

Official Inter-Club Council Guidelines

This document has been created to clarify the rules that clubs need to follow in order to comply with ICC and Myers Park expectations.

General Overview of ICC:

Inter-Club Council is affiliated directly with Myers Park's Student Government Association (SGA) and oversees and manages all clubs on campus. Two SGA representatives are elected each year as ICC Co-Chairs. They are in charge of selecting clubs--alongside the SGA Advisor and an Administrator--that are diverse and legitimate, hosting the entirety of clubs at certain school-wide events, holding mandatory meetings and collecting reports to ensure club validity, and guiding clubs to remain active throughout the school year. They will hear out any conflicts that arise between leadership, advisors, peers, and administration, and will work towards an amicable solution.

Application and Club Selection Process:

- Online applications go out at the end of the school year and there are no exceptions for late applications.
 - Existing clubs **MUST** re-apply. Existing clubs are not promised reacceptance for the following year.
- Once all applications are submitted, they are reviewed by the ICC Chairs, the SGA Advisor, and an Administrator.
 - The SGA Advisor and Administration have the ultimate say in a club's status.
- The ICC Chairs will email leadership and advisors to inform them of their club status. They will do everything in their power to notify all applicants by the end of the third week of the new school year.

Leadership Expectations:

- Leadership must adhere to and comply with the expectations of their advisors. Advisors have the right to replace their leadership if they feel the leadership is not properly running the club.
- One leadership member must be present at all mandatory events (only exception is ICC Campus Clean-Up, at which any representative from the club must be present).
- Leaders may not remain in leadership if they receive any Out-of-School suspensions.
- Leadership must be respectful, courteous, and professional with their club members, advisors, and ICC.
- ICC can ask leadership to step down from their leadership position if they do not adhere to our rules and requests. If asked to step down by ICC, leadership must obey the request.
- Club advisors can ask leadership to step down from their leadership position if they do not adhere to their rules and requests. If asked to step down by their advisor, leadership must obey the request.
- Leadership cannot remove their advisor without permission from ICC, the SGA Advisor, and Administration.

- It is your responsibility to update your website (and inform ICC of any changes that need to be to the ICC website) throughout the year. ICC will check that you are maintaining a web presence.

Advisor Expectations:

- Advisors must be present at all on-campus club events and meetings. Clubs cannot be on campus for any reason without an advisor present.
- Advisors must be present at all Quarterly meetings and must submit Quarterly Reports unless otherwise instructed by ICC or the SGA Advisor.
- When applicable, advisors need to be in the same department as the club is classified (ie: Chorus clubs need to have an advisor from the music department, Math clubs need to have an advisor from the math department, etc.)
 - This is a non-negotiable with Scholastic Cup organizations.
- Advisors may remove and replace their leadership, if necessary. They must let ICC and the SGA Advisor know of all leadership changes.
- Advisors are allowed to step down from advising a club, but not until the end of each school year (unless there are extenuating circumstances) and not without giving their club leadership forewarning.
 - Extenuating circumstances must be discussed with either the SGA Advisor or Administration, depending on the circumstances.

Mandatory Events/Attendance:

All mandatory events are planned well in advance of the event; therefore, there should be minimal reasons why a club cannot attend. Each club (or the requested number of club representatives) must be present at all mandatory events. An absence will be counted as a demerit.

- Mandatory events and items (include, but are not limited to):
 - Rock Painting (specific clubs selected by ICC-there will be an application this year)
 - Open House
 - Stampede (Leadership)
 - Quarterly Meetings (Leadership and Advisors)
 - Quarterly Reports (Leadership and Advisors)
 - 9th Grade Curriculum Night
 - Campus Clean-Ups
 - Football Clean-Ups
- If circumstances arise where club leadership is unable to represent at a mandatory event, a GoogleForm may be filled out in advance to request that a club member has permission to represent the club at that event.

Demerit System:

- Each club has three demerits before the club will be required to meet with ICC, the SGA Advisor, and the Administration to discuss further action. A mutual decision about the club's status will be made based on both the club's one-page essay** and the meeting. The club will either be terminated or give the opportunity to redeem itself. If the latter is the decision and the club receives one more demerit, it will be terminated immediately.
 - Please keep in mind that everything listed in this document counts as a demerit.
 - By agreeing with the club expectations on the Google Form, you have full understanding that your club can be terminated if any of these expectations are broken three times.
1. Each club (or the requested number of club representatives) must be present at all mandatory events. An absence will be counted as a demerit.
 - If circumstances arise where club leadership is unable to represent at a mandatory event, a GoogleForm may be filled out in advance to request that a club member be granted permission to represent the club at that event.
 - If the club representative(s) must leave a mandatory event early, ICC must be notified three days prior to the event - at least. If ICC has not been notified before the event, leaving early will be counted as a demerit.
 - Mandatory events/requirements include, but are not limited to:
 - i. Rock Painting (only the specific clubs chosen by ICC)
 - ii. Open House
 - iii. Stampede (Leadership)
 - iv. Quarterly Meetings (Leadership and Advisors)
 - v. Quarterly Reports (Leadership and Advisors)
 - vi. Campus Clean-ups
 2. Each club must fill out a monthly GoogleForm that provides proof of their monthly activities. (If your club fails to do so, this will be counted as a demerit.)
 - Proof of monthly activities (which may be requested on the GoogleForm) include but are not limited to:
 - Meeting minutes
 - Contact with advisor
 - Photographic evidence of said communication/meeting
 3. Each club must hold or participate in at least one event per quarter. (Meetings do not count as events.)
 4. For all fundraising events you must:
 - Check the ICC Google calendar for conflicts (on the ICC website)
 - Have the event approved by ICC, Administration, and Mrs. Murphy well in advance of the start of the event.
 5. Further fundraising pointers to keep in mind:
 - Anything having to do with money collection must be approved by Mrs. Murphy. Absolutely no exceptions.

- Venmo/CashApp/Zelle is **NOT** allowed.
- Cash is **NOT** allowed.
- Bake sales are **NOT** allowed on campus.
- Food trucks are **NOT** allowed on campus.
- If you would like to use school property for any event, you must have permission from ICC and administration. AND your advisor must be present to supervise use.

What is Probation?

- A club may be placed on probation at the beginning of the year after it has been approved. This will occur if ICC, the SGA Advisor, and Administration feel that a club did not participate to their full potential the previous school year. **If a club is under probation, it is only allowed two demerits before it will be required to meet with ICC, the SGA Advisor, and Administration. The meeting and one page essay** will determine if the club is allowed an opportunity to redeem itself. If a probationary club receives a third demerit after this meeting, the club will be immediately terminated.**
- If a club that is placed on probation at the beginning of the year has perfect attendance and future promise during the first semester, it may be removed from probation.

**** Required Essay Parameters:**

Clubs that earn three demerits or those on probation earning two demerits will be required to submit a one-page essay to ICC, the SGA Advisor, and Administration. The essay must explain why the club was incapable of keeping up with ICC expectations thereby leading to the demerits, what steps the club has put in place to avoid further mistakes, and why the club believes it should be allowed to continue to represent Myers Park. The deadline for submission will be provided when the club is assigned their final demerit. Your answer must be typed adhering to the following formatting and submission requirements:

- 12 pt. Font, Times New Roman
- 1.5 spacing
- 1 inch margins all around
- Emailed to myersparkicc@gmail.com or shared with ICC via GoogleDocs.

The essay must clearly and completely answer the questions outlined above. If it does not, that will directly affect the decision to allow the club to remain active on Myers Park's campus.

Miscellaneous Additional Info:

- Any club wishing to collect funds must run all financial questions and business through Myers Park's financial secretary. This is non-negotiable.
- Only MP faculty members are allowed to serve as club advisors. This is non-negotiable.
- ICC will maintain an up-to-date calendar of club events, fundraisers, and other important information on its website:

- Clubs should send their dates to the ICC Co-Chairs in order for their information to be included.
- In addition, clubs should check the calendar before scheduling events in order to avoid overlap or duplication.
- **To reiterate. Administration and or advisors have the final say in all matters related to clubs.**

Note: This is a living document and will be altered by ICC and Administration as needed.

Updated by ICC 2023-2024 on May 9, 2023