

## ICC Constitution

### PREAMBLE

We, the members of the recognized clubs of Santa Monica College, having the need for greater cooperation and coordination among ourselves for our mutual benefits, do hereby ordain and establish this Constitution as the governing rules of this organization, subordinate only to the Associated Students Constitution and By- laws of the State of California and the governing board of Santa Monica Community College District.

### ARTICLE I: STRUCTURE

#### SECTION 1: NAME

This organization shall be known as: The Inter-Club Council of Santa Monica College hereinafter referred to as the I.C.C.

#### SECTION 2: PURPOSE

The purpose of the Inter-Club Council shall ~~be to promote student awareness and participation in~~ Santa Monica College clubs; to establish coordination, communication and cooperation among the officially registered student clubs; to promote the development of student leadership and service; and to promote campus and public awareness of Inter-Club Council activities.

#### SECTION 3: ADVISOR

The ~~Associate Dean Designee~~ shall serve as the advisor to the Inter-Club Council.

#### SECTION 4: PARLIAMENTARYPROCEDURE

The most current issue of Robert's Rules of Order shall be the final authority in questions of parliamentary procedure.

#### SECTION 5: BY LAWS

Rules of procedure, motions of lasting value, and special grants of authority shall be included in the By-Laws by a two-thirds (2/3) vote of members present of the I.C.C.

### ARTICLE II: MEMBERSHIP

#### SECTION 1: CLUB FORMATION

Any group of six (6) or more Associated Students members may form a club on campus in accordance with Santa Monica Community College District policy. A full-time faculty or classified manager shall serve as primary advisor to a club, in accordance with Board of Trustees Policy and Administrative Regulations. ~~During club instillation, club officers must be enrolled in at least five (5) units, must be in good academic standing with at least a "C" (2.0) grade point average.~~

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## SECTION 2: TYPES OF CLUBS

### (1) Flex Clubs

- a. Shall not be required to attend I.C.C. Meetings after being installed, nor will they contribute to the active voting membership of the I.C.C.
- b. Shall not receive allotment funding.
- c. Clubs shall be considered Flex upon registration with the I.C.C., appearing before the ICC at any meeting, and having been approved by a majority of those voting.

### (2) Charter Clubs

- a. Shall be required to attend I.C.C. Meetings, and shall contribute to the active voting membership of the I.C.C.
- b. Shall receive allotment funding.

### (3) All Clubs

- a. Shall have full access to A.S. Services, including any printing allowances, ability to submit proposals to host campus events and request non-allotment funding.
- b. Shall maintain a special account to hold all club funding. All clubs retain the right to fundraise, win monetary prizes from club competitions, and hold any other contributions the club submits to the Auxiliary Office.
- c. Shall be installed at the first I.C.C. meeting which they are qualified to attend.
- d. May participate in all I.C.C. Events, including but not limited to Club Row Club Awareness, and the I.C.C. Social.
- e. Must abide by all Associated Students and Inter-Club Council guidelines and policies.

## SECTION 3: NEW CLUB REGISTRATION

(1) Clubs shall be recognized by the I.C.C. upon completion, submission, and approval of the Club Registration forms to the A.S. Office, with a copy to the I.C.C. Officers and I.C.C. Advisor.

(2) New clubs shall begin their tenure within the I.C.C. as whatever type they were installed as, and shall remain that type until the following semester; see Section 4.

(3) Charter clubs applying to become Flex clubs for the spring semester of a consecutive year shall file a new club registration form indicating the type they want to be and forfeit all rollover I.C.C. Allotment from the fall semester.

(4) The I.C.C. Communications Officer shall ensure that the club president, club delegate, and advisors of a club are notified via the information provided on their club registration paperwork upon:

- a. Receipt of Registration Forms by the A.S. Office
- b. The discovery of any errors in the club's Registration Forms
- c. The approval of the club's Registration Forms

(5) This information shall also be provided to the I.C.C. Advisor and I.C.C. Officers.

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(6) The period of I.C.C. membership shall be one full semester, including Fall and Spring, but excluding Winter and Summer.

#### SECTION 4: CLUB CONTINUATION

(1) If a club that is registered with the I.C.C. wishes to continue its membership over consecutive semesters within the same academic school year, the club must submit the Club Continuation Form along with any additional documents needed.

(2) Charter clubs that wish to change types may not submit continuation forms, forfeit their leftover I.C.C. Allotment from the fall semester and must submit submit the Club Continuation form and indicate the club is changing from charter club to flex club.

(3) At least one officer in the continuing club, who shall be the Club President, must be elected according to the constitution of the club that they wish to continue, in the semester immediately preceding the semester of continuation.

(4) Continuing clubs shall retain their recognized status in the I.C.C. so long as these forms are received at the office of student life by or before the third (3) week of the semester. If these forms are not submitted by the deadline, the club shall be subject to reformation.

(5) The I.C.C. Communications Officer shall ensure that involved parties are notified of a club's Continuation Form status in the same manner as stated in Section 3, Item 3.

(6) Continuing clubs maintain a consistent Special Account.

(7) Unused I.C.C. Allotment dollars shall roll over for a continuing club from the Fall to Spring semester, of the same academic school year. Unused I.C.C. Allotment dollars cannot roll over to the next academic year, or in other words, from the Spring to the Fall semester.

#### SECTION 5: CLUB REPRESENTATION

(1) The Membership of the I.C.C. shall consist of: one (1) representative from each recognized Associated Student organization (club), and the three I.C.C. officers.

(2) There shall be one (1) designated representative from each club: the club's President or the club's I.C.C. delegate. If the President is not in attendance, he/she shall appoint a delegate from among his/her club's officers, as defined in their club's constitution. An officer who is also a voting member of the Associated Students Board of Directors is not eligible to be appointed as a Club President or a I.C.C. Delegate.

(3) All representatives will be registered with the I.C.C.

(4) No member of the I.C.C. shall represent more than one (1) club or office at any one meeting, nor shall any club have more than one (1) voting representative at any one (1) meeting.

(5) Each Inter-Club Council member's term shall be for one (1) year and no more than two (2) years total.

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(6) Inter-Club Council members shall be enrolled in at least five (5) units at Santa Monica College and maintain a "C" (2.0) grade point average.

**SECTION 6: EXPULSION**

Any organization that does not uphold this Constitution shall lose their I.C.C. Allotment and shall be subject to further reformation. Clubs may then be expelled upon two-thirds (2/3) of the membership of the I.C.C. vote in favor of that organization's expulsion. Honor code violations will be dealt with on a case-by-case basis through the I.C.C. Officers, the I.C.C. Advisor, and the Dean of Student Life.

**ARTICLE III: OFFICERS**

**SECTION 1: ELIGIBILITY**

The I.C.C. shall consist of three (3) officers who will have been authorized club representatives or I.C.C. officers at the time of their nomination and election. All members of the I.C.C. shall be required to be current members of the Associated Students of Santa Monica College. The officers of the I.C.C. shall be elected by and from the membership of the I.C.C. The qualification requirements for any office in the I.C.C. are the same as for the Associated Students Board of Directors. Each semester of their term in office, the I.C.C. Officers shall be enrolled in and complete a minimum of eight five (5) units at Santa Monica College and shall earn a minimum grade point average of "C" (2.0). No person shall serve in any combination of elected or appointed student government positions for more than three academic years.

**SECTION 2: OFFICER RESPONSIBILITIES**

There shall be three (3) officers of the I.C.C.:

The **Chair** shall chair all meetings of the I.C.C., form and dissolve Ad Hoc committees pertained to the I.C.C., be an ex officio member of all I.C.C. committees that they do not chair, represent the I.C.C. and be a voting member at meetings of the Associated Students Board of Directors, and shall chair the Associated Students Election Committee. The Chair shall be the Chair of the I.C.C. Constitution Committee, and must appoint members and convene the first meeting of that committee. The Chair shall chair the Club Mentorship Program or hold an election to appoint a member of the I.C.C. as the committee chair.

The **Vice Chair** shall carry out the duties of the chair in the chair's absence, resignation, or removal and shall be an ex officio member of all I.C.C. committees that they do not chair. The Vice Chair shall serve on the Associated Students Finance Committee, shall be a voting member of the Associated Students Board of Directors. The Vice Chair shall be the Chair of the I.C.C. Activities Committee, and must appoint members and convene the first meeting of that committee. The Vice Chair shall be responsible for Club Row.

The **Communications Officer** shall keep all minutes and agendas of all meetings of the I.C.C., be an ex officio member of all I.C.C. committees that they do not chair, and shall provide copies of these to all members, officers and advisors of the I.C.C. The Communications Officer shall maintain a usable database of club contact information, updated at least once weekly, shall

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ensure that the Chair and Vice Chair have access to such a database, and shall be responsible for communicating with the membership of the I.C.C., and for informing them of important I.C.C. and club information. If there is no Communications Officer present at any meeting of the I.C.C., the Vice Chair shall carry out the Communications Officer's duties. The Communications Officer shall chair meetings in the absence of the other officers.

The **Line of Succession** for the Inter-Club Council Chair shall be: Inter-club Council Vice Chair, and Inter-Club Council Communications Officer. In the event of a vacancy the Inter-Club Council shall elect a new officer.

### SECTION 3: ELECTIONS

- (1) The election of officers shall be by secret ballot.
- (2) All officers must resign as club officers before taking office. It shall be required of each officer that they maintain membership in at least one (1) recognized club throughout his or her term of office.
- (3) Nominations shall be held the meeting before the election and the meeting of the election; the election shall be held prior to finals of the spring semester.
  - a. Any member of the I.C.C. may nominate any eligible member for any office in the I.C.C.
  - b. A nomination must be seconded in order to be valid.
  - c. If any nominee is nominated to a second office, the nominee must either decline from that nomination, or withdraw from the previous nomination.

### SECTION 4: VACANCIES

- (1) Refer to the line of succession if both the I.C.C. Chair and I.C.C. Vice Chair are ineligible or resign.
- (2) In the event that the I.C.C. Vice Chair succeeds to the chair or that Vice Chair is disqualified, removed, or resigns, the I.C.C. shall elect a new Vice Chair who shall take office upon election.
- (3) In the event that the I.C.C. Communications Officer is disqualified, removed, or resigns, the I.C.C. shall elect a new I.C.C. Communications Officer who shall take office upon election.
- (4) Vacancies must be filled in the Fall semester following the prior Spring election.
- (5) Nominations shall be held on the first and second meetings of the Fall semester; the election shall be held on the second meeting of the semester.
- (6) Only **Club** Presidents and I.C.C. Delegates from that Fall semester are eligible to run for I.C.C. officer positions.
- (7) In the event that both the I.C.C. Chair and the I.C.C. Vice Chair are vacant, and that the I.C.C. Communications Officer declines to assume either position or is vacant, the A.S. President shall appoint an interim I.C.C. Chair. If the Communication Officer is vacant, the A.S. President shall appoint an interim Communication Officer. The interim Communication Officer shall only be responsible for creating and sending the agenda and minutes for the I.C.C. Meetings.

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## SECTION 5: TERM

Terms of office of all I.C.C. officers shall be one (1) academic year. These terms will be from July 1st to June 30<sup>th</sup>, concurrent with the Associated Students Constitution Article II: 4. The newly elected I.C.C. Chair will chair the first meeting of the fall semester.

## ARTICLE IV: MEETINGS

### SECTION 1: OCCURRENCE

The I.C.C. shall meet every other week during regular semesters; however, meetings may be canceled, or additional meetings may be called by the Chair or majority vote of the members present during quorum. Regular meetings must have at least seventy-two (72) hours posted notice. Special meetings must have at least twenty-four (24) hours posted notice, in compliance with the Brown Act Special Meeting guidelines.

### SECTION 2: QUORUM

Quorum of the I.C.C. shall be a majority of the active membership.

### SECTION 3: VOTING

All club representatives and officers of the I.C.C. shall have a vote on the I.C.C. The Chair, however, may vote only in the event of a tie.

### SECTION 4: ATTENDANCE

- (1) If any club is absent at any meeting of the I.C.C., it shall be the responsibility of the Communications Officer to notify, in writing, via the contact information on file with the I.C.C. as provided by that club, every officer and advisor of the offending club, with a copy to the I.C.C. Advisor.
- (2) In the case of foreseen extenuating circumstances, a request for an excused absence must be filed with the I.C.C. Communications Officer by 2 PM the Monday preceding the meeting to be excused. The request will be reviewed and shall be approved in the case of unanimous approval by the I.C.C. officers.
- (3) An I.C.C. officer must abide by the same attendance requirements as a club representative, or that officer will be removed from office. However, an officer may be granted more than one (1) absence without removal from the I.C.C. by a majority vote of the I.C.C.

### SECTION 5: PROBATION

- (1) After their second absence, a club will be placed under probationary status and will lose access to their allotment funds, will be unable to vote in the I.C.C., and will be unable to make motions during meetings. They will retain access to their special accounts.

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(2) Once the club that has been on probation, attends two meetings in a row, the club's probationary status will be lifted.

(3) If a club is absent while the club is on probationary status, the club will be expelled from the I.C.C., which will result in the loss of access to all funding and leave them subject to further reformation.

## ARTICLE V: COMITTEES

### SECTION 1: STANDING COMMITTEES

(1) Standing committees must meet at regular intervals during Fall and Spring semesters. The chair of a committee is responsible for scheduling committee meetings and ensuring the participation, when possible, of all committee members.

(2) The chair of each respective committee shall appoint a Vice-Chair and Secretary to serve on the committee. The Vice-Chair shall serve as Chair in the event that the Chair is unable to perform their duties, and the Secretary shall be responsible for posting Agendas, and for taking and making Minutes available for public viewing.

(3) Any member of a club registered with the I.C.C. is eligible to join a committee.

(4) Voting members shall be admitted to the committee during public session by a simple majority vote of the committee's existing membership.

**The I.C.C. Activities Committee:** The I.C.C. Activities Committee shall have at least two (2) activities per semester. The I.C.C. Activities Committee shall plan and hold I.C.C. events, in which all clubs may participate, including but not limited to Club Row, Club Awareness, The I.C.C. Social, and the I.C.C. Retreat. The Associate Dean Designee shall serve as an ex officio member of the I.C.C. Activities Committee. The I.C.C. Activities Committee shall be chaired by the I.C.C. Vice Chair, who shall ensure the participation of the Associated Students Director of Activities or of a commissioner for the A.S. Directors of Activities.

**The I.C.C. Constitution Committee:** The I.C.C. Constitution Committee shall submit all Constitution proposals to the I.C.C. The I.C.C. Constitution Committee shall review all proposed By-Laws and Amendments and make recommendations to the I.C.C. The I.C.C. Chair shall chair the I.C.C. Constitution Committee.

**The Club Mentorship Committee:** The committee shall be responsible for creating and executing a mentorship program to assist students with creating new clubs, assisting students with club recruitment efforts, and assisting students to continue their clubs in the continuing years.

- The committee shall determine its regular business which shall include creating and sharing resources to assist club officers that wish to become mentors
- The committee shall outreach to club officers to encourage them to become mentors

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- Mentors can also include the I.C.C. Officers and their Commissioners
- The committee will also examine the current club installation process for ways in which it can be improved and present those recommendations to the Office of Student Life,
- Mentor/Mentee meetings are recommended at least once a month, with more welcomed
- The committee shall give updates to the I.C.C. during regular I.C.C. Meetings,

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## SECTION 2: AD HOC COMMITTEES

- (1) The I.C.C. Chair shall form and dissolve Ad Hoc Committees as necessary to carry out the purpose of the I.C.C.
- (2) An Ad Hoc committee may also be formed via a majority vote of the I.C.C.
- (3) Ad Hoc Committees shall be composed of members of recognized student clubs, I.C.C. officers and their Commissioners.
- (4) Ad Hoc Committees shall have a chair, selected from the membership of the committee for approval.
- (5) Ad Hoc Committees shall have an advisor appointed by the Student Activities Advisor.
- (6) Each Ad Hoc committee shall determine the voting privileges of its members.
- (7) The committee shall present all committee proposals to the I.C.C. for approval.

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## ARTICLE VI: CONSTITUTIONAL CHANGES

### SECTION 1: AMENDMENTS

- (1) Amendments to the I.C.C. Constitution may be proposed to the I.C.C. in the form of a proposal from the I.C.C. Constitution Committee. The proposed amendments must receive a majority by said Committee. (2) Amendments to the I.C.C. Constitution shall require a two-thirds (2/3) affirmative vote of the members present at any regular meeting of the I.C.C., provided that advanced notice of at least one (1) week has been given.
- (3) Public notice of such proposed amendments shall be given one (1) week prior to the vote.
- (4) Upon ratification, the amended constitution shall become effective immediately. Students who were elected or appointed to office at the time of ratification of the amended I.C.C. Constitution shall be permitted to fulfill their term of office.

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