

# Las Positas College Inter-Club Council (ICC)

## Bylaws

Established 12/2003

Revised 04/2009

### 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 Treasurer, and may or may not include an ICC Parliamentarian.

#### 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.
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 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 any guidelines stated in the ASLPC and the ICC Constitutions and Bylaws, and college policies.
13. Shall perform any other duties specified by the ASLPC Constitution, Bylaws or as specified by the ASLPC President.

14. Shall attend club meetings as schedule permits, but at least once a month.
  15. Shall call Constitution and Bylaw review at least once per academic year, and chair the review if there is no parliamentarian.
  16. Shall type, distribute and post the ICC agenda in accordance with the Brown Act.
  17. Shall appoint a parliamentarian to ensure 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).
  18. Shall appoint persons to the positions of ICC Secretary and ICC Treasurer.
- 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.
  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 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 work in conjunction with the ASLPC Director of Communications.
  10. Shall maintain a list of contact information (including club officers' e-mails).
- C. The ICC Secretary shall receive a scholarship per semester up to \$400.00, and a total of up to \$800 per academic year pending a scholarship review.

**Section 4: The ICC Treasurer**

- A. The ICC Treasurer shall 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 representing a club).
  - 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 \$400.00, and a total of up to \$800.00 per academic year, pending a scholarship review.

**Article III: The ICC Parliamentarian**

**Section 1: Duties of the Parliamentarian**

- A. An ICC Parliamentarian may be appointed at the discretion of the ICC Chair. The position of the ICC Parliamentarian is strictly advisory and confers no rank or privilege.
- 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 not be a voting member of the ICC (unless representing a club).
  - 4. Shall chair a constitution and Bylaw review once per academic year.
  - 5. To 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 \$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 (this excludes the ICC Parliamentarian, as it is not an ICC office) shall be removed from office in the following manner:
  - 1. The ICC Chair shall consult with the ASLPC President, the ASLPC Advisor(s), and the Vice President of Student Services 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 (this excludes the ICC Parliamentarian, as it is not an executive position) 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, before a regularly scheduled ICC meeting, veto any past that occurs within the current academic year. 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 present ICC Representatives must vote in the affirmative for adoption of changes. If two-thirds (2/3) of all ICC Representatives are not present, then four-fifths (4/5) of ICC Representatives present must vote in the affirmative for adoption of the changes in order to amend the Bylaws.

**Article VII: Funding**

**Section 1: Funding**

Each club is required to submit a budget and an authorized signature form to the ICC for the following fiscal year. The budget will be submitted to the ICC Treasurer 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 up to \$500 per semester for club activities and events, up to \$1000 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 ICC Advisor's discretion.
- C. Any active club may also request matching funds to supplement fundraising efforts. The ICC will give up to \$500.00 per semester, \$1000.00 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, which will be sunshined one meeting then approved by the ICC with a 2/3's 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 04/17/2009

ICC Chair: Andrej Hrycaj \_\_\_\_\_

ICC Advisor: Cynthia Ross \_\_\_\_\_

Vice President of Student Services: Pam Luster \_\_\_\_\_