



# **Inter-Club Council (ICC)**

## **Constitution**

*Spring 2019*

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## **Preamble**

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The Inter-Club Council (ICC) is the representative body that coordinates interclub activities, allocates funds, and promotes communication and cooperation between campus clubs. The ICC is comprised of a voting representative from each club and represents cultural, educational, honorary, philanthropic, and social interests.

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## **Article I: Name**

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

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## **Article II: Purpose**

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The purpose of the ICC is to bring together all of the student clubs for planning, coordination, advocacy, networking, and resource appropriation including funds. The ICC is here to support Las Positas College Student Clubs.

The ICC allocates funds given to it by the Las Positas College Student Government, hereinafter known as LPCSG, among recognized student clubs. These funds shall be used in accordance with applicable Education Codes and District Board Policies and Administrative Procedures to support activities for club members and the LPC community.

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## **Article III: Organization**

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### **Section 1. Membership**

All officially, recognized clubs of Las Positas College shall be members of this Council.

### **Section 2. Representatives**

- A. Each recognized club shall have at least one [1] designated ICC Representative. This individual will act as the organization's representative to the ICC. These may be referred to as follows:
- a. The [club name] ICC Representative.

### **Section 3. Eligibility**

- A. The ICC Chairperson, Secretary, Treasurer, and Parliamentarian must adhere to the eligibility requirements set forth in the LPCSG Constitution.
- B. All club officers must maintain a minimum of five (5) units enrollment and have a cumulative grade point average of 2.0 or higher.
- C. All ICC Club Representatives must maintain a minimum of one class per semester and have a cumulative grade point average of 2.0 or higher.

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## **Article IV: Officers**

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### **Section 1. Officers**

Members within the ICC shall be governed by four (4) elected officers. These officers are the: ICC Chair (LPCSG elected officer and not an ICC representative), Secretary, Treasurer, and Parliamentarian.

- A. All officers must meet eligibility requirements in accordance with Education Code 76061.
- B. The Terms of the Treasurer, Secretary, and Parliamentarian shall be one academic year (fall, spring).

### **Section 2. Officer Duties**

The duties of Chair, Secretary, Treasurer and Parliamentarian are as specified:

#### **A. ICC Chair**

- a. The ICC Chair is responsible for chairing the ICC meeting.
- b. Other duties as described in the ICC Bylaws.

#### **B. ICC Secretary**

- a. Shall take minutes and maintain records for the Council.
- b. Other duties as described in the ICC Bylaws.

#### **C. ICC Treasurer**

- a. The Treasurer shall monitor the financial records of the ICC.
- b. Other duties as described in the ICC Bylaws.

#### **D. ICC Parliamentarian**

- a. Shall ensure the enforcement of the Ralph M. Brown Act and the current edition of *Robert's Rules of Order*.
- b. Other duties as described in the ICC Bylaws

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## **Article V: Meeting**

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### **Section 1. Parliamentary Procedure**

Meetings shall be conducted in accordance with Robert's Rules of Order and the Ralph M. Brown Act, and in conjunction with duties and powers given to the Inter-Club Council Officers in this Constitution and accompanying Bylaws.

### **Section 2. Meeting Frequency & Brown Act**

ICC meetings shall be held at least twice per month during the fall and spring semesters. Special ICC meetings may be convened at the discretion of the ICC Chairperson (with advisor approval), requiring a minimum of 72 hours notice. All meetings with items to be voted on must meet quorum; which is 50% + 1.

- A. Shall provide communication between the ICC and LPCSG
- B. Shall coordinate all ICC activities and events
- C. Shall vote only in case of a tie
- D. Shall have the power to veto any act passed in the previous meeting until the beginning of the next ICC meeting
- E. Shall supervise and assist with the formation of new clubs
- F. Shall hold posted and flex office hours as stipulated in the LPCSG Constitution and Bylaw
- G. Shall attend all LPCSG meetings
- H. Shall work in conjunction with the LPCSG Director of Events in establishing a master calendar
- I. Shall adhere to the guidelines stated in the LPCSG Constitution and Bylaws, the ICC Constitutions and Bylaws, and college
- J. Shall perform duties specified by the LPCSG Constitution and Bylaws or as specified by the LPCSG President
- K. Shall attend any club meetings as schedule permits but at least two per month
- L. Shall type, distribute, and post the ICC agenda in accordance with the Ralph M. Brown Act
- M. Shall appoint an ICC Secretary and an ICC Parliamentarian and may appoint an ICC Treasurer

- N. 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
- O. 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

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**Article V: Terms of Office**

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**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.

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## **Article VI: Club Activation & Deactivation**

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#### **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.

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## **Article VII: General Meeting Procedures**

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### **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.

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## **Article VIII: Amending the ICC Bylaws**

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### **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.

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## **Article IX: Funding**

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### **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.

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**Article X: Precedence**

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

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**Article XI: Ratification**

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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

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ICC Advisor: Nessa Julian

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Vice President, Student Services: William Garcia

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