



Inter-Club Council (ICC)

Bylaws

Spring 2019

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Article I: General Provisions

Section 1. Title

This organization shall be known as the Inter-Club Council of Las Positas College, hereafter referred to as ICC.

Section 2. Purpose

- A.** The purpose of the ICC is to bring together all student clubs for planning, coordination, advocacy, networking, and resource allocation including funds. The ICC is here to support Las Positas College Student Clubs. Promote educational, cultural, recreational, and social events for the students and the college community.
- B.** Promote educational, cultural, recreational, and social events for the students and the college community.
- C.** Encourage student participation in all aspects of the college community and campus life.
- D.** The Inter-Club Council will establish equitable and dynamic rules, regulations, and policies by which clubs shall coordinate their activities, and govern themselves in compliance with the Inter-Club Council Constitution.
- E.** Abide by the Chabot-Las Positas Community College District (CLPCCD) policies and procedures, California Education Codes, and Student Code of Conduct.

Section 3. Authority

These Bylaws shall be the governing document for the conduct of policies and procedures within the ICC and student clubs. The ICC Constitution and the CLPCCD policies shall supersede the ICC Bylaws if there is a conflict.

Section 4. Parliamentary Authority

The meeting procedures of the ICC and its committees shall be governed by Robert's Rules of Order, current edition.

Section 5. Voting Rights of the ICC Body

All ICC Representatives shall have one vote each. The ICC Chair shall have no vote, except in the event of a fifty-fifty tie vote by the ICC Representatives.

Section 6. Veto Power

The ICC Chair may veto any action passed in the previous meeting until the beginning of the next ICC meeting. If a veto has been initiated, the ICC Chair must inform the ICC of said veto at the next regularly scheduled ICC meeting. A two-third majority vote of the ICC is required in order to override a veto by the ICC Chair. This may be initiated by ICC members at the meeting when the announcement is made or the meeting directly following.

Article II: Membership

Section 1. Inter-Club Council Members

- A.** Membership in the Inter-Club Council consists of all currently enrolled students at the Las Positas College who are official members of any recognized club. Clubs are encouraged to have multiple club members attend Inter-Club Council meetings, however each club will have only one (1) vote, that is made by their 'Inter-Club Council Representative' as outlined in Article II Section 2 below.

- B.** Clubs may not restrict their membership on the basis of gender, race, sexual orientation, religion, lifestyle, origin, or lack of the previously mentioned identifiers. No club may use any device or practice, which in effect implements any sort of selectivity. If a club is found to be discriminating against a prospective member, the club may be deactivated and face any consequences deemed appropriate by the college. [See Board Policy 3410 - Nondiscrimination]

Section 2. Inter-Club Council Representatives (Voting Members)

- A.** Club Representatives are responsible for attending the Inter-Club Council meetings as the 'Inter-Club Council Representative,' and will serve as the primary contact for their club and vote on the club's behalf.

- B.** More than one member of a particular club is allowed to attend an Inter-Club Council meeting; however, each club will only be allowed one (1) vote on any agenda item. This vote must be submitted by the club's Inter-Club Council Representative. In the case that an Inter-Club Council Representative is absent for a meeting, they may send a proxy voter in their place.

- C.** No member of the ICC shall represent more than one (1) club at any one (1) meeting, nor shall any club have more than one (1) voting representative at any one (1) meeting.

- D.** Any club officer or club member may serve as the ICC representative.

- E.** Shall report all club activities and events.

- F.** Shall abide to the current edition of Robert's Rules of Order.

- G.** Shall report information and final decisions to their respective clubs.

Section 3. Club Officers

- A.** Clubs shall have at least a President, a Vice President, a Treasurer, and an ICC Representative. The ICC Representative may also serve as any of the previous listed officers. An officer may only hold one position at any given time during their term with the exception of the ICC Representative as listed above.

- B.** Any student seeking to hold a position as a Club Officer must at the time of election/appointment:
 - a. Maintain enrollment in at least one (1) college course at Las Positas College during their term of office.
 - b. Maintain a cumulative grade point average (GPA) of 2.0 or better.

Section 4. Verification of Eligibility

- A.** Verification of the above qualifications of Club Officers are authorized by the Student Life Office.
- B.** If, during the verification processes, Club Officers are found ineligible, the Student Life Advisor will notify the Club Advisor and ICC Chair. The Officer will be ineligible to hold office.

Article III: ICC Officers

Section 1. Officers

Members within the ICC shall be governed by the four (4) elected officers with respective duties and election procedures as outlined in these Bylaws. The officers of this organization are the: ICC Chair (LPCSG elected officer and not an ICC representative), Secretary, Treasurer, and Parliamentarian.

Section 2. Eligibility

- A.** Any student seeking to hold a position as an ICC officer must at the time of election/appointment:
 - a. Maintain enrollment in five (5) units of college credit at Las Positas College during their term of office
 - b. Maintain a cumulative grade point average (GPA) of 2.0 or better.

Section 3. Verification of Eligibility

- A.** Verification of the above qualifications of ICC Officers are authorized by the Student Life Office.
- B.** If, during the verification processes, ICC Officers are found ineligible, the Student Life Advisor will notify the ICC Chair, and the Officer will be ineligible from holding office with the ICC.

Article IV: Duties of ICC Officers

Section 1. Ranking

The Executive Board shall consist of four members: the ICC Chair, ICC Secretary, ICC Treasurer, and ICC Parliamentarian. The rankings for each position are as follows: 1 Chair; 2 Secretary; 3 Treasurer; 4 Parliamentarian.

Section 2. ICC Chair

- A.** Shall chair all ICC meetings
- B.** Shall provide communication between the ICC and LPCSG
- C.** Shall coordinate all ICC activities and events
- D.** Shall vote only in case of a tie
- E.** Shall have the power to veto any act passed in the previous meeting until the beginning of the next ICC meeting
- F.** Shall supervise and assist with the formation of new clubs
- G.** Shall hold posted and flex office hours as stipulated in the LPCSG Constitution and Bylaw
- H.** Shall attend all LPCSG meetings
- I.** Shall work in conjunction with the LPCSG Director of Events in establishing a master calendar
- J.** Shall adhere to the guidelines stated in the LPCSG Constitution and Bylaws, the ICC Constitutions and Bylaws, and college
- K.** Shall perform duties specified by the LPCSG Constitution and Bylaws or as specified by the LPCSG President
- L.** Shall attend any club meetings as schedule permits but at least two per month
- M.** Shall type, distribute, and post the ICC agenda in accordance with the Ralph M. Brown Act
- N.** Shall appoint an ICC Secretary and an ICC Parliamentarian and may appoint an ICC Treasurer
- O.** Shall assign the ICC Secretary, ICC Treasurer, and ICC Parliamentarian to attend at least one (1), but not more than two (2), club meetings per month

P. Shall receive a scholarship per semester in the amount as stated in the LPCSG Bylaws.

Section 3. ICC Secretary

A. Shall be appointed by the ICC Chair and confirmed by a two-thirds majority vote of the ICC Representatives present at the meeting

B. Shall assist in the coordination of all ICC events and activities.

C. Shall be a full voting member in the ICC (unless casting a vote as a club representative).

D. Shall maintain a master calendar of all club events.

E. Shall keep minutes of ICC meetings and submit them to the ICC Chair and appropriate college officials within five school days of the meetings.

F. Shall maintain and post a list of all clubs meeting times, locations, and contact information (including club officer's email).

G. Shall attend club meetings as assigned by the ICC Chair.

H. Shall perform the duties of the ICC Chair in the event that the ICC Chair is vacant

I. Shall receive a scholarship of up to \$300 per semester for a total of up to \$600 per academic year pending a scholarship review.

Section 4. ICC Treasurer

A. Shall be appointed by the ICC Chair and confirmed by a two-thirds majority vote of the ICC Representatives present at the meeting.

B. Shall assist in the budget preparation processes for ICC and clubs as required.

C. Shall be a full voting member in the ICC (unless casting a vote as a club representative).

D. Shall maintain the ICC budget and review of club expenditures.

E. Shall maintain records of club monthly budget statements.

F. Shall attend club meetings as assigned by the ICC Chair.

G. Shall perform the duties of the ICC Secretary in the event that the ICC Secretary is vacant.

H. Shall receive a scholarship of up to \$200 per semester for a total of up to \$400 per academic year pending a scholarship review.

Section 5. ICC Parliamentarian

- A. Shall be appointed by the ICC Chair and confirmed by a majority vote of the ICC Representatives.
- B. Shall ensure the enforcement of the Ralph M. Brown Act and the current edition of Robert's Rules of Order.
- C. Shall advise the ICC Chair on matters of parliamentary procedure according to Robert's Rules of Order.
- D. Shall receive a scholarship of an up to amount of \$150 per semester and a total of up to \$300 per academic year pending scholarship review

Article V: Terms of Office

Section 1. Terms of Office

- A. An ICC Officer's Term begins upon passing the verification process (with the exception of ICC Chair as stipulated in the LPCSG Constitution and Bylaws) and lasts until the end of the current academic year, and the officer shall serve until their term ends, resigns, or is removed from office.
- B. Holding office for any amount of time during an academic year shall count as holding office for one (1) term.
- C. No member of the ICC may hold office for more than three (3) consecutive or non-consecutive terms.
- D. An academic year is from the beginning of the fall semester until the end of the following Spring semester.

Section 2. Appointment and Confirmation Procedure

- A. Appointments shall be considered jointly by the newly elected ICC Chair and current ICC Chair in the Spring semester following the election of the new ICC Chair. These appointees, once confirmed by the ICC membership, will take office at the end of the spring semester to allow for training by Student Life.
- B. Persons seeking a position as an ICC Officer shall be familiar with the duties of that office as specified in the ICC Constitution and Bylaws and shall submit a letter of intent to the current and newly elected ICC Chairs and the Student Life Advisor stating such and why they would be a good fit for the office.
- C. The newly elected ICC Chair, in consultation with the Student Life Advisor, has the final say in appointments.

- D. Confirmation of appointments shall be made at the first meeting in May by a two thirds ($\frac{2}{3}$) majority of ICC membership present. Appointees shall state their intent and qualifications, as in their previously submitted letter of intent, to the ICC membership prior to the confirmation vote.
- E. If no one is confirmed, the process repeats. Qualified applicants may re-apply and new applications will also be considered.

Section 3. Removal from Office

- A. Causes for removal include: failure to conduct duties as outlined in Article IV above, failure to meet eligibility requirements as outlined in Article III Section 4 above, and violation of the Student Code of Conduct.
- B. In order for an ICC Officer to be removed, with the exception of the Chair, a petition must be submitted and signed by two-thirds ($\frac{2}{3}$) of the recognized ICC Club Representatives and submitted to the ICC Chair and Advisor for Student Life.
- C. The ICC Chair shall consult with the Student Life Advisor regarding the removal of the officer in question.
- D. The ICC Chair shall present a letter to the officer in question documenting the specific circumstances under which said officer is subject to removal.
- E. Any officer against whom a removal petition is filed shall have the right to address the petition and the ICC at a scheduled meeting.
- F. The ICC Chair shall set a date for the next regularly scheduled meeting to vote on any removal petition. At this regularly scheduled ICC meeting, the ICC Chair shall present the aforementioned letter to the body of the ICC.
- G. The ICC Chair shall preside over the removal proceedings of ICC Officers other than themselves.
- H. Removal from office must be approved by a two-thirds ($\frac{2}{3}$) vote of the ICC membership present and shall take effect immediately.
- I. In the case of a petition for removal of the ICC Chair, the petition shall be submitted to the LPCSG following LPCSG guidelines, per LPCSG Bylaws Article III section 4.

Section 4. Succession of Office

- A. If the position of ICC Chair is vacated, the LPCSG shall appoint a new Chair in accordance with the LPCSG Constitution and Bylaws.

- B. If any ICC Officer position is vacated, then the ICC Chair shall follow the internal election procedures in accordance with these Bylaws.

Article VI: Club Activation & Deactivation

Section 1. Club Activation

- A. The terms “Activation” and “Recognition” are considered synonymous herein and in the ICC Constitution.
- B. Clubs are activated for the semester in which they completed their activation form. There are two activation semesters: the Fall semester and the Spring semester
- C. All Clubs must have a club advisor who is an employee of the College, and must complete an Advisor training.
- D. Clubs Advisors volunteer to oversee and take responsibility for the club’s activities and finances.
- E. Clubs must have a minimum of six (6) members.
- F. Prospective clubs must have their constitution and activation form reviewed by the Student Life advisor for completeness and to check for compliance with regulations.
- G. Upon completion of activation forms, the proposed new club will enter a one (1) month probationary period. ICC meeting attendance is mandatory during this period.
 - a. First Meeting – Attend without voting privileges, in order to observe and become familiar with the process
 - b. Second Meeting – The new club shall discuss their mission statement with the rest of the council members. Then ICC members shall vote at the second meeting on the proposed new Club. The club shall be recognized (activated) with a majority vote of the Council.
- H. If a club becomes deactivated and then returns to the Inter-Club Council to ask to be activated again, the activation will be reviewed by the Inter-Club Council and will require the re-submission of paperwork, including a club constitution.

Section 2. Club Deactivation

- A. If a club fails to have representation at two (2) Inter-Club Council meetings in one (1) semester, the club advisor and president will be notified via email and phone as recorded in the most recently available Club Form, of the absences.
- B. A club will be deactivated when voted and agreed upon by a simple majority vote of the Inter-Club Council.
- C. Deactivated Clubs’ Funds will be transferred into the Inter-Club Council Account after the club has been inactive for two (2) consecutive semesters.

D. Unclaimed club items will be managed and/or disposed of by the Inter-Club Council.

Article VII: General Meeting Procedures

Section 1. Agendas & Minutes

A. Any agenda items/ proposals shall to be sent to the Chair of the Inter-Club Council, and is suggested to be submitted to the Chair, well in advance before the seventy-two (72) hour public posting deadline (during “LPC operation hours) required of the Ralph M. Brown Act. Approved Agendas and Minutes shall be posted to the LPC Website, in no less than (72) hours of their approval.

Section 2. Location and Time of Meetings

A. Meetings should be held at least twice per month. Location and time of meetings will be set by the ICC Chair and announced to the ICC a least 72 hours in advance.

Section 3. Quorum & Voting

A. Quorum is met when more than 50% +1 of the Council is present.

B. The ICC shall not take any official vote upon, or take any official action regarding any issue at any meeting if quorum is not met.

Section 4. ICC Attendance Policy

Each club shall adhere to the adopted Attendance Policy as indicated below:

A. The Attendance Policy begins once the Club is recognized by ICC.

B. If a recognized club has two (2) absences at ICC meetings in one semester, unless excused by the ICC Chair, notification shall be sent to the advisor and President of the club.

C. If a recognized club has three (3) absences at ICC meetings in one semester, unless excused by the ICC Chair, notification shall be sent to the advisor and President of that club, the club will be put on notice and shall be deemed not in "good standing". Club will be subject to review by seated ICC membership. If action is approved, a recommendation will be submitted to the ICC concluding in possible deactivation of the club. (Note: As per deactivation procedure, club would lose access to funds if deactivated. Clubs can re-apply for recognition within the following two (2) semesters to reclaim finding, per Article VI section 2 above.)

D. Absences do not have to be consecutive.

Article VIII: Amending the ICC Bylaws

Section 1. Amendments of Bylaw

All amendments to the ICC Bylaws must follow this two-step process:

- A. Process in the ICC Constitution and Bylaws Review Committee:**
- a. The ICC Constitution and Bylaws Review Committee shall propose amendment to the ICC Bylaws.
 - b. All amendments shall require an approval by a two-thirds (2/3) vote of the ICC Constitution and Bylaws Review Committee before it can be sent to the ICC Council.
- B. Process in the ICC Council meeting:**
- a. The amendment shall first appear as an information/discussion item on the ICC meeting agenda. No adoption action may take place during the introduction of amendments to the ICC Council.
 - b. The ICC Council shall then discuss and review the amendment.
 - c. The amendment shall then be placed on the next ICC meeting agenda as an action item, within a time period of no less than fourteen (14) calendar days.
 - d. The amendment shall be published in documents available to all ICC members.
 - e. The ICC Council shall be given the opportunity to comment on the amendment in the ICC meeting.
 - f. The amendment may be adopted by a two-thirds (2/3) vote of the ICC Council who are present at a regularly scheduled meeting. The amendment shall take place within a time period of no less than fourteen (14) calendar days, but not greater than thirty (30) calendar days.

Article IX: Funding

Section 1. ICC Budget

The ICC Budget should be prepared by the ICC Treasurer using sound budgeting practices in accordance with relevant Board Policies, Education Codes, FCMAT Standards, and regulations.

Section 2. Funds

Club funds should be used to benefit all club members or LPC students. Club funds are to be expended in accordance with relevant Board Policies, Education Codes, FCMAT Standards, and regulations. Funds should not be used to benefit individual students or LPC employees, in accordance with the California Constitution, Article 16, Section 6. Cash, gift cards, or other tools that have monetary value cannot be used for prizes, raffles, or awards of any type to individuals. Donations to non-profit organizations may be made only when funds have been raised specifically for that organization and are not eligible for matching funds from the ICC. Please work with the Student Life Office when organizing these types of fundraisers.

A. Club Allocation

In order to receive an ICC allocation, each club is required to submit the Club Form, Club Budget, and Club Constitution if required, to the ICC for the current semester. Each club may request up to \$500 per semester for club activities & events, up to \$1,000 per academic year without a matching requirement (\$500 each Spring/Fall).

B. Club Budgets

The budget will be submitted by the appointed date and will be reviewed and approved by the ICC Treasurer by the next meeting.

- a. All expenses budgeted must be justified (i.e. see ICC budget worksheet forms)
- b. Club budgets are subject to applicable laws

C. Club Matching Funds

Each club can receive up to \$500 in matching funds each semester for club revenue from fundraisers etc. for that semester. Matching funds will be transferred into the club account at the end of the semester in which it was earned.

- a. After receiving semester allocation and fundraising up to \$500, matched by the ICC, a club may request additional funding through a process outlined by the Additional Allocations Form.

D. Funds Belonging to Deactivated Clubs

As specified in the ICC Constitution, clubs that have been deactivated for one (1) year lose claim to any funds that may remain in their account. The year begins upon date of deactivation. Upon deactivation, clubs will be notified of remaining funds and date at which those funds will be transferred back to the ICC. Clubs may not accrue funding while deactivated, that is, they are not owed “back funding” of \$500 for an inactive semester if they subsequently become active (recognized). They will reclaim their club funds as frozen at the time of deactivation, and may request \$500 for the semester in which they become active (recognized) using the relevant section on the Club Form.

E. Fundraising: Advances

Clubs may request an advance (assuming clubs have sufficient funds in their account) for expenses related to club activities if the following two items are submitted TOGETHER:

- a. Disbursement Request and
- b. Club Authorization to Spend Funds form.

Advances can only be payable and disbursed to club advisors. Requests for advances must be submitted a MINIMUM of 2 weeks in advance. Advances must be closed within 10 days of the event by submitting Original ITEMIZED receipts (no exceptions) and remaining funds directly to Administrative Services.

F. Fundraising: Deposition of Funds

Any money clubs collect via donations, fundraising, selling items, etc. must be deposited immediately with Administrative Services (Room #1689) or left overnight with campus safety (Building #1700) if Administrative Services is closed. Money should NOT be brought to the Student Life office at any time.

G. Open Advances and Outstanding Invoices:

Should clubs have open advances beyond the 14-day requested closing date or pending invoices from LPC’s Maintenance & Operations, IT, or other vendors, LPC’s Administrative Services and the Office of Student Life reserves the right to freeze the Club’s Account until these issues are resolved.

H. Additional Allocations

Clubs that engage in any ICC-approved activity that promotes student advocacy may petition to have fees paid for out of the Student Representation fee using the Request for Additional Funding Form. Petitions must be made no later than three weeks prior to event/activity. Funding may be dependent on available funds in the ICC Budget.

Article X: Precedence

If, at any time, these Bylaws conflict with or contradict the ICC Constitution, the ICC Constitution shall take precedence.

Article XI: Ratification

Upon receiving approval from ICC and the Las Positas Student Government, this document is ratified and shall thus support the recently ratified Inter-Club Council Constitution and supersede any previous Constitutions, Bylaws, and regulations put forth by the ICC.

Ratified by ICC on: May 3, 2019

ICC Chair: Angela Vasquez

ICC Advisor: Nessa Julian

Vice President, Student Services: William Garcia
