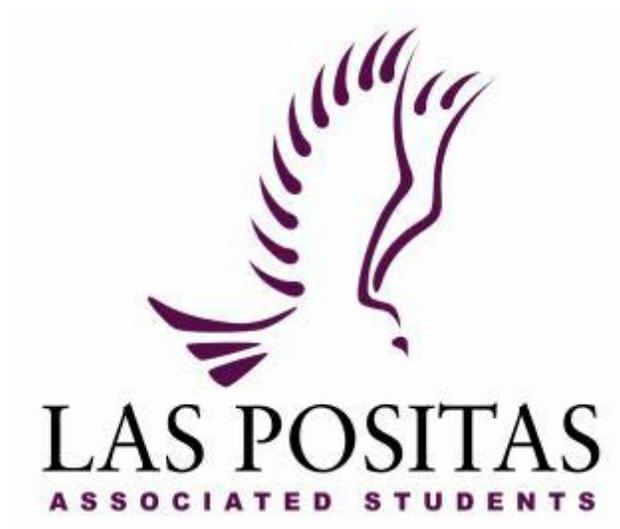


The Associated Students of Las Positas College (ASLPC)



ICC Bylaws

Spring 2014

Las Positas College Inter-Club Council (ICC) Bylaws

Established 12/2003

Revised 04/2014

Article I: Statement of Purpose

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

Article II: The Executive Board

Section 1: The Executive Board

The Executive Board shall consist of at least three [3] members: the ICC Chair, ICC Secretary and ICC Parliamentarian and may or may not include an ICC Treasurer.

Section 2: The ICC Chair:

A. The ICC Chair:

1. Shall chair all ICC meetings.
2. Shall provide communication between the ICC and the ASLPC.
3. Shall coordinate all ICC activities and events.
4. Shall have the power to call emergency meetings and/or cancel or postpone ICC meetings.
5. Shall vote only in case of a tie.
6. Shall have the power to veto any act passed in the previous meeting until the beginning of the next ICC meeting.
7. Shall supervise and assist with the formation of new clubs.
8. Shall hold posted and flex office hours as stipulated in the ASLPC Constitution and Bylaws.
9. Shall sit on the Bookstore Committee
10. Shall attend all ASLPC meetings.
11. Shall work in conjunction with the ASLPC Director of Events in establishing a master calendar.
12. Shall follow all guidelines stated in the ASLPC Constitution and Bylaws, the ICC Constitutions and Bylaws, and college policies.

13. Shall perform any other duties specified by the ASLPC Constitution and Bylaws or as specified by the ASLPC President.
14. Shall attend any club meetings as schedule permits but at least two a month.
15. Shall call a Constitution and Bylaws Review Committee (CBRC) at least once per academic year and co-chair the CBRC with the ICC Parliamentarian.
16. Shall type, distribute, and post the ICC agenda in accordance with the Brown Act.
17. Shall appoint an ICC Secretary and an ICC Parliamentarian and may appoint an ICC Treasurer.
18. Shall assign the ICC Secretary to attend two club meetings per month.

- B. The ICC Chair shall receive a scholarship per semester in the amount as stated in the ASLPC Bylaws.

Section 3: The ICC Secretary

- A. The ICC Secretary shall be appointed by the ICC Chair and confirmed by a two-thirds [2/3] vote of the ICC Representatives.
- B. The ICC Secretary:
 1. Shall perform all duties of office as stipulated in the ICC Constitution.
 2. Shall assist in the coordination of all ICC events and activities.
 3. Shall be a full voting member in the ICC (unless casting a vote as a club representative).
 4. Shall maintain a master calendar of all club events.
 5. Shall keep minutes of ICC meetings and submit them to the ICC Chair and appropriate college officials within five school days of the meeting.
 6. Shall maintain and post a list of all clubs' meeting times and locations.
 7. Shall attend club meetings as assigned by the ICC Chair.
 8. Shall perform the duties of the ICC Chair in the event, said position is vacant.
 9. Shall maintain a list of contact information (including club officers' e-mails).
 10. Shall become ICC Chair in the event the position is vacated, if eligible.
- C. The ICC Secretary shall receive a scholarship per semester up to \$400 and a total of up to \$800 per academic year pending a scholarship review.

Section 4: The Parliamentarian

- A. The ICC Parliamentarian shall be appointed by the ICC Chair and confirmed by a two-thirds (2/3) vote of the ICC Representatives.
- B. The ICC Parliamentarian:
 - 1. Shall ensure the enforcement of the Brown Act and the ICC adopted rules of order.
 - 2. Shall attend all ICC meetings.
 - 3. Shall be a voting member of the ICC (unless casting a vote as a club representative).
 - 4. Shall co-chair a Constitution and Bylaw Review Committee once per academic year.
 - 5. Shall advise the ICC Chair on matters of parliamentary procedure according to Roberts Rules of Order.
- C. The ICC Parliamentarian shall receive a scholarship per semester up to \$150 and a total of up to \$300 per academic year pending a scholarship review.

Article III: The ICC Treasurer

Section 1: The ICC Treasurer

- A. The ICC Treasurer may be appointed by the ICC Chair and confirmed by a two-thirds [2/3] vote of the ICC Representatives.
- B. The ICC Treasurer:
 - 1. Shall perform all duties of office as stipulated in the ICC Constitution.
 - 2. Shall monitor the financial records of the ICC.
 - 3. Shall assist ICC clubs in tracking their budgets.
 - 4. Shall coordinate annual budget process for the ICC in conjunction with the ICC Chair and ICC Advisor.
 - 5. Shall be a full voting member of the ICC (unless casting a vote as a club representative).
 - 6. Shall report on the balance of the ICC account at each meeting.
 - 7. Shall process funds for purchases made by the ICC in a timely manner.
 - 8. Shall process cash disbursements to all active clubs in a timely manner.

- C. The ICC Treasurer shall receive a scholarship per semester up to \$100 and a total of up to \$200 per academic year pending a scholarship review.

Article IV: ICC Representatives

Section 1: ICC Representatives

- A. The duties of all ICC Representatives shall be:
 - 1. To perform all duties of office as stipulated in the ICC Constitution.
 - 2. To submit a written report before or during all regularly scheduled ICC meetings. Failure to do so four (4) times in one semester will result in loss of club funds in the subsequent semester.

Article V: Procedures

Section 1: Removal from Office

- A. The ICC Chair may only be impeached from office in a manner consistent with ASLPC policy.
- B. ICC Officers shall be removed from office in the following manner:
 - 1. The ICC Chair shall consult with the Director of Student Life regarding the removal of the officer in question.
 - 2. The ICC Chair shall present a letter to the officer in question documenting the specific circumstances under which said officer is eligible for removal.
 - 3. 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.
 - 4. In order to remove an officer, two-thirds [2/3] of all ICC Representatives must vote in the affirmative for removal. If two-thirds (2/3) of all ICC Representatives are not present, then four-fifths (4/5) of ICC Representatives present must vote in affirmative for removal in order to remove the officer in question.

Section 2: Voting Rights of the ICC Body

- A. Executive Board members and all ICC Representatives shall have one vote each. Executive Board members who are representing a club shall have one vote only.

- B. The ICC Chair shall have no vote, except in the event of a fifty-fifty [50%/50%] tie vote by the ICC Representatives.

Section 3: Veto Power

- A. 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-thirds [2/3] majority vote of the ICC Body is required in order to override a veto by the ICC Chair.

Article VI: Amending the ICC Bylaws

Section 1: Amending the ICC Bylaws

- A. 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.
- B. In order to adopt the proposed changes to the Bylaws, two-thirds [2/3] of all current/present ICC Representatives must vote in the affirmative for adoption of changes.

Article VII: Funding

Section 1: Funding

At the beginning of each academic year, each club is required to submit a Request to ICC for Club Funds, a Proposed Club Budget, Club Contact Information, and an Authorized Signature Sample to the ICC. Further, one club member from each club must successfully complete the On-Line Club Procedure Training. The budget will be submitted to the ICC in the first semester of activation and will be reviewed and approved by the ICC Chair the same semester.

- A. All expenses budgeted must be justified (i.e. see ICC budget worksheet forms).
- B. Each club may receive a disbursement of up to \$300 per semester for club activities and events and up to \$600 per academic year without a matching requirement. In order to receive the club disbursement, a club must be active, which includes holding regularly scheduled meetings and planning at least one on-campus activity per semester.

1. Failure to plan and implement will result in loss of club disbursement in the following semester.
 2. Exception may be made in certain cases at the ICC Chair's and Director of Student Life's discretion.
- C. Any active club may also request matching funds to supplement fundraising efforts. The ICC will give up to \$500 per semester and up to \$1,000 per academic year to match funds raised by clubs.
- D. Clubs may request additional money after submitting requests for both club disbursements and matching funds per semester.
1. A club representative will present the request to the ICC. The request will be voted on at the next regularly scheduled meeting and must be approved by a 2/3's majority vote.
 2. Additional funding will depend on available funds in the ICC budget.

Article VIII: Precedence

Section 1: Precedence

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

Ratified By ICC on April 25, 2014

ICC Chair: Paulina Reynoso

ICC Advisor: Cynthia Ross

Vice President of Student Services: Diana Rodriguez
