



# **Inter-Club Council Constitution**

## *Student Life Office, Mt. San Antonio College*

### **PREAMBLE**

We, the members of the Inter-Club Council, conscious of our responsibilities, establish this Constitution in order to express the general will of the Inter-Club Council of Mt. San Antonio College (hereafter referred to as Mt. SAC). This Constitution will promote the following: A better understanding of the duties and responsibilities of those serving in leadership positions; student involvement in total campus life; communication among the administration, faculty, staff, Associated Students government, recognized clubs, and all segments of the College community.

### **ARTICLE I**

#### **Name**

The name of this organization shall be the Inter-Club Council of Mt. San Antonio College, hereafter referred to as "ICC".

### **ARTICLE II**

#### **Purpose**

Section A: The purpose of ICC is to promote communication and cooperation between campus clubs, organizations. ICC strives to do the following:

- Provide a communication network between clubs and other campus organizations
- Act as a resource for clubs, particularly in the areas of organization, problem solving, membership promotion, and fundraising
- Maintain club participation and support of A.S. sponsored events
- Provide a forum for expressing the interests of clubs

Section B: ICC monitors the rules and regulations as they apply to clubs and organizations participating in ICC sponsored activities.

**ARTICLE III**  
Election of Officers

Section A: The ICC Chairperson, ICC Vice Chairperson and Secretary run as a single ticket and are elected by the Mt. SAC Associated Student Body during the general election held in the spring.

Section B: An A.S. Representative is appointed by the A.S. Senate to represent the A.S. at all ICC meetings.

Section C: The ICC Advisor shall be a designee appointed by the Director, Student Life.

**ARTICLE IV**  
Duties & Responsibilities

Section A: ICC shall consist of a Chairperson, Vice Chairperson, Secretary, A.S. Representative, and an ICC Club Representative for each active club.

Section B: Duties of each position are as follows:

1. Chairperson: Serves as Chair of all ICC general meetings, oversees all issues brought before ICC and attends A.S. Executive Board meetings as a voting member. Refer to job description for a complete listing of duties.
2. Vice Chairperson: Chairs ICC in the absence of the Chairperson and attends A.S. Executive Board meetings. Refer to job description for a complete listing of duties.
3. Secretary: Records, transcribes and maintains minutes for all ICC meetings.
4. Responsible for developing and completing a slideshow at the end of each semester that highlights ICC and/or club activities for that semester.
5. A.S. Representative: Serves as a liaison to inform ICC of student issues/activities and in turn, ICC informs A.S. about club issues, events, or activities.
6. ICC Club Representative: The ICC Representative and his/her club is required to abide by the following:
  - a) Abide by the club's approved constitution. A current copy must be kept on file in the Student Life Office.
  - b) Attend ICC meetings and vote on ICC matters.
  - c) Support and be involved with all approved ICC activities.
  - d) Offer at least one on-campus activity throughout the year in order to maintain active club status (example: speakers, food sales, workshops, awareness events, etc.).
  - e) Report on your club's activities each month.
  - f) If the club is officially recognized by a state or national organization, then submit a current copy of those documents to the Student Life Office.
  - g) Have one or more advisors at all meetings and activities. No meeting will be considered official without an advisor present. Activities will be disbanded without an official advisor and/or designee present throughout the entire event.
  - h) Inform club members of information shared at ICC meetings.

7. Alternate ICC Representative: In the event that a club's representative cannot attend an ICC meeting, the club may choose to send a club officer in his/her place. An alternate would assume the duties of the ICC Representative in his or her absence.
8. Advisors:
  - a. Provide leadership, counsel, and direction for club members.
  - b. Must be present throughout all events, on and off campus, as required by College Board policies.
  - c. Must approve and sign all Use of Facilities forms, contracts and monitor all expenditures by club members.
  - d. Are required to attend all club meetings.
  - e. Serve as a resource regarding College policies and procedures.
  - f. Act as an historian and a stabilizing force for each new group of officers.

## **ARTICLE V**

### Officer Eligibility & Term Limits

#### Section A: Eligibility

1. The ICC Chairperson, Vice-Chairperson, and Secretary must adhere to the eligibility requirements set forth in the A.S. Constitution.
2. At no time can a club officer have below a 2.0 *semester* grade point average while they are holding office.
3. All ICC Club Representatives and club officers must maintain a minimum of five (5) units and have a *cumulative* grade point average of 2.5 or higher.

#### Section B: Term Limits

1. The Chairperson, Vice Chairperson and Secretary are elected to serve a one year term beginning July 1 and ending June 30 of the following year.
2. Neither elected nor appointed officers can serve more than two (2) terms or four (4) semesters.

## **ARTICLE VI**

### ICC Officers & Representatives and their Roles in Other Clubs

Section A: So as to avoid the appearance of having special interests or being placed in a compromising position, the following regulations apply to ICC elected or appointed officers:

1. ICC officers may be members of any campus clubs or organizations, however, they may not represent any clubs or organizations while voting during ICC meetings
2. ICC officers may not serve as an officer for any campus club and/or organization.

#### Section B: Individual Club Representation

1. It is the choice of each club or organization to determine who will be its ICC Representative.
2. Each club will be allowed only one voting member at each ICC meeting.

3. Each Representative shall represent only one club. If the ICC Representative is 10 minutes late to the meeting, an Alternate Representative (must be an officer of that club) may fill the position and assume voting rights for that meeting.
4. The ICC Representative or ICC Alternate Representative may give informational reports for more than one club, but attendance will be recorded for only the club that has designated him/her as its representative.
5. Students may only hold one elected/appointed position in any given club.

## **ARTICLE VII**

### Quorum

Section A: Quorum shall be defined as a majority of the membership or 50% plus one (1).

## **ARTICLE VIII**

### Resignation

1. If the ICC Chairperson resigns or becomes ineligible to hold office, the ICC Vice Chairperson will automatically assume the responsibilities, duties, and title of the ICC Chairperson, conditional upon his/her acceptance.
2. If the ICC Vice Chairperson chooses not to accept the Chairperson position, an ICC election must occur at the meeting following the resignation notification.
3. If the Vice Chairperson resigns or becomes ineligible to hold office, the Chairperson may appoint an interim Vice Chairperson. An election within ICC must occur at the meeting following the notification of such a vacancy.
4. If the ICC Secretary resigns or becomes ineligible to hold office, the ICC Vice Chairperson will take notes and type up the minutes for the ICC meeting. An election within ICC must occur at the meeting following the notification of the vacancy. If the vacancy occurs at the end of the semester then the election will take place the following semester. The candidates will be allowed to give a brief presentation as to why they are interested in the position. Each club representative will be given one vote. The candidate receiving the majority of the votes will be selected.
5. The candidate selected by the Inter-Club Council must be ratified by the A.S. Executive Board.

## **ARTICLE IX**

### Removal from Office

1. A grievance by at least three Club Representatives must be submitted to the ICC advisor in order for the impeachment process to begin against an ICC *appointed* officer.
2. The officer(s) will be notified of the grievance and allowed to address all charges.
3. ICC will conduct a hearing no more than two weeks after the officer(s) has been made aware of the charges.
4. The officer(s), if their position dictates, cannot chair the impeachment proceedings and has no vote regarding the impeachment.
5. Each ICC Club Representative will be given one vote. There will be no proxy voting allowed.

6. The ballots will be prepared before the meeting and counted by the ICC Advisor in the presence of one elected officer and one ICC Club Representative.
7. A two-thirds (2/3) vote of all official Club Representatives present at the meeting where voting is to take place is required for impeachment.
8. The impeachment procedure against *elected* ICC officers must comply with the A.S. Organizational Directive.

**ARTICLE X**  
Impeached Officers

Section A: An impeached officer has the right to present his/her case for appeal to the A.S. Student Court.

Section B: The A.S. Student Court will make a final decision.

**ARTICLE XI**  
Formation of a Club

1. Any Mt. SAC student wishing to start a new club or reactivate an old club should obtain the appropriate forms in the Student Life Office.
2. A minimum of six (6) student members are required to begin/maintain a club. All club members must be enrolled in a Mt. SAC class and have paid the current Student Activities fee. An approved constitution must be on file in the Student Life Office for all recognized clubs.
3. Clubs must have at least one advisor who is a full-time contracted employee of the College. It is recommended that every club have more than one advisor. Secondary advisors can be part-time employees of the College.
4. A potential club must hold a meeting to develop a club constitution, outline club goals, and select officers. Club advisors are responsible for establishing a meeting time and place for organizational purposes. Potential advisors must be present at all organizational meetings in which actions of the potential membership are discussed and officers are selected. Should this policy not be followed, the potential club will not be recognized.
5. Once a potential club or organization has submitted its application and a draft of the proposed constitution to the Student Life Office, the documents will be reviewed and returned to the club with recommendations and/or corrections. If no changes are deemed necessary, the constitution will be submitted to ICC for approval.
6. The term "club" will only apply to those groups/organizations recognized by ICC.

**ARTICLE XII**  
Requirements for Club Membership

Section A: Discrimination

1. Clubs shall not discriminate on the basis of sex, race, color, ancestry, religious creed, national origin, age (over 40), medical condition (cancer), mental disability, physical disability including HIV & Aids, marital status, sexual orientation, or Vietnam Era Veteran status.
2. If a club is found by a majority of the ICC Representatives to be practicing any form of selectivity against a prospective member that club will be directed to accept the prospective member if he/she still desires membership. If the club does not accept the prospective member within two weeks after being directed to do so by ICC, that club will be deactivated by ICC until it is in compliance with the ICC Constitution.

**ARTICLE XIII**  
Meetings

Section A: ICC meetings shall be held at least once per month during the Fall and Spring semesters. Special ICC meetings may be convened at the discretion of the ICC Chairperson (with advisor approval), requiring a minimum of 72 hours notice.

Section B: ICC must comply with Brown Act provisions which govern public meetings.

**ARTICLE XIV**  
Benefits & Privileges

Section A: Club benefits/privileges include:

1. Centralized mailboxes for receiving club correspondence
2. Authorization of campus meeting room space by the Student Life Office
3. Ability to make club announcements via the Electronic Marquee
4. Print Services (free printing with advisor approval)
5. Access to poster making supplies
6. Use of Student Center Kitchen (4 days per semester)
7. Use of Barbecue (building 9C patio area)
8. Permission to fundraise on campus
9. Use of College facilities
10. Participation in Join-A-Club to recruit new members
11. Officer recognition at the Leadership & Advisor Awards Ceremony
12. Opportunity to compete for Club of the Year

**ARTICLE XV**  
Club Status

1. Club status may be declared as either active or inactive.
2. A club or organization may request change of status once each semester. A majority vote by the club membership is needed to change the status. If no request is made, the club or organization will retain the status of the previous semester.
3. It is the responsibility of the club or organization to make a request for change of status.
4. A club cannot be reactivated during the same semester in which it has lost active club status.

**ARTICLE XVI**  
Mutual Respect

Any club activity must be in accordance with local laws and College regulations.

1. Clubs must be mutually respectful to the diversity of our campus when planning events and also when attending Club/ICC meetings/events.
2. Clubs cannot advertise/promote negative items about another club. Failure to comply may subject clubs to probation or inactive status.

**ARTICLE XVII**  
Enforcement of ICC Regulations

Section A: Club privileges may be revoked when:

1. A club's ICC Representative is absent to 25% or more of the ICC meetings held during the semester.
2. There is a violation to a club constitution, the ICC Constitution and/or any affiliated organization's constitution to which the club is connected.
3. A club has been found to be in violation of College Board Policy.
4. If, after a two week period there is no longer an ICC Representative, or club advisor(s), the club will be considered inactive.

**ARTICLE XVIII**  
Club Constitution Revisions

Section A: When a club chooses to make any changes to a previously approved constitution, the changes or amendments must be submitted to the Student Life Office for review by the Director, Student Life or designee.

Section B: Procedures for approving changes or amendments are the same as for submitting a newly proposed constitution. See Article XI.

## **ARTICLE XIV**

### Compliance with A.S. Constitution & Directives

Section A: ICC and all recognized clubs must comply with the current A.S. Constitution and A.S. Directives.

Section B: Revocation is defined as losing active status for the duration of the semester in which the violation occurs.

Section C: A club may request reactivation at the beginning of the semester following a violation.

Section D: Official actions by ICC regarding club status or discipline may be appealed to the A.S. Student Court.

## **ARTICLE XX**

### Amendments

A two-thirds approval of the present and voting ICC membership is required for an amendment to this Constitution to be adopted. The A.S. Executive Board must ratify this document prior to it taking effect.

## **ARTICLE XXI**

### Club of the Year

#### Section A: Eligibility

1. Each club must be active in the Fall and Spring semester of the current year.

#### Section B: Event Attendance

Each club must attend the following events to be eligible for Club of the Year:

1. Join-A-club for Fall and Spring semester

#### Section C: Club Involvement

In order to improve the collaboration among clubs on campus and Associated students, each club must take part of the following events for Fall and Spring semester of the current school year:

1. Each club must co-host or participate in an event with another club
2. Clubs must participate in one Associated Student hosted event
3. Clubs must participate in the ICC planned community outreach project

#### Section D: Return of ICC Binder

The purpose of the ICC Folder is to help ICC Representatives keep organized and updated throughout the school year. The ICC Folder must include the following prior to return to the ICC Advisor:

1. Inter-Club Collaboration Services Sheet

Section E: PowerPoint Presentation (or equivalent software)

Take this opportunity to show what make your club outstanding. Your PowerPoint must be 10 slides or less. Presentations will be held to a 5-minute limit. Your PowerPoint will be due 14 days before the last ICC meeting of the year, and must be emailed to the ICC advisor.

1. Your PowerPoint must cover the following topics:
  - a. How your club has enriched the College
  - b. Your inter-club collaboration
  - c. The events your club hosted
  - d. The events your club participated in
  - e. Why you are the Mt. SAC Inter-Club Council Club of the Year

Section F: The Club of the Year point distribution is as follows

- |   |                   |
|---|-------------------|
| 1. Attendance at ICC Meetings   | 80 points         |
| a. 10 points per ICC Meeting  |                   |
| 2. Join-A-Club Participation  | 30 points         |
| a. 5 points per day of Join-A-Club participation  |                   |
| 3. Attend one Campus Clean-up per year  | 15 points         |
| a. There shall be at least two "Campus Clean-Up" activity dates offered per academic year (one per semester). |                   |
| 4. Inter-Club Collaboration   | 60 points         |
| a. 15 points per semester for collaborating with another club   |                   |
| b. 15 points per semester for collaborating with Associated Students  |                   |
| 5. ICC Community Outreach Project   | 40 points         |
| 6. Return of ICC Binder   | 40 points         |
| 7. Club of the Year PowerPoint & Presentation   | <u>100 points</u> |
|   | Total: 365 points |

Section G: In the event of a tie for Club of the Year

1. In the event of a tie the ICC Representative will choose the winner by a simple majority vote. Should there still be a tie the ICC Chair shall cast the tie-breaking vote.