

# Internal Club Council Bylaws

## **Article I: Club Request Procedure**

- I. Complete Club Request Form and submit it to the Activities Director.
- II. Upon request of club, the ICC Executive Board will determine the eligibility of the club.
- III. If the Executive Board approves the club, the requesting club will be notified to send at least one founding member to attend the next scheduled ICC meeting to present the club for approval in front of the assembly.
- IV. The club will then conduct its first official meeting to establish the club's bylaws and constitution.
- V. The following club documents will be submitted to the Activities Director
  1. Club Agreement
  2. Club Guidelines & Responsibilities
  3. Club Contact Information
  4. Club Meeting Dates
  5. Club Bylaws
  6. Club Constitution
  7. ICC Meeting Contract

Once all these steps have been accounted for, then they will be recognized as a PBHS club.

## **Article II: Club Rights**

- I. As a recognized club of PBHS, there will be many privileges such as:
  1. PBHS club recognition
  2. PBHS approved advertising
  3. PBHS approved events and projects
  4. Use of facility for meetings and/or events
  5. PBHS approved field trips
  6. Access to PBHS resources
  7. Posted announcements on school website and marquee.
- II. It will be mandatory for every club to participate in all school-wide initiatives.
  1. Harvest Drive
  2. Homecoming Parade
  3. International Summit
  4. Any other will be voted on by current ICC group
- III. Failure to participate in these mandatory school-wide initiatives will lead to a six month probation period.
  - This includes all PBHS club rights as stated in Article II revoked.

## **Article III: The Duties of ICC and the Club Representatives**

*The duties and ideals of ICC and its members, the club representatives are as follows:*

- I. To coordinate PBHS on-campus club activities to help avoid, to the best of the council's ability, conflicts that may include, but are not limited to:
  1. Multiple on-campus fundraisers, occurring simultaneously, that cause unbeneficial competition.

2. On-campus fundraisers that are done without consent of the administration of PBHS and SGA.
3. The failure to complete and submit financial reports, when required by the administration of PBHS.
- II. To create a sense of unity and cooperation between the clubs of PBHS, so that:
  1. ICC club representatives enforce ICC policy agreed by the club representatives.
  2. The interaction between club representatives is strengthened thereby:
    - I. Facilitating the spread of ideas between clubs.
    - II. Encouraging suggestions between clubs.
    - III. Informing clubs of one another's progress and activities.
  3. The ability for clubs to cooperate towards common projects and goals are facilitated.
  4. The ability for new and existing clubs to help and support each other.
- III. To create policies that promotes the ideals of ICC and the club representatives and encourages participation in said policy-making.
- IV. To encourage club representatives to become involved in at least one community service project.

**Article IV: The Duties of the Officers of I.C.C.**

*The duties of the elected officers of I.C.C. are as follows:*

- I. President
  1. To preside over all ICC meetings and prepare an agenda.
  2. To call special meetings when deemed necessary.
  3. To consult with the Activities Director weekly to prepare for the next ICC meeting.
- II. Vice President
  1. To preside over all ICC meetings when the President is not there
  2. To work with the President
- III. Treasurer
  1. To collect dues from all clubs at the beginning of the year
  2. Keep track of budgets
- IV. Secretary
  1. To take minutes at all ICC meetings
  2. To record significant ideas/suggestions that would benefit the entire council.
  3. To immediately send the minutes to the President and Activities Director.
- V. Each officer has the responsibility of attending every ICC meeting. If an officer fails to attend one meeting, they will receive a warning. The second failure to attend will result in their position being revoked.

**Article V: Impeachment**

- I. An officer may be removed from ICC by:
  1. Missing two I.C.C. meetings (If an officer fails to attend one meeting, they will receive a warning. The second failure to attend will result in their position being revoked.)
  2. Misrepresentation
  3. Referral

4. GPA dropping below the requirement to participate in clubs (2.5 GPA)
5. Immoral behavior

#### **Article VI: Meeting Penalties**

- I. Each club must send a representative to every ICC meeting: failure to do so will result in the following:
  1. First meeting- warning and two month probation
  2. Second meeting- four month suspension
  3. Third meeting- club will be discontinued, lose all rights of a club, and need to file a new Club Request to reinstate club
- II. Probation of a club will result in losing special privileges determined by the ICC Executive Board and approved by the Activities Director.
- III. Suspension of a club will result in losing the following rights:
  1. PBHS club recognition
  2. PBHS approved advertising
  3. PBHS approved events and projects
  4. Use of facility for meetings and/or events
  5. PBHS approved field trips
  6. Access to PBHS resources
  7. Posted announcements on school website and marquee.

#### **Article VII: Power and Authority**

- I. Members are to vote on every decision made by this organization.
- II. Administrators have the power to veto any decision made by the organization if they violate/infiltrate a school rule or event.

#### **Article VIII: Advisor**

- I. The Advisor is a teacher/ staff support person who presides over all meetings and will guide the organization.
- II. The duty of the Advisor is to oversee club activities and to make sure there is unity in the decisions made by officers/members.
- III. The Advisor shall be determined by Administration.

#### **Article IX: Amendments**

- I. The bylaws may be amended by a two-thirds (2/3) vote of the ICC general assembly.
- II. All clubs shall receive advance notice of the proposed amendment at least a week before the next scheduled meeting.
- III. Amendments shall take effect immediately upon approval of the organization.

#### **Article X: Parliamentary Procedure**

- I. ICC meeting will be conducted by parliamentary procedure.
- II. Robert's Rules of Order shall be the standard text for ICC.

#### **Article XI: Club Dues**

- I. Each PBHS club is required to pay a \$5.00 due to I.C.C.
- II. These dues will be used to pay for snacks after meetings, or any other balances I.C.C. needs to pay.

Date Adopted: October 6<sup>th</sup>, 2014