

INTER-CLUB COUNCIL CONSTITUTION

PREAMBLE

We, the clubs of Citrus College recognize that club activity is an integral part of student involvement and, whereas a suitable organization for facilitating successful clubs is called for by the Associated Students of Citrus College, do resolve to maintain the Inter-Club Council.

ARTICLE I MISSION AND NAME

Section 1. The name of this organization shall be the Associated Students of Citrus College Inter-Club Council. The organization may also be referred to as the Inter-Club Council or ICC.

Section 2. The mission of the Inter-Club Council will be to serve as a catalyst for facilitating successful student clubs at Citrus College.

Section 3. The main objectives of the Inter-Club Council shall be:

- A. To provide a framework of operation and success for clubs at Citrus College.
- B. To coordinate and approve club activities.
- C. To provide a communications network between clubs and other campus organizations.
- D. To act as a resource for clubs, particularly in the areas of organization, problem solving, membership promotion, and fundraising.
- E. To maintain club participation in and support of ASCC sponsored events.
- F. To provide a forum for expressing the interests of clubs.

ARTICLE II MEMBERSHIP QUALIFICATIONS

Section 1. The Inter-Club Council shall consist of two representatives from each of the Citrus College clubs. One of these representatives shall serve as the regular ICC representative; the other shall serve as the alternate.

ARTICLE III OFFICERS

Section 1. The elected officers of the Inter-Club Council shall include the President, Vice President, Secretary, Commissioner of Public Relations, and Commissioner of Activities.

Section 2. Inter-Club Council officers shall be elected by a simple majority of the Inter-Club Council membership.

Section 3. ICC officers must attend all regular and special meetings. Two absences from meetings may result in removal from office with a 2/3 majority vote of those in attendance at the meeting. Three absences from ICC representatives may result in club deactivation.

Section 4. In the event that the office of President is vacated, the Vice President shall serve as President for the remainder of the term of office.

Section 5. In the event that the office of either Vice President or Secretary is vacated, the President shall appoint an interim officer until a special election is held to fill that position. The special election must take place within two weeks of the notification of such a vacancy as noted in the ICC minutes.

Section 6. ICC President, Vice President, and Secretary shall serve a term of two (2) semesters, beginning in the Fall Semester and ending with elections at the conclusion of Spring Semester. Commissioners shall serve (1) semester.

ARTICLE IV MEETINGS OF THE INTER-CLUB COUNCIL

Section 1. ICC meetings will be held every week.

Section 2. Failure to attend three meetings during a semester will result in the club being declared inactive as specified in Article IX of the By-laws.

Section 3. Representatives arriving 5 or more minutes late from the posted meeting start time will receive ½ of an absence. (See meeting agenda for official meeting start time.)

Section 4. ICC meetings shall be attended by club representatives (regular and/or alternates), the ICC officers, and the ICC advisor(s). Anyone interested in attending ICC meetings is welcome.

ARTICLE V AMENDMENTS

Section 1. Amendments to this constitution may be proposed only after the ICC officers have been elected for the term.

Section 2. A proposed amendment shall be read into the ICC minutes and documented two weeks prior to a vote on that amendment.

Section 3. Two-thirds (2/3) of the active clubs shall be considered a quorum for the purpose of amending the constitution.

Section 4. A proposed amendment must be approved by a minimum of two-thirds (2/3) majority vote of all active clubs.

BY-LAWS

ARTICLE I TRANSACTION OF BUSINESS

- Section 1. The ICC shall follow *Robert's Rules of Order* at all meetings.
- Section 2. Each club representative shall report on the activities of his/her club and submit Activity Approval Forms for their initial approval.

ARTICLE II ELIGIBILITY OF OFFICERS

- Section I. To be eligible to hold ICC office, an individual must be a recognized representative of a club which is in good standing.
- Section 2. No club may have more than one of its members serves as ICC officer.
- Section 3. ICC officers must maintain a 2.0 GPA and not be on academic or progress probation.

ARTICLE III DUTIES OF INTER-CLUB COUNCIL OFFICERS

- Section 1. President: The President shall preside at all ICC meetings, conduct ICC business, represent the ICC to other organizations and work with the ASCC and The Office of Student Life and Leadership Development to facilitate effective club activities.
- Section 2. Vice President: The Vice President shall preside and conduct all ICC business, as appropriate, in the absence of the President. The Vice President will preside at all ICC committee meetings. He/she will serve as the Parliamentarian.
- Section 3. Secretary: The Secretary shall keep minutes of all ICC meetings and maintain all records of the organization. The Secretary shall maintain accurate and up to date attendance information at all times.
- Section 4. Commissioner of Public Relations: Supplies press release materials and ensures the dissemination of ICC publications to the Student population. This position will be instrumental in promoting good relations between the Citrus College community and ICC. Commissioner of Public Relations will be fourth in line in the ICC line of succession for the office of the President. This position will work closely with the editors of all school publications. In addition, the Commissioner will coordinate press releases with the rest of the ICC executive board.
- Section 5. Commissioner of Activities: This position will process and file all documents necessary in the activities planning process. The Commissioner will help plan and coordinate all aspects of co-curricular student activities in conjunction with the office of Student Life. In addition, the Commissioner will coordinate with the clubs and the rest of the executive board.

ARTICLE IV
VOTING RIGHTS

Section 1. Each club represented shall be entitled to one vote on business items conducted at ICC meetings. The club and representative must be in good standing in order to be eligible to vote.

Section 2. If both the regular and the alternate representative attend the ICC meeting, only the regular representative shall have the right to vote.

Section 3. The ICC President will only be allowed to vote in order to create or break a tie. That being the case, the president's club may be represented by a regular voting member. The purpose of this is to prevent the automatic disenfranchisement of the president's club.

ARTICLE V
FORMATION OF NEW CLUBS/CLUB
CONSTITUTIONS

Section 1. To form a new club, the following procedure is used:

- A. Obtain a *Petition to Organize a New Club* from www.citruscollege.edu .
- B. Hold an organizational meeting to develop a club constitution, outline club goals and to select temporary officers. Club advisors must be present at club meetings in which actions of the membership are discussed and voted upon. Failure to adhere to this policy will prevent the club from being activated.
- C. Submit the *Petition to Organize a New Club*, the club constitution, and any other required paperwork to the Office of Student Life and Leadership Development for a preliminary check of all paperwork. Completed forms will be approved by ICC at a regular meeting. Club members must be present at the meeting.
- D. The ASCC will examine the club constitution and by-laws to ensure that they do not conflict with ASCC policy, Student Life and Leadership Development procedures, or Citrus College District Board Policy or Administrative Procedures.
- E. A club will be considered active upon student approval of their constitution and other required paperwork.

Section 2. All clubs are required to maintain current constitutions and must have an updated copy on file with the Office of Student Life and Leadership Development.

Section 3. If a club wishes to amend its constitution, it must submit the proposed amendments(s) to the ICC. Proposed amendments will then be submitted to the ASCC for review and adoption.

ARTICLE VI
APPROVAL OF CLUB ACTIVITIES

Section 1. Any club wishing to sponsor and/or participate in an activity must submit an Activity Request Form to the ICC, by first submitting to the Office of Student Life and Leadership Development for a check for completeness and potential conflicts.

Section 2. In order for the Activity Request Form to be considered, the club submitting the form must be present at that meeting.

Section 3. After the Activity Request Form has been properly completed, it shall be submitted to ICC for approval.

Section 4. After the Activity Request Form has been approved by ICC, the club may then prepare further arrangements concerning the activity, including publicity.

Section 5. The first club to submit a properly completed Activity Request Form shall have the right to the first vote in ICC.

ARTICLE VII
CLUB
ACCOUNTS

Section 1. Clubs may raise funds by any legal and approved method.

Section 2. Club funds are subject to the standard procedures governing student body funds. Authorization of expenditures must have the approval of the club's faculty advisor

Section 3. Any club which has been dismissed from ICC or has disbanded will be considered inactive.

Section 4. The funds from an inactive club of four consecutive semesters will be transferred to the ICC Fund and will not be returned to the club.

Section 5. The purpose of the ICC Fund is:

A. To serve the individual clubs as a source of short-term loans.

B. To be used by ICC for expenditures that are in the interest of all clubs.

ARTICLE VIII
RULES

Section 1. By the fifth ICC meeting of the semester, all clubs must submit a list of club officers and a club member roster. All club members must be currently enrolled students.

Section 2. An ICC member may represent only one club at a meeting.

ARTICLE IX
ENFORCEMENT OF ICC REGULATIONS

The Inter-Club Council may impose, by majority vote, any of the following actions if a club has violated any ICC or ASCC regulation or by-law.

Section 1. The club may be denied approval of activities for a probationary period. Length of probation will be determined by ICC.

Section 2. A fine may be assessed on the club.

Section 3. The club may be declared inactive or have its funds frozen.

Section 4. Any club which has been declared inactive or has been dropped from the membership of ICC may petition for reactivation no sooner than one month following the date documented as the inactive date.

9/2/97
9/16/03
12/7/04
9/6/05
5/18/15
8/1/17
12/4/17