

**Constitution and By-laws of the  
Atlantic Technical College and Technical High School  
Inter-Club Council**

**ARTICLE I: NAME**

The name of this organization shall be known as the Atlantic Technical College and Technical High School Inter-Club Council hereinafter called the "ATCTHS-ICC" and will be the student managing body of all school clubs, student organizations, classes\* and Career and Technical Student Organizations hereinafter called "clubs."

\* FOR PURPOSES OF THIS DOCUMENT CLASS/CLASSES IS DEFINED AS A GROUP OF TECHNICAL HIGH SCHOOL STUDENTS IN A SINGLE GRADUATION COHORT.

**ARTICLE II: MISSION STATEMENT**

The mission of the ATCTHS-ICC will be to serve as a catalyst for facilitating successful student clubs at Atlantic Technical College and Technical High School.

**ARTICLE III: PURPOSE**

1. Promote collaborative efforts among school clubs, organizations, and classes.
2. Regulation, coordination and initial authorization of school activities and fundraisers, and coordination of extra-curricular fieldtrips.
3. To provide a communications network between clubs and administration.
4. Establish and maintain a positive working relationship with the faculty, staff, and administration.
5. To act as a resource for clubs, particularly in the area of organization, problem solving, membership promotion, and fundraising.
6. To provide a forum for expressing the interest of organizing new clubs.

**ARTICLE III: INTER-CLUB COUNCIL OPERATIONS**

**SECTION I: MEMBERSHIP**

The ATCTHS-ICC representatives, hereinafter called "representatives" shall be comprised of:

1. The presidents of all school clubs, except for Student Government Association which will be represented by the Vice President. In the case where a student is the president of more than one club, the Vice President shall become the representative.
  - a. Each club should select an alternative ATCTHS-ICC representative in the event the primary representative is unable to attend the ATCTHS-ICC meeting which will allow the

club to be kept abreast of current meeting information while ensuring an opportunity to vote on matters addressed.

2. The Executive Board:

- a. The ATCTHS-ICC Chairperson shall be the President of Student Government Association.
- b. The ATCTHS-ICC Vice-Chairperson, Secretary, and Treasurer shall be elected from and by the representatives of the ATCTHS-ICC.

SECTION II: ELECTIONS TO THE ATCTHS-ICC

A. Elections in school clubs shall be held prior to the May ATCTHS-ICC meeting with each club aware that the selection as president means election as representative to the ATCTHS-ICC.

B. Elections of the ATCTHS-ICC Executive Board Vice-Chairperson, Secretary, and Treasurer will take place at the May ATCTHS-ICC meeting.

SECTION III: POWERS AND DUTIES

A. The Assistant Director of the High School shall delegate all powers of the ATCTHS-ICC, therefore, he/she has the right to veto any action made by the council or recall any powers delegated to the council.

B. The sponsor of the ATCTHS-SGA shall serve as the faculty advisor/sponsor to the ATCTHS-ICC.

C. The duties of the ATCTHS-ICC representatives shall be to:

- A. Establish and maintain a positive working relationship with the faculty, staff, and administration.
- B. Hear student interests and recommendations.
- C. Vote on matters coming before the ATCTHS-ICC.
- D. Facilitate a collegial negotiation among clubs regarding the scheduling of activities and fundraisers.
- E. Regulate and give initial authorization of club activities and fundraisers.
- F. Manage a calendar of activities, fundraisers and field trips so that all clubs have equal opportunity to procure needed funds, and motivate and enrich their membership and the school community.
- G. Attend all ATCTHS-ICC meetings and act as the liaison between the ATCTHS-ICC and their club.
- H. Regularly communicate and seek opinions and ideas from members of their club.

- I. Submit required, completed paperwork on behalf of their club for all activities and fundraisers.
- H. Submit a list of all club members and officers (SGA and classes need to submit officer names only) at the beginning of each semester to the ATCTHS-ICC.
- I. Participate in at least one activity a semester for the club they represent and participate in other school events, recruitment events, service projects, and other events designated by the ATCTHS-ICC chairperson.
- J. Participate in and actively recruit their constituencies to participate in all ATCTHS-ICC activities and fundraisers.
- K. Actively work to increase the students' awareness of the activities, duties, responsibilities, and functions of the ATCTHS-ICC.

#### SECTION IV: MEETINGS

- A. ATCTHS-ICC shall meet no more than once a month, as a body, during the school day on a class period rotating basis. Exceptions can be made by the Assistant Director of the High School and/or the Faculty Advisor to the ATCTHS-ICC (SGA Sponsor) when deemed necessary.
- B. ATCTHS-ICC representatives are allowed one unexcused absence and no more than two absences per year to retain their position. If unable to attend, the representative must inform the ATCTHS-ICC Vice-Chairperson of the absence and the name and elected position of the alternative representative, preferably the vice president.

#### SECTION V: TERMS OF OFFICE

- A. The term of office for ATCTHS-ICC Representatives shall be for the entirety of the academic year provided that each ATCTHS-ICC Representative continues to represent the same club throughout the academic year.
- B. The term of office for the ATCTHS-ICC Executive Board shall be the same as for the general representatives.

#### SECTION VI: FILLING VACANCIES

The Vice-President or next highest officer in each club shall fill a vacant seat as long as he/she meets the requirements of eligibility and has the approval of the club sponsor. In the case of a vacancy of the Vice-Chairperson or Secretary of the ATCTHS-ICC Executive Board, a temporary replacement will be appointed by the Assistant Director of the High School until the next regularly scheduled ATCTHS-ICC meeting during which a new election will take place.

## SECTION VII: WORKING QUORUM

One more than half the total active membership of the ATCTHS-ICC must be present to hold a vote at scheduled meetings. In addition, the SGA Sponsor or faculty/administration/staff representative of the SGA sponsor must be present in order for the ATCTHS-ICC to hold a vote.

## SECTION VIII: REMOVAL FROM THE ATCTHS-ICC

A. Representatives of the ATCTHS-ICC may be removed by:

- A. The Assistant Director of the High School.
- B. The majority of the ATCTHS-ICC Executive Board with the Advisor's approval
- C. The club sponsor.

\* NOTE: THE DIRECTOR, IN CONSULTATION WITH THE ASSISTANT DIRECTOR OF THE HIGH SCHOOL, WILL MAKE THE FINAL DECISION REGARDING REMOVING AN ELECTED STUDENT OFFICER FROM HIS/HER POSITION ON THE ATCHS-ICC.

B. Representatives can be removed for the following reasons:

- A. Failure to maintain a passing grade in each subject during the grading periods for which serving. NO PROBATION PERIODS ARE PERMITTED.
- B. Failure to attend club and or ATCTHS-ICC meetings.
- C. Failure to carry out duties prescribed in this constitution/by-laws, the club constitution/by-laws, and/or duties assigned by the Executive Board of the ATCTHS-ICC.
- D. The committing of any action or actions deemed detrimental to the welfare of the ATCTHS-ICC or any club.

## SECTION IX: DUTIES AND RESPONSIBILITIES OF ATCTHS-ICC EXECUTIVE BOARD

A. Chairperson:

1. The President of the Student Government Association (SGA) shall serve as the Chairperson of the ATCTHS-ICC.
2. The Chairperson shall preside at all ATCTHS-ICC meetings, conduct ATCTHS-ICC business, represent the ATCTHS-ICC to other organizations and work with the ATCTHS-ICC Advisor, and Atlantic Technical College and Technical High School faculty, staff, and administration to facilitate activities, fundraisers and extra-curricular fieldtrips.
3. The Chairperson shall serve as the student representative to the Atlantic Technical College and Technical High School's School Advisory Committee (SAC) and School Advisory Forum (SAF).

4. The Chairperson shall vote only in the event of a tie and in cases specified by Robert's Rules, Newly Revised.
5. The Chairperson shall have the power to create and dissolve temporary committees for execution of ATCTHS-ICC business with 2/3 affirmative vote of the voting members present.

B. Vice-Chairperson:

1. The Vice-Chairperson shall preside and conduct all ATCTHS-ICC business, as appropriate, in the absence of the Chairperson. He/she will serve as the Parliamentarian.
2. Perform other tasks to facilitate the ATCTHS-ICC as directed by the Chairperson.

C. Secretary:

1. Type and post the ATCTHS-ICC agenda in a visible area on campus and email to all club representatives and all club sponsors at least three (3) days before the regular meetings.
2. Take impartial minutes at all meetings of the ATCTHS-ICC and:
  - a. Type minutes within three (3) school days of the meeting, post them in a visible area on campus and email to all ATCTHS-ICC members and club sponsors.
  - b. Keep an accurate file of all minutes with corresponding agendas.
3. Maintain attendance records for all ATCTHS-ICC meetings and notify appropriate club sponsors when an ATCTHS-ICC representative is absent from a meeting.
4. Maintain records of all ATCTHS-ICC business including all submitted, required forms for activities, fundraisers and extra-curricular fieldtrips.
5. Maintain the ATCTHS-ICC calendar of activities, fundraisers, and fieldtrips.
5. Perform other tasks to facilitate the ATCTHS-ICC as directed by the Chairperson.

D. Treasurer:

1. Keep accurate records showing all deposits and disbursements of the ATCTHS-ICC funds.
2. Make a treasurer's report at the ATCTHS-ICC meetings.
3. Preside over all ATCTHS-ICC fundraisers.
4. Perform other tasks to facilitate the ATCTHS-ICC as directed by the Chairperson.

## SECTION X: COMMITTEES

- A. The *School Project Committee* shall be the only standing committee.
- B. Temporary Select Committees may be created by a 2/3 affirmative vote of the ATCTHS-ICC
- C. Standing and Temporary Select Committee chairpersons shall be selected by the Chairperson from among the representatives of the ATCTHS-ICC.

## ARTICLE IV: FUNDING

SECTION I: Every club must contribute as dues to the ATCTHS-ICC account an amount as specified in the by-laws. These dues will be collected twice per year, in October based on the September club membership roster and in February based on the January club roster. There will be a waiver of the October dues for the Freshmen Class.

SECTION II: Every club must participate in ATCTHS-ICC fundraisers in a capacity as specified by the committee responsible for the fundraiser.

SECTION III: The purpose of the ATCTHS-ICC fund is to serve the individual clubs as a source of short term loans, to be used by ATCTHS-ICC for expenditures considered to be in the best interest of all clubs, and to fund the annual school project as determined by the School Project Committee.

## ARTICLE V: PETITION FOR A NEW CLUB

SECTION I: Any group in the school wanting to organize a club shall seek the approval of the Assistant Director of the High School. Upon approval of administration, they must apply in writing to the ATCTHS-ICC for a charter. The ATCTHS-ICC will grant a charter by a 2/3 vote.

SECTION II: Upon acceptance of charter, the newly formed club must present a constitution, proof of faculty/staff sponsor, member list, and elected officers to the ATCTHS-ICC after the second club meeting. The club will be recognized by the ATCTHS-ICC only after they have submitted their constitution, proof of faculty/staff sponsor, member list and elected officers.

## ARTICLE VI: AMENDMENTS

SECTION I: Changes to the ATCTHS-ICC constitution must be introduced by a proposed amendment signed by 40% of the chartered clubs. Changes to the ATCTHS-ICC by-laws must be introduced by a proposed amendment signed by 30% of the chartered clubs.

SECTION II: The amendment will be posted for no less than one week before the ATCTHS-ICC votes on said amendment.

SECTION III: Amendments to the constitution must be approved by a 2/3 majority vote of the ATCTHS-ICC. Amendments to the by-laws must be approved by a simple majority.

#### ARTICLE VII: RATIFICATION

Ratification of this constitution and by-laws shall depend on approval of the Director, Assistant Director of the High School and 2/3 majority vote of the ATCTHS-ICC.

## By-Laws

### ARTICLE I: TRANSACTION OF BUSINESS

SECTION I: The ATCTHS-ICC shall follow *Robert's Rules of Order, Newly Revised Edition* at all meetings. All business shall be conducted by the ATCTHS-ICC Executive Board and representatives with minimal clarification/assistance from the administrative advisor and faculty advisor.

SECTION II: Each club representative shall report the activities of his/her club and submit all required forms for activities and fundraisers for their initial authorization.

### ARTICLE II: ELIGIBILITY OF REPRESENTATIVES

SECTION I: To be eligible to be the ATCTHS-ICC representative, an individual must be the President, Vice President or other elected officer as necessary and selected by the club sponsor.

SECTION II: Each club president must submit the name and elected position of the representative to the ATCTHS-ICC Secretary by the first ATCTHS-ICC meeting of the school year and notify the ATCTHS-ICC Secretary immediately of any changes.

### ARTICLE III: DUTIES OF INTER-CLUB COUNCIL OFFICERS

SECTION I: CHAIRPERSON- The Chairperson shall preside at all ATCTHS-ICC meetings, conduct ATCTHS-ICC business, represent the ATCTHS-IC to other organizations, work with the ATCTHS administration to facilitate effective club activities, and any other duties as indicated in the constitution and deemed as necessary by the ATCTHS-ICC faculty advisor.

SECTION II: VICE-CHAIRPERSON- The Vice-Chairperson shall preside and conduct all ATCTHS-ICC business, as appropriate in the absence of the Chairperson, he/she will serve as the Parliamentarian, and fulfill any other duties as indicated in the constitution and deemed as necessary by the ATCTHS-ICC faculty advisor.

SECTION III: SECRETARY- The Secretary shall keep minutes of all ATCTHS-ICC meetings and maintain all records of the ATCTHS-ICC, maintain accurate and up to date attendance information at all times, send notices to club advisors upon an absence of their club from ATCTHS-ICC, and fulfill any other duties as indicated in the constitution and deemed as necessary by the ATCTHS-ICC faculty advisor.

### ARTICLE IV: VOTING RIGHTS

SECTION I: Each club represented shall be entitled to one vote on business items conducted as ATCTHS-ICC meetings. The club and representative must be in good standing in order to be eligible to vote.



SECTION II: If both the regular and the alternative representative attend the ATCTHS-ICC meeting, only the regular representative shall have the right to vote.

SECTION III: The ATCTHS-ICC Chairperson will only be allowed to vote in order to break a tie.

#### ARTICLE V: FORMATION OF NEW CLUBS/ORGANIZATIONS

SECTION I: To form a new club/organization, the following procedure is used:

- A. Seek initial approval from the Assistant Director of the High School.
- B. Apply in writing and in person to the ATCTHS-ICC for a charter.
- C. Hold an organizational meeting to develop a club/organization constitution, by-laws, outline club goals and to select temporary officers. New club/organization advisors must be present at club/organization meetings in which the actions of the membership are discussed and voted upon. Failure to adhere to this policy will prevent the club/organization from being activated.
- D. New clubs/organizations must have a minimum of ten (10) members to be recognized.
- E. Submit the club/organization constitution, proof of faculty/staff sponsor, member list, elected officers, and any other required paperwork to the ATCTHS-ICC at a regular meeting following the second club/organization meeting. This must be done in person by club/organization members.
- F. ATCTHS-ICC and the Atlantic Technical College and Technical High School administration will examine the club constitution and by-laws to ensure they do not conflict with school regulations or Broward County School Board policy.
- G. A club/organization will be considered active upon approval of their constitution and other required paperwork.

SECTION II: All clubs are required to maintain a current constitution, bylaws, mission statement, and accurate membership roster, and must provide a copy to be filed with ATCTHS-ICC.

SECTION III: If a club wishes to amend its constitution/by-laws, it must submit the proposed amendment(s) to the ATCTHS-ICC. Proposed amendments will then be submitted to Atlantic Technical College and Technical High School administration for review and approval. Additionally, any amendments to district/nationally recognized organizations must align to the constitution/by-laws/rules of the district/national organization.

#### ARTICLE VI: AUTHORIZATION/APPROVAL OF CLUB ACTIVITIES AND FUNDRAISERS

SECTION I: Any club wishing to sponsor and/or participate in any activity or fundraiser must submit properly completed required forms to ATCTHS-ICC for approval at least two (2) weeks

prior to the ATCTHS-ICC meeting and no more than two (2) months prior to the proposed activity or fund-raiser.

SECTION II: Exceptions to the no more than two (2) months prior rule include those activities mandated by the district or state/national organization and those activities that take multiple months to organize such as Grad-Bash, prom etc. Exceptions to the two (2) weeks prior rule include those mandated/recommended by the district/state/national organization in which notification of activity was given with less than sufficient notice.

SECTION III: In order for the activity or fundraiser to be authorized, the club submitting the form must be present at that ATCTHS-ICC meeting.

SECTION IV: After the activity or fundraiser form has been authorized by the ATCTHS-ICC, it will be forwarded by the ATCTHS-ICC Advisor to the Atlantic Technical College and Technical High School administration for approval.

SECTION V: After authorization/approval from all parties in Sections I-IV, the club may then prepare further arrangements concerning the activity or fundraiser.

SECTION VI: The first club to submit a properly completed form(s) shall have first rights to the proposed activity; however, the ATCTHS-ICC may consider traditional events, quantity of previous activities and fundraisers, and other criteria in determining authorization of any activity or fundraiser.

SECTION VII: Emergency approval for an activity or fund-raiser from the Atlantic Technical College and Technical High School administration will only occur if proof can be provided that notification of the activity or fundraiser was insufficient to adhere to Sections I-IV of Article VI of the By-Laws.

#### ARTICLE VII: ATCTHS-ICC AND CLUB ACCOUNTS

SECTION I: The amount each school club must contribute as dues to the ATCTHS-ICC fund is fifty (50) cents per club member per year. These dues will be collected twice per year; twenty-five (25) cents per club member to be paid in October based on the September club membership roster and twenty-five (25) cents per club member to be paid in February based on the January club roster. There will be a waiver of the October dues for the Freshmen Class and any newly approved club.

SECTION II: The purpose of the ATCTHS-ICC fund is:

- A. To serve the individual clubs as a source of short term loans.

B. To be used by the ATCTHS-ICC for expenditures considered to be in the best interest of all clubs.

C. To fund the annual school project as determined by the School Project Committee.

SECTION III: Clubs may raise funds by any legal and approved methods.

SECTION IV: Club funds are subject to standard procedures governing student body funds per the policies established by the School Board of Broward County. Authorization of expenditures must have the approval of the club sponsor.

SECTION V: Any club which has been dismissed from ATCTHS-ICC or has voluntarily disbanded will be considered inactive. Funds from a club that has been considered inactive for two (2) consecutive quarters will be transferred to the ATCTHS-ICC fund and will not be returned to the club/organization.

#### ARTICLE VII: RULES

SECTION I: Each club representative shall submit an updated roster of total membership, along with the required dues, to the ATCTHS-ICC Treasurer at or before the September and January ATCTHS-ICC meeting.

SECTION II: An ATCTHS-ICC representative may represent only one club at a meeting.

SECTION III: Club reports must be submitted by the deadline, to the ATCHS-ICC Vice President, each month.

#### ARTICLE VIII: ENFORCEMENT OF ATCTHS-ICC RULES AND REGULATIONS

The Atlantic Technical College and Technical High School Inter-Club Council may impose, by majority vote, any of the following actions if a club violated any ATCTHS-ICC, Atlantic Technical College and Technical High School, or Broward County School Board regulation or by-law.

SECTION I: The club may be denied the approval of activities and fundraisers for a probationary period. Length of probation will be determined by the ATCTHS-ICC.

SECTION II: A fine may be assessed on the club as determined by the ATCTHS-ICC.

SECTION III: The club may be declared inactive or have its funds frozen.

\* NOTE: THE DIRECTOR, IN CONSULTATION WITH THE ASSISTANT DIRECTOR OF THE HIGH SCHOOL, WILL MAKE THE FINAL DECISION REGARDING ANY ACTION IMPOSED BY THE ATCHS-ICC.

SECTION IV: Any club which has been declared inactive or has been dropped from membership of ATCTHS-ICC may petition for reactivation no sooner than one month following the date documented as the inactive date.

#### Addendum I: Issuance of Fine's for Rule Violations

Section I: High complexity organizations will be fined \$15 for the violation of any rule. For any additional rule violated, it will be an additional \$15. For every time a club violates the same rule, it is an additional \$15.

Section II: Moderate complexity organizations will be fined \$10 for the violation of any rule. For any additional rule violated, it will be an additional \$10. For every time a club violates the same rule, it is an additional \$10.

Section III: Low complexity organizations will be fined \$5 for the violation of any rule. For any additional rule violated, it will be an additional \$5. For every time a club violates the same rule, it is an additional \$5.

Ratified: 8/28/2014, Amended 5/9/2018, 12/20/2022