



## SHSID Rules and Regulations for Club Activities

### (FOR TRIAL IMPLEMENTATION)

#### Chapter I

#### The Setting-up of Club and the Implementation of Activities

Club activities provide students from SHSID with an excellent stage to show their talents, serve society, practice their leadership, and improve their capabilities in organizing, communicating and coordinating. The School has a tradition of strongly supporting healthy, active, and positive club activities, aiming to establish a good environment for the further development of clubs. In order to guide and help students carry out club activities in a more formal and organized way, and make these activities become a good stage for students' overall development, the School hereby made the following rules and regulations.

##### I. Clubs Setting-up

1. In the beginning two weeks of each semester, clubs should complete the setting-up procedures. Club membership is limited to students in our school and the number of members should be in the range from ten to thirty students. In the third week, relevant information of the club should be collected and summarized in order to send it to the Director's Office for archives-keeping. Clubs which have no registration records in the school cannot enjoy the essential support and supervision given by the school.
2. Club activities should be registered at the beginning of the academic year. In the second semester, only clubs which successfully pass the evaluation by the end of the first semester will be allowed to operate. No new clubs will be added. All clubs must list their members in line with the attendance records of the first semester. New members can be enrolled. The complete lists with new members should be reported to ASB and submitted to relevant homeroom teachers and supervisors (served by teachers).
3. Every club member must submit the signed (by a parent or guardian) *Letter of Consent on Student's Participation in the Club Activities* in the first two weeks of the semester. Anyone who does not complete the procedures but joins in any club activities will shoulder all responsibilities.
4. One club has only one student club leader. Club activities are conducted in the form of club leader shouldering overall responsibilities under the guidance of a teacher. Clubs without supervisors are not permitted to carry out any activities.
5. Generally speaking, clubs cannot enroll members during the semester. If any member withdraws from the club, this student should inform the club leader, the supervisor, the homeroom teacher and parents in advance.

##### II. Club Activities

1. Time for activities



- 1) To ensure the students' safety and the effective operation of school buses, the school encourages students to participate in club activities during lunchtime. Due to some specific reasons, some clubs may hold their activities after school (16:00-17:15).
  - 2) Club activities start in the third week of each semester. For the three weeks before the end of each semester, all club activities are stopped, so that students can dedicate themselves to the preparation for the coming Final Examinations.
  - 3) Club activities should carry out activities in line with the time for their activities registered in the beginning of the semester (for example 16:00-17:15 on Tuesday afternoon). If the activity cannot be carried out for some reasons, the weekly activity will be cancelled and no further arrangement will be made.
  - 4) Any student activity without a fixed time and venue is not regarded as a club activity, so beneficiary policies for clubs will not be enjoyed by these students. All participants take responsibility for their own activities.
  - 5) If there are too few club activities for a certain club, usually less than 70% of the normal total number (which is reported by the club member, the ASB or the supervisor, and confirmed by the Director's Office), the club will be disbanded during the semester.
2. Regulations for Attendance
- 1) If the club member cannot attend activities on a regular basis (for example, being consecutively absent twice), the student is regarded as withdrawing from the club voluntarily.
  - 2) In principle, students are not allowed to attend more than two clubs, which hold activities from 16:00 to 17:15, in one week.
3. Requirement on Safety
- 1) Considering the safety, the school does not allow students to stay after school without permission. Those taking club activities as an excuse to stay in school without approval from their homeroom teacher will be given punishments. Punishments will be given in accordance with the severity of the offence, including an Oral Warning and the escalating punishments.
  - 2) For clubs holding activities in the period of 16:00-17:15, the school provides students with a late bus service (All late buses leave at 17:30 every day), traveling to some of the main stops in Shanghai. Students will be responsible for the transportation and their own safety from those stops to their destinations. Only students who take school buses can apply for the late bus service.
  - 3) Any club member, who joins in club activities that are outside school (such as taking their weekends or after-school time to visit the Senior House, schools for immigrant workers' children, or hospitals) must get approval from their parents in advance. Students should be cautious about and responsible for their own safety.
4. Requirement on Club Activities
- 1) Every club member should join in the appropriate and club-mission-oriented club activities under the guidance of the supervisor or the club leader. Everyone should



be responsible for their own behavior in the club activities. All SHSID Rules and Regulations apply to club activities.

- 2) Club members should consciously keep a record of club activities independently or cooperatively, including photos, videos and the like.
  - 3) At the end of each semester, club members should actively ask for the confirmation and signature for CAS cards from the supervisor. The signed CAS card cannot be made up once lost. (This clause applies to the High School Section.)
  - 4) If the club activity needs to be held in the non-Lunchroom during lunchtime, the club leader must submit a written application to the Director's Office and promise that the classroom will be kept tidy after being used. Only when the application is approved by the Director's Office can the activity be conducted. If a bad environment (interfering with the orderly running of classrooms) caused by a club activity is found by the Director's Office, all activities of this club must be stopped and the relevant students will be educated and punished. For those severe offences, the club can be disqualified.
5. Promotions for Club Activities
- 1) A large-scaled activity, (such as charity sales, donations, concerts, auction which are also open to the whole grade and more students), must submit a detailed activity proposal to the Director's Office, whether the activity's venue is inside or outside school. After being approved by the Director's Office, the club can start the relevant promotion and organizing. Otherwise, the Director's Office will halt the activity and not accept the application. Each participant and his/her parent/guardian must sign the *Parent's Notice* made by the organizer and approved by the director's office and hand it over to the organizer.
  - 2) Samples and posting venues for posters should also be approved by the Director's Office, instead of posting them randomly. If the proposal needs to be changed in the implementation, it must be permitted by the Director's Office.
  - 3) If promotions for club activities are needed during the P&B class, club members should apply and register for ID cards from the Director's Office before 8:10. If the student does not have an ID card, the homeroom teacher should stop the promotion activity. After the promotion, lenders must collect all ID cards and return them to the Director's Office in a timely manner. If the promotion activity involves the other grades, approval should be given by the relevant School Directors in advance.

## Chapter II

### The Qualification and Responsibilities of the Club Leader

The School hopes that excellent clubs will stand out among healthy competition. Excellent clubs are encouraged to establish brands and images of their own and these brands can be inherited



and further developed. In order to realize this goal, all club leaders are encouraged to make efforts to show their leadership. In addition, leaders should also teach, help and guide the successors diligently. It is anticipated that club activities, under the effort of all students, especially of club leaders, will be well developed into series and systems while forming good brands and exhibiting positive influence.

1. The club leader is either elected by each club or the convener. The Director's Office does not interfere with the election.
2. The "Veto-by-one-vote" Policy applies to the qualification of the club leader. Any club leader who leads the club members to carry out activities that are against school rules, the Director's Office can recall the club leader. ASB calls all members of this club to re-elect a new club leader. For those severely offending the school rules, the club will be disbanded.
3. The club leader should plan a club activity proposal after the club is successfully registered.
4. The club leader should plan the club management rules and regulations upon the establishment of the club. The management rules should put emphasis on club members attending activities in accordance with these rules and regulations, and every member should be responsible for their own behaviors. In the meanwhile, the club leader takes responsibility for club management. Priority should be given to the safety of all activities. For those outside activities (like visiting the Senior House), the club leader (under the guidance of the supervisor) must receive the signed *Parent's Notice* before members attend the activity. The management rules and regulations are one of the important indexes in evaluating the club by the end of each semester.
5. Club activities should be healthy, active, and positive and club leaders have the responsibility to put this principle into practice.
6. If club activities cannot be conducted as scheduled, the club leader should tell ASB, the supervisor and relevant homeroom teachers in a timely manner.
7. The club leader is in charge of attendance check and activity records. Quality of such records is an important reference when evaluating the club.
8. If the club leader notices that some members cannot attend the activities regularly (such as being consecutively absent twice), he/ she has the duty to delete the member's name from the club and report it to both ASB and the supervisor.
9. At the end of each semester, the club leader (or someone appointed by the club leader) should write a Work Report (in either English or Chinese; no restrictions on the word count) and submit it to the Grade Director.
10. At the end of each semester, the club leader (or someone appointed by the club leader) can make a poster to present the club achievements (in either English or Chinese of the general size) and submit it to ASB President.

### Chapter III Rules for Club Activities' Grading



The School encourages various forms of club activities. However, for informal or unqualified clubs, they will be subject to the Last-one-out System (The “one” refers to those Grade C clubs). Therefore, the Grading Rules are established to support the excellent ones and disband the unqualified ones. The grading rules include, but not limited to, the following aspects.

1. If the activity is conducted orderly and formally; if any accident occurs;
2. The completeness and quality of the attendance check;
3. Club leader’s Work Report (highlights, contents and if any accident occurs) and the Achievement Poster;
4. Specifications of the club management: the finance records; the meeting records; the donation certificate; different forms of activity records (including news, photos, videos, etc.); the proper preservation of the above documents;
5. Supervisor’s comments;
6. Scores given by ASB members and all relevant teachers. (A reminder: scorers should not score club’s performance by only referring to the amount of donations.) (This clause applies to the High School Section.)

Finally, the Director’s Office will set up grade lines referring to the scoring results. A – Good; B – Average; C – Unqualified. The proportion of each grade is 20: 70: 10. At the end of each academic year, ASB is in charge of making honorable certificates with the ASB seal for Excellent Clubs and Excellent Club Leaders (The selections will be carried out among clubs which have won Grade A twice throughout the academic year). The Director’s Office will hold the awarding ceremony at the proper time. Grade 12 students will be awarded with these honorable certificates at the Graduation Ceremony. Grade C clubs must make improvements in accordance with their own situations; for those without any improvements, they will also be disbanded. Clubs disbanded by the school are not allowed to be re-organized in any form.

### **Chapter IV**

#### **ASB Inspection System on Club Activities**

(This Chapter applies to the High School Section.)

ASB usually carries out random inspections on club activities on a monthly basis. All ASB members will be divided into several groups and conduct the inspection by turn. The effective inspection rules will be decided by ASB members by means of discussion, democratic confirmation and the President’s supervision. The Director’s Office suggests that a Club Activities Department should be set up to take the main responsibilities. ASB members should abide the following rules:

1. If the ASB member happens to be in charge of any position inside the club, in order to avoid any misunderstandings or self-inspections, the inspection on this club should be conducted by other ASB members.
2. For each inspection, ASB members must sign up on the Attendance Check Book with recognizable signatures. The inspection includes: attendance check, activities, activities discipline, finance records, etc. ASB helpers have no right to conduct the inspection, but can observe the ASB members’ inspection.



3. Since club members have a clear picture of whether their activities meet the principle of “being healthy, active, and positive”, every member in this club has the right to supervise the club leader. ASB should actively listen to members’ voices.
4. ASB President should prepare a NOTEBOOK for club inspection and keep a good record of the inspection time, the inspectors, and the inspection report and the like.
5. ASB is responsible for collecting and keeping the valuable materials (photos, videos, documents, etc.) of clubs and submitting them to the Director’s Office by the end of the current ASB board’s term.
6. ASB members will conduct inspections on each club at least three times in one semester.

This document is in Chinese and English. In the event of any dispute or misunderstanding, the Chinese version prevails. SHSID reserves all rights of explanation on this document.

January 2011