

## **STUDENT ORGANIZATIONS**

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### **HIGH SCHOOLS**

High school student organizations may be authorized as either "chartered" or "approved." Authorized student organizations must remain free of advocating religious, political or ideological partisanship and shall foster one or more of the following objectives:

1. Provide learning experiences based on pupil interest;
2. Supplement the curriculum and development of individual abilities;
3. Furnish constructive use of leisure time;
4. Serve as an exploration of occupational interests; and/or
5. Offer opportunities for students to participate in group-planning and decision-making and to learn the principles of the democratic process.

All authorized student organizations may, with the permission of the principal or designee, use appropriate areas of the school building or grounds to conduct meetings and activities. Other duties and privileges are described below.

#### **A. Chartered Organizations:**

1. The Organization must receive a charter from the Superintendent of Schools, or designee.;
2. Must have adopted bylaws. These bylaws shall be adopted or amended by two-thirds of the voting members with a minimum of seven votes required;
3. May collect dues and conduct a maximum of two fundraising activities with the approval of the principal or designee;
4. Must balance the club's Fund 74 account for all revenues and expenses for end-of-

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- year accounting purposes;
5. Must hold a minimum of nine total meetings during the year;
  6. Must have no fewer than 10 active participating members in order to remain an active chartered club;
  7. Must have a District employee act as a sponsor. The sponsor will be paid in accordance with Appendix C, unless s/he is being paid for a similar responsibility from Appendix B. Sponsors will not receive payment from both Appendices B and C for the same activity;
  8. The sponsor should be in attendance at all functions of the club (i.e. meetings, fundraising projects. etc.). Sponsors are to approve all announcements, meeting times, projects, etc.; and
  9. The sponsor and club treasurer are required to approve all expenditures of club funds.

### **B. Approved Organizations:**

1. Must be authorized by the principal or designee;
2. Must have a District employee act as sponsor. Such sponsor shall serve on a voluntary basis with no financial remuneration from the District for sponsor services; and
3. May not conduct fundraising campaigns of any kind or collect dues.

### **C. Appendix B Activities (Nonchartered)**

1. Are authorized according to the current BOE-AEA Master Agreement;
2. Coaches and sponsors of Appendix B activities may conduct fundraising activities without being required to form a chartered club;

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**AURORA PUBLIC SCHOOLS**  
**Adopted April 1978**  
**Recoded November 1998**  
**Revised September 2007**  
**Revised March 2016**

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**APS Code: JJA**

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3. All fundraising activities conducted by an Appendix B coach or sponsor must be in accordance with fundraising guidelines found in policy JJE and regulation JJE-R; and
4. The coaches and sponsors will be paid in accordance with Appendix B for the team portion only (not the club portion).

### **MIDDLE SCHOOLS/ELEMENTARY SCHOOLS**

Middle and elementary schools may establish organizations, but may only conduct one fundraiser per school year with the approval of the sponsor and the principal. The fundraiser may not last more than one month in duration. These organizations do not require board approval. (Note: Fundraising is defined as an exchange of money for items or services.) See policy JJE for additional information.

CROSS REF.: JJE, Student Fundraising Activities

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#### **Chartered Organizations**

Requests for an organization charter shall be submitted by the principal, accompanied by a copy of the organization's bylaws, to the Department of Athletics/Activities. Following review by the Director of Athletics/Activities, the request will be forwarded to the Superintendent of Schools and Board for further action.

Student organizations recommended to the Board of Education for a charter shall have adopted bylaws, approved by the principal, which:

1. Provide for one or more of the objectives listed in policy JJA;
2. Assure that membership will not arbitrarily exclude any student and there will be no secret memberships and/or activities; and
3. Require approval of student treasurer and faculty sponsor for all payments from organization funds.

Each chartered organization will be subject to review by the building activities director and the District Director of Athletics/Activities, after approximately one year from the date on which it has received its charter.

Each chartered organization must have a sponsor whose assignment and extra duty pay, when appropriate, have been approved by the Division of Human Resources.

Within 30 days of the club's last activity, but no later than the last day of the school year, the club will ensure that all revenues and expenses balance in the club's Fund 74 account.

The principal and sponsor shall assure that dues and other expenses are not a significant deterrent to maintenance of student membership in organizations.

The principal and faculty sponsor shall require that all receipts and expenditures be made in

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accordance with District policy JJE and regulation JJE-R. No organization may show a deficit balance without specific knowledge and approval of the principal. No transaction may be made on the accounts of chartered organizations without prior approval of the sponsor and the club treasurer. The principal may sign for payments for a student organization in the absence of the sponsor, if the sponsor and student treasurer have prior knowledge of the expenditure.

### **Approved Organizations**

Requests for an approved organization shall be submitted by the sponsor, accompanied by a completed application for an approved student organization, to the building activities director.

Following review and endorsement by the building activities director, the club becomes an approved, non-chartered club.

Approved student organizations authorized by the building activities director shall have a statement of purpose and objectives, approved by the principal, which:

1. Provides for one or more of the objectives listed in policy JJA; and
2. Assures that membership will not arbitrarily exclude any student and there will be no secret memberships and/or activities.

Each approved organization must have a sponsor. Such sponsor shall serve on a voluntary basis with no financial remuneration from the District for sponsor service.

Approved student organizations shall not collect dues, conduct fundraising drives or in any way generate monies for club activities.