

# College of the Canyons Inter Club Council Constitution

## Purpose

The Inter Club Council (ICC) will be the representative body to coordinate inter-club activities and funds, promote communication and cooperation among clubs on campus. The ICC will be composed of a voting representative from each club representing cultural, ethnic, religious, educational, honorary, philanthropic, and social interests. The Inter Club Council will be recognized as the Inter Club Council, Inter-Club Council, I.C. Council, I.C.C., or ICC. The ICC shall serve as the representative of all chartered clubs on campus to the College of the Canyons Associated Student Government.

## ARTICLE I OFFICERS

### Section 1. Chairperson, Vice Chairperson

The ICC Chair shall be the Associated Student Government Vice President of ICC. The Vice Chairperson shall be the Director of Clubs and Organizations. The ICC Officers may not be voting members of the C.O.C. A.S.G. with the exception of the ICC Chairperson, must carry a minimum of ten units and not be on academic or progress probation. The ICC Vice Chairperson must carry a minimum of six units and not be on academic or progress probation.

### Section 2. Duties

- A. *Chairperson*  
The Associated Student Government Vice President of I.C.C. will act as chairperson at all ICC events. The Chairperson shall not vote on the ICC business unless a ties vote has occurred and in that case the chairperson shall cast the deciding vote. The Chairperson will handle all club matters. He/she shall be responsible for the order at the ICC meetings to ensure they are conducted in accordance with Robert's Rules of Order. The Chairperson has the right to deem any new club worthy of charter.
- B. *Vice Chairperson*  
The Director of Clubs and Organizations will act as the Vice Chairperson at all ICC events. The Vice Chairperson shall assume the duties of the Chairperson during his or her absence. He/she shall assist in preparing the agenda for ICC meetings. The Vice Chairperson has voting power but shall not vote on ICC business when acting as Chairperson.
- C. All officers of the ICC shall meet regularly to prepare agendas for upcoming meetings and shall be available to provide special assistance to all chartered meetings on campus.
- D. The I.C.C. Chairperson shall appoint other officers as required. The officers shall be voted in with a simple majority vote of those representative present at the meeting at which the appointment is made.

## **ARTICLE II REPRESENTATIVES**

### **Section 1. Representatives**

- A. The person appointed ICC representative by a club shall not represent more than one club during his/her term of office at ICC meetings unless there is a special circumstance. The club itself shall determine the term of office.
- B. The ICC representative may be the advisor of the club, under the circumstances that the club is newly chartered and/or they have not held their first meeting yet.
- C. The duties of an ICC representative include reporting to the representative's own club and discussing what took place during the ICC meetings.

## **ARTICLE III RESPONSIBILITIES OF CLUBS**

### **Section 1. Responsibilities of Clubs**

- A. All clubs shall be responsible for putting on 2 events per semester.

## **ARTICLE IV MEETINGS AND PROCEDURES**

### **Section 1. Club Meetings**

- A. All clubs shall post news of upcoming meetings at least 72 hours in advance in a publicly accessible location on campus, in accordance with the Brown Act.
- B. All clubs must meet at least once per month. All meetings will be conducted under the provisions of Robert's Rules of Order and the Brown Act.

### **Section 2. ICC Meeting Procedures**

- A. ICC meetings will be mandatory unless proper notification is given to the ICC Chairperson and Advisor with two permitted absences per semester. After the second absence, the absentee club will be placed on probation subject to a simple majority vote of those representatives present at the meeting.
- B. Action items on the agenda shall serve as the priorities of the ICC. All action items must be submitted to the Chairperson no later than 12:00 p.m. on the Thursday before the meeting takes place.
- C. If it is found that there is no structure (governing body and/or membership to a club) to a club, then the ICC shall have the power to rescind the charter of that club by a simple majority vote of the clubs present. The club in question forfeits their vote in this election.

### **Section 3. Voting**

- A. Each chartered club will have one vote on all ICC matters. Clubs on probation or inactive status shall not be allowed to vote.
- B. Voting on ICC matters will be permitted to the club representatives who are present at the meeting in which the matter is brought up.
- C. Meetings will be conducted under the provisions of Robert's Rules of Order and the Brown Act.

### **Section 4. Club Rush/Back to School Bash**

- A. A Club Rush/Back to School Bash event will be held at least once per semester. All clubs on campus are required to participate in this event.
- B. If a club finds that it will not be able to participate in Club Rush/Back to School Bash, it must submit a letter of explanation to the ICC Advisor and the ICC Chairperson one week prior to the event.

### **Section 5. Clubs and Organizations Rechartering Program**

- A. A Clubs and Organizations Rechartering Program will be held once during the Fall semester. All clubs are required to have a representative attend the Clubs and Organizations Rechartering Program.
- B. If a club does not attend the Clubs and Organizations Rechartering Program, it shall be placed on inactive status subject to a simple majority vote of the representatives present at the I.C.C. meeting at which the voting takes place.
- C. All clubs will be required to submit the Clubs and Organizations Rechartering Forms by the deadline set at the Clubs and Organizations Rechartering Program. Clubs and organizations that fail to submit all required forms by the deadline shall be subject to probation.
- D. Clubs will be required to submit a Membership Roster every semester to the Office of Student Development.
- E. Clubs will be required to submit an updated Chartering Form every time a change in officers occurs.
- F. Clubs and organizations shall be responsible for reviewing and updating their club's constitution each year. Each club shall submit an updated constitution to the Office of Student Development and the Inter Club Council for review and approval. Once approval has been received from the Office of Student Development and the Inter Club Council, minutes must be received from the club reflecting voting of the approval of the updated constitution.

### **Section 5. Club Probation**

- A. Club Probation is a penalty for not participating in the mandatory requirements of the ICC.
- B. A club will be subject to probation because of the following:

1. Failure to submit a copy of their constitution, rechartering form, or other required documents.
  2. Failure to participate in Club Rush/Back to School Bash.
  3. Failure of Executive Board members of each club to purchase the Student Support Fee.
  4. Having more than two unexcused absences at the ICC meetings.
- C. Probation time shall be two months from the day of the meeting at which the club is placed on probation.
- D. Probation Penalties:
1. Club funds are frozen except for payment of outstanding debts.
  2. Use of all campus facilities except for designated meeting rooms is forfeited.
  3. A club on probation is ineligible for A.S.G. Matching Funds and is ineligible to submit a budget request for the A.S.G. annual budget process.
  4. A club on probation may not vote on ICC matters.
  5. A club on probation is ineligible to earn ICC incentive points.
- E. Probation penalties for two violations of Part B above:
1. The club goes on inactive status
- F. ICC will not be able to change the status of a club on probation unless approved by a simple majority vote of the ICC representatives at that meeting. Clubs may request a hearing at an ICC meeting by notifying the ICC Chairperson. The club will be placed on the agenda for the next regularly scheduled ICC meeting.

## **ARTICLE V CLUB MEMBERSHIP**

### **Section 1. Membership**

- A. Membership in all chartered clubs will be made of a majority of students currently enrolled for the semester at College of the Canyons.
- B. Each club must have at least 7 student members currently enrolled at College of the Canyons.
- C. The Executive Board members of all clubs must have paid the Student Support Fee. Newly chartered clubs will be granted a four-week grace period for members to purchase the Student Support Fee. The grace period will begin at the date that their charter was granted.

### **Section 2. Discrimination**

- A. Clubs shall not discriminate on the basis of sex, race, color, creed, national origin, religion, sexual preference, or physical limitations.

## **ARTICLE VI ELIGIBILITY FOR CLUB OFFICERS**

### **Section 1. Club Officers**

- A. Only students of C.O.C. carrying a minimum of six units and a 2.0 GPA are eligible to hold any appointed position or elected office in a chartered club.

### **Section 2. Club Members**

- A. A majority of the club members must be C.O.C. students.
- B. All club members who are C.O.C. students must carry a minimum of six units and a 2.0 GPA.

### **Section 3. Probation and Officers**

- A. No student on academic or progress probation shall be eligible to hold a major office in any club and all other offices shall be ceded as minor ones.

## **ARTICLE VII ACTIVITIES**

### **Section 1. Regulations**

- A. Any activity planned by a club must be socially and educationally acceptable and in accordance with all college, local, state, and federal regulations.

### **Section 2. Advisors**

- A. All clubs must have at least one advisor.
- B. Club advisors must be a full-time faculty member or full-time staff member of College of the Canyons.
- C. Advisors are required to adhere to the Santa Clarita Community College District Board policies (517.1, 517.2, & 517.3) that pertain to student clubs and organizations and their advisors.

## **ARTICLE VII JUDICIAL POWER OF ICC**

### **Section 1. Inactive Status**

- A. The ICC shall have the power to revoke the charter of an inactive club with a simple majority vote of the members present at the ICC meeting. As of that date, the club is no longer a club on campus until it is reorganized and petitions the ICC as if it were a new club. If a club feels that it has been dealt with unfairly, it has the right to express its grievance at the next ICC meeting. If the club's grievance is valid, it will require a simple majority vote of the members present to reinstate the club. ICC will review the club's request to return to active status.

## **Section 2. Club Accounts**

- A. Club and organizational funds are held in trust for the organization and may not be drawn upon by the Associated Student Government or expended by it. These funds are subject to withdrawal only by requisition approved by the faculty advisor and student officer of the group. An account is maintained to fully complete withdrawal of such funds.
- B. If a club is placed on probation status, club funds shall be frozen except for the payment of outstanding debts. Funds shall be frozen for a period of two months from the day of the meeting at which the club was placed on probation.
- C. If a club is placed on inactive status, club funds shall be frozen except for the payment of outstanding debts.
- D. If any ASG chartered club or organization which the ASG holds money in trust for should become inactive for three (3) successive semesters, all funds in the group's club account shall revert to the ASG account reserved for clubs and organizations established in the ASG Annual Budget at the end of the third successive inactive semester. If a club becomes active any time before the third successive inactive semester, funds will be unfrozen. If a club becomes active after the funds have been transferred into the ASG Clubs and Organizations account, the club's account will have a zero dollar balance and the money will not be returned to the club's account.

## **ARTICLE IX NEW CLUBS**

### **Section 1. Starting a New Club**

- A. Any individual or group wishing to initiate a club shall register their intent with the Office of Student Development and with the Associated Student Government Vice President of ICC who will provide them with necessary assistance in scheduling of meetings, drafting a constitution, and financial guidance.

### **Section 2. Constitutional Approval**

- A. Every new club must file a proposed written constitution with the Office of Student Development. This constitution must be in accordance with the ICC Constitution and the ASG Constitution.
- B. The Associated Student Government must approve the constitution by a majority vote.
- C. The ICC must also approve the constitution by a 2/3 vote.
- D. A group may not officially call themselves by the proposed club name until both the ASG and the ICC have approved the constitution.

### **Section 3. New Club Funds**

- A. Each new club will be allowed funds up to a certain amount to match funds raised by that club. The allotment shall be determined by the ASG/ICC Matching Funds Policy.

## **ARTICLE X FINANCES**

### **Section 1. Club/ICC Finances**

- A. All club/ICC funds must be deposited with the Office of Student Development.
- B. All club/ICC finances must be transacted in accordance with the College of the Canyons Associated Student Government's Financial Code.

### **Section 2. ICC Special Allocations**

- A. Clubs may petition for Special Allocations from the Associated Student Government. Funds will be awarded to the club upon approval from the ASG by a 2/3 vote.

### **Section 3. Deficit Spending**

- A. Any deficit spending shall be the responsibility of the club and its advisor.

## **ARTICLE XI RATIFICATION OF CONSTITUTION**

### **Section 1. Ratification**

- A. This constitution and any amendment shall become effective when approved by a simple majority vote of the ICC representatives at the meeting. A copy must be on file with the Office of Student Development and the Associated Student Government.
- B. This code and any amendments shall be reviewed annually for revision proposed by a sub-committee who shall report suggested revisions to the constitution and will be approved by a simple majority.
- C. A copy of all amendments or revisions of this constitution must be submitted to the Office of Student Development and the Associated Student Government.