

No. 22-15827

In the United States Court of Appeals for The Ninth Circuit

FELLOWSHIP OF CHRISTIAN ATHLETES, AN OKLAHOMA CORPORATION, ET AL.,
Plaintiff-Appellants,

v.

SAN JOSE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION, ET AL.,
Defendants-Appellees.

Appeal from the United States District Court
for the Northern District of California
Honorable Haywood S. Gilliam, Jr.
(4:20-cv-02798-HSG)

EXCERPTS OF RECORD VOLUME 2 of 10

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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

ELIZABETH SINCLAIR, CHARLOTTE
KLARKE, FELLOWSHIP OF
CHRISTIAN ATHLETES, an Oklahoma
corporation, and FELLOWSHIP OF
CHRISTIAN ATHLETES OF PIONEER
HIGH SCHOOL, an unincorporated
association,

Plaintiffs,

v.

SAN JOSE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, in its official
capacity, NANCY ALBARRÁN, in her
official and personal capacity, HERBERT
ESPIRITU, in his official and personal
capacity, PETER GLASSER, in his official
and personal capacity, and STEPHEN
MCMAHON, in his official and personal
capacity,

Defendants.

CASE NO. 4:20-cv-2798-HSG

JUDGE: Hon. Haywood S. Gilliam, Jr.

**DECLARATION OF RIGOBERTO LOPEZ
IN SUPPORT OF PLAINTIFFS’
ADMINISTRATIVE MOTION TO
SUPPLEMENT THE PRELIMINARY
INJUNCTION RECORD AND THE
MOTION TO DISMISS RECORD**

I, Rigoberto Lopez, declare as follows:

1. I am over eighteen years of age and fully competent to make this declaration. I know these facts to be true based on my own personal knowledge and if called as a witness could competently testify to these facts.

2. On February 25, 2022, N.M. and B.C., two current juniors at Pioneer High School, held an off-campus meeting of Pioneer FCA for the purposes of planning and discussed holding future Pioneer FCA meetings on campus at Pioneer High School. I attended the meeting. This was the upcoming meeting that I referred to in my February 24, 2022 deposition.

3. Pioneer FCA met on campus at Pioneer High School on April 26, 2022. N.M. led the meeting, and B.C. and R.H. attended. (R.H. is also a junior at Pioneer.) Pioneer staff Milara Gatcke and Ashley Coleman were also in attendance, as was I. Ms. Gatcke indicated that she would be leaving Pioneer after this school year, and Ms. Coleman volunteered to take her place for Pioneer FCA.

4. On May 4, 2022, B.C. submitted an FCA Student Leader Application to apply to become a student leader of Pioneer FCA. Attached as **Exhibit A** is a true and accurate copy of her application.

1 B.C.'s application was submitted via an online Google documents form that Pioneer FCA regularly
2 uses for leaders to submit leadership applications. Past student leaders who submitted their Pioneer
3 FCA leadership applications via this form have included N.M., M.H., Charlotte Klarke, and
4 Elizabeth Sinclair. I have access to those submitted applications and regularly review new
5 applications promptly upon submission. I obtained B.C.'s application on the day it was submitted,
6 and promptly confirmed with her and Pioneer FCA leadership that it was successfully submitted.

7 5. On May 10, 2022, Pioneer FCA held another on-campus meeting at Pioneer High School
8 during the lunch hour. N.M. led the meeting and B.C. and R.H. attended. Ms. Coleman hosted the
9 meeting. I attended as well.

10 6. N.M. led Pioneer FCA in a devotional about integrity, which is one of FCA's core Christian
11 values. (A "devotional" is a religious discussion intended to encourage students in their faith.)

12 7. The students discussed plans to meet off-campus over the summer and to resume meeting
13 on-campus at Pioneer over the next school year. They also discussed plans to grow the group during
14 the 2022-23 school year.

15 8. The club confirmed N.M. and B.C. as Pioneer FCA's leadership for the 2022-23 school year.

16 9. During the meeting, Principal Espiritu came to the door and knocked. When I answered, he
17 asked if I had signed in at the front desk and I said yes. I told him the students were holding a
18 Pioneer FCA meeting, and he looked in and saw the students meeting.

19 10. It was unusual that Principal Espiritu came to the meeting because he has rarely come to
20 Pioneer FCA meetings in the past.

21 11. N.M. concluded the meeting in prayer.

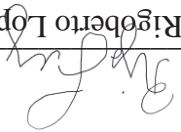
22 12. Pioneer FCA will hold off-campus meetings over the summer and resume meeting on
23 campus at Pioneer High School next fall.

24 13. As representatives of Pioneer FCA, N.M. and B.C. both volunteered this past weekend to
25 help for several hours at a local FCA event meant to support local FCA clubs, including Pioneer
26 FCA.

I declare under penalty of perjury that the foregoing is true and correct to the best of my

knowledge.

Executed on this 20th day of May, 2022.


Rigoberto Lopez

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Exhibit A

FCA Student Leader Application

Please fill out this form if you are interested in being considered on an FCA Leadership Team member this upcoming school year.

Personal Information

Name *

B [redacted] C [redacted]

Phone (###) ### - #### *

[redacted]

Email *

[redacted]

School *

Pioneer High School

Date of Birth *

MM DD YYYY

■ / ■ / ■■

Current Grade *

Junior

Graduation Year *

2023

School sport(s) / other club activities *

Used to do volleyball

T-Shirt Size *

S

M

L

XL

Street Address *

[REDACTED]

City *

[REDACTED]

State *

California

Zipcode *

95120

Dad Name *

[REDACTED]

Dad Cell (###) ###-#### *

[REDACTED]

Mom Name *

[REDACTED]

Mom Cell (###) ###-#### *

[REDACTED]

Church Involvement

Current church you attend? *

Venture Christian

How often to you attend church? *

- Regularly
- Sometimes
- Rarely
- I would like to find a Church/High School Youth Group

Pastor/Priest's name *

██████████

FCA Experience

What leadership position are you interested in? *

Captain (President)

Co-Captain (Vice President)

Secretary

Treasurer

Social Media Coordinator

Team Player

Other:

Why would you like to be part of the FCA Leadership Team? *

I feel like God is pushing me to be a light for him in my school and I would really love to be a part of a team that can help Christians come together and know they're not alone.

What is the purpose of FCA? *

I think the purpose of FCA is to bring Christians (athletes or not) together on school campuses in order to give them a Christ-centered community.

Are you a current FCA Teammate? (To join free, visit [fca.org](https://www.fca.org)) *

Yes

No

FCA Statement of Faith

FCA's Statement of Faith helps us keep Jesus Christ the center of our ministry with a clear understanding of what we believe. As a ministry, we focus on what we agree on, not what we disagree about. FCA does not deal with doctrinal differences like the gifts of the Spirit and baptism. This allows us to be inter-denominational while keeping Jesus Christ at the core of our ministry.

- We believe the Bible to be the only inspired, trustworthy and true, without error, Word of God. (2 Timothy 3:16-17)
- We believe there is only one God who eternally exists in three persons: Father, Son and Holy Spirit. (Matthew 28:19)
- We believe Jesus Christ is God, in His virgin birth, in His sinless life, in His miracles, in His death that paid for our sin through His shed blood, in His bodily resurrection, in His ascension/rising up to the right hand of the Father and in His personal return in power and glory. (John 1:1; Matthew 1:18,25; Hebrews 4:15; Hebrews 9:15-22; 1 Corinthians 15:1-8; Acts 1:9-11; Hebrews 9:27-28)
- We believe that acceptance of Jesus Christ and the corresponding renewal of the Holy Spirit are the only paths to salvation for lost/sinful men and women. (John 3:16; John 5:24; Titus 3:3-7)
- We believe in the present ministry of the Holy Spirit, who lives within and guides Christians so they are enabled to live godly lives. (John 14:15-26; John 16:5-16; Ephesians 1:13-14)
- We believe in eternal life, and that through belief in Jesus Christ as the Son of God, we spend eternity with the Lord in Heaven. We believe that in rejecting Jesus Christ as Lord and Savior, we receive eternal suffering in hell. (Matthew 25:31-46; 1 Thessalonians 4:13-18)
- We believe in the spiritual unity of believers in our Lord Jesus Christ, that all believers are members of His body, the Church. (Philippians 2:1-4)
- We believe God's design for sexual intimacy is to be expressed only within the context of marriage. God instituted marriage between one man and one woman as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one man and one woman. (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9)
- We believe that God created all human beings in His image. Therefore, we believe that human life is sacred from conception to its natural end; that we must honor the physical and spiritual needs of all people; following Christ's example, we believe that every person should be treated with love, dignity and respect. (Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10)

Do you agree with FCA's Statement of Faith? *

- Yes
- No
- I have a question

What do you think it means to be a Christian? *

To be a Christian means to believe that Christ died for your sins and rose from the dead, and committing your life to following him.

Share with us when you first believed in Jesus? *

I've grown up in a Christian home so I've been a Christian for as long as I can remember but last summer I rededicated my life to the Lord and got baptized.

Have you come to the place in your own spiritual life where you know that, if you died today, you would go to heaven? *

- Yes
- No
- Not certain

If you were to die today and stand before God , and He asks you, "Why should I allow you into heaven? what would you say? *

I would say that I definitely don't deserve to go to heaven because I'm not perfect but I know that Christ has died for me and saved me from my sins and has given me eternal life in heaven.

Focus on the Gospel of Christ

FCA's ministry presents Jesus Christ as Savior and Lord. Speaking in tongues healings, prophesying, and baptism are a part of the Christian experience for many people; however, FCA chooses not to focus on them but on the basics of the gospel of Jesus Christ.

Do you agree to keep the focus on the gospel of Jesus Christ and not on these or other denominational issues? *

Yes

No

FCA's Student Leadership Statement

Just as "captains" are held to a higher standard for their team, FCA Student Leaders are held to a higher biblical standard of biblical lifestyle and conduct.

God desires all of His people, especially leaders, to pursue His standards of holiness through their conduct and obedience. Paul the Apostle instructed young Timothy to live similarly in 1 Timothy 4:12 (NLT): "Do not let anyone think less of you because you are young. Be an example to all believers in what you say, in the way you live, in your love, your faith, and your purity."

FCA Student Leaders are not always perfect examples, but they do their best to live and conduct themselves in accordance with biblical values and instruction in order to glorify God. If there are questions about what God says regarding how we live our lives, FCA encourages student leaders to look to the Bible as their Playbook and speak to a FCA adult volunteer or staff member if there are further questions.

I understand that as a leader in FCA my life is an example to others. 1 Timothy 4:12 "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity."

Will you conform to FCA's Student Leadership Statement? *

Yes

No

FCA Christian Character and Mission

To express and exercise FCA's Christian beliefs, all FCA representatives shall contribute to FCA's Christian character and mission. Accordingly, each FCA representative shall be expected to model FCA's Christian beliefs for the larger community, perform all of their duties as a service to God and comply with the following obligations.

1. Beliefs

Each FCA representative shall affirm their agreement with FCA's Christian beliefs and shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.

2. Christian Conduct Standards

FCA Representatives shall at all times (both during working and non-working hours) endeavor to conduct themselves in a manner that affirms biblical standards of conduct in accordance with FCA's Christian beliefs. Such conduct standards include FCA's Youth Protection Policy and Sexual Purity Statement.

3. Distinctly Christian Activities

Each FCA Representative shall be ready, willing and able to participate and contribute to distinctly Christian activities such as worship and prayer services.

Digital Signature *

B■■ C■■
.....

Date *

MM DD YYYY

05 / 04 / 2022

Would you like to receive the FCA Daily Impact email Devotional? (it is a daily inspiring word of sport and faith) *

Yes

No

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Google Forms

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

ELIZABETH SINCLAIR, CHARLOTTE
KLARKE, FELLOWSHIP OF
CHRISTIAN ATHLETES, an Oklahoma
corporation, and FELLOWSHIP OF
CHRISTIAN ATHLETES OF PIONEER
HIGH SCHOOL, an unincorporated
association,

Plaintiffs,

vs.

SAN JOSE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION, in its official
capacity, NANCY ALBARRÁN, in her
official and personal capacity, HERBERT
ESPIRITU, in his official and personal
capacity, PETER GLASSER, in his official
and personal capacity, and STEPHEN
MCMAHON, in his official and personal
capacity,

Defendants.

CASE NO. 4:20-cv-2798-HSG

JUDGE: Hon. Haywood S. Gilliam, Jr.

DECLARATION OF RIGOBERTO LOPEZ
IN PARTIAL OPPOSITION TO
DEFENDANTS' ADMINISTRATIVE
MOTION TO SUPPLEMENT THE
PRELIMINARY INJUNCTION RECORD

I, Rigoberto Lopez, declare as follows:

1. I am over eighteen years of age and fully competent to make this declaration. I know these facts to be true based on my own personal knowledge and if called as a witness could competently testify to these facts.

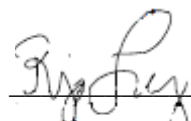
2. On April 26, 2022, I attended a meeting of Pioneer FCA at Pioneer High School during the lunch hour. Ms. Milara Gatcke hosted the meeting in her office.

3. Three Pioneer students attended, including the current president of Pioneer FCA, N.M. The other students' initials are R.H. and B.C. All three students are juniors at Pioneer High School.

4. N.M. opened the meeting in prayer and led the students in sharing their testimonies of becoming Christians and their personal stories and experiences in the faith.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Executed on this 3rd day of May, 2022.


Rigoberto Lopez

DECL. OF RIGOBERTO LOPEZ IN OPP. TO DEFS' ADMIN. MOT. TO SUPP.



San José Unified School District

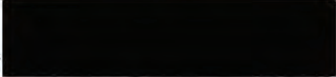
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Pioneer High Club Application

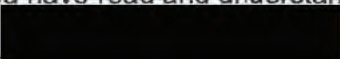
New Club Application Process for ASB Approval:

1. COMPLETE this form in its entirety. If you have any questions along the way, please email Ms. Mayhew, Activities Director, @ mmayhew@sjusd.org
2. Results and "next steps" for club acceptance will be emailed out on Friday 9/10/21. All clubs will be required to have a NEW club constitution on file, and to provide the School with any other bylaws, governance or policy documents used by the club.

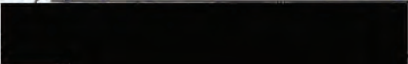
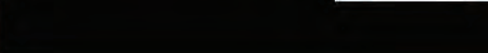
- Sign that you have read and understand the "Application Process": 

Notes on Which Clubs Can Be Approved:

1. Clubs that MEET OFF CAMPUS for a majority of events will NOT be approved due to school liability concerns.
2. Clubs whose primary purpose is to CREATE AND SELL HOME GOODS (FOODS AND CRAFTS) will not be approved due to school food handling policies and sales policies.
3. Clubs who DO NOT PLAN TO CONTRIBUTE to the Pioneer Community will not be approved.
4. Clubs with a SIMILAR PURPOSE TO OTHER PRE-APPROVED CLUBS will be invited to join an existing club due to lack of staff supervision, school resources, and ASB support. New Clubs with SIMILAR PURPOSES will also be encouraged to "merge" to combine resources and student interest due to lack of staff supervision, school resources, and ASB Monitoring.

- Sign that you have read and understand "Notes on Which Clubs Can Be Approved": 

Potential Club Information:

1. Potential Club Name (do not add "Pioneer" to name): Frisbee Club
2. First and Last Name of person filling out this form: 
3. Email (NOT school email) of person filling out this form: 
4. Grade Level of person filling out this form:

<input type="checkbox"/> 9	<input checked="" type="checkbox"/> 11
<input type="checkbox"/> 10	<input type="checkbox"/> 12
5. Description, Purpose and Objective of club: A Fun Club where people can engage with others through their mutual love of Frisbees. We want to teach others about Frisbees as well as provide an EXCLUSIVE club where the main goal is for its members to have fun.



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Pioneer High Club Application

6. Has this club existed at Pioneer High School before?

Yes (year) 2019

No

7. Classify club's Purpose (Check all that apply):

Athletic

Education/ Information

Service

Culture/Religion/Politics

Interest / Hobby

8. Potential PHS Staff Advisor First and Last Name: Rob Zacheo Robert Zau

9. Is this club affiliated with a Larger (City/ State/ National) Organization?

Yes

No

a. If yes, List Organization Name Here and Explain the Role of the Larger Organization with the club: _____

b. Attach Larger Organization Constitution/ Bylaws/Criteria for Leadership or Membership.

10. Will any other Non-School Persons (e.g. parents, community members, students from other schools) be involved in the club? If so, explain: NO

11. Club Meeting DAY:

Monday

Thursday

Tuesday

Friday

Wednesday

12. LOCATION Club Meetings will be held in: Room 301

13. Club Meeting TIME (Club meetings CANNOT be held during Advisory/ Tutorial time):

Brunch

After School

Lunch

Unsure at this time

14. FREQUENCY of Club Meetings:

Weekly

Monthly

Twice a month

Unsure at this time

15. Explain any qualifications for membership or leadership, and how members and leaders (including officers, club representatives and/or committee heads) will be selected. (Note if students may hold membership or leadership positions in the club based on criteria set by an affiliated organization, the criteria and affiliated organization must be fully disclosed).



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Pioneer High Club Application

Leadership Qualifications = self acclaimed frisbee mastery.

Membership Qualification = Love for frisbees

16. What leadership positions does the club have or expect to have, and what are their roles? If leaders for the group (or committees within the group) are already known, please provide their names and titles:

- 1.) [Redacted] - President
- 2.) [Redacted] - VP / First Counselor
- 3.) [Redacted] - Official people person "Public relations"
- 4.) [Redacted] - Secretary
- 5.) [Redacted] - Underclassmen Ambassadon

17. Does the Club plan to RAISE MONEY to spend or donate?

- Yes
- No (You do NOT need to answer the questions)

18. WHAT does the Club plan to spend on?

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____

19. HOW does the Club plan to raise money to spend or donate? List up to 5 potential fundraisers

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____

20. If you plan to DONATE funds, what organization/ cause will the funds be donated to?

21. Does the club need any special equipment or accommodations? If so, describe: frisbees - we will provide them



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Pioneer High Club Application

22. Does the club agree to the following Affirmation Statement? (Please sign below indicating your agreement).

Our student organization seeks ASB recognition. As such, we do understand and affirm the following:

- We shall allow any currently enrolled student at the Pioneer School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.
- We shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student based on gender, gender identity, and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, based on the perception of one or more such characteristics, or based on association with a person who has or is perceived to have any of those characteristics.
- We may adopt non-discriminatory criteria regarding being a member, leader or representative of the organization, or exercising voting privileges, such as regular attendance at group meetings, participation in group events, participation in the group for a minimum period of time, or participation in orientation or training activities. Membership levels (e.g. voting versus non-voting membership) will not be based on any prohibited discriminatory criteria.
- We shall select our leaders (including officers or other representatives) by a democratic method [AR 615.5 Student Organizations and Equal Access]
- We shall comply with District and school site policies and regulations as well as all applicable laws, whether on or off campus. Failure to comply with applicable standards may result in the revocation or non-renewal of recognition, loss of privileges, student discipline, or other sanctions.
- We shall not restrict eligibility for membership, attendance, participation, or leadership to any student in violation of the District's All Comers policies.
- We shall not engage in any conduct in violation of the District's anti-hazing policies.



San José
Unified
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Pioneer High Club Application

We acknowledge:

- o The District reserves the right to non-renew or revoke recognition of any student organization that fails to comply with District or school policy or requirements, or for any other reason allowed by law.
- o Should we choose not to seek ASB recognition, we are still permitted to meet on campus of our own volition (consistent with all health restrictions that may be in place), as long as our activities do not substantially disrupt or materially interfere with the educational environment.

Signatures of Club Organizers:



Date:

9/6

Date:

9/6/21

Date:

9/7/21

9-7-21

9/7/21



San José Unified School District

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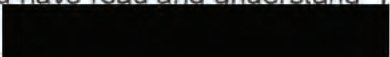
Pioneer High Club Application

New Club Application Process for ASB Approval:

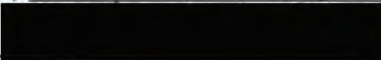

1. COMPLETE this form in its entirety. If you have any questions along the way, please email Ms. Mayhew, Activities Director, @ mmayhew@sjusd.org
2. Results and "next steps" for club acceptance will be emailed out on Friday 9/10/21. All clubs will be required to have a NEW club constitution on file, and to provide the School with any other bylaws, governance or policy documents used by the club.

- Sign that you have read and understand the "Application Process" 

Notes on Which Clubs Can Be Approved:

1. Clubs that MEET OFF CAMPUS for a majority of events will NOT be approved due to school liability concerns.
 2. Clubs whose primary purpose is to CREATE AND SELL HOME GOODS (FOODS AND CRAFTS) will not be approved due to school food handling policies and sales policies.
 3. Clubs who DO NOT PLAN TO CONTRIBUTE to the Pioneer Community will not be approved.
 4. Clubs with a SIMILAR PURPOSE TO OTHER PRE-APPROVED CLUBS will be invited to join an existing club due to lack of staff supervision, school resources, and ASB support. New Clubs with SIMILAR PURPOSES will also be encouraged to "merge" to combine resources and student interest due to lack of staff supervision, school resources, and ASB Monitoring.
- Sign that you have read and understand "Notes on Which Clubs Can Be Approved": 

Potential Club Information:

1. Potential Club Name (do not add "Pioneer" to name): Hope Hearted
2. First and Last Name of person filling out this form: 
3. Email (NOT school email) of person filling out this form: 
4. Grade Level of person filling out this form:

<input type="checkbox"/> 9	<input type="checkbox"/> 11
<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 12
5. Description, Purpose and Objective of club: In this club students will be able to help their community by helping to create sanitary supply kits for unhoused people in need. Students will help to organize supply drives for materials, packaging events where they can help package kits, and fundraisers to help raise money for kit supplies. Throughout the course of the club, students will learn how to work and collaborate with others, plan events, make a difference in their community, and take on leadership roles.



San José Unified School District

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Pioneer High Club Application

6. Has this club existed at Pioneer High School before?

Yes (year) _____

No

7. Classify club's Purpose (Check all that apply):

Athletic

Education/ Information

Service

Culture/Religion/Politics

Interest / Hobby

8. Potential PHS Staff Advisor First and Last Name: Michelle Mayhew

9. Is this club affiliated with a Larger (City/ State/ National) Organization?

Yes

No

a. If yes, List Organization Name Here and Explain the Role of the Larger Organization with the club: Hope Hearted *we are an official Hope Hearted chapter*

b. Attach Larger Organization Constitution/ Bylaws/Criteria for Leadership or Membership.

10. Will any other Non-School Persons (e.g. parents, community members, students from other schools) be involved in the club? If so, explain: Not directly, but sometimes we will attend packaging events where other chapters will be. *Hope Hearted*

11. Club Meeting DAY:

Monday

Thursday

Tuesday

Friday

Wednesday

12. LOCATION Club Meetings will be held in: Room 106

13. Club Meeting TIME (Club meetings CANNOT be held during Advisory/ Tutorial time):

Brunch

After School

Lunch

Unsure at this time

14. FREQUENCY of Club Meetings:

Weekly

Monthly

Twice a month

Unsure at this time

15. Explain any qualifications for membership or leadership, and how members and leaders (including officers, club representatives and/or committee heads) will be selected. (Note if students may hold membership or leadership positions in the club based on criteria set by an affiliated organization, the criteria and affiliated organization must be fully disclosed).



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Pioneer High Club Application

Students will be able to run for any position they would like to hold at the start of the school year and other members will vote on who receives the role.

16. What leadership positions does the club have or expect to have, and what are their roles? If leaders for the group (or committees within the group) are already known, please provide their names and titles:

- Currently [redacted] → 1.) President - Organizes and leads meetings, and is in charge of communication.
- Currently [redacted] → 2.) Vice - President - Keeps meeting minutes and keeps inventory of supplies.
- 3.) Social Media Director - Leads Instagram account and creates infographics and posts
- 4.) Activities Director - looks for potential fundraising opportunities and updates calendar for club activity. relating to supply lists, packaging event and fundrais
- 5.) _____

17. Does the Club plan to RAISE MONEY to spend or donate?

Yes

No (You do NOT need to answer the questions)

18. WHAT does the Club plan to spend on? According to Hope Hearted's protocols all money we fundraise is donated to them (a registered 501(c)(3) non profit) who then uses the funds to purchase. All money goes into lit materials

- 1.) Face masks
- 2.) Bar Soap
- 3.) Hand Sanitizer
- 4.) Water Bottles
- 5.) Wet Wipes
- 6.) Tissues
- 7.) Band-Aids
- 8.) Plastic bags (to hold sanitary supplies)

19. HOW does the Club plan to raise money to spend or donate? List up to 5 potential fundraisers

- 1.) Restaurant Fundraisers
- 2.) Balce sale? we would need to look into Pioneer's guidelines and regulations if allowed.
- 3.) Go Fund Me or other fundraising platform
- 4.) _____
- 5.) _____

20. If you plan to DONATE funds, what organization/ cause will the funds be donated to?

Hope Hearted (registered 501(c)(3) nonprofit organization)

21. Does the club need any special equipment or accommodations? If so, describe: _____

No



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Pioneer High Club Application

22. Does the club agree to the following Affirmation Statement? (Please sign below indicating your agreement).



Our student organization seeks ASB recognition. As such, we do understand and affirm the following:

- o We shall allow any currently enrolled student at the Pioneer School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.
- o We shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student based on gender, gender identity, and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, based on the perception of one or more such characteristics, or based on association with a person who has or is perceived to have any of those characteristics.
- o We may adopt non-discriminatory criteria regarding being a member, leader or representative of the organization, or exercising voting privileges, such as regular attendance at group meetings, participation in group events, participation in the group for a minimum period of time, or participation in orientation or training activities. Membership levels (e.g. voting versus non-voting membership) will not be based on any prohibited discriminatory criteria.
- o We shall select our leaders (including officers or other representatives) by a democratic method [AR 615.5 Student Organizations and Equal Access]
- o We shall comply with District and school site policies and regulations as well as all applicable laws, whether on or off campus. Failure to comply with applicable standards may result in the revocation or non-renewal of recognition, loss of privileges, student discipline, or other sanctions.
- o We shall not restrict eligibility for membership, attendance, participation, or leadership to any student in violation of the District's All Comers policies.
- o We shall not engage in any conduct in violation of the District's anti-hazing policies.



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Pioneer High Club Application

We acknowledge:

- o The District reserves the right to non-renew or revoke recognition of any student organization that fails to comply with District or school policy or requirements, or for any other reason allowed by law.
- o Should we choose not to seek ASB recognition, we are still permitted to meet on campus of our own volition (consistent with all health restrictions that may be in place), as long as our activities do not substantially disrupt or materially interfere with the educational environment.

Signatures of Club Organizers:

Date: September 6, 2021

Date: September 7, 2021

Date: _____

Pioneer Hope Hearted Club Constitution

Club Rules

1. No bullying of any kind is tolerated.
2. If you have more than 2 unexcused absences at club meetings, your club membership will be subject to revocation (meetings missed for academic purposes such as test redos or conflicts such as doctors appointments or family emergencies are fully excused and expected).
3. When you sign up for Hope Hearted, you are committing to be a part of the club for the entire school year. If you choose to leave the club during this window, you will not be able to rejoin at any later time. You are free to not renew your club membership at the end of the school year and then choose to rejoin again the year after that.
4. You are not allowed to accept money for fundraising purposes unless part of an official pre-approved fundraising event.
5. You are not allowed to take or utilize any supplies or money that is the club's property, this is considered stealing, and your club membership will be revoked immediately.

If you break any of these rules, your club membership will be suspended or revoked and you will lose any club leadership position held.

Club Expectations

- Club members will be expected to participate in as many club events as possible throughout the year (if you have a conflict, that is fine, and you do not need to attend the event)
- Club members are expected to be enthusiastic and involved in the club throughout the year
- When extra meetings for an upcoming event are scheduled, members will be expected to join if there are no conflicts in scheduling
- Club members should expect to have work to complete outside of the club and should complete it by the deadlines set during meetings. They should never have more than one to two hours of work between the bi-weekly meetings (they will usually have less)
- Club members should join the club group chat and should keep up with any messages sent. The group chat is only to be used for important club purposes

If club members do not meet these expectations their club membership will be subject to revocation for the next semester.

Hope Hearted Chapter Terms and Conditions

Hope Hearted Central Organization has the right to revoke your permission to be a Hope Hearted Chapter at any point in time if one or more of these terms are violated

1. Members of the Chapter must abide by Hope Hearted's mission of democratizing access to sanitary supplies for unhoused and low-income populations
2. The Chapter may not discriminate on the basis of age, disability, sexual orientation, religion, gender, race, national origin, or housing status
3. The Chapter must be a secular, non-partisan organization
4. The Chapter is not allowed to use the Hope Hearted name or logo in any unauthorized practices
 - 4.1 The Hope Hearted Chapter must approve all flyers, promotional material, material, and fundraising requests with Hope Hearted Central Organization
5. All funds from the must be sent to the Hope Hearted Central Organization
6. 100% of proceeds made by the Chapter will go to purchasing supplies
7. The Chapter must meet at least two times a month as a club
8. At least 2 representatives of the Chapter must attend a monthly meeting with the Hope Hearted Central Organization for updates
9. The Chapter must maintain at least two and no more than five officers at a time
10. The Chapter is responsible to keep Hope Hearted Central Organization updated to any changes of its executive board and submit a new application yearly
11. The Chapter is required to take meeting minutes at every meeting
12. The Chapter must respond to all correspondence from the Hope Hearted Central Organization within 48 hours

13. If the Hope Hearted Chapter wants to be reimbursed a particular purchase for a fundraising, members must fill out a purchase order **prior** to the purchase

14. All fundraising and distribution events must be approved by Hope Hearted Central Organization.

15. The Hope Hearted Chapter must uphold all COVID-related regulations.

15.1 Members of the Hope Hearted Chapter must agree to wear masks, social distance and take proper precautions at *all* Hope Hearted events.



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Pioneer High Club Application

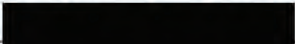
New Club Application Process for ASB Approval:

1. COMPLETE this form in its entirety. If you have any questions along the way, please email Ms. Mayhew, Activities Director, @ mmayhew@sjusd.org
2. Results and "next steps" for club acceptance will be emailed out on Friday 9/10/21. All clubs will be required to have a NEW club constitution on file, and to provide the School with any other bylaws, governance or policy documents used by the club.

- Sign that you have read and understand the "Application Process": 

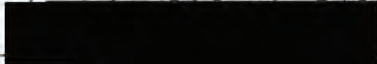
Notes on Which Clubs Can Be Approved:

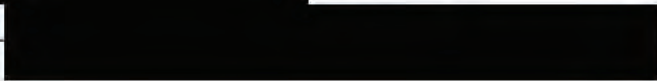
1. Clubs that MEET OFF CAMPUS for a majority of events will NOT be approved due to school liability concerns.
2. Clubs whose primary purpose is to CREATE AND SELL HOME GOODS (FOODS AND CRAFTS) will not be approved due to school food handling policies and sales policies.
3. Clubs who DO NOT PLAN TO CONTRIBUTE to the Pioneer Community will not be approved.
4. Clubs with a SIMILAR PURPOSE TO OTHER PRE-APPROVED CLUBS will be invited to join an existing club due to lack of staff supervision, school resources, and ASB support. New Clubs with SIMILAR PURPOSES will also be encouraged to "merge" to combine resources and student interest due to lack of staff supervision, school resources, and ASB Monitoring.

- Sign that you have read and understand "Notes on Which Clubs Can Be Approved": 

Potential Club Information:

1. Potential Club Name (do not add "Pioneer" to name): Interact Club

2. First and Last Name of person filling out this form: 

3. Email (NOT school email) of person filling out this form: 

4. Grade Level of person filling out this form:

9

11

10

12

5. Description, Purpose and Objective of club: Service club that allows members to give back to the community and earn service hours by volunteering at events and supporting District projects.



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Pioneer High Club Application

6. Has this club existed at Pioneer High School before?
 Yes (year) 2020-2021 No
7. Classify club's Purpose (Check all that apply):
 Athletic Education/ Information
 Service Culture/Religion/Politics
 Interest / Hobby
8. Potential PHS Staff Advisor First and Last Name: Laura Bald
9. Is this club affiliated with a Larger (City/ State/ National) Organization?
 Yes No
 a. If yes, List Organization Name Here and Explain the Role of the Larger Organization with the club: Interact District 5170 - Pioneer Interact is a club within District 5170.
 b. Attach Larger Organization Constitution/ Bylaws/Criteria for Leadership or Membership. Emailed Mayhew 08/30
10. Will any other Non-School Persons (e.g. parents, community members, students from other schools) be involved in the club? If so, explain: students from other schools will be doing collaborations with Pioneer Interact
11. Club Meeting DAY:
 Monday Thursday
 Tuesday Friday
 Wednesday
12. LOCATION Club Meetings will be held in: Room 203
13. Club Meeting TIME (Club meetings CANNOT be held during Advisory/ Tutorial time):
 Brunch After School
 Lunch Unsure at this time
14. FREQUENCY of Club Meetings:
 Weekly Monthly
 Twice a month Unsure at this time
15. Explain any qualifications for membership or leadership, and how members and leaders (including officers, club representatives and/or committee heads) will be selected. (Note if students may hold membership or leadership positions in the club based on criteria set by an affiliated organization, the criteria and affiliated organization must be fully disclosed).



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Pioneer High Club Application

Leaders of club will be selected through an application and interview process. District Council members are selected from competitive process by Interact District 5170

16. What leadership positions does the club have or expect to have, and what are their roles? If leaders for the group (or committees within the group) are already known, please provide their names and titles:

Governors to become a leader, there is written application of questions pertaining to passion, goals, and involvement

- 1.) President: [Redacted]
- 2.) Vice President: [Redacted]
- 3.) Secretary: [Redacted]
- 4.) Fundraising coordinator: [Redacted]
- 5.) Events coordinator: [Redacted]

17. Does the Club plan to RAISE MONEY to spend or donate?
 Yes
 No (You do NOT need to answer the questions)

18. WHAT does the Club plan to spend on?

- 1.) Merch for club
- 2.) Club Rush equipment
- 3.) Transportation to far events
- 4.) Raffle Baskets
- 5.)

19. HOW does the Club plan to raise money to spend or donate? List up to 5 potential fundraisers

- 1.) Boba fundraisers
- 2.) Officer Dare fundraisers
- 3.) Restaurant fundraisers
- 4.) Raffle fundraisers
- 5.)

20. If you plan to DONATE funds, what organization/ cause will the funds be donated to?
Interact District 5170

21. Does the club need any special equipment or accommodations? If so, describe:
N/A



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Pioneer High Club Application

22. Does the club agree to the following Affirmation Statement? (Please sign below indicating your agreement) [REDACTED]

Our student organization seeks ASB recognition. As such, we do understand and affirm the following:

- We shall allow any currently enrolled student at the Pioneer School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.
- We shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student based on gender, gender identity, and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, based on the perception of one or more such characteristics, or based on association with a person who has or is perceived to have any of those characteristics.
- We may adopt non-discriminatory criteria regarding being a member, leader or representative of the organization, or exercising voting privileges, such as regular attendance at group meetings, participation in group events, participation in the group for a minimum period of time, or participation in orientation or training activities. Membership levels (e.g. voting versus non-voting membership) will not be based on any prohibited discriminatory criteria.
- We shall select our leaders (including officers or other representatives) by a democratic method [AR 615.5 Student Organizations and Equal Access]
- We shall comply with District and school site policies and regulations as well as all applicable laws, whether on or off campus. Failure to comply with applicable standards may result in the revocation or non-renewal of recognition, loss of privileges, student discipline, or other sanctions.
- We shall not restrict eligibility for membership, attendance, participation, or leadership to any student in violation of the District's All Comers policies.
- We shall not engage in any conduct in violation of the District's anti-hazing policies.



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Pioneer High Club Application

We acknowledge:

- o The District reserves the right to non-renew or revoke recognition of any student organization that fails to comply with District or school policy or requirements, or for any other reason allowed by law.
- o Should we choose not to seek ASB recognition, we are still permitted to meet on campus of our own volition (consistent with all health restrictions that may be in place), as long as our activities do not substantially disrupt or materially interfere with the educational environment.

Signatures of Club Organizers:



Date: 08/31

Date: 08/31

Date: 08/31



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Pioneer High Club Application

New Club Application Process for ASB Approval:

1. COMPLETE this form in its entirety. If you have any questions along the way, please email Ms. Mayhew, Activities Director, @ mmayhew@sjusd.org
2. Results and "next steps" for club acceptance will be emailed out on Friday 9/10/21. All clubs will be required to have a NEW club constitution on file, and to provide the School with any other bylaws, governance or policy documents used by the club.

- Sign that you have read and understand the "Application Process": _____

Notes on Which Clubs Can Be Approved:

1. Clubs that MEET OFF CAMPUS for a majority of events will NOT be approved due to school liability concerns.
 2. Clubs whose primary purpose is to CREATE AND SELL HOME GOODS (FOODS AND CRAFTS) will not be approved due to school food handling policies and sales policies.
 3. Clubs who DO NOT PLAN TO CONTRIBUTE to the Pioneer Community will not be approved.
 4. Clubs with a SIMILAR PURPOSE TO OTHER PRE-APPROVED CLUBS will be invited to join an existing club due to lack of staff supervision, school resources, and ASB support. New Clubs with SIMILAR PURPOSES will also be encouraged to "merge" to combine resources and student interest due to lack of staff supervision, school resources, and ASB Monitoring.
- Sign that you have read and understand "Notes on Which Clubs Can Be Approved": arivaa _____

Potential Club Information:

1. Potential Club Name (do not add "Pioneer" to name): Key Club _____
2. First and Last Name of person filling out this form:
3. Email (NOT school email) of person filling out this form:
4. Grade Level of person filling out this form:

<input type="checkbox"/> 9	<input type="checkbox"/> 11
<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 12
5. Description, Purpose and Objective of club: service club that allows members to give back to the community and earn service hours by volunteering at events and supporting Division 12 South projects: PTP and MNT.



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Pioneer High Club Application

6. Has this club existed at Pioneer High School before?

- Yes (year) 2020-2021
- No

7. Classify club's Purpose (Check all that apply):

- Athletic
- Service
- Interest / Hobby
- Education/ Information
- Culture/Religion/Politics

8. Potential PHS Staff Advisor First and Last Name: Zaiba Ali

9. Is this club affiliated with a Larger (City/ State/ National) Organization?

- Yes
- No

a. If yes, List Organization Name Here and Explain the Role of the Larger Organization

with the club: CNH (CALI-NEV-HAWAII) and Key Club International

b. Attach Larger Organization Constitution/ Bylaws/Criteria for Leadership or Membership. Emailed Mayhew 08/30 → Pioneer Key is a club within CNH

10. Will any other Non-School Persons (e.g. parents, community members, students from other schools) be involved in the club? If so, explain: Students from other schools will be doing collaborations with Pioneer Key

11. Club Meeting DAY:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

12. LOCATION Club Meetings will be held in: Room 204

13. Club Meeting TIME (Club meetings CANNOT be held during Advisory/ Tutorial time):

- Brunch
- Lunch
- After School
- Unsure at this time

14. FREQUENCY of Club Meetings:

- Weekly
- Twice a month
- Monthly
- Unsure at this time

15. Explain any qualifications for membership or leadership, and how members and leaders (including officers, club representatives and/or committee heads) will be selected. (Note if students may hold membership or leadership positions in the club based on criteria set by an affiliated organization, the criteria and affiliated organization must be fully disclosed).



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Pioneer High Club Application

Members will have to pay dues Leaders will be selected through an application/process. Division leaders are selected from an interview process by Ltg. of Division 12 South.

Written ques to become a leader pertain to experience, goals, and ideas.

16. What leadership positions does the club have or expect to have, and what are their roles? If leaders for the group (or committees within the group) are already known, please provide their names and titles:



17. Does the Club plan to RAISE MONEY to spend or donate?

Yes

No (You do NOT need to answer the questions)

18. WHAT does the Club plan to spend on?

- 1.) Merch for club
- 2.) Club Rush equipment
- 3.) Transportation for Far events
- 4.) Raffle baskets
- 5.) _____

19. HOW does the Club plan to raise money to spend or donate? List up to 5 potential fundraisers

- 1.) Boba fundraisers
- 2.) Officer Dave fundraisers
- 3.) Restaurant fundraisers
- 4.) Raffle fundraisers
- 5.) _____

20. If you plan to DONATE funds, what organization/ cause will the funds be donated to?

Pediatric Trauma Program, Maternal Neonatal Tethus

21. Does the club need any special equipment or accommodations? If so, describe: _____

Maybe transportation



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Pioneer High Club Application

22. Does the club agree to the following Affirmation Statement? (Please sign below indicating your agreement). [REDACTED]

Our student organization seeks ASB recognition. As such, we do understand and affirm the following:

- o We shall allow any currently enrolled student at the Pioneer School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.
- o We shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student based on gender, gender identity, and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, based on the perception of one or more such characteristics, or based on association with a person who has or is perceived to have any of those characteristics.
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Pioneer High Club Application

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- o Should we choose not to seek ASB recognition, we are still permitted to meet on campus of our own volition (consistent with all health restrictions that may be in place), as long as our activities do not substantially disrupt or materially interfere with the educational environment.

Signatures of Club Organizers:

Date: 08/31

Date: _____

Date: _____

List of Clubs

From: Mayhew, Michelle <mmayhew@sjusd.org>

Wed, Sep 29, 2021 at 1:47 PM PDT (GMT-07:00)

To: Pioneer Staff <PioneerStaff@sjusd.org>

This copy saved by: Espiritu, Herbert <Exchange X.500 address>

Good Afternoon!

Here is a list of the current clubs. I have attached a PDF for your convenience. Below is the link if you would like that as well. Please let me know if you have any questions or concerns. Thank you!

Club List:

<https://docs.google.com/spreadsheets/d/1HxPrnyndFFaZGYCD5rjsfRS9MDmoaVRlwTPXkSgZ8/edit?usp=sharing>

Cheers,
Michelle Mayhew
Activities Director
Pioneer High School
1290 Blossom Hill Road
San jose, CA 95118
(408)535-6310 ext. 65208

Attachments

- Clubs 2021-2022.pdf

<u>Name of Club</u>	<u>Advisor</u>	<u>Student in Charge of Club</u>	<u>Purpose of Club</u>	<u>Meeting Day/Time</u>	<u>Email</u>
Art of Animation	Luu	[REDACTED]	Discuss and share appreciation of arts and animation	Wed @ Lunch room 454	[REDACTED]
Asian Student Association	Michelle Bowmar	[REDACTED]	To bring togetherness to the asian community	Friday, Lunch weekly	[REDACTED]
Assyrian Club	Renduchintala	[REDACTED]	Learn about assyrian culture and music, place to relax to discuss and recap the tv show bachelor	Wednesday, Lunch, Twice a Month	[REDACTED]
Bachelor Nation	Amy Hernandez	[REDACTED]	Go to Sporting Events and cheer on Pioneer Teams	Tuesday, Lunch, weekly	[REDACTED]
Black and Blue Crew	Mayhew	[REDACTED]	Educate students and end stigma on Mental Health	Friday in the Gym	[REDACTED]
Bring Change to Mind	Luu	[REDACTED]	Promote diversity around African Americans	Friday @ Lunch rm 454	[REDACTED]
BSU	King	[REDACTED]	fandom based on western cartoons	Fri @ Lunch R-7	[REDACTED]
Cartoon Club	Michelle Bowmar	[REDACTED]	Volunteer at Castillero to help students	Monday, lunch, twice a month	[REDACTED]
Castillero Tutoring Club	Quint	[REDACTED]	Play Chess and have fun	Wed, Lunch P-5	[REDACTED]
Chess Club	Ms. Quint	[REDACTED]	discussing the current climate change issues	Fridays, Lunch, Week	[REDACTED]
Climate change club	Murdock	[REDACTED]	Allow conservatives to express themselves and to promote conservatism.	every thursday at lunch	[REDACTED]
Conservative Club	Glasser	[REDACTED]	Recognize and encourage academic achievement and community service	Friday @ Lunch P-1	[REDACTED]
CSF	Gatcke	[REDACTED]	Play Dungeons and Dragons	Monday Lunch: Application	[REDACTED]
D&D Club	Goldman-Hall	[REDACTED]	Helping students learn about the environment	Wed @ Lunch P-6	[REDACTED]
Envirothon	Murdock	[REDACTED]		Mondays at lunch	[REDACTED]

SJUSD014419

Finance Club	Hernandez	[REDACTED]	Learn about finance, investing, and current markets	Wed @ Lunch P-2	[REDACTED]
Frisbee Club	Mr. Zaccheo	[REDACTED]	have fun learning about frisbees and engaging with one another	Tuesdays, Lunch, Weekly	[REDACTED]
Genshin Club	Lilian Luu	[REDACTED]	Discuss updates and objectives of game	Tuesdays, Lunch, Twice a Month	[REDACTED]
Gifts for Teens	Quint	[REDACTED]	Help Homeless families celebrate the holiday season	Tues @ Lunch rm P-5	[REDACTED]
Hope Hearted Ice Hockey Club	Mayhew N/A	[REDACTED]	helping students in need of help Play Hockey as a team	Wed @ Lunch rm 106	[REDACTED]
Interact Club	Laura Bald	[REDACTED]	Earn service hours (volunteer at events and district projects)	Tuesday, Lunch	[REDACTED]
Investing Club		[REDACTED]	to educate students on how to invest in public markets		
K-Pop	Luu	[REDACTED]	have a space for students who enjoy K-pop	Monday Lunch Rm: 454	[REDACTED]
Key Club	Zaiba Ali	[REDACTED]	Give back to community, earn service hours and volunteer hours	Wednesdays, Lunch, Weekly	[REDACTED]
Latinx Club	Vitale	[REDACTED]	bring awareness to Pioneer about Latino Culture	Fri @ Lunch R-4	[REDACTED]
Letters 4 Elders	Lillian Luu	[REDACTED]	Writing letters for elders, service hours	Wednesdays Every week, unsure of time	
Minecraft Club	Goldman-Hall	[REDACTED]	Play Minecraft	Fri @ Lunch P-6	[REDACTED]
Model UN club	Davis	[REDACTED]		thursdays before school every	[REDACTED]
Mustangs handball	Kevin Krail	[REDACTED]	establishing a handball team at Pioneer and spread awareness of it	Wednesday and Monday, week s	[REDACTED]

SJUSD014420

NHS	Talreja	[REDACTED]	Community Service projects designed to create a safe space for minor groups	Wed @ Lunch R-11	[REDACTED]
One for all, we belong	Priya Talreja	[REDACTED]	Introduce different cultures, etc. different country experiences	Wednesday, Lunch, unsure	[REDACTED]
Persian Club		[REDACTED]	Talk about plant based recipes and environmental issues	Tuesday, Twice a month,	[REDACTED]
Plant Power	Bowman	[REDACTED]	use radio room to broadcast and spread awarness	Monday lunch R-12	[REDACTED]
Radio Club	Chad Luna	[REDACTED]	School wide possibility to recycle and compost	Wednesday, unsure of time,	[REDACTED]
Reduce, Reuse, and Rec	Mr. Murdock	[REDACTED]	Safe space for LGBTQIA+ students	Friday, Lunch, Unsure of Frequ	[REDACTED]
SAGA	McConnell/Sulc	[REDACTED]	Educate on how they are harming sea and how to help	Wed @ Lunch R-9	[REDACTED]
Save The Seas	Mr. Murdock	[REDACTED]	Encourage and educate people on themselves	Tuesdays, Lunch, Twice a Mont	[REDACTED]
Self-Improvement Club	Tim Koring	[REDACTED]	Build socially concious gernerations about global water crisis	Thursdays, Brunch weelky	[REDACTED]
Thirst Project	Day	[REDACTED]		Lunch Rm: 359	[REDACTED]

SJUSD014421

Timestamp	20-21 Club Name	For 20-21, were you a club or and interest group?	Advisor for 2020-2021	Will you have the same advisor next year?	First and Last Name of person I fill out this form, and current grade at Leland	Person to contact about your club information for the 2020-2021 School	Email of next year's contact person	Description of club/IG (What do you do?) At least 3 sentences	Is this club/ IG affiliated with a larger organization? If yes	How did your club/IG help and support the Leland community?	What events did your club/IG hold in the 20-21 school year?	How often did your club/IG hold meetings?	On average, how many members attended meetings?	Have you held elections for the 20-21 school year?	If no to above question, when do you plan to hold elections for next school year's officers?
6/2/2021 23:26:10	Webster HK Dance	Club	Yen	Yes - And we have CONFIRMED with him/her	[REDACTED]	[REDACTED]	[REDACTED]	We are a K-Pop dance club that meets to practice and perform K-Pop choreographies. We perform at various school and local cultural/dance events, including rallies, talent shows, and shows hosted by K-Pop/dance-related organizations in the Bay Area. We host our own shows semi-annually, where we showcase our stages from each semester and raise funds for charity.	No	Our club created a community of peers with interests in K-Pop, dance, and performing at Leland. Some discover their talent and/or love for performing on stage through performances with us. We encourage school spirit and involvement among our members by preparing performances for various school events. Most importantly, we think we provide our members what they find enjoyable at school.	officer dance homecoming dance workshop practice talent show semester 2 online dance(s) semester 2 in person dances fitting + practices 2 day rehearsal 2 day showcase	Twice a month	30	Yes	
6/2/2021 11:03:43	TRUE American Red Cross	Club	Kerwin	Yes - And we have CONFIRMED with him/her	[REDACTED]	[REDACTED]	[REDACTED]	Leland American Red Cross serves the community through volunteer events like blood drives. We also help prepare the community from natural disasters through preparedness kits and lessons. Every year, we strive to donate to humanitarian organizations to assist in their efforts.	American Red Cross	We supported the Leland community by hosting volunteer events for students. Additionally, we give natural disaster preparedness activities to prepare students for natural disasters.	Volunteer events, blood drives, Kahoots	Once a week	15	Yes	
6/2/2021 0:05:55	TRUE Amnesty International Club	Club	Ngo	Yes - we WANT the same advisor but have NOT confirmed with him/her	[REDACTED]	[REDACTED]	[REDACTED]	In Amnesty International Club meetings, we read about current human rights violation issues from all around the world, and take action by learning about the issue and signing petitions. Furthermore, we write and sign letters with Amnesty's annual WriteRights program, sending letters to governments to advocate for human rights. We also do table signing events where we get people from the school sign all sorts of human rights-related petitions. Lastly, we make educational Instagram posts about human rights issues and share them.	Yes, Amnesty International	It educates the Leland community about human rights issues that they might not have ever heard about at school or on general Instagram posts. It also gives students and staff easy access to taking action through petitions and letter writing.	We didn't do any major events. We just consistently held club meetings where we posted educational Instagram advocacy posts, wrote letters to governments using human rights to be provided, and reading about human rights issues & signing petitions to go along with the activity.	Once a week	3	No	Next school year.
5/26/2021 13:11:24	TRUE Anime Club	Club	Paulazzo	Yes - we WANT the same advisor but have NOT confirmed with him/her	[REDACTED]	[REDACTED]	[REDACTED]	Anime Club is a club that provides exposure to Japanese culture. Our goal is to help spread appreciation towards the culture by endorsing its trend and entertainment. In doing so, we hope to unite our community on a common interest in Japanese cultural enrichment.		Participating in school events and fundraising to help members attend off campus events such as Anime.		Once a week	10 members	Yes	
5/26/2021 10:10:06	TRUE Bring Change 2 Mind	Interest group	Peters	Yes - And we have CONFIRMED with him/her	[REDACTED]	[REDACTED]	[REDACTED]	We teach about how to deal with mental health issues, encourage the school to discuss mental health problems and take mental health breaks, and offer different amenities and tools that can relax and cheer up students.	Yes, bring change 2 mind organization.	At our meetings, we offered mental health support for our members and provided tools that would allow all members to support other members of the community with their mental health.	None, just meetings	Once a month	5	Yes	

SJUSD013405

Timestamp	20-21 Club Name	For 20-21, were you a club or and interest group?	Advisor for 2020-2021	Will you have the same advisor next year?	First and Last Name of person filling out this form, and current principal at Leland	Person to contact about your club information for the 2020-2021 School	Email of next year's contact person	Description of club/IG (What do you do?) At least 3 sentences	Is this club/ IG affiliated with a larger organization? If yes	How did your club/IG help and support the Leland community?	What events did your club/IG hold in the 20-21 school year?	How often did your club/IG hold meetings?	On average, how many members attended meetings?	Have you held elections for the 20-21 school year?	If no to above question, when do you plan to hold elections for next school year's officers?
5/28/2021 16:48:28	California Scholarship Federation	Club	Fauchon	Yes - we WANT the same advisor but have NOT confirmed with him/her	[REDACTED]	[REDACTED]	[REDACTED]	We are a volunteering group that gives Leland students easy access to nearby volunteering. We also hold fundraisers to raise money. This money is used to give the seniors that complete the requirements for the CSF Life Member Award a stole and scholarship when they graduate.	Yes, California Scholarship Federation	Our club supports the Leland community because it helps students get their graduation volunteering requirements. Additionally, a lot of the organizations we volunteer with are local and so members of the Leland community are supported through that as well.	We did club meetings, volunteering, and crafts like cards we can donate to senior citizens.	Twice a month	15	Yes	
5/26/2021 14:45:10	Calligraphy Club	Interest group	Carmody	Yes - And we have CONFIRMED with her/him	[REDACTED]	[REDACTED]	[REDACTED]	Calligraphy Club teaches calligraphy and lettering to Leland students, who then utilize these skills to send appreciation and encouragement to other communities. Lessons throughout the year were taught with lessons consisting of basic calligraphy, flourishes, serif lettering, pointed pen calligraphy, card designs, and decorative techniques. Cards were made for hospitalized children through the Cards for Hospitalized Kids program, overseas troops through the A Million Thanks program, senior citizens in local nursing homes, and other Leland students for Valentine's Day and Wellness Month.	No.	By teaching and applying calligraphy to greater causes such as the Cards for Hospitalized Kids program, Calligraphy Club is able to bring the lives—and papers—of students, help people find pride in their handwriting and lettering, and inspire and brighten up the days of people in communities regardless of distance.	We were unable to conduct these events due to the pandemic that were supposed to be in person (I did not return into in-person school, but based on those circumstances since the beginning of the year). In previous exchanges, it should be confirmed that was the situation for Calligraphy Club via my email [REDACTED]	N/A, we were unable to hold meetings because of plans for a test of not returning into in-person school.	N/A since we were not able to hold meetings the entire year	Yes	
5/27/2021 10:09:14	CAN Club	Interest group	Pimentel	Yes - And we have CONFIRMED with her/him	[REDACTED]	[REDACTED]	[REDACTED]	Our mission is to bring awareness to the LHS community about the need for food banks in our area and assist SHFB through volunteering and food drives. Even bringing a group of 15-20 students to help at the food distributors helps to remove the lack of awareness surrounding the importance of these food banks. Physically handing out food to families that would supply them for the rest of the week is so rewarding and I know has opened many of our volunteers eyes to the hunger problems that are prevalent even in well developed areas like Silicon Valley. The experiences that students have while volunteering, and that they share with their friends at school and family at home, are priceless.	Second Harvest Food Bank of Silicon Valley	Regular food distribution volunteer events	Food Distributions (November, December, February, May)	Once a month	20	Yes	
5/27/2021 9:57:42	Charger News Channel Club	Interest group	Rutsch	Yes - And we have CONFIRMED with her/him	[REDACTED]	[REDACTED]	[REDACTED]	The Charger News Channel Club creates the Leland weekly news episodes. Members have various roles including anchors, scriptwriters, editors, producers, slide makers and much more. This club allows for people to express themselves and be as creative as they want to show to their peers.	No	Relayed announcements and important news to the rest of the student body.	Once a week	10	No	At the beginning of the school year, during first news meeting	

SJUSD013406

timestamp	20-21 Club Name	For 20-21, were you a club or and interest group?	Advisor for 2020-2021	Will you have the same advisor next year?	First and Last Name of person filling out this form, and current grade at Leland	Person to contact about your club information for the 2020-2021 School	Email of next year's contact person	Description of club/IG (What do you do?) At least 3 sentences	Is this club/ IG affiliated with a larger organization? If yes	How did your club/IG help and support the Leland community?	What events did your club/IG do in the 20-21 school year?	How often did your club/IG hold meetings?	On average, how many members attended meetings?	Have you held elections for the 20-21 school year?	If no to above question, when do you plan to hold elections for next school year's officers?
5/26/2021 11 42 06	Chargers Python	Club	Yes	Yes - And we have CONFIRMED with him/her	[REDACTED]	[REDACTED]	[REDACTED]	The club will be teaching middle schoolers and rising freshmen the basics of programming using the language Python. We will give them a curriculum which they could easily follow and eventually show them a way to pursue careers within the STEM fields in high school and beyond. For the more advanced students, we could give them suggestions from more experienced juniors and seniors of the extracurricular programs as well as classes which they should consider taking in school. We aim to give middle schoolers an earlier look into the things which they could be planning on doing for their upcoming years in high school.	No but we will be working with middle schools	Students love to enjoy their middle school years and often sense without giving much thought on how they wish to continue in high school, ending up struggling a bit during their freshmen year in order to get used to the new and more competitive environment. By giving the younger students in our community an earlier look into high school, it allows them to get a better understanding for what is coming ahead and make proper plans accordingly. This would also help the Leland community specifically as it helps us connect with the younger students who will become our underclassmen soon.	We had established a curriculum which will be used for the years to come as well as interest forms to help us get a better understanding of what the community wants to gain from a program such as this.	Twice a month	At least 10 more applicants and 4 founding members	Yes	
5/26/2021 13 21 09	Cinema Club	Interest group	Hamilton	Yes - we WANT the same advisor but have NOT confirmed with her/him	[REDACTED]	[REDACTED]	[REDACTED]	Cinema Club is an interactive experience where students can gather to discuss their favorite films and furthering their understanding of filmmaking as a whole. Throughout the course of a year, members will be exposed to various types of film, gain insight into the art of filmmaking, and (hopefully) create lasting friendships with their peers.	Cinema club has provided a safe space for fellow movie lovers to share their opinions and meet new friends virtually. In spite of a year where most movies were watched individually, Cinema club provided members with a space to watch movies with their friends after not being able to do so for several months.	Regular meetings are on Tuesdays during lunch every week. We take these meetings to either discuss different aspects of film (ex breaking down shots, etc.), play movie trivia games, and vote on our selection for the Viewing Session. On the last Friday of every month, we get together on line during lunch and watch the movie voted on in the previous meeting.	Once a week and an additional meeting on the last Fridays of every month.	12	Yes		
5/26/2021 10 10 53	French club	Club	Ms. McNabb	No	[REDACTED]	[REDACTED]	[REDACTED]	At French club, we promote French language and culture to the next generation of high school students. We hope to expand upon what's taught in class and help everyone develop their love for French culture, which is extremely diverse and interesting. We play games and listen watch French media and have a good time.	No	We helped support the Leland community by strengthening and expanding the small French speaking community here at Leland.	French movie watching	Twice a month	7	No	May 28
5/28/2021 9 32 41	Girls Who Code	Interest group	Tabbs	Yes - we WANT the same advisor but have NOT confirmed with him/her	[REDACTED]	[REDACTED]	[REDACTED]	We at GWC teach the basics of computer science to girls at Leland, preparing students for hackathons and introducing them to experiences in the STEM world. We offer chances for girls to explore coding in a fun and friendly environment, and invite guest speakers to give the club a taste of what working in the real-world is like. We're on a mission to close the gender gap in technology and change the image of what a programmer looks like and does.	Girls Who Code		We gave presentations on the basics of coding in 3 different languages, and members attended hackathons with the knowledge they gained.	Twice a month	10	No	August 2021

SJUSD013407

Timestamp	20-21 Club Name	For 20-21, were you a club or and interest group?	Advisor for 2020-2021	Will you have the same advisor next year?	First and Last Name of person filling out this form, and current principal at Leland	Person to contact about your club information for the 2020-2021 School	Email of next year's contact person	Description of club/IG (What do you do?) At least 3 sentences	Is this club/IG affiliated with a larger organization? If yes, of all of the different key clubs in California, Nevada, and Hawaii.	How did your club/IG help and support the Leland community?	What events did your club/IG hold in the 20-21 school year?	How often did your club/IG hold meetings?	On average, how many members attended meetings?	Have you held elections for the 20-21 school year?	If no to above question, when do you plan to hold elections for next school year's officers?
8/22/2021 8:51:59	Key Club	TRUE	Larks	Yes - And we have CONFIRMED with him/her	[REDACTED]	[REDACTED]	[REDACTED]	Key Club provides Leland students opportunities to earn their service hours. We also host fundraisers to donate our earnings to PTP, pediatric trauma program, and MNT (maternal and neonatal intensive program). We also provide the student body to connect with students from other schools with hosting events with the 12 other schools in our division.	Yes, CHN Key club. This is an association of all of the different key clubs in California, Nevada, and Hawaii.	We supported the Leland community by providing students with opportunities to get service hours. Additionally, we also provide students opportunities to build their leadership by offering a variety of positions (project coordinator, historian, president, secretary, etc.). We also collaborated with other groups such to help with their events. For example, Key Club assisted ASB in finishing writing the letters for their wellness week by creating a service event for writing wellness letters. We have also collaborated with animal humane society and created a service event with a focus on helping animals.	We hosted many virtual service events as well as attend many division events. We also hosted many fundraisers with happy lemon and other restaurants. Additionally we hosted weekly board and general meetings for our members and board members. We also released applications to become a project coordinator two different times.	Once a week	On average 20-25 members attended meetings.	Yes	
7/12/2021 13:48:22	Leland Business Association (LBA)	TRUE	Hall	Yes - And we have CONFIRMED with him/her	[REDACTED]	[REDACTED]	[REDACTED]	Leland High School's Leland Business Association (LBA) is committed to raising interest in the field of business. We aim to promote excellence in business through attending prestigious conferences and competitions held nation-wide. Additionally, we also increase opportunities for business education for students in the community through lectures, speaker events, and more.	No	We were able to hold speaker events providing students with the unique opportunity to interact with and ask questions to experienced members of society who may have work knowledge in fields that students are interested in pursuing. We helped spread opportunities for students to learn more business-related material, such as holding lectures and business-related competitions. We educated the broader community on business-related curriculum by teaching middle schoolers at Bret Harle.	We held speaker events with outside speakers (like local elected officials, business influencers, etc.) allowed interested members to attend the regional National Economic/Finance Challenge. 2 teams qualified to the statewide level for the Challenge. allowed interested members to compete in the Diamond Challenge, a team-based competition involving a presentation of a project designed. I hosted a business club taught by high schoolers for middle schoolers at Bret Harle.	Once a week	27	Yes	
6/2/2021 8:18:12	Leland Electrics Dance Team	FALSE	Taylor	Yes - And we have CONFIRMED with him/her	[REDACTED]	[REDACTED]	[REDACTED]	We are a dance Team focused around creating and performing. We choreograph our own dances so that we can perform them at rallies and games. We also perform at our own showcases and other outside events.	No	We perform at Leland rallies, football games, basketball games, and in the quad.	represented business We were a part of the 2020 Hocco video.	Once a month	15	Yes	
6/2/2021 10:59:29	Lit It Up	TRUE	Carter	Yes - we WANT the same advisor but have NOT confirmed with her.	[REDACTED]	[REDACTED]	[REDACTED]	Our goal is to spread awareness about the stressful living conditions of the low income community, especially those who were affected by COVID-19. To make a positive impact on the low income community, we help them through volunteering and making donations. Additionally, we provide volunteer opportunities and information to the students who still need hours for graduation or those who don't know where to start with gaining these hours.		Provided volunteer opportunities to club members	make educational kits for children that belongs in the low-income community. Second Harvest Food Bank Fundraiser	Once a month	4	No	June 10th

SJUSD013409

Timestamp	20-21 Club Name	For 20-21, were you a club or and interest group?	Advisor for 2020-2021	Will you have the same advisor next year?	First and Last Name of person I fill out this form, and current grade at Leland	Person to contact about your club information for the 2020-2021 School year?	Email of next year's contact person	Description of club/IG (What do you do?) At least 3 sentences	Is this club/IG affiliated with a larger organization? If yes	How did your club/IG help and support the Leland community?	What events did your club/IG hold in the 20-21 school year?	How often did your club/IG hold meetings?	On average, how many members attended meetings?	Have you held elections for the 20-21 school year?	If no to above question, when do you plan to hold elections for next school year's officers?
5/26/2021 9:48:00	Senior Women	Interest group	Young	Yes - And we have CONFIRMED with him/her	[REDACTED]	[REDACTED]	[REDACTED]	Senior Women is a tradition at Leland. We are Seniors who once a month does a project with a non profit group to give back to our community. We also keep the bulletin board by the Teacher's Boxes updated.	No	We updated the bulletin board and give back to various groups in our Community such as a homeless shelter, animal shelter, nursing homes and teen groups. We have been giving to this one team group for the last 8 years.	Provided socks to teens, made blankets for the animal shelter, sent cards to the town of Leland. Re-founded on 9/11.	Once a month	This year was hard but normally 15-20	No	We hold elections at our first meeting
7/12/2021 11:56:21	Sparkhearts	Club	Garcia	Yes - we WANT the same advisor but have NOT confirmed with him/her	[REDACTED]	[REDACTED]	[REDACTED]	This year we will create more media coverage for Saloni Heart Foundation. Hopefully, we can have fundraisers at school next year. By including people of the Leland High school community, we will be able to raise awareness and money for Saloni Heart Foundation.	Saloni Heart Foundation	We will provide opportunities for the Leland community to help with raising funds with volunteer hours.	We had a chipotle fundraiser and helped organize Art4Heart and provided community service and help to students in Art4Heart.	Once a month		8	Yes
6/12/2021 22:01:32	STEM Club	Interest group	Lofgren	Yes - we WANT the same advisor but have NOT confirmed with him/her	[REDACTED]	[REDACTED]	[REDACTED]	Leland STEM aims to inspire young kids to pursue STEM by exposing them to a number of basic concepts taught through fun experiments. We create colorful presentations and simple analogies to explain the science and engineering process behind the experiments. We host every session. We also give students valuable leadership skills and volunteering hours through the Almaden library for helping run these sessions.	No, it is not affiliated with a larger organization	We were able to give Leland students an opportunity to earn volunteer hours by either creating the presentation for us or actually attending the session to help out.	We hosted a virtual STEM session with the library every month. Some of the sessions we held were scientific films and painting with abilities	Once a month		6	Yes
5/26/2021 10:01:42	Students for the Environment	Club	Canter	Yes - And we have CONFIRMED with him/her	[REDACTED]	[REDACTED]	[REDACTED]	Our club discusses and develops solutions for environmental issues. We detail methods of increasing sustainability, both at home and at school. We give back to the community by participating in cleanups and by working in the garden.			We held game sessions and informational presentations open to anyone, where we discussed the major issues the Earth faces from climate change.	Once a week	5-7	No	I assume the question above is supposed to mean for the 2021-22 school year. We will be leaving that decision up to the members of the club next year, since most of our members this year are seniors. Next year, elections will likely be held during the fall.
5/26/2021 18:54:03	Table Tennis Club	Interest group	Hamilton	Yes - we WANT the same advisor but have NOT confirmed with him/her	[REDACTED]	[REDACTED]	[REDACTED]	Table tennis seeks to unite students together who have a common hobby/passion. We aim to teach students the basics of table tennis and help them develop their skills. It is also a club where people can come to socialize and relax as our club is very fun and enjoyable to be apart of.	Not at this current moment	It brings together island students who share a common passion. Additionally, it promotes positivity and enthusiasm.	We held monthly google meets meetings that basically covered all the fundamentals of table tennis and did some fun activities. Besides that, not much because we were very limited in what we could do since our club mainly strives in-person.	Once a month	Usually, 10-15 members attend	Yes	N/A

SJUSD013412

Case No.	Case Name	Case Status	Case Type	Case Category	Case Description	Case Outcome	Case Date	Case Status	Case Type	Case Category	Case Description	Case Outcome	Case Date	Case Status	Case Type	Case Category	Case Description	Case Outcome	Case Date	Case Status	Case Type	Case Category	Case Description	Case Outcome	Case Date
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Case No.	Case Name	Case Type	Case Status	Case Date	Case Location	Case Description	Case Details	Case Outcome	Case Notes	Case Attachments	Case Links	Case Tags	Case Keywords	Case Search	Case Filter	Case Sort	Case View	Case Print	Case Export	Case Import	Case Delete	Case Refresh	Case Reset	Case Help	Case About
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Case No.	Case Name	Status	Case Type	Priority	Case Manager	Case Description	Case Status	Case Progress	Case Notes	Case Outcome	Case Action	Case Date	Case Time	Case Location	Case Status	Case Priority	Case Manager	Case Description	Case Status	Case Progress	Case Notes	Case Outcome	Case Action	Case Date	Case Time	Case Location										

SJUSD013420

Case No.	Case Name	Case Type	Case Status	Case Date	Case Location	Case Description	Case Outcome	Case Notes	Case Attachments	Case Links	Case Tags	Case Comments	Case History	Case Alerts	Case Actions	Case Reports	Case Analytics	Case Settings	Case Help	Case Support
1000000001	Case 1000000001	Case Type 1	Case Status 1	Case Date 1	Case Location 1	Case Description 1	Case Outcome 1	Case Notes 1	Case Attachments 1	Case Links 1	Case Tags 1	Case Comments 1	Case History 1	Case Alerts 1	Case Actions 1	Case Reports 1	Case Analytics 1	Case Settings 1	Case Help 1	Case Support 1
1000000002	Case 1000000002	Case Type 2	Case Status 2	Case Date 2	Case Location 2	Case Description 2	Case Outcome 2	Case Notes 2	Case Attachments 2	Case Links 2	Case Tags 2	Case Comments 2	Case History 2	Case Alerts 2	Case Actions 2	Case Reports 2	Case Analytics 2	Case Settings 2	Case Help 2	Case Support 2
1000000003	Case 1000000003	Case Type 3	Case Status 3	Case Date 3	Case Location 3	Case Description 3	Case Outcome 3	Case Notes 3	Case Attachments 3	Case Links 3	Case Tags 3	Case Comments 3	Case History 3	Case Alerts 3	Case Actions 3	Case Reports 3	Case Analytics 3	Case Settings 3	Case Help 3	Case Support 3
1000000004	Case 1000000004	Case Type 4	Case Status 4	Case Date 4	Case Location 4	Case Description 4	Case Outcome 4	Case Notes 4	Case Attachments 4	Case Links 4	Case Tags 4	Case Comments 4	Case History 4	Case Alerts 4	Case Actions 4	Case Reports 4	Case Analytics 4	Case Settings 4	Case Help 4	Case Support 4
1000000005	Case 1000000005	Case Type 5	Case Status 5	Case Date 5	Case Location 5	Case Description 5	Case Outcome 5	Case Notes 5	Case Attachments 5	Case Links 5	Case Tags 5	Case Comments 5	Case History 5	Case Alerts 5	Case Actions 5	Case Reports 5	Case Analytics 5	Case Settings 5	Case Help 5	Case Support 5

SJUSD013423

"Preparing today's students to be the thinkers, leaders, and creators of tomorrow."

San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Approved by ASB *JAP*

Article I - Name of the Organization

1.1 The club shall be called Amnesty International of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to fight for human rights
and create positive changes in the face of injustice

2.2 The club's mission and vision is as follows: to create change through
research, advocacy, and campaigns no matter what
the scale.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of Amnesty International USA (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

"Preparing today's students to be the thinkers, leaders, and creators of tomorrow."

San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who Attend meetings and participate in events

3.2 A student shall no longer be considered a member if the student requests to no longer be in the club or does not attend a meeting for 2+ months.

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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San José
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Leland High School
Club Constitution (for ASB Approved Clubs)

4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor

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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) Amnesty International of Leland High School was duly adopted on October 22, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from October (month) to June (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers N/A. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: Plan events

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: N/A

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: N/A

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: N/A

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

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San José Unified School District

Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information

Leland High School

For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): Elaine Ngo
 - School Email: engoa@sjusd.org
- Elected President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]

Meeting Information:

- Location: J-5
- Day of Week: Friday
- Frequency: Every other week
- Time: Lunch

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	<u>Elaine Ngo</u>	<u>[Signature]</u>
President	[REDACTED]	[REDACTED]
Vice President	[REDACTED]	[REDACTED]
Secretary	[REDACTED]	[REDACTED]
Treasurer	[REDACTED]	[REDACTED]

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Approved by ASB [Signature]

Article I - Name of the Organization

1.1 The club shall be called California Scholarship Federation of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to help 9-11 grade high schoolers earn scholarships on academic and service-oriented success, while simultaneously giving back to our community.

2.2 The club's mission and vision is as follows: to organize, recognize, and encourage academic achievement and community service among Leland students.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of California Scholarship Federation (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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Leland High School Club Constitution (for ASB Approved Clubs)

2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who have applied formally through the given CSF application, and pay semester-based dues going towards their scholarship.

3.2 A student shall no longer be considered a member if the student did not reapply/apply as a CSF member through the application this or future semesters.

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.


Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor

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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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Leland High School Club Constitution (for ASB Approved Clubs)

8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

★ 9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) California Scholarship Federation (CSF) of Leland High School was duly adopted on October, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from June (month) to May (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers Project Coordinators. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: supervise other officer duties, communicate with CSF organization, delegate tasks to officers.

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: Coordinate project coordinators, supervise volunteer events, manage volunteer opportunities, maintain social media account.

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: record "CSF Points" of all current members, manage current club membership, document members' service hours.

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: establish and manage 2-3 fundraisers per year, collect CSF dues, create promotional material for club.

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

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Annual Club Constitutional Agreement and Information
Leland High School
For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): Jennifer Touchton
 - School Email: jtouchton@sjusd.org
- Elected President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]

Meeting Information:

- Location: H-8
- Day of Week: Tuesdays
- Frequency: Once each week
- Time: Lunch Period

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	<u>J. Touchton</u>	<u>Jennifer Touchton</u>
President	[REDACTED]	[REDACTED]
Vice President	[REDACTED]	[REDACTED]
Secretary	[REDACTED]	[REDACTED]
Treasurer	[REDACTED]	[REDACTED]

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

X YAP
Reviewed and Approved

Article I - Name of the Organization

1.1 The club shall be called the calligraphy club of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to enrich the lives and papers of students help people find pride in their handwriting, and it to inspire / brighten people's days regardless of distance.

2.2 The club's mission and vision is as follows: to teach calligraphy and lettering to Leland students who can utilize these skills to send appreciation and encouragement to other communities

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of N/A (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who signed up during club rush either in September or January in the 2021-22 school year using google forms.

3.2 A student shall no longer be considered a member if the student requests to be removed from the mailing list via the club email.

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI - Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor

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Club Constitution (for ASB Approved Clubs)

them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) calligraphy club of Leland High School was duly adopted on September 24, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from June (month) to May (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers N/A. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: drafting semester reports, organizing meetings based on card making, lead. / teach students calligraphy techniques.

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: sending meeting recap and reminder emails, leading meetings to teach students calligraphy

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: teaching students calligraphy, sending in filled out attendance/minutes description to the president

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: N/A

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

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San José
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Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information

Leland High School

For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): Jeannette carmody
 - School Email: jcarmody@sjsusd.org
- Elected President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): N/A
 - Personal Email Address: N/A

Meeting Information:

- Location: J-10
- Day of Week: Tuesday
- Frequency: semi-weekly
- Time: Lunch

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	[REDACTED]	[REDACTED]
President	[REDACTED]	[REDACTED]
Vice President	[REDACTED]	[REDACTED]
Secretary	[REDACTED]	[REDACTED]
Treasurer	<u>N/A</u>	<u>N/A</u>

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

X
Reviewed and Approved
[Signature]

Article I - Name of the Organization

1.1 The club shall be called Girls Who Code of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to teach the basics of computer science and provide a safe and supportive environment where girls learn to see themselves as computer scientists

prepare members for hackathon

2.2 The club's mission and vision is as follows: Girls Who Code is working to close the gender gap in technology, by educating, equipping, and inspiring girls with the computing skills they'll need to pursue 21st century opportunities

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of Girls Who Code (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who regularly attend meetings, participate in events,

3.2 A student shall no longer be considered a member if the student exhibits offensive or discriminatory behavior

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor



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**Leland High School
Club Constitution (for ASB Approved Clubs)**

them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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Leland High School Club Constitution (for ASB Approved Clubs)

8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) Girls Who Code of Leland High School was duly adopted on September 28, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from August (month) to June (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers Events Officer & PR Officer. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: _____

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: _____

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: _____

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: _____

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

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Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information
Leland High School
For the 2021 - 2022 school year


Officers & Advisor:

- School Staff Advisor: (First & Last Name): KEVIN TIBBS
 - School Email: ktibbs@sjusd.org
- Elected President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): N/A
 - Personal Email Address: _____

Meeting Information:

- Location: F-9
- Day of Week: Tuesday
- Frequency: Every week
- Time: Tutorial (10:18 AM - 10:59 AM)

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	KEVIN TIBBS	
President	[REDACTED]	[REDACTED]
Vice President	[REDACTED]	[REDACTED]
Secretary	[REDACTED]	[REDACTED]
Treasurer	[REDACTED]	[REDACTED]

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Reviewed and Approved [Signature]

Article I - Name of the Organization

1.1 The club shall be called The Humane Society Club of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to donate money to the humane society of silicon valley and raise awareness.

2.2 The club's mission and vision is as follows: We aim to support the Humane Society and raise awareness of animal cruelty

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of _____ (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who have a love for animals and want to help fight for them.

3.2 A student shall no longer be considered a member if the student disobeys any of the Leland Student Code of conducts

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor

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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) Humane Society Club of Leland High School was duly adopted on _____, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from Oct (month) to May (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers: _____ No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: _____

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: _____

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**Leland High School
Club Constitution (for ASB Approved Clubs)**

The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: _____

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: _____

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

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San José
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Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information
Leland High School
For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): Mr. Walton
 - School Email: LWalton@gmail.com
- Elected President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]

Meeting Information:

- Location: Zoology classroom
- Day of Week: Wednesday
- Frequency: Once a month
- Time: Lunch


Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	<u>Lon Walton</u>	<u>Lon Walton</u>
President	[REDACTED]	[REDACTED]
Vice President	[REDACTED]	[REDACTED]
Secretary	[REDACTED]	[REDACTED]
Treasurer	[REDACTED]	[REDACTED]

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San José Unified School District

Leland High School Constitution (for ASB Approved Clubs)

Approved by ASB 

Article I - Name of the Organization

1.1 The club shall be called Life It Up of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to spread awareness about the stressful living conditions of the low-income community especially those who were affected by COVID-19

2.2 The club's mission and vision is as follows: Help low-income community through volunteering and provide volunteering opportunities to other students

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of _____ (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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San José Unified School District

Leland High School Constitution (for ASB Approved Clubs)

2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who signs up through our google form during any time of the year

3.2 A student shall no longer be considered a member if the student disenfranchises against other students within the club

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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Leland High School
Club Constitution (for ASB Approved Clubs)

4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor



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**Leland High School
Constitution (for ASB Approved Clubs)**

them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).



San José Unified School District

Leland High School
Club Constitution (for ASB Approved Clubs)

8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) Life It Up of Leland High School was duly adopted on October 20th, 2021:

The organization will elect officers for the club on at least an annual basis. Officers will hold office from October (month) to May (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers _____ . No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: _____

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: _____

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Leland High School Constitution (for ASB Approved Clubs)

The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: _____

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: _____

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

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San José Unified School District Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information

Leland High School

For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): Jeffery Carter
 - School Email: jcarter@sjusd.org
- Elected President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]

Meeting Information:

- Location: K-9
- Day of Week: Tuesday
- Frequency: Monthly
- Time: lunch

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	JEFF CARTER	
President	[REDACTED]	[REDACTED]
Vice President	[REDACTED]	[REDACTED]
Secretary	[REDACTED]	[REDACTED]
Treasurer	[REDACTED]	[REDACTED]

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Approved by ASB *[Signature]*

Article I - Name of the Organization

1.1 The club shall be called National Honor Society of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to bring an effective change to the world that we live in through community service, leadership, and academic excellence.

2.2 The club's mission and vision is as follows: To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students at Leland.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of National Honor Society (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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Leland High School Club Constitution (for ASB Approved Clubs)

2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who apply and are accepted, maintain a 3.5 (unweighted) GPA, attend at least 90% of the meetings, and actively sign up and participate in community service events.

3.2 A student shall no longer be considered a member if the student does not maintain a 3.5 (unweighted GPA) or attend at least 90% of the meetings.

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.



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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor

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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

* 9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) National Honor Society of Leland High School was duly adopted on September 28th, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from April (month) to April (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers 5 Project Coordinators No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: club rush, PC elections, membership applications, apparel, stoles, Instagram

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: Website, Remind

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: Facebook

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: _____

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

San José Unified School District

Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information
Leland High School
For the 2021 - 2022 school year


Officers & Advisor:

- School Staff Advisor: (First & Last Name): Elizabeth Taylor - Rotzow
 - School Email: etaylorrotzow@sjusd.org
- Elected President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]

Meeting Information:

- Location: J-9
- Day of Week: Tuesday
- Frequency: Every other week
- Time: Lunch (1:02 - 1:32)

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	Elizabeth Taylor-Rotzow	
President	[REDACTED]	[REDACTED]
Vice President	[REDACTED]	[REDACTED]
Secretary	[REDACTED]	[REDACTED]
Treasurer	[REDACTED]	[REDACTED]

By signing, I indicate my **approval** of the **2021-2022 NHS Club Constitution**, the **2021-2022 NHS Budget**:

San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Approved by ASB [Signature]

Article I - Name of the Organization

1.1 The club shall be called Senior Women of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to help our community and school through various charity projects.

2.2 The club's mission and vision is as follows: To help different organizations as well as connect the school's women with local events.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of _____ (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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Leland High School
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2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who are seniors who identify as female.

3.2 A student shall no longer be considered a member if the student is not a senior who does not identify as female.

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

 San José
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**Leland High School
Club Constitution (for ASB Approved Clubs)**

4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor

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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).



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8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) Senior Women of Leland High School was duly adopted on September 28, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from September (month) to May (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers none. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: N/A

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: N/A

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: N/A

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: N/A

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes



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Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information
Leland High School
For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): PAHI YOUNG
 - School Email: pyoung@sjusd.com
- Elected President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]

Meeting Information:

- Location: D-2, Leland High School
- Day of Week: Tuesdays
- Frequency: Every other week
- Time: Lunch time

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	PAHI YOUNG	
President	[REDACTED]	[REDACTED]
Vice President	[REDACTED]	[REDACTED]
Secretary	[REDACTED]	[REDACTED]
Treasurer	[REDACTED]	[REDACTED]

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Approved by ASB [Signature]

Article I - Name of the Organization

1.1 The club shall be called Unicef club of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to educate, advocate, and fundraise for the children in need of over 190 countries across the globe.

2.2 The club's mission and vision is as follows: Aid Unicef's mission to help every child thrive and have an equitable chance in life.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of Unicef (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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Leland High School Club Constitution (for ASB Approved Clubs)

2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who actively attend meetings and other club events.

3.2 A student shall no longer be considered a member if the student acts against the mission and rules of the club.

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor

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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) Unicef Club of Leland High School was duly adopted on October 21, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from 10 (month) to 05 (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers _____ . No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: plan club events, host board meetings

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: _____

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: _____

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: _____

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - o Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - o Club Member's signature on minutes

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Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information

Leland High School

For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): Heidi Pimentel
 - School Email: hpimentel @ sjusd.org
- Elected President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): [REDACTED]
 - Personal Email Address: [REDACTED]

Meeting Information:

- Location: G-1
- Day of Week: Thursday
- Frequency: Every other week
- Time: 1:02

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	Heidi Pimentel	<i>[Signature]</i>
President	[REDACTED]	[REDACTED]
Vice President	[REDACTED]	[REDACTED]
Secretary	[REDACTED]	[REDACTED]
Treasurer	[REDACTED]	[REDACTED]

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Approved by ASB [Signature]

Article I - Name of the Organization

1.1 The club shall be called CROCHET & CHARMS of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to offer a stress-free space for students and allow them to nurture and create a new hobby, so that they can crochet goods to donate + benefit their community.

2.2 The club's mission and vision is as follows: To help students have a place to relax without thinking about school and to create crocheted goods to donate to homeless shelters, halfway homes, and orphanages.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of NIA (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who appear at most meetings and partake in ~~under the crocheting and/or the charms portion of the club.~~

3.2 A student shall no longer be considered a member if the student causes ineighting / drama among the club members, disrupts club activity, and/or does not appear at the majority of the club meetings.

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor

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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) CROCHET & CHARMS of Leland High School was duly adopted on SEPTEMBER 27, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from SEPTEMBER (month) to JUNE (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers N/A. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: in charge of contacting club advisor + activities director, handling social media.

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: MAN handle social media and finalize president's decisions.

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: Fill out forms, support other officers, contact club members about meetings, handle social media.

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: MM Handle social media, and president in purchase of supplies.

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - o Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - o Club Member's signature on minutes

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Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information
Leland High School
For the 2021 - 2022 school year


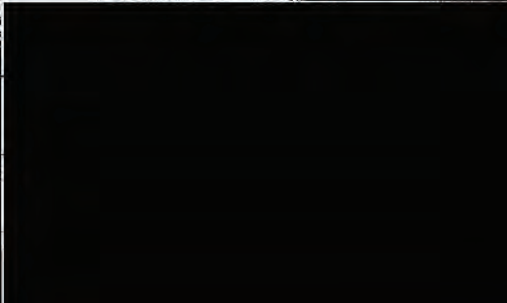
Officers & Advisor:

- School Staff Advisor: (First & Last Name): MARK CAHN
 - School Email: Mcahn@SJUSD.org
- Elected President: (First & Last Name): H [REDACTED] M [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Vice-President: (First & Last Name): N [REDACTED] K [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Secretary: (First & Last Name): M [REDACTED] G [REDACTED]
 - Personal Email Address: [REDACTED]
- Elected Treasurer: (First & Last Name): H [REDACTED] P [REDACTED]
 - Personal Email Address: [REDACTED]

Meeting Information:

- Location: F7-8
- Day of Week: TUESDAY
- Frequency: Every other week
- Time: LUNCH

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	<u>Mark Cahn</u>	
President	<u>H [REDACTED] M [REDACTED]</u>	
Vice President	<u>M [REDACTED]</u>	
Secretary	<u>M [REDACTED] G [REDACTED]</u>	
Treasurer	<u>H [REDACTED] P [REDACTED]</u>	

Approved by ASB *[Signature]*

Article I - Name of the Organization

1.1 The club shall be called Disney Club of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to discuss and enjoy
Disney TV shows / movies.

2.2 The club's mission and vision is as follows: learn more about
Disney and watch Disney TV shows /
movies.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of _____ (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on

the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who attend meeting regularly.

3.2 A student shall no longer be considered a member if the student does not attend meetings for a long period of time.

Article IV – Officers and Other Leaders

4.1 Election of the club’s officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club’s faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club’s minutes, and provided to the ASB by the club’s faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization’s meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club’s faculty advisor.

4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such

status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) Disney Club of Leland High School was duly adopted on 10/20/21, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from SEPT. (month) to AUG. (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers _____ . No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: give suggestions for future club meetings.

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: help president with the agendas.

The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: _____

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: _____

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Approved by ASB [Signature]

Article I - Name of the Organization

1.1 The club shall be called Future of us of Leland High School.

Article II - Purpose and Authority

provide an opportunity for students to

2.1 The purpose of the club shall be to write articles and poems about the future to express our voice, vision and thoughts about the future!

2.2 The club's mission and vision is as follows: To encourage and to provide a platform for this generation teenagers to express their opinions for the future.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of Future of us (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.



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2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who participate with discussions and write with the goal of publishing their writings!

3.2 A student shall no longer be considered a member if the student destroy anything in the classroom, make any rude, racist or inappropriate comments or messages.

Article IV – Officers and Other Leaders

4.1 Election of the club’s officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club’s faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club’s minutes, and provided to the ASB by the club’s faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization’s meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club’s faculty advisor.



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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club’s members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club’s advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor



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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) Future of Us of Leland High School was duly adopted on October, 15, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from September (month) to June (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers n/a. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: report to the non-profit organization monthly and coordinate between the chapter and the organization

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: coordinating with the Secretary and plan for community outreach and special events.



San José
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**Leland High School
Club Constitution (for ASB Approved Clubs)**

The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: Coordinating with the VP to plan for community outreach and special events, taking attendance

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: reaching out to the community and organizations to seek temporary partnerships for special events.

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

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San José
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Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information

Leland High School

For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): David Higer
 - School Email: dhiger@sjusd.com
- Elected President: (First & Last Name): [Redacted]
 - Personal Email Address: [Redacted]
- Elected Vice-President: (First & Last Name): [Redacted]
 - Personal Email Address: [Redacted]
- Elected Secretary: (First & Last Name): [Redacted]
 - Personal Email Address: [Redacted]
- Elected Treasurer: (First & Last Name): [Redacted]
 - Personal Email Address: [Redacted]

Meeting Information:

- Location: K-6
- Day of Week: Friday
- Frequency: bi-weekly
- Time: during lunch

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	David Higer	[Signature]
President	[Redacted]	[Redacted]
Vice President	[Redacted]	[Redacted]
Secretary	[Redacted]	[Redacted]
Treasurer	[Redacted]	[Redacted]

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Reviewed and Approved [Signature]

Article I - Name of the Organization

1.1 The club shall be called Gender-Sexuality Alliance (GSA) of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to create a safe space for LGBTQ+ individuals and allies and discuss topics related to the LGBTQ+ community.

2.2 The club's mission and vision is as follows: Support members of the LGBTQ+ community & allies and build acceptance & support throughout the entire school.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of _____ (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who sign up on designated sign-up form & attend meetings

3.2 A student shall no longer be considered a member if the student breaks rules established by club leadership

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2. The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor

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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be establish by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) GSA of Leland High School was duly adopted on October 8, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from Aug (month) to Jun (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers _____. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: _____

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: _____



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Leland High School
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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: _____

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: _____

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - o Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - o Club Member's signature on minutes

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Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information
Leland High School
For the 2021 - 2022 school year


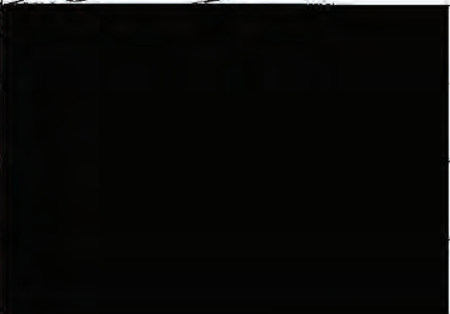
Officers & Advisor:

- School Staff Advisor: (First & Last Name): Christopher Barros
 - School Email: ~~chr~~ cbarros@sjusd.org
- Elected President: (First & Last Name): P [redacted] Z [redacted]
 - Personal Email Address: [redacted]
- Elected Vice-President: (First & Last Name): A [redacted] S [redacted]
 - Personal Email Address: [redacted]
- Elected Secretary: (First & Last Name): A [redacted] K [redacted]
 - Personal Email Address: [redacted]
- Elected Treasurer: (First & Last Name): D [redacted] V [redacted]
 - Personal Email Address: [redacted]

Meeting Information:

- Location: F-1 (Mr. Barros's room)
- Day of Week: Tuesday
- Frequency: Weekly
- Time: 1:02 - 1:32 PM (Lunch)

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	Christopher Barros	
President	P [redacted] Z [redacted]	
Vice President	A [redacted] S [redacted]	
Secretary	A [redacted] K [redacted]	
Treasurer	D [redacted] V [redacted]	

Hood, T.

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San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Approved by ASB *[Signature]*

Article I - Name of the Organization

1.1 The club shall be called LBA of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to educate and provide opportunities to students interested in the field of business.

2.2 The club's mission and vision is as follows: to raise interest in the field of business and increase opportunities for business education for students in the community, and to promote excellence in business through attending prestigious conferences and competitions held nation-wide.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of _____ (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who is an active, participating member of the club by regularly attending club meetings and events unless they are excused by club officers.

3.2 A student shall no longer be considered a member if the student does not attend at least 8 meetings; is disruptive during meetings; does not abide by Leland Club Etiquette.

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.



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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor



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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

Association (LBA)

This Constitution of the (club Name) Leland Business of Leland High School was duly adopted on October 15, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from August (month) to July (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers Director of Middle School. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

Public Relations (Events), Public Relations (Outreach), Events/Competitions
The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: _____

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: _____

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: _____

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: _____

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

San José Unified School District

Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information
Leland High School
For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): Tracy Hall
 - School Email: thall@sjusd.org
- Elected President: (First & Last Name): I [redacted] Z [redacted]
 - Personal Email Address: [redacted]
- Elected Vice-President: (First & Last Name): R [redacted] C [redacted]
 - Personal Email Address: [redacted]
- Elected Secretary: (First & Last Name): E [redacted] K [redacted]
 - Personal Email Address: [redacted]
- Elected Treasurer: (First & Last Name): M [redacted] L [redacted]
 - Personal Email Address: [redacted]

Meeting Information:

- Location: C-10
- Day of Week: Friday
- Frequency: weekly
- Time: 1:02 - 1:34

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	tracy Hall	[Signature]
President	I [redacted] Z [redacted]	[redacted]
Vice President	R [redacted] C [redacted]	
Secretary	E [redacted] K [redacted]	
Treasurer	M [redacted] L [redacted]	

"Preparing today's students to be the thinkers, leaders, and creators of tomorrow."

San José Unified School District

Leland High School Club Constitution (for ASB Approved Clubs)

Approved by ASB [Signature]

Article I - Name of the Organization

1.1 The club shall be called Math Club of Leland High School.

Article II - Purpose and Authority

2.1 The purpose of the club shall be to teach members about new math concepts and collaborate together to solve math problems.

2.2 The club's mission and vision is as follows: For everyone to enjoy math and actively collaborate to win competitions and solve problems.

2.3 The club is formed and exists under the auspices of the Associated Student Body ("ASB") of Leland High School ("School"), within the San Jose Unified School District ("District"). Approval for the club by the ASB must be applied for each year.

2.4 The club has no power to enter into contracts for or otherwise bind the ASB, the School, or the District, and does not speak for or represent the views of the ASB, the School, or the District. The club acknowledges that by permitting student groups to meet on campus, or seek or hold ASB recognition, the District does not sponsor or endorse any statement, opinion, viewpoint, activity, or conduct of any student or student group. The club shall avoid any implication that the District or the School endorses the organization, or that the organization speaks or acts for the District, the School, or District employees or agents.

2.5 This club is an affiliate or chapter of N/A (if applicable). To the extent there is any conflict between this Constitution and any constitution, charter, bylaws, rules, guidelines, handbooks, manuals, other documents of the parent organization, including any documents imposing requirements for membership, leadership, or affiliation on this club, this Constitution shall supersede such requirements and shall be the controlling document.

2.6 Supervision

2.6.1 The organization must act under the supervision of an advisor, who shall be a Leland High School certificated staff member. The organization may have a secondary advisor, if available.

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2.6.2 At least one advisor is required to be present at and supervise all coordinated club meetings, events, and fundraisers (if any), on and off campus, in both virtual and physical settings. Advisors are also required to facilitate, review, and approve the completion and accuracy of meeting minutes, financial transactions, event requests, and official communications by the organization (for instance, newsletters, fliers or promotional materials for events, fundraisers, recruitment, or group activities, and meeting notices).

2.6.3 Once approved, official communications can be posted or distributed in the manner and on the platforms authorized by the School.

Article III – Membership

3.1 Any currently enrolled student in the School shall be eligible for membership. Members are considered students who sign up for the club and attend meetings.

3.2 A student shall no longer be considered a member if the student negatively impacts other club members and the objective of the club.

Article IV – Officers and Other Leaders

4.1 Election of the club's officers shall be conducted in the following manner: Elections shall be held by a secret ballot under the supervision of the club's faculty advisor. All members of the organization are eligible to vote in the election, and each member shall have one vote. The person with the most votes will be considered as the winner of the election. Documentation of the election and its results will be recorded in the club's minutes, and provided to the ASB by the club's faculty advisor. The club shall provide reasonable advance notice to its members of the election so that the members may participate in the process.

4.2 By accepting office, all elected officers affirm that they will abide by the policies, guidelines, rules and regulations of the ASB, of the School, and of the San Jose Unified School District. The officers affirm that they understand the duties of their position, and will carry them out honestly, faithfully, and diligently.

4.3 An officer may be removed from office for failure to perform the duties required of the position, failure to regularly attend the organization's meetings and events, violation of any District or School rule or requirement relating to student clubs, or for other good cause.

4.4 Removal from office will be conducted in the following manner: Officers may be removed by a two-thirds vote of the members voting on the matter, however, only a simple majority will be needed to elect the new officers. The vote will be conducted by secret ballot under the supervision of the faculty advisor, and with advance notice to the membership. Documentation of the removal from office and of the identity of the new officers will be submitted to the ASB by the club's faculty advisor.

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4.5 Elected officers may, by a majority vote of all officers, appoint one or more of the officers to act as the representative for the club at school-wide club meetings or for other purposes at which official club representation is required. The elected officers may also organize committees, and appoint one or more officer or members of the club to act as committee heads. All such actions must be reflected in the minutes.

Article V - Non-Discrimination

5.1 The club shall not discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and/or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics.

5.2 The club shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student on any of the foregoing grounds. In addition, any membership levels that may exist (e.g., voting versus non-voting membership, or active versus inactive membership), may not be based on any prohibited discriminatory criteria.

5.3 The club shall permit any currently enrolled student of the School to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

5.4 For purposes of this Article, leadership positions include (but are not limited to) officers, representatives, and committee heads.

5.5 Nothing herein shall preclude the club from adopting non-discriminatory criteria regarding being a member or leader of the organization, or exercising voting privileges. Such criteria must be set forth in this Constitution or a duly adopted amendment thereto.

Article VI – Meetings

6.1 The club may also hold special meetings as necessary to conduct the business of the organization, upon advance notice to the club's members and officers.

6.2 Meetings of the organization may be held in the locations (physical or virtual) and during the times authorized by the School. The club's advisor (and/or secondary advisor) shall be present to supervise the meeting.

6.3 The meetings and other activities of the club must be initiated, run, and participated in by the students of the School. Advisors must supervise meetings and activities, but may not sponsor



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them. "Sponsorship" of a meeting includes the act of promoting, leading, or participating in a meeting.

6.4 Non-school persons may not direct, conduct, control, or regularly attend the meetings or activities of the organization. "Non-school persons" includes students who attend other schools within or outside the District, parents, community members, or individuals from regional, state or national affiliates of the organization.

Article VII – Finances

7.1 The club may choose, at the beginning of each school year, whether to have an ASB financial account. If the organization elects to have an ASB financial account, it must comply with all ASB, School, and District requirements regarding budgeting, fundraising, spending, recordkeeping, and the use of ASB financial accounts. The organization shall use any funds on deposit in the ASB account for authorized purposes only.

7.2 The club's funds on deposit with the ASB must be used to purchase goods and services that promote and benefit a group of students' general welfare, morale, and / or educational experience, and cannot be used to fund educational programs or activities that the District is otherwise responsible for providing.

7.3 If the club chooses not to have an ASB financial account, it must not raise money (e.g., collect dues, hold a fundraiser, or ask for donations) or spend money, except as otherwise permitted by the School.

7.4 Outside bank accounts cannot be established by any ASB recognized organization.

Article VIII – Non-Renewal or Dissolution of the Organization

8.1 To maintain good standing, and be eligible for renewal as an ASB approved club each year, the organization must comply with all ASB, School and District policies, guidelines, rules and requirements applicable to student clubs, comply with its own Constitution, and act in conformity with its ASB application. It must also comply with all applicable federal and state laws, regulations, and guidelines. All clubs wishing to be ASB recognized must apply for such status each school year.

8.2 If the organization wishes to disband during the school year after ASB approval, it may vote to do so at a regular meeting, by a majority vote of the members attending the meeting. The advisor and President or Vice President must communicate with the Activities Director and the ASB about this decision.

8.3 The club will also be deemed disbanded if it does not conduct regular meetings or participate in school activities, or, if the club has a financial account, if it does not maintain an active treasury (i.e. if the club's balance stays the same for the entire school year).

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8.4 If the club fails to renew its status or disbands, its financial account (if any) will be closed. All revenues in the closed account will be transferred to the ASB general account, or be otherwise disposed of according to ASB, School and / or District procedures.

Article IX – Adoption and Amendment of Constitution

9.1 This Constitution shall be adopted upon its approval by a two-thirds majority of the members present at the first meeting of the organization during the school year in which the club was formed.

9.2 This Constitution may be amended at a regular meeting of the organization by a two-thirds majority of the members present at the meeting, provided that the proposed amendment was published at the immediately preceding regular meeting either by being read aloud or by being distributed in writing.

9.3 The adoption of this Constitution, and any amendments thereto, shall be recorded in the minutes of the organization. The secretary shall keep this Constitution, and any amendments to the Constitution, in a permanent file for the organization. A copy of this Constitution, and any amendments thereto, shall be promptly provided to the ASB and the Activities Director, no later than one week after adoption or amendment.

This Constitution of the (club Name) Math Club of Leland High School was duly adopted on Oct. 1, 2021.

The organization will elect officers for the club on at least an annual basis. Officers will hold office from August (month) to June (month) each year.

The organization shall have the following officers: president, vice-president, secretary, and, if the organization is approved for an ASB financial account, a treasurer. It shall also have the following additional officers N/A. No student shall be eligible to hold more than one officer position within the same organization during the same school year.

The club's president will preside over meetings, model parliamentary procedures, advise members on ASB procedures, and plan and prepare the agenda for club meetings in conjunction with the organization's advisor. Other duties: _____

The club's vice-president will assist and collaborate with the president in his or her responsibilities and fulfill the duties of the president if the president is unable to fulfill his or her duties temporarily or permanently. Other duties: _____

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The club's secretary will distribute the agenda, take attendance, report minutes of the last meeting, and record minutes for each meeting. The secretary must maintain a file of all records relating to the organization (e.g. copies of minutes, attendance lists, request forms, the constitution and amendments thereto, etc.). Other duties: _____

The organization's treasurer will oversee expenses, revenues, and the organization's current balance. The treasurer will oversee club fundraising efforts, supervise the preparation of the club budget, present the treasurer's report at meetings, ensure all expenses are approved by the club prior to purchase, be responsible for cash box check-out and return, complete deposit of funds with the supervision of the ASB clerk, advisor, or staff member, and manage inventory of club merchandise. Other duties: _____

The club shall hold regular meetings at least once per month during the academic school year (between September and May). The schedule for regular meetings shall be set by the club at the beginning of the school year, subject to further amendment as needed.

All groups MUST Attach the Following:

- Club Meeting Minutes documenting approval of this Constitution
 - Club Member's signature on minutes

Groups who will have an ASB Account must attach the following:

- Club Budget
- Club Meeting Minutes documenting approval of the Club Budget
 - Club Member's signature on minutes

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San José
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School District

Club Constitution (for ASB Approved Clubs)

Annual Club Constitutional Agreement and Information

Leland High School

For the 2021 - 2022 school year

Officers & Advisor:

- School Staff Advisor: (First & Last Name): Julie Montgomery
 - School Email: jmontgomery@sjusd.org
- Elected President: (First & Last Name): [Redacted]
 - Personal Email Address: [Redacted]
- Elected Vice-President: (First & Last Name): M [Redacted] L [Redacted]
 - Personal Email Address: [Redacted]
- Elected Secretary: (First & Last Name): K [Redacted] S [Redacted]
 - Personal Email Address: [Redacted]
- Elected Treasurer: (First & Last Name): S [Redacted] P [Redacted]
 - Personal Email Address: [Redacted]

Meeting Information:

- Location: C-3
- Day of Week: Friday
- Frequency: Weekly
- Time: 3:20 - 4:10 (After school)

Agreement of Constitution

Position	Name of Position Holder	Signature of Position Holder
Staff Advisor	Julie Ellen Montgomery	Julie Ellen Montgomery
President	[Redacted] G [Redacted]	[Redacted]
Vice President	M [Redacted] L [Redacted]	
Secretary	K [Redacted] S [Redacted]	
Treasurer	S [Redacted] P [Redacted]	

Signed Club Affirmation Sheet

Sailing Club	Yes
Chess	Yes
Computer Science Club	Yes
Black Student Union (BSU)	Yes
Drama Club	Yes
Taylor Swift Club	Yes
Thespian Club	Yes
Live más	Yes
Students Demand Action Willow Glen	Yes
WG Gaming	Yes
Heart 2 Heart Club	Yes
Willow Glen AVID	Yes
Yoga & Meditation Club	Yes
WGHS Car Club	Yes
Willow Glen Ice Hockey	Yes
Interact	Yes
Key Club	Yes
Dubs only	Yes
Asian Culture Club	Yes
WGHS Gold Garden Club	Yes
Best Buddies Club	Yes
Latino Club	Yes
Environmental Conservation Club	Yes
Willow Glen Leftist Society	Yes
Willow Glen Midnight Club	
Remote-Control Plane Club	
Creative Writing Club	Yes
Yoga & Meditation Club	Yes
Robotics Club	Yes
National Honors Society (NHS)	Yes
Environmental Justice	Yes
Social Justice	Yes



Dear Student Leaders,

As part of our ongoing review of how we help shape student leadership in San José Unified, we have been reviewing how clubs apply to be part of the ASB and what procedures are necessary to confirm prior to official ASB membership status.

As such, we will continue to update our application and constitution and bylaws writing processes and we look forward to training you on how these key elements work in the world of public organizations. One area that our current practices do not adequately address is the need for all clubs to confirm that they are aware of and will abide by the SJUSD Board of Education policies, particularly regarding club membership and leadership requirements.

Some sites have already approved clubs this year and some have not. But, regardless of club status, we are requiring that clubs that seek official ASB recognition review this affirmation and sign, acknowledging and committing to these policies and practices. If a club has already been recognized for the 2020-2021 school year, they must complete this affirmation in order to maintain that recognition for the remainder of the school year.

We thank you for your leadership and we look forward to continuing improving our processes so that all our campus communities continue to be welcoming to all students.

Affirmation of Conformance to Board Policy for ASB Recognized Student Groups

All ASB recognized student groups are governed by a policy of nondiscrimination. Neither the District, the ASB, nor any ASB recognized students groups shall discriminate against any student or group of students or any other person on any unlawful basis, including on the basis of gender, gender identity and or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles, such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics, or on the basis of association with a person who has or is perceived to have any of those characteristics. [BP 0410 (Nondiscrimination in District Programs and Activities), 5145.3 (Nondiscrimination / Harassment (Students)); see also, BP 5145.9 (Hate-Motivated Behavior)]

Name of Student Organization: Black Student Union (BSU)

Name of Officers:



Our student organization seeks ASB recognition. As such, and after reviewing the Board Policy requirements, we do understand and affirm the following:

- We shall allow any currently enrolled student at the school to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

- We shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student based on gender, gender identity and or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles, such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, based on the perception of one or more of such characteristics or based on association with a person who has or is perceived to have any of those characteristics.
- We may adopt non-discriminatory criteria regarding being a member, leader or representative of the organization, or exercising voting privileges, such as regular attendance at group meetings, participation in group events, participation in the group for a minimum period of time, or participation in orientation or training activities. Membership levels (e.g., voting versus non-voting membership) will not be based on any prohibited discriminatory criteria.
- We shall select our leaders (including officers or other representatives) by a democratic method. [AR 6145.5 (Student Organizations and Equal Access)]
- We shall comply with District and school site policies and regulations as well as all applicable laws, whether on or off campus. Failure to comply with applicable standards may result in the revocation or non-renewal of recognition, loss of privileges, student discipline, or other sanctions.
- We shall not restrict eligibility for membership, attendance, participation, or leadership to any student in violation of the District's nondiscrimination policies.
- We shall not engage in any conduct in violation of the District's anti-hazing policies.

We acknowledge:

- The District reserves the right to non-renew or revoke recognition of any student organization that fails to comply with District or school policy or requirements, or for any other reason allowed by law.
- Should we choose not to seek ASB recognition, we are still permitted to meet on campus of our own volition (consistent with all health restrictions that may be in place), as long our activities do not substantially disrupt or materially interfere with the educational environment.





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Name of Student Organization: Willow Glen car club

Name of Officers:



Our student organization seeks ASB recognition. As such, and after reviewing the Board Policy requirements, we do understand and affirm the following:

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- We shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student based on gender, gender identity and or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles, such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, based on the perception of one or more of such characteristics or based on association with a person who has or is perceived to have any of those characteristics.
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- We shall select our leaders (including officers or other representatives) by a democratic method. [AR 6145.5 (Student Organizations and Equal Access)]
- We shall comply with District and school site policies and regulations as well as all applicable laws, whether on or off campus. Failure to comply with applicable standards may result in the revocation or non-renewal of recognition, loss of privileges, student discipline, or other sanctions.
- We shall not restrict eligibility for membership, attendance, participation, or leadership to any student in violation of the District's nondiscrimination policies.
- We shall not engage in any conduct in violation of the District's anti-hazing policies.

We acknowledge:

- The District reserves the right to non-renew or revoke recognition of any student organization that fails to comply with District or school policy or requirements, or for any other reason allowed by law.
- Should we choose not to seek ASB recognition, we are still permitted to meet on campus of our own volition (consistent with all health restrictions that may be in place), as long our activities do not substantially disrupt or materially interfere with the educational environment.

Signatures of Club Officers





Dear Student Leaders,

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Name of Student Organization: Students Demand Action



Our student organization seeks ASB recognition. As such, and after reviewing the Board Policy requirements, we do understand and affirm the following:

- We shall allow any currently enrolled student at the school to participate in, become a member of, and seek or hold leadership positions in the organization, regardless of his or her status or beliefs.

- We shall not adopt or enforce any membership, attendance, participation, or leadership criteria that excludes any student based on gender, gender identity and or expression, race, inclusive of traits historically associated with race, including but not limited to, hair texture and protective hairstyles, such as braids, locks, and twists, color, religion, ancestry, national origin, immigration status, ethnic group, pregnancy, marital or parental status, physical or mental disability, sexual orientation, based on the perception of one or more of such characteristics or based on association with a person who has or is perceived to have any of those characteristics.
- We may adopt non-discriminatory criteria regarding being a member, leader or representative of the organization, or exercising voting privileges, such as regular attendance at group meetings, participation in group events, participation in the group for a minimum period of time, or participation in orientation or training activities. Membership levels (e.g., voting versus non-voting membership) will not be based on any prohibited discriminatory criteria.
- We shall select our leaders (including officers or other representatives) by a democratic method. [AR 6145.5 (Student Organizations and Equal Access)]
- We shall comply with District and school site policies and regulations as well as all applicable laws, whether on or off campus. Failure to comply with applicable standards may result in the revocation or non-renewal of recognition, loss of privileges, student discipline, or other sanctions.
- We shall not restrict eligibility for membership, attendance, participation, or leadership to any student in violation of the District's nondiscrimination policies.
- We shall not engage in any conduct in violation of the District's anti-hazing policies.

We acknowledge:

- The District reserves the right to non-renew or revoke recognition of any student organization that fails to comply with District or school policy or requirements, or for any other reason allowed by law.
- Should we choose not to seek ASB recognition, we are still permitted to meet on campus of our own volition (consistent with all health restrictions that may be in place), as long our activities do not substantially disrupt or materially interfere with the educational environment.



Signature

Printed Name, Title, Date

Signature

Printed Name, Title, Date

Signature

Printed Name, Title, Date