

The Early College at Guilford Club Handbook



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CLUB POLICY

INTRODUCTION

One of the unique aspects of the Early College at Guilford is the fact that our extracurricular clubs are student led. It is critical to state that due to school size (student body and staff) limitations, it is difficult to have an infinite number of clubs on campus. Thus, club standing is reviewed each year by the staff and principal.

CLUB EXPECTATIONS

- Prior to submitting a New Club Approval Form application, students must meet with and secure a potential club ECG faculty sponsor
- New Club Approval Form applications must be submitted to the principal
- A meeting to review the application must be held with the student leadership, sponsor, and principal to review application for approval
- Clubs applications must have principal approval prior to beginning any club activities
- Club presidents must work with the club sponsor to create/review club bylaws
- Club presidents will meet with sponsors to discuss the planning, scheduling, reserving locations, and participation/execution for all events and competitions
- Sponsors are required to attend meetings and be present at all club events – if a sponsor is not able to attend, the event will be cancelled or postponed
- Service clubs will have **a minimum of one anchor activity** each semester
- Service clubs must offer **at least 10 hours** of service opportunities for members each school year – July 1st restarts the calendar – summer projects are included
- Competition clubs must offer support for competition preparation and complete in **at least one** competition each year
- Clubs must ensure bylaws, ECG Club Directory, press release information, club fiscal plans and elections are completed within all established deadlines.

CLUB OFFICER EXPECTATIONS

- All club officers will be elected utilizing election protocols reviewed by the club sponsor and stated in the club bylaws
- Elections must be held by May 1 of each year
- The outgoing officers must have a transition meeting with the new board members and cooperating faculty sponsor prior to the last day of the school year
- The club president must have an audit meeting with the principal prior to June 1 each year
 - Additional Board members may also attend
- Elected officers are responsible for the operation of the club including meetings, events, finances and communication
- Club officers are expected to work with their club sponsor in planning the club's events to ensure that all club events are appropriate for the school and have administrative approval and adequate adult supervision
- The club president, or their designee, is a member of the ECG Interclub Council
- Club attendance at Interclub Council meetings is mandatory – if the president cannot attend, it is the president's responsibility to ensure the club is represented
- Club officers are to ensure that club social media, advertising, yearbook pages, and web postings are reviewed and approved by the Club sponsor.

CLUB DEADLINES

- Clubs are required to turn in/share their organizational structures (bylaws – mission statements), protocols, fiscal plans and officers virtually by September 1 each year to the Student Council advisor and ECG principal
- Club President will provide club snapshot information for the ECG Club Directory to the Student Council Advisor and principal by September 1 each year.
 - Club Snapshots include:
 - Name of the club
 - Basic structure and purpose - create a compelling statement of what makes this club unique and enjoyable (3-5 sentences)
- Reminder:
 - Formal request, review, and presentation to meet outside of PLUS Time will be conducted at the beginning of each year by September 15
 - Elections must be held by May 1
 - Board transition meetings must be held prior to the last day of the school year
 - End of year audit meetings must be held by June 1
 - New club proposals for the subsequent school year is June 1

REASONS FOR CLUB PROBATION, HIATUS OR TERMINATION

- Club fails to interact with club sponsor and hosts meetings or events without sponsor present.
- Club fails to meet expressed deadlines set by administration and the Interclub Council.
- Clubs meets at times outside of assigned and approved times as confirmed by the club sponsor and principal.
- Service clubs do not meet the minimum of one anchor activity each semester.
- Competition club does not complete in one competition during the school year.
- Club fails to complete constitution/by-laws, press release information and fiscal plans.
- Club does not follow prescribed Guilford County Schools fundraising, financial, field trip, and other GCS protocols.
- Club does not follow prescribed Guilford College facility use protocols.
- The club sponsor reports that formal events are being held without sponsor and without principal approval.
- Club misses more than two Interclub Council meetings.
- Club posts advertisement (hard copy or virtually) without sponsor permission and or demonstrate inappropriate content as defined by the ECG and GCG Handbook governing policies
- Club fails to meet deadlines.
- Club president fails to complete the end of the year audit.
- Club does not complete information such as completed press releases requested at the end of the year audit.
- Club membership totals will be a consideration.
- Club sponsor steps aside.

INTERCLUB COUNCIL

- The Interclub Council is comprised of:
 - Student Council President serves as Interclub Council President
 - ECG principal
 - Council Secretary
 - Club Presidents
- The purpose of the council is to ensure club's protocols and events are productive, represent the Guilford County School and Guilford College Core Values, and do not overlap or interfere with another club's event.
- The Interclub Council will:
 - be Chaired by the Student Council President
 - receive training from ECG treasurer, PTSA Committee members and GCS District Relations
 - meet a minimum of once a month
 - organize an orientation club fair for 9th graders (1st Day of school)
 - hear concerns and appeals of club conflicts
 - coordinates philanthropic efforts of the school to provide a school wide effort toward these charitable events
- Leadership roles:
 - Interclub Council President
 - Will work with the principal to set council meeting dates for the year
 - Will create a draft agenda for each meeting
 - Will meet with the principal the week prior to each meeting to review agenda
 - Will provide agenda to the council Secretary
 - Will help facilitate council meetings
 - Will review attendance of clubs with the secretary and bring the information to the pre-council meeting with the principal
 - After attendance reviews completed, president will contact club presidents to inform them of the club's potential consequences
 - Will meet with the principal prior to the 1st week of August to:
 - Set dates for Interclub Council meetings
 - Set dates for agenda reviews (2-3 days prior to the scheduled meeting)
 - Review Club calendar
 - Will meet with Club Presidents throughout the year to check in on club initiatives and activities
 - Suggestion during lunch or after school meetings – 10-minute check-ins
 - Meetings could occur over a 2-3-week period in the following months
 - August
 - December
 - January
 - End of Year review with Principal (after May 1st due dates)
 - Council Secretary
 - Will traditionally be the Student Council Secretary
 - Will email council meeting agendas to club presidents
 - Will take attendance at all council meetings
 - Will take meeting minutes at council meetings and send minutes to principal for approval
 - Once minutes approved, secretary will send minutes to club's sponsors and presidents
 - Will notify the president once a club president has missed two meetings
 - Club Presidents
 - Attend each meeting
 - Participate in all required training offered at Interclub Council meetings

- Send suggested meeting agenda items to president the Wednesday of the week prior to the council meeting
- Participate and provide feedback and suggestions at council meetings
- Provide council updates to club membership and activities
- Principal
 - Will review with council club protocols
 - Will communicate each year with GCS employees and PTSA members to solicit their support to help train club presidents
 - For example:
 - PTSA Mini-grant protocols
 - GCS Fundraising protocols
 - Marketing and Public Relations
 - Will meet with the council president each month the week prior to the scheduled council meeting
 - Will work with school treasurer to provide clubs with financial updates
 - Will work with council president to lead meetings (as needed)
 - Will be a full participant in council meetings
 - Will assist the council members in understanding and fulfilling their duties
- Club sponsors
 - Will attend meetings as necessary
 - Will provide feedback and support to clubs and their executive boards to help them be a full participant in council meetings and activities
 - Will provide feedback on all club protocols to the administration
- Club sponsors are welcome to attend Interclub Council meetings.
- Policy for club president absences:
 - If a club president misses two Interclub council meetings without having an acting representative of the club at meetings, the club advisor, student council president, and principal will meet to discuss the continuity of the club president's position and potential club probation status.
 - If the club president is seen as not being able to keep up with their responsibilities and tasks, the club president's service will be terminated, having the next person of succession in the club become the new president.
- Host an end of year celebration within one to two days at the conclusion of Guilford College Spring classes in May.

STUDENT CLUB PARTICIPATION EXPECTATIONS

- The expectation is that every freshman and sophomore student will participate in one competition and one service-learning club.
- Freshman will declare their clubs by October 1
- Club secretaries are responsible to provide a full club roster to the club sponsor by October 15 each year if not sooner.
- Club secretaries will report to club president and club sponsor attendance rosters from club meetings and club activities.
- Only active club members can run for administrative positions on ECG clubs.
- Club members cannot be required/mandated to join a social media platform. Google Groups may be used.

CLUB ELECTION POLICY

- Clubs will ensure that their organizational structures (bylaws) include the club's election protocols.
 - Include in campaign regulations:
 - What is permitted versus not permitted both for in person campaigning and virtual campaigning
 - Voting methods and timelines for elections
 - If speeches are involved, create speak guidelines and review formats
 - Ensure club sponsor approval required before given
 - Format – in-person during PLUS time, virtually, or recorded
 - Suggestion is speeches should be 1-3 minutes in length
- Grade level restrictions for leadership do not exist
- Club presidents must meet with the club sponsors must review and approve election protocols each year prior to holding elections
- Clubs will begin election process discussion at their March meeting and will ensure that officers are elected by the May 1st due date for new officers and bylaws to be submitted to the principal.
- Because of the high level of responsibility each officer has in running their club, the school has developed the following policy regarding officer positions:
 - 1) A student may be president of only one club in any given year. Co-president counts as a presidential position.
 - a. Appeals will be considered and reviewed on an individual basis by the staff, club sponsors, and principal
 - 2) A student may hold only two (total) elected positions in any given year for ECG sponsored clubs.
 - 3) If a student holds any elected office, they may hold one other appointed position per year.
 - 4) The intent of this policy is to allow as many students as possible to hold leadership positions within club organizations and to ensure that those elected have adequate time to contribute in a meaningful way to their club and its operations.

NON-PROFIT ORGANIZATIONS/NON-GOVERNMENT ORGANIZATIONS (NGO)

- ECG students participate in a variety of non-profit clubs outside the organizational protocol leadership of the school.
- The presidents of the clubs must meet with the principal at the beginning of the school year and meet to conduct the end of year audit. The officers are also to attend the Interclub Council meetings.
- The officers of these organizations are elected or appointed outside the purview of the school:
 1. Robotics (elected)
 2. Educate US (Appointed by NGO director) – alumni run
 3. RISE (appointed by NGO director) – alumni run
 4. Learning Helpline (appointed by NGO directorate)

CLUB SERVICE-LEARNING HOURS

- Club meetings do not count towards service-learning hours. Club Executive Board may make an appeal for meeting hours directly with their sponsor based on meeting objectives and actions.
- Hour verification:
 - Students are NOT permitted to verify hours for club member activities.
 - The club sponsor will verify hours via the x2vol system.
 - This is meant to ensure hours are legitimate and that there is no favoritism in the process.
 - Club officers must create a spreadsheet that will track hours for the club members and forward that updated spreadsheet to the club sponsor once per quarter for verifications.

- The club secretary or designee must keep a roster for student participation in all club activities.
- Exceptions to any of these policies must be adjudicated by the principal with feedback from the Interclub Council.
- Service hours are required to be logged into via [x2vol](#). Please direct questions to the Service-Learning Coordinator.
 - Timelines for submission of volunteer hours will be established by both ECG and Guilford County Schools.
 - ECG staff and Interclub Council may also institute additional timelines.
- The expectation at ECG is that every student earns at least the GCS Service-Learning Certificate of 100 hours. Students are encouraged to pursue the GCS Service-Learning Diploma of 250 hours.
- Refer to the Guilford County Schools website for additional service-learning information including service-learning handbook, service-learning opportunities, approval forms, etc.
 - <https://www.gcsnc.com/Domain/10086>

NEW CLUB PROPOSALS

- Due to school size (student body and staff) limitations, it is difficult to have infinite clubs on campus; however, we are always willing to consider new ideas and suggestions. We want to ensure that we have meaningful participation and focused activities.
- A New Club Proposal Form is available on the ECG Club webpage. Applications will be reviewed, and a proposal presentation will be made by the student(s) and potential sponsor held with the principal.
- New club proposals for the subsequent school year is June 1st.

OPENING OF THE SCHOOL YEAR

- The Interclub Council will ensure:
 - Club leaders will attend training sessions held by the ECG treasurer, GCS District Relations, PTSA, and other critical personnel to support effective and efficient execution of club activities.
 - For example:
 - Internal supports to reserve a space on campus – Ms. Sandefur, sandefm@gcsnc.com, ECG Treasurer and Data Manager
 - Updates on K-12 Payment Center
 - Updates to support school archives and press release submissions

CLUB EVENT PLANNING, PROTOCOLS AND APPROVALS

At ECG, we look forward to having a variety of student-centered events throughout the year. In order to facilitate effective and efficient events, clubs must adhere to the following protocols:

1. Clubs are required to plan events and complete an event plan with their Club Sponsor
2. Events plans should include at a minimum:
 - Name of Club
 - Name of Event
 - Proposed Date
 - Purpose
 - Fundraiser
 - Collection drive
 - Student Activity
 - Educational Event
 - Multi-club event

- Expected number of participants
 - Frequency (annual)
 - ConnectEd marketing necessary
 - Who is assigned to contact a yearbook representative to ensure the event is covered?
 - Are participants receiving service hours? If so, estimate?
 - Others
- Event Description
- Location
- Costs associated
- Guilford College Public Safety notification (Y/N)
- 3. Clubs may not proceed with any event without approval and verification of supervision by the club sponsor (or a substitute from the staff) – reviews may also include the principal
- 4. Recurring annual events may not have to present a new application each year. However, this does not exclude the club from completing an event plan
 - For example:
 - Beginning of Year Scavenger Hunt & Tie-dye – Student Council
 - Homecoming Week events – Student Council
 - Bon Fire
 - Flag Football game
 - Spirit Week grade level spirit competitions
 - Brain Break – SHRC
 - Gingerbread – Student Council
 - Dances – Student Council
 - Turkey Bowl – Red Cross
 - Student Council Movie Night
 - ECG's Got Talent – Interact Club
 - Mr. ECG – Student Council
 - International Festival – International Club
- 5. Final dates for each event must be approved by the principal.
- 6. Conflicts between clubs for events and activities hosts will be reviewed by the presidents and club sponsors. If a resolution cannot be reached, the next step is for the presidents and club sponsors meet with the principal.
- 7. Once administrative approval is received, the club may begin to market the event/activity
- 8. Club sponsor will work with the principal and the school treasurer to ensure that any event that deals with money adheres to all GCS fundraising or money collection protocols

CLUB CALENDAR, EVENT COMMUNICATION, AND ADVERTISING (PR)

- All communications must be approved by club sponsor prior to any marketing.
- Traditional methods of communication
 - Administration
 - Use of ConnectEd system which includes student GCS email, parent emails, and ECG staff emails. Along with phone contacts with ECG parents and staff
 - Club Google Calendar
 - School webmaster
 - Club sponsors
 - School counselor
 - PTSA virtual avenues
 - Google Groups

- Sponsor approval of utilization of Guilford College email (students@guilford.edu) and Guilford College Google Groups
- GCS Good News Press Release
- Interaction with the Yearbook staff

PLUS TIME EXPECTATIONS

- A PLUS Time schedule will be created to begin each school year.
- Requests for outside hours are made to the club sponsor.
- The club president will report approved meeting date(s) and time(s) to the administration via email – ensure to copy club sponsor.
- Club President, sponsor, and Executive Board will ensure that a plan/agenda is created for each meeting. Agendas should be submitted at least the day prior to the meeting to the club sponsor.
- Club secretary takes roll (and minutes) at each meeting. The secretary will build attendance records and present concerns to the club sponsor.
- Club sponsors will be in attendance at PLUS Time.
- The President and all Club Officers are expected to attend PLUS Time meetings.
 - It is the Presidents job to ensure chain of command is utilized to lead the meeting in the event of their absence.
- All freshman and sophomores are required to attend PLUS Time each time offered.
- Upperclassmen are encouraged to attend all meetings pending college course schedule.
- Potential exceptions to PLUS Time requirements that may require afterschool programming:
 - The size of the club is not conducive to the size and time restrictions of PLUS Time may require afterschool programming.
 - The resources/materials needed to execute club function cannot be accessed and utilized appropriately in a thirty-minute time frame
 - Competition club needs will be addressed each year by the president and club sponsor as well as reporting date(s) and time(s) to the principal
- Proposal for meetings outside of PLUS Time may come directly from the club executive board and club sponsor to administration.
 - Formal request, review, and presentation to meet outside of PLUS Time will be conducted at the beginning of each year by September 15
- Clubs are required to have a minimum of one meeting each month.
- Competition Clubs that meet after school must ensure that freshman and sophomore members are supervised by an Executive Board member, sponsor and GCS approved volunteer during the Competition Club PLUS Time.

New topics to be addressed in 2023-24:

- Competitions during the school day
 - Field Trips precedent?
 - Previous competition precedent at ECG?
 - If an alternate competition outside of school day?
 - Focus towards NCASA
 - Like a typical Field Trip policy – permission from staff (actual physical form that the student would present to the teacher) – students in good standing?
 - Frequency of competitions throughout the year
 - Are HS across the state participating as well
- Process for making future amendments to the club handbook