

Las Positas Student
Government
(LPCSG)

ICC Bylaws

Spring 2018

Las Positas College Inter-Club Council (ICC) Bylaws

Established 12/2003
Revised 04/2018

Article 1: Statement of Purpose

The purpose of this document is to provide a framework the day-to-day affairs of the Inter-Club Council, hereafter referred to as ICC

Article II: The Executive Board

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

Section 1: The ICC Chair:

1. Shall chair all ICC meetings.
2. Shall provide communication between the ICC and LPCSG.
3. Shall coordinate all ICC activities and events.
4. Shall vote only in case of a tie.
5. Shall have the power to veto any act passed in the previous meeting until the beginning of the next ICC meeting.
6. Shall supervise and assist with the formation of new clubs.
7. Shall hold posted and flex office hours as stipulated in the LPCSG Constitution and Bylaws.
8. Shall attend all LPCSG meetings.
9. Shall work in conjunction with the LPCSG Director of Events in establishing a master calendar.
10. Shall adhere to the guidelines stated in the LPCSG Constitution and Bylaws, the ICC Constitutions and Bylaws, and college.
11. Shall preform duties specified by the LPCSG Constitution and Bylaws or as specified by the LPCSG President.
12. Shall attend any club meetings as schedule permits but at least two a month.
13. Shall type, distribute, and post the ICC agenda in accordance with the Ralph M. Brown Act.
14. Shall appoint an ICC Secretary and an ICC Parliamentarian and may appoint an ICC Treasurer.
15. Shall assign the ICC Secretary to attend two club meetings per month.
16. Shall receive a scholarship per semester in the amount as stated in the LPCSG Bylaws.

Section 2: The ICC Secretary:

1. Shall be appointed by the ICC Chair and confirmed by a two-thirds majority vote of the ICC Representatives.
2. Shall perform all the duties of office as stipulated in the ICC Constitution.
3. Shall assist in the coordination of all ICC events and activities.
4. Shall be a full voting member in the ICC (unless casting a vote as a club representative).
5. Shall maintain a master calendar of all club events.
6. Shall keep minutes of ICC meetings and submit them to the ICC Chair and appropriate college officials within five school days of the meetings.
7. Shall maintain and post a list of all clubs meeting times, locations, and contact information (including club

officers email).

8. Shall attend club meetings as assigned by the ICC Chair.
9. Shall perform the duties of the ICC Chair in the event that the ICC Chair is vacant
10. Shall receive a scholarship of up to \$400 per semester for a total of up to \$800 per academic year pending a scholarship review.

Section 3: The Parliamentarian:

1. Shall be appointed by the ICC Chair and confirmed by a majority vote of the ICC Representatives.
2. Shall ensure the enforcement of the Ralph M. Brown Act and the current edition of *Robert's Rules of Order*.
3. Shall advise the ICC Chair on matters of parliamentary procedure according to Roberts Rules of Order.
4. 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 III: ICC Representatives

Each established club shall have one designated ICC Representative

- A. Shall include their club name tag publicly as the ICC Representative.
- B. Shall attend all ICC Meetings.
- C. Shall report all club activities and events.
- D. Shall have a vote in all ICC meetings.
- E. Shall abide to the current edition of *Robert's Rules of Order*.
- F. Shall report all final decisions to their respective clubs.

Article IV: Procedures

Section 1: Removal from Office:

The ICC Chair may only be impeached from office in a manner consistent with LPCSG Policy. The ICC officers shall be removed from the office in the following manner:

- A. The ICC Chair shall consult with the Director of Student Life regarding the removal of the officer in question.
- B. The ICC Chair shall present a letter to the officer in question documenting the specific circumstances under which said officer is eligible for removal.
- C. At the next regularly scheduled ICC meeting, the ICC Chair shall present the aforementioned letter to the body of the ICC as an informational item only. During this meeting, the ICC Chair shall announce that a vote to remove the officer in question will take place at the next regularly scheduled meeting.
- D. In order to remove an officer, two-thirds of all ICC Representatives must vote in the affirmative for removal. If two-thirds of all ICC Representatives are not present, then four-fifths of the ICC Representatives present vote in affirmative for removal in order to remove the officer in question.

Section 2: 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 3: Veto Power:

The ICC Chair may veto any act 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 Body is required in order to override a veto by the ICC Chair.

Article V: Amending the ICC Bylaws

At a regularly scheduled ICC meeting, the ICC Chair shall present any proposed changes to the ICC Bylaws as an

informational item only. During this meeting, the ICC Chair shall announce that the proposed changes will be voted on at the next regularly scheduled meeting. In order to adopt the proposed changes to the Bylaws, two-thirds of all current/present ICC Representatives must vote in the affirmative for adoption of changes.

Article VI: Funding

In order to receive an ICC donation, each club is required to submit a donation request form to the ICC for the current semester. The budget will be submitted by the appointed date and will be reviewed and approved by the ICC by the next meeting.

- A. All expenses budgeted must be justified (i.e. see ICC budget worksheet forms)
- B. Each club may request up to \$500 per semester for club activities & events, up to \$1,000 per academic year without a matching requirement. Club must provide request for funds a minimum of three weeks prior to event. Funding may be depending on available funds in the ICC Budget. Once clubs have exhausted requests in the amount of \$1,000 all requests must be matched by club fundraising.
- C. 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. Petitions must be made three weeks prior to event/activity.
- D. 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.

Article VII: Precedence

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

Ratified by ICC on April 20, 2018

ICC Chair: Jasleen Gill


