



# Chiles High School—Inter-Club Council Bylaws

## ARTICLE I: Name

**Section 1.** The name of this organization shall be the Inter-Club Council of Lawton Chiles High School.

## ARTICLE II: Objects and Activities

**Section 1.** The objects of the Inter-Club Council shall be:

- To develop initiative and leadership.
- To foster relationships between clubs on the campus of Lawton Chiles High School.
- To disseminate information to the clubs of Lawton Chiles High School.
- To build another communication bridge between the administration and the student body.
- To facilitate the establishment of clubs through an approval system.

**Section 2.** The activities of the Inter-Club Council shall be in accord with its Objects. They should include those suggested by the administration, plus such additional activities as might be adopted by the Inter-Club Council and approved by the school principal.

## ARTICLE III: Motto

**Section 1.** The motto of the Inter-Club Council shall be “By the clubs, for the clubs.”

## ARTICLE IV: Membership

**Section 1.** Membership shall be limited to one delegate from each club on campus that has registered with the Inter-Club Council Chair. A member of the Inter-Club Council **MUST** be a student from Lawton Chiles High School.

**Section 2.** Teachers and faculty sponsors may be a part of the Inter-Club Council, and may attend meetings; however, they are only ex-officio members of the council.

## ARTICLE V: Structure

**Section 1.** The Executive Committee shall consist of the following 8 people: the Inter-Club Council Chair, Inter-Club Council Secretary, the Inter-Club Council Treasurer, the Inter-Club Council Webmaster, the Student Body President, the Inter-Club Council faculty sponsor, the delegate from the most populous club on campus, the delegate from the second most populous club on campus. This Executive Committee will have the responsibility of amending these bylaws, and inherently, will have the responsibility of updating the definition of a club at Lawton Chiles High School.

**Section 2.** Any amendment that comes out of the Executive Committee must then be approved by the Principal before it takes effect.

**Section 3.** The Inter-Club Council will also have a set of 4 officers. These officers are the Inter-Club Council Chair, Secretary, Treasurer, and Webmaster.

**Section 4.** The Inter-Club Council Chair is the executive member of the Inter-Club Council. It is the responsibility of the Chair to schedule, plan, and execute meetings of the council. It is also the duty of the Inter-Club Council Chair to chair any and all discussions of the Council, and to vote only in the case of a tie. It is also a duty of the Inter-Club Council Chair to establish and facilitate a working list of clubs with contact information of faculty advisors and student representatives. It is also the responsibility of the chair to schedule, plan, and execute *Club Rush*.

**Section 5.** The Inter-Club Council Secretary is the recording member of the council. It is the duty of the Secretary to maintain a set of Minutes for all Inter-Club Council Meetings, and to send these Minutes to the Chair no later than the Friday following the meeting.

**Section 6.** The Inter-Club Council Webmaster is the gatekeeper of the council’s social media. It is the duty of the Webmaster to maintain all social media platforms for the council as well as establish and update a website to be used as a resource for the students at Chiles High School.

**Section 7.** The Inter-Club Council Treasurer is the financial advisor of the council. It is the duty of the treasurer to maintain a budget for all of the council's finances and to help any club that needs assistance with financial advice. It is also the duty of the treasurer to ensure that lunch is provided at every meeting.

**Section 8.** The positions of the future Inter-Club Council Chair, Secretary, Treasurer, and Webmaster will be decided by the current council. People interested in running for any of these offices must notify the current Inter-Club Council chair by the last day of January of the current voting cycle to be placed on the ballot. The election of these three officers will then take place during the monthly meeting of February.

**Section 9.** Officers of the Inter-Club Council will fully take on their position in the monthly meeting of May and their term will last until the following monthly meeting of April.

## **ARTICLE VI: Establishment of New Clubs**

**Section 1.** For a new club to be established at Lawton Chiles High School it must follow a specific process as explained in Section 2.

**Section 2.** For a prospective club to start the process of becoming established, they first must ask for approval from the administration. If approved by the administration, the prospective club then must contact the Inter-Club Council chair with information on the prospective club. This prospective club will be given two minutes to present the details of the new club in front of the council, and ask for an official charter. The council will have two minutes to question the prospective club and then they will vote on whether or not the club will be chartered. It takes a majority vote for a club to be chartered. To be chartered, the club must prove they fit the following characteristics:

- The prospective club has a faculty advisor.
- The prospective club has at least one student leader.
- The prospective club has at least 10 prospective members.
- The prospective club has a charter that has been submitted to the school principal.
  - A charter consists of the mission statement of the club, the structure of leadership, the rules and regulations of the club, and how the club will better the school and/or community.
- The prospective club will better the school and/or community through actions, services, donations, fundraisers, and things of that nature.
- The club does not readily offend a person, or a group of people.
- The club does not explicitly hinder a member's ability to join other clubs.
- The club does not discriminate who can be a member on the basis of race, gender, nationality, or sexuality.

**Section 3.** The Inter-Club Council Chair does not receive a vote in this discussion, and will only vote in case of a tie.

## **ARTICLE VII: Charities**

**Section 1.** The Inter-Club Council shall be responsible for selecting 4 charities, to correspond with the grading periods, for the school to support throughout the year

**Section 2.** The Executive Committee of the Inter-Club Council is responsible for selecting the 4 charities for the school to support. They must do this in correspondence with the PTO, SITE committee, and SAC.

**Section 3.** The Inter-Club Council Chair is responsible for appointing one student to be a chair of the charity effort of each charity. Upon appointment, this student will become a member of the Inter-Club Council.

## **ARTICLE VIII: Meetings**

**Section 1.** The Inter-Club Council shall hold regular monthly meetings.

## **ARTICLE IX: Voting Process**

**Section 1.** Any discussion that produces a disagreement in the council may be voted on for decision by a request for a "division of the house". This request may be made by any general member of the Council. In this case, the decision will be made by either a vote by the raising of the hand, or by secret ballot; that is left up to the discretion of the Chair.

**Section 2.** The only people allowed to vote in this process are members of the Inter-Club Council. This is not to include the Inter-Club Council Chair—except in a case of a tie—or any ex-officio members.

**Section 3.** Any and all decisions made by the Inter-Club Council must be approved by the Principal before it can take effect.

**ARTICLE X: Voting Process**

**Section 1.** These bylaws must be shown to the Inter-Club Council at a monthly meeting in which quorum has been reached (over 50% of the registered ICC clubs are in attendance), and the present clubs must vote in favor of ratification by a majority vote for these bylaws to be adopted. Ratification of these bylaws must take place at the beginning of every school year.

These Bylaws were adopted and approved on \_\_\_\_\_, 20\_\_

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(Principal's signature)

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(Inter-Club Council Chair's Signature)

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(Student Body President's Signature)

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(Inter-Club Council Faculty Advisor's Signature)