

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA COLLEGE
OFFICE OF STUDENT LIFE

INTER-CLUB COUNCIL CONSTITUTION

PREAMBLE

We, the clubs and organizations of the Inter-Club Council (ICC) of Santa Ana College (SAC), in order to further communication and mutual support among the club members, do hereby establish this constitution.

ARTICLE I

Name and Mission

Section A: The name of this organization shall be the Associated Students of Santa Ana College, Inter-Club Council, hereafter referred to as the Inter-Club Council or ICC.

Section B: The mission of the Inter-Club Council is to provide an opportunity for students, with a common interest, to form a membership group which expresses that interest; also to provide an educational experience to gain practical knowledge of organizational government. Upon approval by a majority vote of all current members of the Inter-Club Council (50%+1), this Constitution and By-laws will become the governing document of the Santa Ana College Inter-Club Council.

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

1. To regulate and support the clubs and organizations of Santa Ana College.
2. To coordinate and approve club activities.
3. To provide a communications network between clubs and other campus organizations.
4. To act as a resource for clubs, particularly in the areas of planning and organization, problem solving, membership promotion, and fundraising.
5. To maintain club participation in, and support of ASG/ICC sponsored events.
6. To provide a forum for expressing the interests of clubs.

ARTICLE II

Membership

Section A: The following requirements must be met for club membership:

1. ICC Club/Organization officers and member form shall be completed and submitted. The form(s) must include:
 - a. The first and last names, phones numbers and student ID numbers of all officers including President, Vice-President, Treasurer, Secretary, ICC Representative and Alternative ICC Representative, as well as the name and contact information of the club's advisor(s) and co-advisors.
 - b. No person may hold more than one officer position within the same club/organization.
 - c. The officers must have a cumulative GPA of 2.0 (or above) and carry 6 (or more) current units at SAC or SCC for the entire semester in which they hold an officer position. **Officers must be attending at least one class at Santa Ana College.** All club/ organization officers must be pay the student activities fee for each semester they hold an officer position.
 - d. If a club/ organization chooses to have an additional officer positions within the organization, those individuals selected for those officer positions must be listed in the initial club paperwork, and must meet the minimum GPA and unit requirements as all other

club officers. Those individuals selected for these positions must also purchase a student activities sticker for the current semester.

2. A ***Petition to Organize a New Club*** shall be completed and submitted to the Office of Student Life/Student Activities by a specified date each semester in order to be ratified for that semester. **The petition should include the signature(s) of at least one part-time or full-time faculty or staff advisor(s) and at least 5 interested students. Each student member is required to be a current student at SAC and/or SCC. Each student member is to print and sign his/her own name (first and last) and Student ID # on the petition form.**
3. After a club/organization is approved by ICC, the club/organization shall be oriented and receive a copy of the ICC Constitution and By-Laws.
4. The petitioning club or organization shall also submit a preliminary constitution and bylaws to the ICC Executive Board prior to approval of the club. This constitution must include:
 - a. The purpose of the club or organization.
 - b. Officers and their duties
 - c. Terms of officers
 - i. How many times/semesters an individual will be permitted to hold a specific club or organization
 - d. When the club or organization will function
 - i. Meeting days/time(s)
 - ii. Meeting location
 - e. Qualifications of membership (optional)
5. After ICC approves a club/organization, final draft of their constitution must be submitted to Student Activities/ICC within two weeks of approval.

Section B. ICC shall be informed by the Executive Board after the above requirements have been met by a club/organization. When a club or organization meets requirements for ICC membership, ICC will vote to ratify the said organization. Membership to ICC is granted by the Executive Board and a simple majority (50%+1) voting approval from ICC representatives.

ARTICLE III

Club Representation

Section A: Each member club or organization shall appoint an ICC representative, and an alternate ICC representative. The ICC representative shall be responsible for attending the ICC meetings, and communicating and distributing information between their club and ICC. The alternate ICC representative shall attend ICC meetings when the ICC representative is not available to attend.

1. The alternate ICC representative officer position is an optional and it is at the discretion of each club/organization as whether or not to fill this position.
2. Club representative and alternate are to remain in their position, and view their position, as a semester long responsibility with the opportunity to serve various semesters.
3. In the case of a representative deciding to leave or is kicked out the alternate is the one to replace them as the club representative.
4. The ICC representative and alternate position may only be changed by the club if either positions are vacant or a new semester starts.

Section B: The qualifications for ICC Representative shall be determined by each club or organization, in accordance with guidelines set forth by the Rancho Santiago Community College District, in the spirit of shared governance (AB 1725). ICC representatives (and alternate ICC reps) must also have a 2.0 (or higher) cumulative GPA and carry six (6) or more current units.

Section C: Each club or organization shall have one vote, by one ICC representative, in all matters regarding official ICC business.

Section D: No one person may concurrently represent more than one club or organization as ICC representative and/or alternate ICC representative.

ARTICLE IV

ICC Executive Board

Section A: Each Club or organization's ICC representative shall vote to elect an ICC Executive Board that shall consist of a President, Vice President, Secretary, and Treasurer, and Public Relations Representative. The election will be held late in the spring semester and prior to the ASG/ICC Awards Banquet.

Section B: All ICC Executive Board Officers must meet the following qualifications:

1. Be an undergraduate student, which is defined as a student who has not yet received a four-year degree.
2. Enrollment in, and complete, six (6) units or more, and maintain both a current and cumulative GPA of 2.0 or higher. The six (6) units of enrollment must include a minimum of three (3) units of enrollment at Santa Ana College.
 - a. Cumulatively (to include all work after K-12).
 - b. For the current semester, and throughout the entire time period of holding Executive Board Office.
 - c. For the previous semester and or term prior to candidacy.
3. No more than one (1) person per club/organization can be on the ICC Executive Board.
4. The ICC President and Vice-President will not hold club officer positions in any club/organization during their terms of office.
5. A term is defined as running from July 1st to June 30th.
6. Summer, Fall and Spring semester shall constitute to one school year.

Section C: A special election shall be held in the fall semester to fill any unoccupied positions (See Inter-Club Council By-Laws, Article IV section 4).

1. When vacant, the position(s) of Secretary, Treasurer, and Public Relations Representative may be appointed by the ICC President and/or chair of the ICC Board.

Section D: Failure on the part of any ICC Executive Board to give adequate and consistent support to the ICC, and/or to carry out the duties of their respective position(s), may result in dismissal through a simple majority (50%+1) vote of the ICC Representatives, and or by determination of an ICC Advisor.

ARTICLE V

Club Suspension, Deactivation and Revocation

Section A: **Suspension** of a club/organization charter shall mean that the sanctioned club is temporarily inactive for the duration of the suspension, and may not hold or attend any events and/or conferences, on or off campus. In addition, the club/organization may not meet for club/organization meetings, or vote in ICC meetings.

1. Suspension may be initiated and enforced by the ICC Executive Board, the ICC Advisor, and/or the Student Activities Office.
 2. A club/organization may be suspended due to excessive unexcused absences (i.e. 4 or more) from ICC meetings per semester. Two tardies equal one absence. An ICC representative is considered tardy for a meeting when he/she is more than 5 minutes late for the meeting, without prior notification to a member of the ICC Executive Board or Advisor. Absences and tardies at the first ICC meeting of each semester will not count toward this total.
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3. The ICC may, by two-thirds (2/3) representative vote, suspend the charter of a member of club or organization for a specific period time. The specific period of time of suspension will be determined by the ICC Executive Board. No suspension may be more than one semester
4. Clubs may be suspended for prejudice, discrimination, misconduct, and/or failure to follow ICC rules, or the rules and policies of Santa Ana College and/or RSCCD.
5. The club/organization will be reinstated by the ICC Executive Board, ICC Advisor, and Associate Dean of Student Development.
6. Prior to suspension, it is the duty of the ICC Executive Board to notify, in writing the club/organization of their intended actions, stating the exact reason(s) for the suspension.

Section B: Deactivation of a club/organization shall mean that the sanctioned club/organization will be inactive for the duration of a specific deactivation period. During this deactivation period, the club/organization may not hold or attend any events and/or conferences, on or off campus. The Deactivation Period may last up to a year. In addition, the club/organization may not meet for club/organization meetings, or vote in ICC meetings. Although the deactivation of a club/organization is similar in nature to a suspension, it is generally reserved for more serious violations of ICC and/or Santa Ana College/RSCCD policies and procedures. A club/organization may be deactivated, by two-thirds (2/3) vote of the ICC membership, for any of the following:

1. The sanctioned club or organization has been already suspended once during a semester and is being considered for a second suspension.
2. The club or organization has failed to uphold any of the standards and guidelines set forth by the Office of Student Life/Student Activities Office, Santa Ana College, or Rancho Santiago Community College District.

Section C: ICC policies and procedures related to deactivated clubs and organizations are as follows:

1. Any club that remains inactive for the duration of the fall semester will not be able to advertise their club meeting until the first ICC meeting of the spring semester. If a club has been deactivated, it will not be able to post until it is reactivated by ICC.
2. A club or organization who has been declared inactive may request in writing that the ICC Executive Board convene an Appeals Board consisting of the ICC President, the ASG Judicial Branch review the grounds of the deactivation and render a final verdict on its validity and standing. Chairing the deactivation appeals process shall be the ASG Chief Justice who, in case of a tie, shall cast the deciding vote.
3. The ASG Judicial Branch may overturn the decision to deactivate a club/organization, and impose a suspension if necessary. All decisions of the ASG Judicial Branch are to remain final only for that semester, unless it near the end of the semester. In such case, the suspension will extend to the following semester. This does not include summer.

Section D: The **revocation** of a club/organization shall mean that the club or organization will no longer exist. The club/organization will not be allowed to reactivate as a member club/organization at Santa Ana College.

1. ICC may, by two-thirds (2/3) representative vote, petition to the Associated Students Supreme Court that the charter of a club/organization be revoked.
 2. Only the Associated Student Government Supreme Court may revoke the charter of a club.
 3. The following shall be sufficient cause to recommend the revocation of a club or organization charter:
 - a. Continued refusal by the club or organization to abide by the Inter-Club Council, or SAC/RSCCD regulations.
 - b. Any actions that may cause damage to persons or property associated with Santa Ana College.
 - c. Any actions that break local, state, or federal laws.
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4. A club/organization will be notified in writing, by the ICC Executive Board, prior to the recommendation from ICC to the associated Student Government Supreme Court, to revoke the charter of the said club/organization. Notification must be provided to the club/organization in their mailbox, and to their advisor(s).
5. A deactivated or revoked club/organization may not reapply as a new club or organization, with or without a new name, with the same Executive Board.

ARTICLE VI

Recall of ICC Officers

Section A. To recall an ICC officer, a two-thirds (2/3) representative vote is necessary to approve the proposed action. By definition, only elected officers may be recalled.

ARTICLE VII

Periods of Inactivity

Section A: Clubs/organization shall remain inactive between the end of spring semester and the beginning of the fall semester, and between the end of the fall semester and the beginning of the spring semester of the same academic year.

Section B: Clubs/organization executive board officers must not formally hold club meetings, fundraisers, or events, nor act as representatives of their club/organization at events or conferences, on or off campus, during periods of inactivity.

ARTICLE VIII

Amendments

Section A: Amendments to this Inter-Club Council Constitution may be proposed only after the ICC officers have been elected for the term.

Section B: A proposed amendment shall be read into the minutes and documented one-week prior to a vote on that amendment.

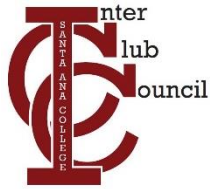
Section C: Two-thirds (2/3) representative vote of the active clubs shall be considered a quorum for the purpose of amending the constitution.

Section D: A proposed amendment must be approved by a minimum of two-thirds (2/3) majority representative vote.

ARTICLE IX

Enacting Clause

Section A: This constitution shall become effective upon the approval of the ICC, represents the Associated Student Body.



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INTER-CLUB COUNCIL BY-LAWS

ARTICLE I

Meetings

Section A: Meetings shall be conducted in accordance with Robert's Rules of order and the Brown Act, and in conjunction with duties and powers given to the Inter-Club Council Officers in this constitution.

Section B: ICC Meetings - Shall be held no less than bi-weekly during the fall and spring semesters. The meeting times and days will occur on either Wednesdays or Thursdays from approximately 1:30 p.m. to 3:00 p.m. ICC meeting will not be held during the summer or winter intercession to prepare for the upcoming academic year.

Section C: Executive Board - Shall meet a minimum of twice a month during the fall and spring semesters, and at least twice during the summer (the first and last week) and once during the winter (the last week) intercession. The Executive Board shall meet at a time agreed upon by the ICC Executive Board and the ICC Advisor.

Section D: Evening meetings shall be held as determined by the Executive Board.

Section E: For any voting or official business to be conducted there must be a quorum present. A quorum shall consist of a simple majority (50%+1) of the ICC members.

ARTICLE II

Powers and Duties of Officers

Section A: The **President** shall:

1. Preside over ICC Meetings, develop agendas, practice Parliamentary Procedures and adhere to the Brown Act.
2. Appoint the chairperson(s) of committee(s).
3. Represent the ICC and its concerns at ASG Cabinet meetings; prepare written reports for the ASG Executive from ICC; prepare written reports for ICC from the Cabinet; develop an ICC budget proposal with the Treasurer; be a member spring ASG Finance Committee.
4. Excuse absences if ICC Representatives, review attendance; recommend suspension and dismissal of clubs.
5. Be responsible for all ICC sponsored activities: plan activities, paperwork, facilities, publicity, contracts, check requests, attendance of representatives of clubs/organizations, and be in attendance at the events and activities.
 - a. The ICC President shall reserve the right to approve check requests for necessary ICC business and non-club budget items and expenses. Funds requested may not exceed \$200 and are subject to funds available in the ICC's budget balance. Requests that exceed \$200, or that will be withdrawn from the ICC budget and allocated for clubs/organizations, will need be approved by 2/3 majority vote from the ICC representatives.

Section B: The **Vice-President** shall:

1. Perform all the duties of the president in the absence or inability of the President.
 2. Preside over all Executive Board meetings; develop agendas and excuse ICC meeting absences (of ICC Representatives).
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3. Serve as parliamentarian; practice Robert's Rules and the Brown Act, keep time at meetings and keep order in meetings.
4. Assist the president as needed, such as: delegated to chair ICC meetings, designated to attend ASG or other meetings when ICC Representation is needed, sign paperwork if the ICC president is unavailable, and fill in for other positions when necessary, or if the position is vacant.

Section C: The **Secretary** shall:

1. Record the minutes, attendance, and absences at every ICC meeting, record all motions, record all voters, and collect written club reports.
2. Supply copies of the minutes and attendance records to ICC officers, ICC Advisor, Student Business Office, ICC Representative, and the appeals Board, as requested.
3. Keep current copies of the ICC Constitution and By-laws, and at the ICC meetings.
4. Issue the following information to clubs/organizations: warnings and notices of suspension and deactivation, deadlines, rules and regulations, upcoming events, and other communication when necessary.
5. Assist the ICC President as needed: type meeting agendas and provide copies at all ICC meetings; stay current announcements, and post the agenda according to the Brown Act.
6. Perform all the duties of the President in the absence of or inability of the President and Vice-President. Perform the duties of the Vice-President in the absence of, or inability, the Vice-President.

Section D: The **Treasurer** shall:

1. Be responsible for all ICC financial transactions according to the ICC Financial Code: request checks for club funding, and for ICC events, submit receipts from events promptly to the Student Activities Office, produce and present ICC expense reports at ICC meetings, as requested (at least once per month), present an overall budget report no later than the third ICC meeting each semester (fall and spring).
2. Assist the ICC President as needed: assist in developing the ICC budget, attend the spring Finance Committee meetings as needed.
3. Fill in other positions when necessary, or when positions are vacant.

Section E: The **Public Relations** Representative shall:

1. Support the ICC President and Vice President by publishing and marketing ICC activities and events.
 - a. This includes preparing flyers, posters, and other publicity as needed to provide ICC information and event announcements to the SAC community.
 2. Assist clubs with publicity for their activities and events. Act as liaison between the clubs and the Student Activities Office in all matters related to advertisement of club events.
 3. Work cooperatively and act as liaison with the ASG Activities Commissioner to plan multi-club/ASG events and publicize those events.
 4. Attend ICC sponsored events and activities and take photos of those events. Also, whenever possible, attend club events and take photos of those events. Work with the Student Activities Office to prepare photos for posting.
 5. Act as ICC historian and keep a historical binder of the ICC event and activities, and photos, to pass on to future ICC Executive Board panels.
 6. Assist the ICC Advisor with collecting club advertisements and contact information to be used in a club/organization information binder to be kept in the Office of Student Life. This information is also used to update the Student Life/Clubs and Organizations portion of the Santa Ana College.
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Section F: The **ICC Representative** shall:

1. Attend all ICC meetings. If he/she is unable to attend an ICC meeting, he/she must notify both the ICC Executive Board and/or advisor, and the Alternate ICC Rep. for the club/organization being represented.
2. Act as a liaison between club and ICC. Submit written club minutes to ICC at each ICC meeting. Submit written ICC reports to club at least once per month
3. Provide the best club representation possible. And provide club minutes to the ICC secretary and/or ICC advisor, and upon request.
4. Participate in all ICC sponsored events.
5. Actively participate in ICC meetings, such as: discussions, make and second motions, participate in elections, and ICC events and activities.
6. Keep and update a club notebook/binder to include ICC agendas, ICC meeting minutes, parliamentary procedures, and flyers.

ARTICLE III

Guidelines for ICC and Club/Organization Advisors

Section A: The **ICC Advisor** shall:

1. Attend all ICC meetings, and an advisor's report at the ICC meetings.
2. Attend and supervise ICC hosted events and fundraisers (i.e. Club Rush, ICC Fair, etc.), guide student club officers to ensure ICC, Santa Ana College, and RSCCD policies and procedures are followed in the planning and execution of activities, events and fundraisers.
3. Meet with ICC Executive Board on a monthly basis, regarding ICC business, events, and the ICC budget.
4. Assist student leader with the club petition and ratification process and provide status reports to the clubs/organizations when needed. Verify minimum qualifications of club officers, and provide status report to the clubs, organizations, and their advisors.
5. Assist in the planning and paperwork process of ICC events and activities.
6. Process paperwork to gain approval for club/organization activities/events requests. Submit requests to the Students Activities Coordinator, Associate Dean of Student Development, and when applicable to the Facilities Dept. for approval. Set and enforce timelines for activity request approval and set deadlines for ICC related paperwork to be submitted.
7. Assist clubs/organizations with the process of acquiring meeting rooms for club meetings. Establish time frame of when room requests are due and process paperwork for approval.
8. Plan and host an advisors' training/information meeting at least once per academic year. Meet with the advisors individually and as needed, at least once annually.

Section B: The **Club Advisors** shall:

1. Attend meetings, events and field trips for which their club or organization is approved. The advisor is ultimately responsible for overseeing all activities and events that their club is hosting or facilitating.
 2. Notify club officers and co-advisors, and the ICC advisor, if an additional advisor will be added to the club, or if an advisor shall will be changed. This notification is to take place prior to a new advisor attending club meetings or events in an advisory capacity.
 3. Not exceed advising more than two clubs or organizations at Santa Ana College during a semester.
 4. Request meeting rooms through the Office of Student Life/Student Activities Office at their earliest convenience within the first 6 weeks of the semester. Meeting rooms are not to be requested through the advisor's department office, unless they have approval from the Student/Life/Student Activities office.
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5. Attend the advisors' meeting/training at least once per year. If unable to attend, an advisor shall schedule an advisor information appointment with the ICC Advisor at least once per academic year.

ARTICLE IV

Elections

Section A: Elections shall be held at the second to last scheduled ICC meeting of each spring semester and before the Awards Banquet.

Section B: No person may serve in any (same) elected ICC office for more than one term. A term begins July 1st and ends on June 30th. No officer shall serve more than one ICC Executive Board office at any given time.

Section C: Candidates for any office may be nominated from the floor, and shall be elected by a secret ballot. A candidate shall be elected to office by a simple majority vote (50%+1). In the case of a tie, a special election meeting may be held to break the tie and complete the election process. The candidate shall be elected by a simple majority vote (50%+1) during the special election.

Section D: Should there be a vacancy in any given ICC Executive Board office, a special election shall be held at the beginning of the fall semester to fill the vacancy until the end of the term of office, or as soon as possible after the position becomes vacant. Any officer elected by a special election held to fill a vacancy in office shall be considered ineligible to run for another term, provided that he/she has served for more than one semester.

ARTICLE V

Funding Proposal

Section A: To obtain funding for club/organization events:

1. A club/organization must submit a funding proposal **and** club budget balance sheet (2) week prior to the event.
2. Failure to provide the requested information in the time allotted will result in disapproval of the proposal by the ICC Executive Board.

Section B: Funding Guidelines:

1. ICC will fund a proposal up to 50% of the total cost of the program, event, or conference for club/organization. The amount of funding provided shall not exceed 25% of the remaining ICC budget balance allocated for funding club/organization activities.
 - a. Clubs/organizations shall be required to provide a summary/report on their activities and use of funds at the next ICC meeting following their event or conference.
2. If funds are not used under guidelines presented in the proposal or in accordance to ICC rules, funds must be returned to the ICC.
 - a. If funds are not returned within 5 business days, the ICC, with the assistance of the ICC advisor, will ask the Student Business Office to freeze the club's account until such funds are returned.

Section C: Semester Club Funds

1. Each semester, every *returning* approved club is entitled to a \$50.00 start-up fund by the Inter-Club Council. Upon approval, a club account will be set up in the Student Business Office. If an account already exists, the start-up fund check request will be generated.
 - a. An approved club is defined as submitting all required renewal documents by the imposed deadline each semester **and** ratified by the ICC.
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2. Every *new* club will be entitled to a \$75.00 start-up fund by the ICC for (2) consecutive semesters so long as they are approved. Following, they shall be considered a returning club (see Section C:1).
 - a. A new club/organization is defined as
 - i. Club which has never existed at Santa Ana College
 - ii. Returning club remaining inactive for at least (4) semesters

Section D: Dormant Club Accounts

1. Any club/organization remaining inactive for at least (4) consecutive semesters shall have their balance transferred to the Associated Student Government Contingency account.
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