



**Associated Students of Santa Monica College
INTER-CLUB COUNCIL (ICC)
CONSTITUTION
Revised Spring 2019
(4-4-19)**

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 ICC.

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 Student Activities Advisor shall serve as the advisor to the Inter-Club Council.

SECTION 4: PARLIAMENTARY PROCEDURE

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 ICC.

ARTICLE II: MEMBERSHIP

SECTION 1: CLUB FORMATION

Any group of six (6) or more Associated Students 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.

SECTION 2: TYPES OF CLUBS

(1) Flex Clubs

- a. Shall not be required to attend ICC Meetings after being installed, nor will they contribute to the active voting membership of the ICC.
- b. Shall not receive allotment funding.
- c. Clubs shall be considered Flex upon registration with the ICC, 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 ICC Meetings, and shall contribute to the active voting membership of the ICC.
- b. Shall receive allotment funding.

- (3) All Clubs
 - a. Shall have full access to AS 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 monies. 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 ICC meeting which they are qualified to attend
 - d. May participate in all ICC Events, including Club Row and the ICC 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 ICC upon completion, submission, and approval of Club Registration Forms to the AS Office, with a copy to the ICC Officers and ICC Advisor.
- (2) New clubs shall begin their tenure within the ICC 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 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 ICC Allotment from the fall semester.
- (4) The ICC Communications Officer shall ensure that the president, 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 AS 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 ICC Advisor and ICC Officers.
- (6) The period of ICC 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 ICC wishes to continue its membership over consecutive semesters within the same academic school year, the club must file Club Continuation forms.
- (2) Charter clubs that wish to change types may not submit continuation forms, forfeit their leftover ICC Allotment from the fall semester, and must submit a new club form indicating the type they wish to be where designated on the application.
- (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 ICC 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 ICC 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 ICC Allotment dollars shall roll over for a continuing club only from the Fall to Spring semesters of the same academic school year.

SECTION 5: CLUB REPRESENTATION

- (1) The Membership of the ICC shall consist of: one (1) representative from each recognized Associated Student organization (club), and the three ICC officers.
- (2) There shall be one (1) designated representative from each club: the club's President or his/her 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 a delegate.
- (3) All representatives will be registered with the ICC.
- (4) No member of the ICC 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.
- (6) Inter-Club Council members shall be enrolled in at least six (6) 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 ICC Allotment and shall be subject to further reformation. Clubs may then be expelled upon two-thirds (2/3) of the membership of the ICC vote in favor of that organization's expulsion. Honor code violations will be dealt with on a case by case basis through the ICC Officers, the ICC Advisor, and the Dean of Student Life.

ARTICLE III: OFFICERS

SECTION 1: ELIGIBILITY

The ICC shall consist of three (3) officers who will have been authorized club representatives or ICC officers at the time of their nomination and election. All members of the ICC shall be required to be current members of the Associated Students of Santa Monica College.

The officers of the ICC shall be elected by and from the membership of the ICC. The qualification requirements for any office in the ICC are the same as for the Associated Students Board of Directors. Each semester of their term in office, the ICC Officers shall be enrolled in and complete a minimum of eight (8) units at Santa Monica College and shall earn a minimum grade point average of "C"(2.0).

SECTION 2: OFFICER RESPONSIBILITIES

There shall be three (3) officers of the ICC:

The **Chair** shall chair all meetings of the ICC, form and dissolve Ad Hoc committees, be an ex officio member of all ICC committees that he or she does not chair, represent the ICC and be a voting member at meetings of the Associated Students Board of Directors, and shall chair the Associated Students Election Committee. The ICC Chair shall be the Chair of the ICC Constitution Committee, and must appoint members and convene the first meeting of that committee by or before the 5th week of either semester.

The **Vice Chair** shall carry out the duties of the chair in the chair's absence and shall be an ex officio member of all ICC committees that he or she does 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 ICC Vice Chair shall be the Chair of the ICC Activities Committee, and must appoint members and convene the first meeting of that committee by or before the 5th week of either semester. The Vice Chair shall be responsible for Club Row.

The **Communications Officer** shall keep all minutes and agendas of all meetings of the ICC and shall provide copies of these to all members, officers and advisors of the ICC. The Communications Officer shall maintain a usable database of club contact information, updated at least once weekly, shall ensure that the Chair and Vice Chair have access to such a database, and shall be responsible for communicating with the membership of the ICC, and for informing them of important ICC and club information. If there is no Communications Officer present at any meeting of the ICC, the Vice Chair shall carry out the Communications Officer's duties. The Communications Officer shall chair meeting in the absence of the other officers, shall be an ex-officio member of the Associated Students Board of Directors.

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 he or she maintains 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 ICC may nominate any eligible member for any office in the ICC.
 - 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 in the event that both the ICC Chair and ICC 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 ICC 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 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 ICC Chair and the ICC Vice Chair are vacant, and that the ICC Communications Officer declines to assume either position, the AS President shall appoint an interim Chair.

SECTION 5: TERM

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

ARTICLE IV: MEETINGS

SECTION 1: OCCURRENCE

The ICC 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 ICC shall be a majority of the active membership.

SECTION 3: VOTING

All clubs representatives and officers of the ICC shall have a vote on the ICC. The Chair, however, shall vote only in the event of a tie.

SECTION 4: ATTENDANCE

- (1) If any club is absent at any meeting of the ICC, it shall be the responsibility of the Communications Officer to notify, in writing, via the contact information on file with the ICC as provided by that club, every officer and advisor of the offending club, with a copy to the ICC Advisor.
- (2) In the case of foreseen extenuating circumstances, a request for an excused absence must be filed with the ICC 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 ICC officers.
- (3) An ICC 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 ICC by a majority vote of the ICC.

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 ICC, and will be unable to make motions during meetings. They will retain access to their special accounts.

- (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 ICC, which will cause them to lose access to all funding, and leave them subject to further reformation.

ARTICLE V: COMMITTEES

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 his/her 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 ICC is eligible to join a committee.
- (4) Voting members shall be admitted to the committee during public session by a majority vote of the committee's existing membership.

The ICC Activities Committee: The Activities Committee shall have at least two (2) activities per semester. The Activities Committee shall plan and hold ICC events, in which all clubs may participate, including but not limited to Club Row, The ICC Social, and the ICC Retreat. The Associated Students Director of Activities shall serve as an ex officio member of the ICC Activities Committee. This Committee shall be chaired by the ICC Vice Chair, who shall ensure the participation of the Associated Students Director of Activities or Activities Commissioner.

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

SECTION 2: AD HOC COMMITTEES

- (1) The ICC Chair shall form and dissolve Ad Hoc Committees as necessary to carry out the purpose of the ICC.
- (2) An ad-hoc committee may also be formed via a majority vote of the ICC.
- (3) Ad Hoc Committees shall be composed of members of recognized student clubs, ICC officers and 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 ICC for approval.

ARTICLE VI: CONSTITUTIONAL CHANGES

SECTION 1: AMENDMENTS

- (1) Amendments to the ICC Constitution may be proposed to the ICC in the form of a proposal from the ICC Constitution Committee. The proposed amendments must receive a majority by said Committee.
- (2) Amendments to the ICC Constitution shall require a two-thirds (2/3) affirmative vote of the members present at any regular meeting of the ICC, 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 ICC Constitution shall be permitted to fulfill their term of office.

(Adopted: March 2002; Revised: March 2008; June 2012; October 2012; September 2013, April 2019)