



INTER-CLUB COUNCIL CONSTITUTION
MT. SAN ANTONIO COLLEGE
Approved March 2025



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 (A.S.), Recognized Student Clubs & Organizations (RSCO), and all segments of the College community.

ARTICLE I
NAME

Section 1: The name of this organization shall be the Inter-Club Council of Mt. San Antonio College, hereafter referred to as "ICC".

Section 2: The term "RSCO" will only apply to those clubs/organizations recognized by ICC.

ARTICLE II
PURPOSE

Section 1: The purpose of ICC is to promote communication and cooperation between RSCOs.

Section 2: ICC strives to do the following:

- a) Provide a communication network between RSCOs
- b) Act as a resource for RSCOs particularly in the areas of organization, problem solving, promotion, and fundraising
- c) Maintain participation and support of A.S. sponsored events
- d) Provide a forum for expressing the interests of RSCOs
- e) Encourage students to participate in RSCOs and ICC sponsored events and activities.

Section 3: ICC monitors the rules and regulations as they apply to RSCOs participating in ICC sponsored activities.

ARTICLE III
ELECTION OF OFFICERS

Section 1: Two (2) ICC Co-Chairs, run as individual tickets and are elected by the Mt. SAC A.S. student body during the general election held in the Spring semester to serve one (1) academic year (July 1st to June 30th).

Section 2: The ICC Senator is the official A.S. Representative at all ICC meetings. In the case of an ICC Senator vacancy, an A.S. Representative shall be appointed by the A.S. Senate.

Section 3: An ICC Secretary may be appointed by the ICC Co-Chairs, in consultation with the ICC Advisor, to serve up to one (1) academic year.

Section 4: A Student Life staff member shall serve as the ICC Advisor as appointed by the Director of Student Life.

ARTICLE IV
DUTIES & RESPONSIBILITIES

Section 1: ICC shall consist of two (2) Co-Chairs, an ICC Secretary (if appointed), an ICC Senator (or A.S. Representative), and one (1) ICC Representative for each RSCO. The ICC Executive Board shall consist of the two (2) Co-Chairs, ICC Secretary, and an ICC Senator.

Section 2: Duties of each position are as follows:

- a) Co-Chairs: Serves as Chair at all ICC meetings, oversees all issues brought before ICC, attends A.S. Executive Board meetings as voting members, and attends A.S. Senate Board Meetings as non-voting members. Co-Chairs will alternate chairing of all ICC Meetings. Refer to job description in A.S. Organizational Directive for a complete listing of duties.
- b) Secretary: Records, transcribes, and maintains minutes for all ICC meetings. Manage ICC Social Media accounts and communications platforms. Assist ICC Co-chairs and ICC Senator with the publicity of ICC and A.S. sponsored/co-sponsored events. If a Secretary is not appointed, the Co-Chairs assume the administrative responsibilities.
- c) ICC Senator: Serves as liaison between A.S. and ICC by providing reports about each organization and recruiting RSCO collaboration opportunities with A.S. Refer to job description in A.S. Organizational Directive for a complete listing of duties.
- d) ICC Representative: The ICC Representative and their RSCO are required to abide by the following:
 - i) Must attend seventy-five (75) percent of all ICC meetings per semester. Failure to comply may result in RSCO probation or deactivation

- ii) Will serve as a voting member for their respective RSCO at each ICC meeting.
Each ICC Representative will represent only one RSCO
- iii) Support and be involved with all approved ICC activities
- iv) Report on respective RSCO activities each meeting
- v) Inform members of information shared at ICC meetings
- vi) Send an officer to serve as the alternate ICC Representative in the event the official ICC Representative is unable to attend an ICC meeting. This alternate would assume the duties of the ICC Representative in their absence.

ARTICLE V
ADVISORS

Section 1: Advisors must:

- a) Provide leadership, counsel, and direction for RSCO members
- b) Be present throughout all RSCO sponsored meetings/activities, on and off campus, as required by College policies
 - i) RSCO activities must be approved by Student Life through the campus event system, 25Live
 - ii) Activities may be canceled without an official advisor present throughout the entire event
- c) Be responsible for all RSCO expenditures, while keeping the elected Treasurer of the RSCO informed
- d) Advise on all College policies
- e) Abide by the additional advisor responsibilities as reviewed at the Advisor Trainings conducted by the ICC Advisor

ARTICLE VI
OFFICER ELIGIBILITY & TERM LIMITS

Section 1: The ICC Co-Chairs must adhere to the A.S. Officer Eligibility Requirements as outlined in the A.S. Constitution, Article III.

Section 2: The RSCO elected officers must adhere to the Officer Eligibility Requirements listed below:

- a) RSCO Officers are required abide by the Standards of Conduct, A.S. Constitution, A.S. Directives, ICC Constitution, and the A.S. Judicial Directive.
- b) No elected or appointed officer of this Association shall hold two (2) offices at the same time. This includes serving as an officer in an RSCO or campus organization.
- c) Officers must be in good academic standing with the College and must maintain three (3) graded units.

- d) Good academic standing involves maintaining a 2.0 Mt. SAC cumulative grade point average and maintaining a 2.0 semester grade point average for a minimum of 12 units (per BP 4250, AP 4250).
- e) All RSCO Officers must have paid the Student Activities Fee.
- f) First time Mt. SAC students with no prior units are eligible to serve as an RSCO Officer.

Section 3: Term Limits for RSCO Officers

- a) No Mt. SAC student may hold any RSCO officer position for more than four (4) semesters. Fall 2020 and Spring 2021 positions held by officers do not count toward service due to the Executive Order 21-01 (passed Fall 2021).
- b) In the event an officer vacates their position, their service in that position counts for a full semester regardless of when they vacate the position.
- c) In the event a vacant position is filled, the new appointed officer for any RSCO will have their service in that position count for a full semester regardless of when they filled the position.

ARTICLE VII
MEETINGS & QUORUM

Section 1: ICC meetings shall be held at least twice (2) per month during the Fall and Spring semesters. Special ICC meetings may be convened at the discretion of the ICC Co-Chairs (with advisor approval), held in accordance with the Ralph M. Brown Act. ICC Representatives are required to attend all meetings, including special ICC meetings.

Section 2: Quorum is defined as a majority of the ICC membership, or fifty (50) percent plus one (1). Only one (1) RSCO ICC Representative per RSCO and the ICC Executive Board Officers (including non-voting officers) counts toward quorum.

Section 3: An absence is defined as either arriving more than fifteen (15) minutes late from the beginning of the official scheduled starting time for meetings or leaving fifteen (15) minutes early.

ARTICLE VIII
VACANCIES

Section 1: If an ICC Co-Chair resigns or becomes ineligible to hold office, the remaining Co-Chair will automatically assume all duties and responsibilities. An ICC Co-Chair may appoint an Interim Co-Chair who must meet A.S. Officer eligibility requirements outlined in Article III of the A.S. Constitution. An ICC appointment process must begin at the meeting following the vacancy notification for the permanent ICC Co-Chair. If both Co-Chair positions are vacant, the ICC Advisor may appoint an eligible Interim Co-Chair and must begin the ICC Co-Chair appointment process at the

meeting following the vacancies. Appointment will be voted on by the seated ICC representatives.

Section 2: In the case of a vacancy for ICC Co-Chair(s), any qualified Mt. SAC student may run for the position(s). Applicants must meet all A.S. eligibility requirements.

Section 3: The candidates will be allowed to give a brief presentation as to why they are interested in the position. Each ICC Representative will serve as the one voting member for their respective RSCO. The candidate(s) receiving majority of votes will be appointed.

Section 4: The candidate(s) appointed by ICC must be ratified by the A.S. Executive Board at the first A.S. Executive Board meeting following the appointment(s).

ARTICLE IX **RSCO FORMATION**

Section 1: Recognition

- a) Any Mt. SAC student creating a new RSCO or reactivating an RSCO, must consult with the ICC Advisor. Activation and reactivation can occur in Fall and Spring semesters by the established deadline date.
 - i) RSCOs who complete activation in the Fall semester will obtain activation status for the academic year (Fall through June 30). RSCOs who complete activation in the Spring semester will obtain activation status for the remainder of the academic year (Spring through June 30). RSCOs can only host planning meetings during the winter and summer terms (events and travel will not be approved during those terms). There will be no approved RSCO activities during finals week.
- b) Must keep an approved copy of their constitution on record with Student Life. All RSCOs affiliated with a regional or national organization must have obtained official charter status from their parent organization. Proof of official charter status is required to be on file in the Student Life in order to be recognized.
- c) Prospective RSCOs must adhere to the Constitution Template provided by the Student Life Office.
- d) RSCOs must have at least one primary advisor who is a full-time permanent contracted employee of the College. It is recommended that every RSCO have additional Co-advisors. Co-advisors may be permanent full or part-time employees, or adjunct faculty of the College. Student employees may never serve as advisors.
- e) RSCO primary advisors must obtain access from the ICC Advisor to the Online RSCO Activation Database to complete the activation process for the academic year and/or semester.
- f) Once a prospective RSCO primary advisor completes the online activation process and submits a draft of the proposed constitution to the ICC Advisor, the proposed constitution will be reviewed and returned to the prospective RSCO primary advisor for any required revisions. If no revisions are deemed necessary, the activation request will be submitted to ICC for approval.

- g) In the event where an RSCO advisor is unable to submit the constitution, the RSCO ICC representative or any other respective RSCO Officer may submit their constitution to the ICC Advisor for revision and approval.

Section 2: Status

- a) RSCO status may be declared as either active or inactive.
- b) It is the responsibility of the RSCO primary advisor to complete the online activation process for recognition each academic year and/or semester.
- c) An RSCO can be reactivated during the same semester in which it has lost active RSCO status only in special circumstances by requesting reactivation from the ICC Executive Board and ICC Advisor. If approved, the RSCO will be placed on the next meeting's agenda. The RSCO(s) in question will have one (1) minute to explain their request for reactivation and after discussion the ICC will vote.

Section 3: Requirements for RSCO Membership

- a) RSCOs shall not discriminate on the basis of an actual or perceived characteristic related to ethnic group identification, national origin, immigration status, religion, age, sex, gender, gender identification, gender expression, military and veteran status, marital status, medical condition, race, color, ancestry, sexual orientation, physical or mental disability, or any other characteristic protected under applicable federal or state law.
- b) If an RSCO is found to deny membership based on the statement above, the RSCO will be referred to the Director of Student Life for review and potential action.
- c) Membership criteria can include academic requirements for honors RSCOs.
- d) High risk RSCOs who regularly engage in high-risk activities in which there is a dangerous factor that could lead to injury or possible loss of life must meet with the ICC Advisor, Director of Student Life, and Risk Management to determine the risk factor of the RSCO and its activities. They must also submit a complete membership roster and Risk Management Voluntary Participation Waiver Forms. Each student on the roster must be currently enrolled at Mt. SAC. Additions/changes to the original roster must be submitted to the ICC Advisor each semester. An RSCO will be considered inactive if the membership roster is not submitted each semester or the roster is not current.

Section 4: Benefits & Privileges

- a) Authorization to reserve campus facilities via 25Live through Event Services.
- b) Ability to make RSCO announcements via campus electronic display boards and marquee.
- c) Publicity privileges in accordance with the A.S. Publicity Directive.
- d) Printing Services (free black/white printing with advisor approval).
- e) Access to RSCO Co-Lab Space and its services.
- f) Access to an RSCO Storage Locker.
- g) Permission to fundraise in compliance with College policies.
- h) Participation in ICC and A.S. sponsored activities.

- i) Officer recognition at the Student Leadership & Advisor Awards Ceremony.
- j) Opportunity to compete for RSCO of the Year.
- k) Ability to include service participation on Activities Transcript.
- l) Scholarship opportunities.

ARTICLE X
ICC STANDARDS

Section 1: All RSCO meetings and activities must be in accordance with the following:

- a) ICC approved RSCO Constitution
- b) ICC Constitution
- c) Local, state, and federal laws
- d) College Policies and Procedures
- e) A.S. Constitution and Directives

Section 2: All RSCOs must also abide by the following ICC Standards:

- a) Be mutually respectful to the diversity of the campus when planning events and also when attending RSCO/ICC meetings/events.
- b) Conduct themselves in a professional and respectful manner within the RSCO, among other RSCOs, during any RSCO event/meeting, and during all College sponsored events/activities.
- c) Attend at least seventy-five (75) percent of the ICC meetings held during the semester (as referred to in Section IV).
- d) Maintain all five (5) eligible RSCO Officers and Primary Advisor in order to be considered active.

ARTICLE XI
ENFORCEMENT OF ICC REGULATIONS

Section 1: Violations of Article X (ICC Standards) shall be reported to the ICC Advisor via email within ten (10) business days of the occurrence or within ten (10) business days of the discovery of facts. The allegation/report shall be reviewed by the ICC Advisor. If a violation of Article X has been found, the ICC Advisor may determine an outcome, or refer the matter to Student Court, who shall make a determination or refer the report to the Director of Student Life for further review and action.

Section 2: Possible outcomes for violations of Article X for RSCOs

- a) Educational sanctions
- b) Restitution
- c) RSCO probation
- d) RSCO deactivation
 - i) May reactivate when eligible.

e) Student misconduct report if a specific RSCO member violated the Standards of Conduct Policy.

Section 3: The ICC Advisor determination regarding the RSCO probation or deactivation may be appealed in writing to the A.S. Student Court within 10 business days.

Section 4: The filing of an appeal with the A.S. Student Court will not delay the original violation outcomes.

Section 5: The A.S. Student Court will review the appeal at an A.S. Student Court meeting in accordance with the Brown Act and shall make a recommendation to the Student Life Director for their final determination.

ARTICLE XII **RSCO CONSTITUTION REVISIONS**

Section 1: When an RSCO chooses to make any changes to a previously approved constitution, the revised constitution must be submitted to the ICC Advisor for review and processing.

Section 2: Refer to Article IX for procedures for approving constitution changes or amendments.

ARTICLE XIII **ICC CONSTITUTION AMENDMENTS**

Section 1: A two-thirds (2/3) 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 XIV **IMPEACHMENT OF ICC EXECUTIVE BOARD OFFICERS**

Section 1: An Impeachment Action Item can only be discussed and acted upon during the Fall and Spring semesters when ICC is active.

Section 2: A written statement of allegation(s) by at least three (3) RSCO representatives must be submitted to the ICC Advisor within ten (10) business days of the occurrence or within ten (10) business days of the discovery of facts for the impeachment process to begin against an ICC Executive Board Officer.

Section 3: The ICC Executive Board Officer(s) will be notified in writing of the written statement of allegations by the ICC Advisor and allowed to address all allegations at the ICC meeting where impeachment is agendized as an action item in accordance with the Brown Act.

Section 4: The ICC Executive Board Officer involved cannot chair the impeachment action item and has no vote.

Section 5: Each ICC Representative shall have one (1) vote for the impeachment action item. No proxy voting shall be allowed.

Section 6: An electronic ballot will be prepared before the meeting. Results will be displayed publicly during the ICC Impeachment action item.

Section 7: A two-thirds (2/3) vote of present and eligible ICC representatives is required for impeachment.

Section 8: An impeached ICC Executive Board Officer may appeal the Impeachment decision in writing to the A.S. Student Court within ten (10) business days.

Section 9: The filing of an appeal with the A.S. Student Court will not delay the original Impeachment Decision.

Section 10: The A.S. Student Court will review the appeal at an A.S. Student Court meeting in accordance with the Brown Act and shall make a recommendation to the Director of Student Life for their final determination.

ARTICLE XV **RSCO OF THE YEAR**

Section 1: Eligibility

- a) Each RSCO must be active in the Fall and Spring semesters of the current academic year to be eligible.

Section 2: Event Attendance

- a) Each RSCO must attend the following meetings/events to be eligible for RSCO of the Year:
 - i) ICC Meetings held for the Fall and Spring semesters
 - ii) Join-A-Club for Fall and Spring semesters

Section 3: RSCO Involvement and Collaboration

- a) Each RSCO must take part in the following events during the Fall and Spring semesters:
 - i) Co-host an event with another RSCO
 - ii) Collaborate in one A.S. hosted event

Section 4: Electronic Presentation

- a) All RSCOs who submit their presentations by the deadline (seven (7) days before the last ICC meeting) will be listed on a ballot for voting by the ICC Representatives. Presentations must be ten (10) slides or less and will be held to a five (5) minute limit. Only one (1) submission is allowed, altering or updating presentations after it has been submitted will not be allowed or eligible for review.
 - i) The electronic presentation must cover the following topics:
 - 1) How the RSCO has enriched the College
 - 2) ICC collaboration(s)
 - 3) Events RSCO hosted

- 4) Events RSCO participated in
- 5) Why the RSCO is the RSCO of the Year

Section 5: The RSCO of the Year point distribution is as follows (350 points max):

- a) ICC Meeting attendance (100 points max)
 - i) 10 points per ICC Meeting (50 points per semester)
- b) Join-A-Club participation (30 points max)
 - i) 5 points per day of Join-A-Club participation (15 points max per semester)
- c) Volunteering each semester (30 points max)
 - i) RSCOs can earn 5 points per day and must commit to a minimum of three (3) consecutive hours within the same day (15 points max per semester)
 - ii) Volunteer work must be approved by ICC advisor
 - iii) Volunteer events hosted by an RSCO must be either events or used as volunteer points, they cannot count toward both
 - iv) All volunteering must be submitted on 25Live
- d) ICC collaboration (60 points max)
 - i) 15 points per semester for collaborating with another RSCO
 - ii) 15 points per semester for collaborating with A.S
 - iii) All collaborations must be submitted on 25Live
- e) Events held by each RSCO (30 points max)
 - i) RSCOs must commit to a minimum of five (5) hours to earn a full 5 points per event. Advisor must be present for the entirety of the event
 - ii) All events must be submitted on 25Live
- f) RSCO of the Year Presentation Submission (100 points max)
 - i) Points will be distributed based on the ICC Representative votes at the last ICC Meeting (1st place: 100 points, 2nd place: 90 points, 3rd place: 80 points)

Section 6: Tie Score - RSCO of the Year

- a) In the event of a tie, the ICC Co-Chairs shall cast the tie-breaking vote under the observation of the ICC Advisor. The winner will be announced at the Student Leadership and Advisor Awards ceremony in June of each academic year.

Revised on 6.18.24

Revised on 1.24.25

A.S. Approved on 3/11/25