

# **Associated Students of Citrus College Inter-Club Council**

*Please type information where applicable, sign, and turn into the office of student life and leadership development*

## **Constitution and By-laws of the:**

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### **Article I**

#### **Name and Purpose**

Section 1. This organization shall be known as \_\_\_\_\_

Section 2. Its primary objective shall be \_\_\_\_\_

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### **Article II**

#### **Membership**

Section 1. Membership is open to any person who is enrolled in course work at Citrus College.

Section 2. Members shall comply with the requirements of the constitution and by-laws of the club and with the regulations of Citrus College.

### **Article III**

#### **Officers of the Club**

Section 1. The officers of the club shall consist of the President, Vice President, Secretary, Treasurer, and Inter-Club Council Representative.

Section 2. These officers shall be elected by a simple majority of the membership present at the election meeting each semester.

Section 3. In addition to the regular officers, a member of the Citrus College faculty shall sponsor the club's activities and shall be the club advisor.

## **Article IV**

### **Duties of Officers**

#### **Section 1. President shall:**

- A. Preside over and chair all club meetings.
- B. Appoint members to positions and committees as needed.
- C. Carry out provisions of the club's constitution and by-laws.

#### **Section 2. Vice President shall:**

- A. Preside over and chair all club meetings in the absence or inability of the President.
- B. Serve as a parliamentarian of the club.
- C. Report to club any information derived from committees.

#### **Section 3. Secretary shall:**

- A. Keep accurate and current records of all club meetings and membership attendance.
- B. Supply copies of minutes to Office of Student Life and Leadership Development upon request.

#### **Section 4. Treasurer shall:**

- A. Maintain accurate and up-to-date financial records.
- B. Report regularly on club's financial status.
- C. Operate all club financial transactions, i.e. disbursements and receipts, in conjunction with financial codes of the Student Business Office.

#### **Section 5. Inter-Club Council Representative shall:**

- A. Attend all weekly ICC meetings.
- B. Report to ICC all club activities and report to club any action taken by the ICC board.
- C. Exercise voting privilege in ICC as a representative of the club majority.

## **Article V**

### Initiative, Referendum and Recall

Section 1. The membership shall have the right to initiative, referendum and recall.

Section 2. Initiative and referendum: A simple majority vote (choose one: of all members or members present) is necessary to approve proposed action.

Section 3. Recall: A 2/3 vote (choose one: of all members or members present) is necessary to approve proposed action. By definition, only elected officers may be recalled.

## **Article VI**

### Amendments

Section 1. A 2/3 majority of membership present at regular club meetings must approve any proposed amendments to the constitution and/or by-laws.

Section 2. All proposed amendments must be approved by 2/3 majority of ICC and the ASCC Executive Board

## **By-Laws**

Set time of meeting, place of meeting, attendance rules, dues, special election rules and revisions may be established by a simple majority vote.

Constitution Adoption/Ratification Date: \_\_\_\_\_

### Revision Approvals

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

ICC Approval: \_\_\_\_\_ Date: \_\_\_\_\_

ASCC Approval: \_\_\_\_\_ Date: \_\_\_\_\_