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**FOUNDATION
FORCOURAGE**

Promoting Healthy Dating Relationships in Teens:

Toolkit for Implementation of
Charlotte-Mecklenburg High School-Based
Domestic Violence Clubs

“Stopping intimate partner violence before it begins.”

Tool Kit Sections

Section 1: Initiating a High School-Based Domestic Violence Club (HSBDVC)

Section 2: Increasing Awareness of High School-Based Domestic Violence Clubs

Section 3: Sample Constitution and By-Laws

Section 4: References

Section 1: Initiating a High School-Based Domestic Violence Club (HSBDVC)

Prevention and awareness are effective ways to reduce or prevent unhealthy relationships. A HSBDVC could increase awareness about healthy dating relations and provide resources for students who are experiencing domestic violence in a relationship. Starting a HSBDVC in the Charlotte-Mecklenburg area is a very important step in addressing domestic violence and promoting healthy relationships with teens.

Step One: Find an Advisor. Ask a teacher, counselor, or coach to serve as an advisor and/or sponsor of the club. Think of someone with whom you have had positive experiences with during your time in high school and the reasons a certain advisor would be a good fit for a domestic violence club.

Step Two: Generate Initial Interest. In addition to promoting the idea of initiating a HSBDVC at your school, you will need an initial group of interested students to support you in this endeavor. Start talking to students at your school in order to see if there is an interest in starting a HSBDVC. It will be important to gain buy-in from fellow students as they will be the ones to help you in the official creation of the club.

Step Three: Official School Club Checklist. This step will look different depending on the school you attend and it will involve a significant amount of time and dedication from all interested students.

It will be important for you to check with your school for the most up-to-date requirements and to work with your potential advisor and initial group of interested students to complete.

Below are a few examples of schools within the Charlotte-Mecklenburg School District and the steps required to create a club at each high school.

Ardrey Kell

Submit to the Inter-Club Council the following information during regular meeting times:

- Faculty advisor
- Stated name and purpose of the club
- Membership list, including officers
- Written constitution and bylaws which shall include, but not limited to:
 - Name of the club
 - Purpose of the club
 - Officer positions and duties
 - Elections of officers
 - Membership requirements or guidelines (i.e. who can join the club)
 - Amendment sections (i.e. how the constitution and bylaws can be changed)
- Upon review by the Inter-Club Council and the advisor, a simple majority vote of ICC members if required for approval.

East Mecklenburg

- Faculty/Staff advisor
- Formal student leadership team
- Participation in required Inter Club (ICC) activities and events
- Organization must be approved by the principal prior to recruiting members

Hopewell

- Faculty advisor
- Minimum of three initial members
- Meet with assistant principal to discuss potential club
- Once approved by assistant principal, register with Student Government Association by the deadline (dates vary for each semester)
- Once registered, club can officially begin and must maintain three members to remain active

Providence

- Faculty advisor
- Application packet due each spring (requirements are updated January of each year)
- Presentation to Executive Board

West Charlotte

- Faculty advisor
- Organize interested group of students
- Apply with Student Government to become a club in the spring semester
- Once approved, club can begin the following semester

Other requirements to create a club at your high school may include the following:

- Signatures from fellow students in support of the creation of the club
- Creation of a club mission (see example below)
- Creation of a club constitution and by-laws (see appendix)
- Minimum GPA for members to remain active
- Annual community service hours

Sample Club Mission: The mission of our club at <insert high school> is to increase awareness about the impact and scale of domestic violence and engage with students to prevent dating violence. We seek to share information about healthy relationships through activities at school and school-sponsored events.

Section 2: Increasing Awareness of High School-Based Domestic Violence Clubs

Once a HSBVC is established, it is time to get creative in planning activities to engage and educate peers about domestic violence. Below is a list of ideas and activities that you can implement year-round in your school's club.

Remember that **February** is Teen Dating Violence Awareness Month, and **October** is national domestic violence awareness month. This is a great time to partner with local community organizations, such as the Jamie Kimble Foundation for Courage and host events and fundraisers in your school/community to build awareness about intimate partner violence and how to prevent it.

Activity Examples:

- [The Jamie Kimble Foundation for Courage's video](#): The story of Jamie Kimble can be used at the beginning of your event to give background and a personal story of domestic violence.
- Volunteer at an organization in your community
 - Host a food drive for a local shelter. Make it fun and create a contest between students at your high school. For example, whichever club donates the most food items can win a pizza party
 - Spend time at a domestic violence shelter and volunteer as a club. Contact the organization to see what their needs are for volunteers. There may be peak times of the year when they need more volunteers, so make sure to make this part of your calendar planning as a club and make it an annual tradition.
- Host an awareness campaign or activity
 - Utilize social media and make a public service announcement on dating violence. For example, your club can collaborate with school media sources to create a video or radio piece that can be aired during the month of February for Teen Dating Violence Awareness Month and October during domestic violence awareness month.
 - Create a video on your school campus with teachers, advisors and in your circle of friends. Ask the question: "What does respect mean to you?" How do you interpret or establish boundaries?
 - Organize a bake sale or neighborhood awareness campaign. Have your club make purple bows to be sold to have students place on their lockers or on their neighborhood mail boxes to show unity and support against intimate partner violence.
 - Inquire as to whether there are local leaders in your community who are survivors of domestic violence and who are willing to share their stories at one of your club meetings.

- For Mecklenburg County, consider calling the Domestic Violence Speakers Bureau at 980-314-8942. More information can be found [here](#):
 - Coordinate a *Wear Purple Day* at your school to raise awareness for domestic violence. Purple is the official color of the national domestic violence campaign. This could be done the same day as a pep rally or guest speaker during domestic violence awareness month
- Plan activities for your school and community
 - Public Art Projects:
 - Sidewalk/Walkway Chalk or large poster board/wall board - have passersby answer a prompt (Prompt ideas: “Dating Abuse is...”; “A world without dating abuse is...”; “Love is...”; “In a relationship, I have the right to... “; “To stop dating violence, I will...”)
 - Decorate T-Shirts and display them on clothespins. T-Shirt ideas could include words for survivors of dating violence and what being in a healthy relationship means
 - Create a safe, locked mailbox and instruct students to anonymously write down experiences of dating abuse or witnessing domestic violence in their families and the impact it has on them
 - You can then put messages on T-shirts or posters as part of an awareness campaign, or start a social media project by taking pictures of selected things said or video tape actors saying the experiences
 - Host a poetry slam/spoken word event on dating violence. Partner with a local coffee shop or small venues to host the event and see if they are willing to donate any proceeds to a local shelter
 - Sponsor an awareness walk/run for healthy relationships at your high school or co-sponsor one with a community partner. This could be a great time to incorporate survivors of domestic violence as speakers for a run/walk event
 - Host a party for dating violence awareness or Holiday Ugly Christmas Sweater event
 - Partner with a school athletic team to raise awareness during a game, such as asking the football team to wear purple socks during one of their games in October

- Work with school media to create announcements and a possible video to use during half-time for education and awareness
- Coordinate a bake sale and include statements about healthy relationships with each baked good. Proceeds can either benefit your club or be donated to JKFFC.
- Screen a movie about domestic violence and healthy relationships or host a film festival to showcase movies over a set period of time
- Host an art show and ask your fellow classmates to create artwork of what a healthy relationship means to them
- Distribute purple ribbons, bracelets, or stickers, the official ribbon color of domestic violence national campaigns, to reach a large number of students in a short amount of time

In Charlotte, the *Do the Write Thing (DTWT) Essay Challenge* is an initiative of the National Campaign to Stop Violence, a non-profit organization made up of businesses, and community and government leaders. This group is committed to reducing youth violence and improving the health of our families and communities. The *Do the Write Thing Essay Challenge Program* began in 1994 as a local program in Washington, D.C., and expanded in 1996 to other cities across the U.S. Today, the program includes thirty cities and twenty National Guard sites. More information can be found at the following [link](#):

You can also access the Healthy Relationships "Start Talking" Curriculum. It is a multiple program curriculum that is used with students in Charlotte-Mecklenburg Schools on topics including skills for healthy relationships, conflict resolution, recognizing dating abuse, media literacy, how to help a friend, and understanding the resources. In partnership with Time Out Youth, Mecklenburg County coordinates prevention programming specifically for LGBTQ identified youth. Through the Forward youth group, young people involved in the programming can use their voices to make an impact on our cultural norms by creating and launching a social norms campaign. More information can be found [here](#):

Section 3: Sample Constitution and By-Laws (modified from Wesley University Sample Constitution)

Sample Club Constitution and By-Laws

New and emerging student clubs can use this example when developing a constitution and bylaws specific to their club needs. Established clubs can use this when updating or changing their bylaws.

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be [name of club].

Section B: National Affiliation – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of CSM.”

Section C: Purpose – The purpose of this club shall be:

1. *[List in detail the purposes and objectives of the clubs.]*
- 2.
- 3.
- 4.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.] upon payment of the dues as outlined in Section C.

Section B: Dues – Dues shall be \$_____per year. [List national and state dues separately if applicable].

ARTICLE III: OFFICER

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are general officers, add officers specific to the needs of the club, if necessary.]

Section B: Eligibility – Officers must be _____[full-time students, carrying at least 1 credit, etc.]

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-official member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held bi-monthly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

Section D: Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B: Other Committees – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

Section C: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

Section 4: References

Brown, C. (n.d.). About Let's Talk About Boyz Awareness & Prevention Teen Dating Violence Curriculum Series for Girls. Retrieved February 1, 2017, from [hFp://safezonespot.info/index.php?option=com_content&view=article&id=178&Itemid=458](http://safezonespot.info/index.php?option=com_content&view=article&id=178&Itemid=458)

Sample Constitution or Bylaws for Student... (n.d.). Retrieved February 1, 2017, from [hFp://www.bing.com/cr?IG=A8E57589ACEF4C20807441BC84EEE0E9&CID=3941A54E850B6A00113BAF61843A6B75&rd=1&h=k1_DbZZTzUaFvwfSA8CYDvHu78Ts2C5bTnBZBY8thQ&v=1&r=hFp%3a%2f%2fwesley.edu%2fwpcontent%2fuploads%2f2015%2f08%2fSample_Constitution_1_.pdf&p=DevEx,5061.1](http://www.bing.com/cr?IG=A8E57589ACEF4C20807441BC84EEE0E9&CID=3941A54E850B6A00113BAF61843A6B75&rd=1&h=k1_DbZZTzUaFvwfSA8CYDvHu78Ts2C5bTnBZBY8thQ&v=1&r=hFp%3a%2f%2fwesley.edu%2fwpcontent%2fuploads%2f2015%2f08%2fSample_Constitution_1_.pdf&p=DevEx,5061.1)

Runaway & Homeless Youth and Relationship Violence Toolkit. (n.d.). Retrieved February 1, 2017, from [hFp://www.nrcdv.org/rhydvt toolkit/key-terms-resources/glossary.html](http://www.nrcdv.org/rhydvt toolkit/key-terms-resources/glossary.html)

For more information about initiating a domestic violence club

Contact:

Sherill Carrington - Jamie Kimble Foundation for Executive Director - sherill@jkffc.org or 281-799-9324

or

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