

Club/Pub Charter and Rules

Stuyvesant Student Union

Department of Clubs & Publications

Rules and Regulations for Clubs and Publications

Basics

1. In order for a club or publication to exist and operate, a charter must be submitted and approved.
2. All clubs and publications must have the following: a club president, a club vice-president, and a Club Faculty Advisor who is a licensed Department of Education pedagogue.
3. All clubs and publications must have an appropriate mission, which is consistent with the school's educational goals. Any club with an inappropriate mission will not be chartered and will not be allowed to hold club meetings in the school building.
4. All clubs and publications must be an active part of the Stuyvesant community. They must meet at least once a month. Any club found inactive for more than one month will be suspended.
5. All clubs and publications must adhere to the New York City Department of Education's Chancellor's Regulations. The Chancellor's Regulations are available here:
<http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>

Room Reservations and Usage

1. All clubs/publications must go to the Student Union Office (room 260) after 10th period and fill out the Club/Pub Room Reservation paperwork at least a week in advance in order to reserve a room.
2. No club or publication is entitled to a specific room. The room reservation process runs on a first come first serve basis.
3. All rooms must be kept clean and in sanitary condition. Any complaints made by a member of the staff in regards to the condition of the room used will result in the suspension of the club that used the room.
4. All clubs and publications must use the room reserved. If the reserved room is not used, the club or publication will be suspended.
5. No food or drink is permitted during club meetings. No exceptions.

6. The directors of the clubs and publications department must be notified at least 24 hours in advance in the case that the club or publication can no longer hold a meeting. The room reservation must also be cancelled.
7. The appropriate paperwork must be filled out in order to reserve and use spaces other than school classrooms (i.e. cafeteria, auditorium, lecture halls) for their meetings by your Faculty Advisor.

Club Meeting Regulations

1. All clubs and publications must hold club meetings in an appropriate manner. Any complaints made by a member of the staff in regards to a club's or publication's manner and behavior will result in the suspension of that club.
2. Clubs and publications may not go on trips or engage in any activity outside of the school's premises without the approval of the Principal, the presence of a faculty advisor, the filling out of the appropriate paperwork, and the notification of the COSA. The Department of Clubs and Publications must be notified when this occurs.
3. All clubs and publications must evacuate the school building no later than 5:00PM or at the specified time during that day. No exceptions.

BUDGET REGULATIONS

1. The Stuyvesant Student Union reserves the right to grant student clubs loans and/or grants.
2. Clubs may apply for grants at specific times throughout the school year. Please check the Student Union website for these dates.
3. All clubs that wish to receive financial aid from the Student Union must fill out the appropriate paperwork available at the SU website. They must also meet with the Student Union Budget Directors to process their application at specific appointed times. Failure to do so will result in an automatic refusal of their request.
4. Clubs and publications will not receive financial aid for food and/or drinks, computers, payment to faculty advisors, and unapproved guest speakers. Furthermore, no member of the club or administrator of the club will receive funding for personal items.
5. No club or publication is entitled to receive guaranteed funding from the Student Union. The SU Budget department reserves the right to refuse clubs money on any condition that they think is appropriate.
6. Any club or publication that uses money received from the SU in any other way than what it was originally approved for will be immediately suspended and future requests for financial aid will not be considered on any condition.
7. The Stuyvesant Student Union Department of Clubs and Publications as well as the Budget Department reserves the right to follow up on any approved applications. Clubs and publications are required to prove the money has been used for the approved purpose.

OTHER CLUB REQUIREMENTS

1. Clubs and publications are required to take down flyers from walls and/or bulletin boards in a timely manner. Any club that continuously fails to do so risks suspension.
2. All clubs and publications are required to notify the SU Department of Clubs and Publications about future guest speaker, fundraiser, and other events.
3. All clubs and publications are expected to positively contribute to the greater Stuyvesant community.

ANY CLUB OR PUBLICATION THAT FAILS TO AGREE WITH THE ABOVE SET OF RULES AND REGULATIONS WILL NOT BE CHARTERED. ANY CLUB OR PUBLICATION THAT FAILS TO ADHERE TO THE ABOVE SET OF RULES AND REGULATIONS WILL RESULT IN THE SUSPENSION OF THAT CLUB AND THE REVOCATION OF THE CLUBS CHARTER. THE STUYVESANT STUDENT UNION RESERVES THE RIGHT TO DISSOLVE ANY CLUB THAT DOES NOT FOLLOW THESE RULES AND REGULATIONS WITHOUT ANY PRIOR NOTICE.

*Please fill out the Charter below and submit it to the Student Union (for both new and preexisting clubs).

*Club Charter **MUST** be types

*Club Charter must be in the order in which it is viewed below (Page with name of club goes first)

Stuyvesant Student Union

Department of Clubs and Publications

Clubs & Publications Charter

Name of Club: _____

Type of Club (Please circle the one that most closely applies to your club.)

Entertainment Culture Sports Arts/Crafts Educational Volunteering

Other: _____

Please be thorough and concise in answering each question.

MISSION

Please explain the purpose of this club and the plans it has for members of the club, students, and the greater Stuyvesant community.

DESCRIPTION OF ACTIVITIES

What does this club aim to accomplish? Please explain what activities it will be having not only during regular club meetings, but also of any special operations that will take place during the year (trips, special events, etc.).

CLUB LEADERSHIP

List the board member positions that are needed (ex. Secretary) and the duties of each specific officer. Be sure to elaborate upon why such a position is required for the club. Describe how officers are appointed and impeached. Please be comprehensive.

CLUB COMMITMENTS

Chartering a club comes with great responsibility. Among these responsibilities include holding regular meetings, ensuring that there is a comfortable environment that allows each member to participate, and respecting student rights as well as our classrooms.

When will this club be having meetings and how often? What will the meetings entail? If the club plans to meet on a specific day each week, please specify.

How will the leaders foster a comfortable environment that is respectful of each student's rights?

CLUB BUDGET

All clubs and publications are required to use approved budget money for the purpose it was approved for. Any other use of the money is strictly prohibited and failure to follow this rule will result in club suspension. The Stuyvesant Student Union reserves the right to refuse clubs financial aid for any legitimate reason. How much money, if at all, would your club need to function?

Club Officers and Faculty Advisor. All clubs must have a faculty advisor as well as a president and vice president. Please fill out the information fields below.

Faculty Advisor's Name:

Faculty Advisor's Email Address:

Faculty Advisor's Department and Office Hours:

Club President's Name:

Club President's Email Address:

Club President's 4-Digit ID:

Club President's Phone Number:

Club Vice President's Name:

Club Vice President's Email Address:

Club Vice President's 4-Digit ID:

Club Vice President's Phone Number:

ACCEPTANCE OF RULES AND REGULATIONS FOR CLUBS AND PUBLICATIONS

By signing below, you hereby agree to follow the rules and regulations for clubs and publications set forth by Stuyvesant High School and the Student Union. Failure to adhere will result in your club's suspension and/or revocation of your club's charter. Note that the Stuyvesant Student Union reserves the right to refuse charters on any legitimate grounds. Furthermore, the Stuyvesant Student Union reserves the right to suspend and dismantle clubs throughout the school year for inactivity, dishonesty regarding funds, illicit activity, etc.

Club President's Name (Print)

Club Vice President's Name (Print)

Faculty Advisor's Name (Print)

Club President's Signature

Club Vice President's Signature

Faculty Advisor's Signature