

# **Las Positas College Inter-Club Council (ICC) Constitution**

Established 8/1/1996

Revised 04/2009

## **Preamble:**

The Inter-Club Council (ICC) is the representative body that coordinates inter-club activities, 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.

## **Article I: Name and Purpose**

### **Section 1:**

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

- A. To enforce all rules and regulations pertaining to campus clubs, as specified in the ASLPC Constitution, ASLPC Bylaws, and ICC Constitution.
- B. To assist in the coordination of, and in cooperation between, club activities.
- C. To coordinate, approve, or disapprove, and disburse all club requests for funds.
- D. To act as a liaison between clubs and the ASLPC.
- E. To assist in the promotion of all club activities.
- F. To assist the Associated Students by providing college or college-related activities.

## **Article II: Membership**

### **Section I:**

All officially chartered clubs of Las Positas College shall be the members of this organization. To become a chartered club the following requirements must be met:

- A. The organization must meet the requirements as set forth by Las Positas College:
  - 1. Club membership must be open to all currently enrolled Las Positas College students.
  - 2. Club membership can only be comprised of currently enrolled Las Positas College students.
  - 3. The club advisor must be an LPC staff member.
  - 4. The club must have at least eight [8] members at the time of activation.
  - 5. The organization must submit a written constitution to the ICC.
  - 6. The club may not take action without the advisor present and cannot meet without publicizing the date, time, and location of the meeting.

### **Section II:**

A club is active upon the date of its formation (name of the advisor, meeting schedule, constitution and a list of members and officers) and when it is approved by the ICC Chair, simple majority approval of the ICC, ICC Advisor, and the Vice President of Student Services.

## **Article III: Representatives**

### **Section I:**

The chartered clubs shall be the only groups with voting rights on the ICC.

### **Section II:**

Each chartered 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 III:**

Each chartered club shall have one [1] vote which may be cast through its ICC Representative or Alternate Representative.

## **Section IV:**

No member of the ICC shall represent more than one [1] organization at any one [1] meeting, nor shall any club have more than one [1] voting representative at any one [1] meeting.

## **Article IV: Officers**

### **Section 1:**

The officers of this organization are the: ICC Chair (elected office and not an ICC representative), Secretary and Treasurer.

- A. The chair will be elected during the regular annual elections for the ASLPC and will be included on the ASLPC election ballot. The ICC Chair must comply with the requirements set in the ASLPC Constitution to be eligible to appear on the ASLPC election ballot, and the candidate must be enrolled in six [6] semester units per academic semester and maintain a 2.0 or higher G.P.A.
  1. The Chair will receive a scholarship in accordance with the ASLPC Constitution and Bylaws, unless otherwise approved by the ASLPC and the ICC.
- B. The Secretary and the Treasurer shall be appointed by the ICC Chair no later than the second month of the fall semester during any regularly scheduled ICC meeting. The nominations must be sunshined one meeting prior to the action by the ICC. The ICC must confirm the nomination by a simple majority vote.
  1. The ICC Secretary and ICC Treasurer may receive a scholarship per semester of up to the amount as stated in the ICC Bylaws.
- C. The term of office for the officers will be both the fall and spring semester of that academic year.
- D. If the Chair position becomes vacant, the ASLPC will appoint a new chair.
- E. If the Secretary or Treasurer positions become vacant, the ICC Chair shall appoint a replacement.

### **Section II:**

Upon failure to carry out ICC duties, the removal of the ICC Chair will be conducted by the ASLPC through its established impeachment process. The removal of any ICC officer other than the Chair must be sunshined during a regularly scheduled meeting. A two-thirds [2/3] majority vote is necessary to remove an officer from office.

### **Section III:**

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

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

1. Shall chair all ICC meetings.
2. Shall provide communication between ICC and the ASLPC.
3. Shall coordinate all ICC activities and events.
4. Shall have the power to call emergency meetings.
5. Shall vote only in case of a tie.
6. Shall have the power to veto any past act that occurs within the current academic year.
7. Shall supervise and assist with the formation of new clubs.
8. Shall hold posted and flex hours as stipulated in the ASLPC Constitution and Bylaws.
9. Shall sit on the Bookstore Committee.
10. Shall work in conjunction with ASLPC Director of Events in establishing a master calendar.
11. Shall attend club meetings as schedule permits, but at least once a month.
12. Shall attend all ASLPC meetings.
13. Shall call a Constitution and Bylaw review at least once per academic year and chair the review if there is no parliamentarian.
14. Shall type, distribute, and post the ICC agenda in accordance with the Brown Act.
15. Shall appoint a Parliamentarian to ensure the enforcement of the Brown Act and ICC adopted rules of order. The Parliamentarian shall attend all ICC meetings and shall not have a vote on the ICC (unless representing a club).
16. Shall not be a representative for any club.

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

1. Shall chair all ICC meetings in the absence of the ICC Chair.
2. Shall assist in the coordination of all ICC events.
3. Shall be a full voting member in the ICC (unless representing a club).
4. Shall maintain a master calendar of all club events.
5. Shall keep minutes of ICC meetings and provide copies for each representative and college official.
6. Shall maintain and post a list of all clubs' meeting times and locations.
7. Shall maintain a list of contact information (including club officers' e-mails).

**C. ICC Treasurer**

1. Shall monitor the financial records of the ICC.
2. Shall assist ICC clubs in tracking their budgets.
3. Shall coordinate annual budget process for the ICC in conjunction with the ICC Chair and ICC Advisor.
4. Shall be a full voting member of the ICC (unless representing a club).

**Article V: Judicial Power of ICC**

**Section I:**

Clubs are susceptible to deactivation following two unexcused absences per semester from scheduled ICC meetings. To deem a club deactivated, the following steps must be taken:

- A. A warning letter will be sent to the club advisor, the club ICC representative, and the club president after the first unexcused absence.
- B. After the second unexcused absence, a club will be declared deactivated at the next regular meeting of the ICC by a two thirds [2/3] majority vote.
  1. A club will automatically be deactivated upon the third (3<sup>rd</sup>) deactivation proposal in an academic year
  2. Deactivated clubs lose all privileges granted to clubs by the Associated Students including:
    - a. Representing the college.
    - b. Functioning as an official college club.
    - c. Collecting or disbursing funds (from the point of deactivation).
- C. Club Reactivation: Clubs that have been deemed deactivated by the ICC are required to turn in a completed New Club Form to Student Services and attend two ICC meetings prior to being deemed active.

**Section II:**

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 VI: Funding Guidelines**

### **Section I:**

On all matters of funding, other than club funds and matching funds, the member clubs of the ICC must first request any desired funds from the voting members of the ICC.

## **Article VII: Meetings**

### **Section I:**

All meetings shall adhere to the following principles:

- A. All meetings will adhere to the Brown Act.
- B. All meetings of the ICC shall operate under Robert's Rules of Order
- C. All meetings with actions items must meet quorum; which is 50% + 1.

## **Article VIII: Amendments**

### **Section I:**

Amendments shall become effective when approved by two-thirds [2/3] majority vote of the ICC membership present at a general meeting, two-thirds [2/3] majority vote of the ASLPC membership present at a general meeting, and the Vice President of Student Services. Any proposed amendment must be sunshined at a previously scheduled ICC meeting.

Ratified by ICC on April 17, 2009

ICC Chair: Andrej Hrycaj

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ICC Advisor: Cynthia Ross

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Vice President of Student Services: Pam Luster

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