

The background of the cover features a collage of diverse students. A young woman with blonde hair is smiling in the upper left. A young man with glasses is looking down in the upper right. A young woman with dark curly hair is looking down in the center. A young woman with long brown hair is looking down in the lower right. The design is accented with large, diagonal, semi-transparent geometric shapes in shades of blue and white.


WE ARE BOERNE

**2023
2024**

STUDENT CLUBS HANDBOOK

Accessibility

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Boerne ISD Clubs Handbook

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Definition of Curricular and Non-Curricular Clubs

In Boerne ISD, we feel that part of the public school experience is for each student to have a group of students and activities that support the academic portion of the school. We value and encourage students to be part of school organizations and clubs. These groups supplement and enrich the required academic workload by providing experiences in collaboration, leadership, and service.

There are two types of “clubs” for students in Boerne ISD, Curricular Clubs and Non-Curriculum related Student Groups (or Non-Curricular Clubs).

Curricular Clubs are linked to specific content in the district curriculum. These are school sponsored “standing clubs” that exist year over year. While these clubs have a student leadership component, they have a faculty sponsor that may support their activities.

Non-Curricular Clubs are student-initiated and driven. These clubs start over each year as they are driven by the interests of the current student body. Non-Curricular clubs are only available to secondary students.

Expectations of All Clubs

Both Curricular and Non-Curricular Clubs are expected to:

- Obtain approval for additional club activities that take place on campus
- Obtain approval for any communications, postings or flyers that will be distributed outside of the assigned club meeting place/time.
- Obtain approval for guest speakers to come on campus (see BISD Agreement and Guidelines for Guest Speakers)
- Obtain parent permission to participate in club meetings and activities that occur on campus

Roles and Responsibilities

The Campus Principal’s Role: The campus principal is responsible for approving all student clubs and approving all student club activities and all club communications that take place outside of the assigned club meeting place/time. The principal is responsible for communicating the rules and procedures for clubs to students and staff.

Club Sponsor’s Role (Curricular clubs):

- The club sponsor serves as a link between the campus and the club.
- They must attend all meetings and monitor all on campus activities of the club.
- The club sponsor shall ensure that an appropriate number of sponsors based on the size of the group will be present for all meetings and activities held on the campus by the group.
- The club sponsor is responsible for ensuring safe and appropriate behavior of club members at all meetings and at all on campus activities.
- The club sponsor is responsible for ensuring that a student has submitted a Permission Form for Participation in a Student Club prior to attending any club meetings or on campus club activities.
- The club sponsor is responsible for maintaining attendance sheets for each meeting.
- The club sponsor is responsible for supporting the proper management of any club activity funds including following district purchasing policies and procedures.
- They are responsible for ensuring that any expenditures have been approved in the club minutes prior to submitting requests for activity fund expenditures to the campus bookkeeper.

Staff Monitor's Role (Non-curricular clubs):

- The staff monitor shall not promote, lead, or participate in the meetings of non curriculum-related student groups.
- The staff monitor serves as a link between the campus and the club.
- They must attend all meetings and on campus activities of the club.
- The staff monitor shall ensure that an appropriate number of monitors based on the size of the group will be present for all meetings and activities held on the campus by the group.
- The staff monitor is responsible for ensuring safe and appropriate behavior of club members at all meetings and at all on campus activities.
- The staff monitor is responsible for ensuring that a student has submitted a Permission Form for Participation in a Non-Curriculum Related Student Club prior to attending any club meetings or on campus club activities.
- The staff monitor is responsible for maintaining attendance sheets for each meeting.
- The staff monitor is responsible for supporting the proper management of any club activity funds including following district purchasing policies and procedures.
- They are responsible for ensuring that any expenditures have been approved in the club minutes prior to submitting requests for activity fund expenditures to the campus bookkeeper.

Club Officers

- President
 - Prepare an agenda for each club meeting.
 - Know Robert's Rules of Order for conducting a meeting and practice this procedure.
 - Remain impartial – set an example for others.
 - Know and understand the club by-laws.
 - Carry out the decisions of the group.
 - Know the responsibilities of the club officers.
 - Keep the group goals directed and on track throughout the year.
 - Communicate regularly with the staff monitor
 - Be aware of deadlines for submitting required club documentation
 - Know and comply with all campus expectations and procedures for campus clubs.
- Vice President
 - Be prepared to take over the presidential responsibilities at any time and assist the President in any way.
 - Be prepared to take on any specific duty that is requested of you.
 - Be aware of deadlines for submitting required club documentation.
 - Know and comply with all campus expectations and procedures for campus clubs.
- Treasurer
 - Obtain approval signatures and submit them to the campus bookkeeper. This must be done before any expenditure can be processed.
 - Always know how much the club has in its account.
 - Maintain accurate records of monies received, paid or owed.
 - Understand and accept responsibility related to student funds.
 - Prepare a budget and make sure that the club keeps within the budget.
 - Keep records that can be easily obtained and understood and give a treasurer's report at each meeting and forward to the campus bookkeeper.
 - Be aware of deadlines for submitting required club documentation.
 - Know and comply with all campus expectations and procedures for campus clubs.

- Secretary
 - Submit by-laws and list of officers to the principal's administrative assistant before any funds can be spent.
 - Take minutes of all club meetings and include records of attendance.
 - Submit a copy of minutes to the campus bookkeeper if the minutes include approval for expenditures of club activity funds.
 - Keep an updated membership roster.
 - Be responsible for all correspondence.
 - Maintain and organize all files.
 - Be aware of deadlines for submitting required club documentation.
 - Know and comply with all campus expectations and procedures for campus clubs.
- Club Members
 - Attend meetings and actively participate in club functions according to the clubs By-laws.
 - Know and comply with all campus expectations and procedures for campus clubs.

Approval Process for Additional Club Activities

Clubs seeking to hold additional on-campus club activities that take place outside of their approved meeting place and time, must submit a request to the campus principal for approval using the district form for Approval of Additional Club Activities (see Appendix E). No activities that would result in an extension of a non-curricular club's limited open forum beyond their approved meeting place/time will be granted. Guests and/or outside speakers are not permitted at meetings of non-curriculum related groups or clubs without prior written approval from the campus principal. Club activities must not interfere with the orderly conduct of educational activities within the school.

Parent Permission for Student Club Participation

Students Seeking to participate in student club meetings or other activities must first secure parent or guardian permission for all on campus activities. The student's parent or guardian will provide this permission by signing the Permission Form for Participation in a Student Club (see Appendix C). This form will be submitted to the staff monitor for non-curricular clubs or to the club sponsor for curricular clubs.

Expectations Specific to Non-Curricular Clubs

All non-curricular clubs are expected to have an agenda for every club meeting. This agenda must be shared with the staff monitor prior to the meeting. All meetings will be conducted in accordance with the club by laws. The club Secretary must keep a record of club member attendance for each meeting. This record must be shared with the staff monitor. Meeting minutes for each meeting must be kept by the club Secretary and shared with the staff monitor. Any motions/approvals to spend club funds must be recorded in the minutes. The club Secretary must also keep a list of current club members and share this list with the staff monitor. The principal or his/her designee may request club agendas, meeting minutes, attendance records and membership rosters from the club Secretary or the staff monitor at any time. Failure to produce these documents could result in suspension of club activities.

How to Start a Non-Curricular Club

Each year the campus will open a window for new club applications. This window will open the second week of school and it will close on the last school day in September. Students seeking to start a non-curricular club must:

- Submit a request, using the district Annual Application for the Establishment of a Non-Curriculum Related Student Group, Club or Organization (see Appendix A).
- Gain the consent of a faculty member to monitor the club/organization. The proposed monitor must complete and return an Employee Acceptance and Acknowledgement to Serve as Monitor Non-curriculum-Related Student Groups/Clubs (see Appendix B).
- Develop a set of by-laws, that follow the district non-curricular club bylaw guidelines (see club bylaw guidelines).

All forms, Annual Application for the Establishment of a Non-Curriculum Related Student Group, Club or Organization, Employee Acceptance and Acknowledgement to Serve as Monitor Non-curriculum-Related Student Groups/Clubs; and a copy of the by-laws must be returned to the office of the campus principal.

Non-curriculum clubs may not begin meeting until notification of approval has been given.

Additionally, all non-curricular clubs that were approved in previous years must submit a new request during this window. These non-curricular clubs start over each year as they are driven by the interests of the current student body. These requests should be submitted to the administrative assistant of the campus principal. The campus principal will respond within seven school days to non-curricular club requests from students that are submitted using the district form. Submissions received after the September deadline will not be approved.

If the non-curricular club request is approved by the campus principal, the non-curricular club will be assigned a meeting location and time for non-curricular club meetings to take place. Meetings for non-curricular clubs must take place during non-instructional time.

At the first non-curricular club meeting, the group will elect officers and approve the by-laws by majority vote. The list of non-curricular club officers and the approved by-laws must be submitted to the campus principal within one week of the first non-curricular club meeting.

Requirements for Non-Curricular Clubs (In accordance with BISD ISD Board Policy FNAB):

- The club/organization must be student-initiated and student-led.
- Each club/organization must have a monitor (faculty member), who must be present at all meetings and activities. Monitors are to serve in a non-participatory capacity, to maintain order and monitor student behavior.
- Non-school persons shall not direct, conduct, control, or regularly attend activities of student groups.
- The group members shall be responsible for managing any fees, dues, or other funds maintained by the group. The group shall establish guidelines for the use of any funds maintained as well as accurate record keeping. The District will not assume responsibility for maintaining financial accounts for non-curriculum-related student groups.
- Meetings must be conducted during non-instructional time before or after school.
- Attendance at meetings is voluntary, and all meetings/activities must be student-initiated and student-led. An attendance sheet shall be maintained for all meetings and kept on file with the monitor.
- Meetings must not interfere with the orderly conduct of educational activities within the school, and notice of meeting/activity dates and times should be scheduled in advance.

- Membership must be open to all students and must not discriminate in any manner yet is restricted to students currently enrolled at the campus.
- While on campus, students are expected to conduct themselves according to the standards established in the BISD Student Code of Conduct.
- All publications and materials associated with the organization must be approved prior to distribution in accordance with District policy.

Limited Open Forums for Non-Curricular Clubs

A District secondary school has a limited open forum for purposes of the Equal Access Act whenever the school grants an offering to or an opportunity for one or more non-curriculum-related student groups to meet on school premises during non-instructional time. 20 U.S.C. 4071(b), FNAB(LEGAL)

This creates an opportunity for student-led groups to express ideas and opinions to other students in the student-led group while they are meeting in their designated meeting place during non-instructional time.

These are the ideas of the students, not the campus or district.

The meeting is voluntary. The students may choose to attend the meeting or not. So, the students have a choice as to whether they will listen, participate, stay, leave, etc.

This limited open forum does not exist outside of the designated meeting place and time.

Communication Regarding Non-Curricular Club Activities

The campus will post a list of all current curricular and non-curricular clubs on the campus website. This list will include the club's name and the name of the staff monitor. This list will be updated each year once the annual approval window for non-curricular clubs ends in September.

Approved non-curricular clubs may have their approved club meeting place and time announced as a part of the campus announcements. These requests must be submitted by a student club member, and they must follow the established campus guidelines for submitting announcements.

Any additional communications regarding activities or events for non-curricular clubs will require additional approval from the campus principal, with the exception of communications that take place at the non-curricular club's meetings held at the non-curricular club's approved meeting time. All flyers, posters, or any other written communication intended for distribution outside of the non-curricular club's approved meeting time require this prior approval from the campus principal.

Non-curricular clubs are not sponsored by the school or the Boerne Independent School District and shall in no way imply to students or to the public that they are school sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain the following disclaimer:

The student group, club or organization is a student-initiated group and meets on the campus during non-instructional hours in an assigned area and is not sponsored by the school or the Boerne Independent School District.

Training Expectations

The campus principal will ensure that all prospective staff monitors are provided with a copy of the Non-Curriculum Related Clubs Handbook. Prospective staff monitors must review the Non-Curriculum Related Clubs Handbook prior to accepting a student's invitation to assume the role of staff monitor for a student club.

Prospective staff monitors will sign the Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs, acknowledging that they have read, understood, and will abide by the contents of the Non-Curriculum Related Clubs Handbook.

The campus principal or his/her designee will provide any student seeking to start a student-led club with a copy of the Non-Curriculum Related Clubs Handbook. Students seeking to start a student-led club must review the Non-Curriculum Related Clubs Handbook prior to submitting the District Annual Application for the Establishment of a Non-Curriculum Related Student Group, Club or Organization. Students seeking to start a student-led club will sign on the District Application for the Establishment of a Non-Curriculum Related Student Group, Club or Organization that they have read, understood, and will abide by the contents of the Non-Curriculum Related Clubs Handbook.



Appendix A: Annual Application for the Establishment of a Non-Curriculum Related Student Group, Club or Organization

Prior to any meeting, students desiring to form or continue a non-curriculum related student group, club or organization to meet on school premises must file this written request with the campus principal or designee.

The establishment of a non-curriculum-related student group, club or organization and its meetings must be voluntary and student - initiated. Non-school persons shall not direct, conduct, control, or regularly attend activities of such groups. Neither the school nor any school employees may endorse or promote such groups and school employees or assigned Monitors may only be present at meetings in a non-participatory capacity. Meetings of non-curriculum related student groups may not materially and substantially interfere with the orderly conduct of educational activities within the school. Requests shall be subject to the approval of the principal based on the availability of suitable meeting space and compliance with BISD Board policy (FNAB Local). No club or organization shall be authorized that, by virtue of its purposes, goals, or activities, promotes, encourages, or condones, directly or indirectly, participation in any conduct by students that is classified as a criminal offense under Texas law, or that poses a risk to the health, safety, or welfare of students (including but not limited to sexual activity by minors). Failure on non-curriculum-related student groups to comply with applicable rules may result in the loss of the right to meet on school premises and/or other sanctions as determined by the Principal or designee. Applications for establishing an organization must be submitted and approved annually.

Name of group, club, or organization: _____

Date filed: _____

Statement of the group's purposes, goals, and activities:

Description of any funding or assistance received from, or affiliation with, any non-student or non-student group:

Schedule of proposed meeting place, day, and times:

List of group members with at least 10 student signatures:

All members must have written parental permission included with this application.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Name of teacher who has agreed to serve as the Staff Monitor*: _____

**A campus professional staff member cannot be forced to serve. If no campus professional staff member is willing to serve, the group cannot meet.*

By signing and submitting this application, the named non-curriculum student group agrees that the group is not sponsored by the school or the Boerne Independent School District and shall in no way imply to students or to the public that they are school sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain the following disclaimer:

The _____ student group, club or organization is a student-initiated group and meets on the campus during non-instructional hours in an assigned area, and is not sponsored by _____ school or the Boerne Independent School District.

Student Acknowledgement

I (we) understand that the activities of the group/club described above will be governed by the District guidelines specified in the administrative regulation at FNAB and any additional campus guidelines imposed. I (we) understand that off-campus activities arranged by the non-curriculum-related student group do not fall under the jurisdiction of the school, and the monitor is not provided for off-campus activities. Furthermore, the school has no liability in relation to on- or off-campus activities. I (we) have read the guidelines in the district Non-Curriculum Related Clubs Handbook and agree to abide by them at all times.

Student Signatures

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

- Please attach a copy of the by-laws, for the non-curriculum-related student group/club.
- Please attach a copy of the **Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs** form.
- Please attach a copy of the **Permission Form for Participation in a Student Club** form for each student listed above.



Appendix B: Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs

School Year – 20____ - 20____

Name of Non-Curriculum-Related Student Group/Club: _____

BISD Board Policy FNAB(LOCAL) provides that students may initiate a group or club under the limited open forum status to meet on campus. The group must be student-initiated, student-led. Establishment of a group under the limited open forum requires that a campus professional staff member serve as a monitor in order for the group to meet on campus.

As a campus professional staff member on the campus where the student-initiated group designated above plans to meet, it is my intention to serve as the monitor for the group. I have read the Non-Curriculum Related Clubs Handbook and understand that as the monitor I must agree to the following:

- I must be present at all meetings and activities held on the campus by the group.
- I will ensure that an appropriate number of monitors based on the size of the group will be present for all meetings and activities held on the campus by the group.
- I will be responsible for ensuring safe and appropriate behavior of club members at all meetings and activities held on the campus.
- I will be responsible for maintaining attendance sheets for each meeting.
- I will ensure that a student has submitted a Parent Permission Form for Participation in a Student Club prior to attending any club meetings or on campus club activities.
- I will supervise the student(s) designated to control the group/club funds and ensure appropriate use.

As the monitor I understand that I may not help plan, advertise, or facilitate the group's meetings or activities held on the campus. I am aware that I am not to participate in any discussion and will abide by these restrictions. I also understand that my role as a monitor is limited to on-campus activities. (If I am an employee serving as a monitor for a group and also happen to be a parent of one of the members of the group, I understand that I must be careful to adhere to the responsibilities as a monitor while on campus and to separate my role as a monitor/employee if attending a function held off campus as a parent. I understand that there can be no perception that the group's off-campus activity is school-sponsored.)

My signature on this form is to verify my acceptance to serve as the monitor of the group named above and to acknowledge the responsibilities of the position of monitor. I acknowledge that I have read, understood, and will abide by the contents of the Non-Curriculum Related Clubs Handbook. I understand that failure to fulfill the duties delegated to the monitor or by actively participating with the students in the group that I will forfeit the role and that the group may have to disband if another campus professional staff member cannot be found to monitor the group.

Employee Name: _____

Employee Signature: _____ Date: _____



Appendix C: Permission Form for Participation in a Student Club

Parental permission is required for any student pursuing membership in a curricular or non-curriculum related club that meets on campus. This requirement applies to all clubs. This document must be signed by a parent or legal guardian and returned to the sponsor of the curricular club, or the staff monitor for the non-curriculum related student club before the student may be enrolled as a member of the club, attend any on campus meetings for the club, or participate in any on campus activities for the club.

Club Name: _____

Statement of Club Purpose (from Club By-laws) and proposed activities: _____

Name of Curricular Club Sponsor, or name of Staff Monitor for the Non-Curriculum Related Club: _____

Email address of the Club Sponsor or Staff Monitor for the Non-Curriculum Related Club: _____

Name of Student Applicant: _____

As the parent or legal guardian of the above-named student applicant, I am aware of the purpose and activities related to the club. I hereby give my consent for my child to participate in the above-named club.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Appendix D: Guidelines for Non-Curriculum Related Club By-Laws

Each non-curriculum related student club is required to have by-laws.

By-laws are rules governing the internal workings of the organization and can include for example:

1. Standing procedures of the organization
2. Ad-hoc committees and how they are determined
3. Policies related to the time, location, and frequency of organization meetings
4. Statement that Robert's Rules of Order will be followed
5. Process for amending By-laws

The following format is a guideline for content for Non-Curriculum Related Club By-Laws:

Article I: Organization Name

Section I: Name. [These by-laws establish _____ as the official name of our organization]

Article II: Purpose

Section I: Purpose / Mission Statement. [Organizations should include a complete statement of purpose, objectives, and mission.]

Section II: Policy Agreement. [Our organization] will abide by all Boerne ISD and campus policies and guidelines, especially relating to on or off campus activities which our club may sponsor or in which we may participate. If a violation is also a violation of school rules, the consequences specified by the Boerne ISD Student Code of Conduct will apply in addition to any consequences imposed by the organization.

Section III: Affiliations. [If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described.]

Article III: Membership

Section I: Membership. [Organizations should describe who is eligible to be a member of their organization (i.e. criteria). Non-curriculum organizations should include the information about the following: Membership in each non-curriculum related student group must be open to all students and must not discriminate in any manner. Membership is restricted to students currently enrolled at the campus where the group plans to meet. Additional information can be found in BISD Board policy FNAB. It is a good idea for all organizations to include a non-discriminatory clause.

Article IV: Officers

Section I: [List the names of the officer positions of the organization and which officers will comprise your executive board/committees, if applicable. The sections below list the specific job duties of each officer position.]

Section II: President. The President shall [list specific duties and functions of this office]

Section III: Vice President. The Vice President shall [list specific duties and functions of this office]

Section IV: Treasurer. The Treasurer shall [list specific duties and functions of this office]

Section V: Secretary. The Secretary shall [list specific duties and functions of this office]

Article VI: Function/Operation [Elections—this article could be included as additional sections in Article IV]

Section I: Nominations. Nominations for officers are held [list the time of year in which nominations are taken, who is eligible to be nominated for an officer position, and how nominations should be received (i.e. self nomination, at a meeting vs. over email, etc.)]

Section II: Elections. Officers are elected by...[list the specific process of who can vote, the process of election, and how votes will be taken (i.e. secret ballot, hands raised, etc.)]. Elections will be held on [time of year or certain meeting of the year.]

Section III: Outcome. The winner is decided by [list the voting margin needed to win and who is responsible for counting/verifying votes]

Section IV: Terms. Officers will serve from [how long until how long] and [may/may not] be permitted to serve more than one term in a row.

Section V: Voluntary Officer Resignation. [Example: Any officer of our organization can, at any time, voluntarily resign from their position.]

Section VI: Officer Succession. [If not specified within the Officer Duties, list who will assume a certain officer's responsibilities for the interim in the event of resignation.]

Article VII: Committees

Section I: Committees. [If applicable, list the committees of the organization, the functions of each committee, how chairpersons for each committee are selected, and how members are designated to serve on a committee.]

Article VIII: By-Law Amendments

Section I. Amendment Proposal. Amendments can be proposed by [list who within the organization]

Section II: Procedures. Rules regarding the proposal of amendments are as follows [list timelines and format preferred for amendments]

Section III: Voting. The amendments shall be voted on [list voting procedures and specific voting margins as well as final approval]



Appendix E: Request for Approval of Additional Club Activities Form

Club Name: _____

Proposed Activity in Detail:

Date(s) of Activity: _____

Start/Ed Time(s) of Activity: _____

Does the Activity require the use of campus facilities? _____

If yes, please list the campus facilities requested:

Is the activity a fundraiser: _____

Name of student submitting the request: _____

Signature of student submitting the request: _____ Date: _____

Name of Club Sponsor for Curricular Club or Name of Staff Monitor for the Non-Curriculum Related Club: _____

By signing below the club sponsor or staff monitor attests that he/she has been made aware of this request and, if the request is approved, will be responsible for monitoring the activity.

Signature of Sponsor or Staff Monitor: _____ Date: _____