The principal shall ensure that organizations are not unlawfully selective or discriminatory in membership qualification or in the conduct of their activities. Any incidence of unlawful selection or discriminatory conduct is to be dealt with by causing the unlawful practice to cease or by disbanding the organization.
15. All student groups and organizations must be open to all students and be consistent with district policies.

16. Each principal shall be responsible to ensure that no student organizations or groups, either curriculum or non-curriculum related, are allowed to meet or engage in activities which disrupt or pose an imminent threat of disrupting the educational purpose of the school, including, but not limited to, groups or activities related to hate, intolerance, violence, hazing, or harassment of other students or anything that would be in violation of the law or district policies.
17. Organization advisors are responsible for the following:
 - a. Attend and monitor all organization meetings.
 - b. Review all paperwork related to charter, constitution, and finances.
 - c. Maintain meeting minutes and keep on file for year-end audit.
 - d. Maintain accurate roster of all participating organization members.
 - e. Supervise all organization-related activities – on or off campus.
 - f. Review all advertising (bulletins, PA/video announcements, posters, etc.)
 - g. Organize and monitor all organization election procedures.
18. The advisor shall inform the principal or designee of any significant or potentially significant problems with the organization or individual organization members.
19. Submit copy of approved charter to School Site Principal.

E. Reports Required

None

F. Record Retention

Financial records as required by district

G. Responsible Administrative Unit

School principal or designee

H. Approved by:

Candy Plahy
Responsible Division Head

5/2/2017
Date

Dr. Greg Plutko
Superintendent

5/2/2017
Date

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
HIGH SCHOOL STUDENT CLUB CHARTER APPLICATION**

Select from the list below -----

(Name of School)

Application for Student Club: The following information must be typed and submitted to the school's Activities Director and must receive approval by all parties listed below before the club is recognized and can function as a club on campus.

1. Name of Club _____

2. Purpose of Club _____

3. Club's Benefit for School or Student Body _____

4. Proposed Activities _____

5. Name of Club Advisor(s) _____

6. Requirements of Membership, if any (must be non-discriminatory) _____

7. Cost to Join Club (dues, if any) _____

8. Attach a copy of the proposed club constitution.

9. List the student applicant and alternate who will serve as the club representative during the application process.

_____	_____
(Student Applicant)	(Alternate)
_____	_____
(Phone)	(Phone)
_____	_____
(E-Mail)	(E-Mail)

10. Membership Agreement: We understand that all student groups must be open to all students, with participation and attendance on a voluntary basis. We also understand that no student club or organization may engage in activities which disrupt or pose an imminent threat of disrupting the educational purpose of the school, including, but not limited to, groups or activities related to hate, intolerance, violence, hazing, or harassment of other students or anything that would be in violation of the law or district policies.

Signatures of at least seven students supporting the formation of said club:

Printed Name	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Signature of at least one advisor:

Printed Name	Signature
1. _____	_____
2. _____	_____

11. Submitted by:

Student Club Representative _____
Signature and Date _____

-----Please do not type or write below this line. For office use only-----

12. Reviewed by:

ASB President _____
Signature and Date _____
Activities Director _____
Signature, Date _____

13. Final Status Accepted Denied

Principal _____
Signature and Date _____
Recorded in Student Council Minutes on _____

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
HIGH SCHOOL STUDENT CLUB CHARTER CONSTITUTION**

Select from the list below - - - - -

(Name of School)

A group of seven or more students desiring to apply for permission to form a club must submit a constitution for approval to the ASB. All school, student government and club guidelines and responsibilities apply to any club thus formed. This organization must be approved by the student council and by the school principal.

Article 1 - Name and Purpose (include the name of the club as well as a description of the club's purpose.) _____

Article 2 - Membership (Describe the requirements for membership, if any. Membership criteria must be consistent with the district's non-discrimination policy.) _____

Article 3 - Meetings (Include the location, frequency and time of meetings.) _____

Article 4 - Club Officers
The club shall have the following officer positions:

- President
- Vice President
- Treasurer
- Secretary
- Publicity

Article 5 - Duties (List the duties of each officer's position listed below.)
The President will have the following duties: _____

The Vice-President will have the following duties: _____

The Treasurer will have the following duties: _____

The Secretary will have the following duties: _____

The Publicity Chair will have the following duty: _____

Club officers who fail to perform their duties in a timely and competent manner shall be removed from office by the same procedure as detailed in the ASB Code of Ethics.

Article 6 - Elections (Describe the frequency of elections as well as the voting process.)

Article 7 - Amendment (Describe the requirements for amending the club constitution.)

