



CHS Club Guidelines



- Must have a minimum of 10 members to form and maintain a club.
- All clubs must have at least one staff advisor. The advisor must attend all meetings. If the advisor is not able to attend a scheduled meeting, then it is the responsibility of the advisor to find a staff member to cover. If a staff member is not available to cover, then the club meeting will be cancelled.
- Each club must have elected officers.
- A constitution must be created, reviewed and approved prior to the second meeting. Failure to abide by this expectation may result in the termination of the club for the remainder of the school year.
- The creation and/or revision of the constitution and/or bylaws must meet the following before implementation:
 - Majority vote of present student members
 - The minimum approval rate is at the discretion of the club as long as it is greater than 50%.
 - Staff advisor approval
- Clubs should remain open to all interested students, except in cases in which academic requirements are in place (i.e. National Honor Society).
- Each club should meet a minimum of eight times during the 2017-2018 school year.
- An agenda and minutes from each meeting will be submitted online via a provided Google form.
- All clubs must remain updated and linked to the school website. The advisor of the club is responsible for sending Ms. Tautfest the required information by the second scheduled meeting.
- Any dues and/or memberships must remain current if applicable.
- Each club should collect dues based on the specific needs of the group. Clubs are not intended to be money generating organizations.
- All clubs are expected to participate in at least one school/community event/ project each year. Clubs may work with other clubs within an event/ project.
- All clubs must gain approval from the school bookkeeper and administration prior to assigning any fees/dues or participating in a fundraiser.
- All money is to be received and handled by the staff advisor. Students should never handle money.
- All clubs must follow the rules and procedures of Cuthbertson High School and Union County Public Schools.
- *Administration holds the right to suspend and/or terminate clubs that do not meet the minimum guidelines set forth in this document.*