



# **Inter-Club Council Constitution**

## *Associated Students, Mt. San Antonio College*

### **PREAMBLE**

We, the members of the Inter-Club Council, conscious of our responsibilities, establish this Constitution in order to express the general will of the Inter-Club Council of Mt. San Antonio College (hereafter referred to as Mt. SAC). This Constitution will promote the following: A better understanding of the duties and responsibilities of those serving in leadership positions; student involvement in total campus life; communication among the administration, faculty, staff, Associated Students (A.S), Recognized Student Clubs & Organizations (RSCO), and all segments of the College community.

### **ARTICLE I**

#### **Name**

**Section 1:** The name of this organization shall be the Inter-Club Council of Mt. San Antonio College, hereafter referred to as "ICC".

**Section 2:** The term "RSCO" will only apply to those clubs/organizations recognized by ICC.

### **ARTICLE II**

#### **Purpose**

**Section 1:** The purpose of ICC is to promote communication and cooperation between RSCOs.

**Section 2:** ICC strives to do the following:

- a. Provide a communication network between RSCOs;
- b. Act as a resource for RSCOs particularly in the areas of organization, problem solving, promotion, and fundraising;
- c. Maintain participation and support of A.S. sponsored events;
- d. Provide a forum for expressing the interests of RSCOs.

**Section 3:** ICC monitors the rules and regulations as they apply to RSCOs participating in ICC sponsored activities.

### **ARTICLE III**

#### Election of Officers

**Section 1:** Two ICC Co-Chairs, run as a single ticket and are elected by the Mt. SAC A.S. student body during the general election held in the Spring semester to serve one academic year (July to June).

**Section 2:** The ICC Senator is the official A.S. Representative at all ICC meetings. In the case of an ICC Senator vacancy, an A.S. Representative shall be appointed by the A.S. Senate.

**Section 3:** An ICC Secretary may be appointed by the ICC Co-Chairs, in consultation with the ICC Advisor, to serve up to one-academic year. The ICC Secretary is an ex-officio member of the A.S. Executive Board.

**Section 4:** The Student Center Specialist shall serve as the ICC Advisor. In the case of a vacancy, the Student Life Director shall appoint an ICC Advisor.

### **ARTICLE IV**

#### Duties & Responsibilities

**Section 1:** ICC shall consist of two Co-Chairs, an ICC Secretary (if appointed), an ICC Senator (or A.S. Representative), and one ICC Representative for each RSCO.

**Section 2:** Duties of each position are as follows:

**a. Co-Chairs:** Serves as Chair at all ICC meetings, oversees all issues brought before ICC, and attends A.S. Executive Board meetings as voting members, attends A.S. Senate Board Meetings as non-voting members. Co-Chairs will alternate chairing of all ICC Meetings. Refer to job description in A.S.

Organizational Directive for a complete listing of duties.

**b. Secretary:** Records, transcribes, and maintains minutes for all ICC meetings. Develops and completes a slideshow at the end of each semester that highlights ICC and RSCO activities for that semester. Attends all A.S. Executive Board meetings as an Ex-officio (non-voting) member. If a Secretary is not appointed, the Co-Chairs assume the administrative Responsibilities.

**c. ICC Senator:** Serves as liaison between A.S., Activities Committee and ICC. Refer to job description in A.S. Organizational Directive for a complete listing of duties.

**d. ICC Representative:** The ICC Representative and their RSCO are required to abide by the Following:

**i.** Must keep an approved copy of their constitution on file in the Student Life Office. The constitution must be approved by Student Life and the ICC Executive Board.

**ii.** Must attend 75% of all ICC meetings per semester. Failure to comply may result in RSCO probation or deactivation.

**iii.** Must vote on ICC matters.

**iv.** Support and be involved with all approved ICC activities.

**v.** Report on respective RSCO activities each meeting

**vi.** Inform members of information shared at ICC meetings.

**vii.** Send an officer to serve as the Alternate ICC Representative in the event the official ICC Representative is unable to attend an ICC meeting.

This Alternate would assume the duties of the ICC Representative in their absence.

## **ARTICLE V**

### Advisors

#### **Section 1:** Advisor must:

- a. Provide leadership, counsel, and direction for club members.
- b. Be present throughout all activities, on and off campus, as required by college policies. No activity can occur without an advisor present and reservation approved through the campus event system, 25Live. Activities may be canceled without an official advisor present throughout the entire event.
- c. Be responsible for all RSCO expenditures, while keeping the elected Treasurer of the RSCO informed
- d. Advise on all College policies.
- e. Abide by the additional advisor responsibilities as listed in the Student Life Advisor Handbook.

## **ARTICLE VI**

### Officer Eligibility & Term Limits

#### **Section 1:** The ICC Co-Chairs must adhere to the A.S. Officer Eligibility Requirements as stated in the A.S. Constitution, Article III, sections 2-5.

- a. A.S. Constitution Article III, Section 2: Any member of Student Government shall be eligible to hold office if s/he maintains and completes 5 graded units (non-credit classes are not accepted), maintains a 2.5 Mt. SAC cumulative grade point average, and maintains a 2.0 semester grade point average.
- b. A.S. Constitution Article III, Section 3: In order to remain in office all Associated Student Officers are required to abide by the Standards of Conduct Policy, Associated Students Constitution, Associated Students Directives, Inter-

Club Council Constitution, and the Associated Students Judiciary Rules & Procedures.

c. A.S. Constitution Article III, Section 4: No elected or appointed officer of this Association shall hold two offices at the same time. This includes serving as an officer in a campus club (as recognized by Inter-Club Council) or campus organization.

d. A.S. Constitution Article III, Section 5: No Mt. SAC student can be re-elected or appointed to the same position. No Mt. SAC student can serve as an A.S. Officer for more than four semesters regardless of the position(s) held.

**Section 2:** The RSCO elected officers must adhere to the Officer Eligibility

Requirements listed below:

This section is not in effect, pending Associated Students Constitution Amendment.

- a. Associated Student RSCO Officers are required to abide by the Standards of Conduct Policy , Inter-Club Council Constitution, and the Associated Students Judiciary Rules & Procedures.
- b. No elected or appointed officer of this Association shall hold two offices at the same time. This includes serving as an officer in a campus club (as recognized by Inter-Club Council) or campus organization.
- c. Officers must be in good academic standing with the college and must maintain one (1) graded unit, including non-credit courses.
  - i. Good academic standing involves maintaining a 2.0 Mt. SAC cumulative grade point average, and maintaining a 2.0 semester grade point average for a minimum of 12 units (per BP 4250, AP 4250)
- d. All RSCO officers must have paid the activities fee.
- e. First time Mt SAC students with no prior units are eligible to serve as an RSCO officer.

**Section3:** Term Limits

- a. Neither elected nor appointed officers can serve more than two (2) academic years or four (4) semesters.

- b.** In the event an officer vacates their position, their service in that position counts for a full semester regardless of when they vacate the position.
- C.** In the event a vacant position is filled the new appointed officer for any RSCO will have their service in that position count for a full semester regardless of when they filled the position.

## **ARTICLE VII**

### ICC Officers & Representatives Roles & Responsibilities

#### **Section 1: ICC Officer Status**

- a.** An ICC Officer may be a member of any campus RSCO while holding an officer position, but may not represent any other RSCO while voting during ICC meetings.
- b.** ICC officers may not hold a concurrent Officer position in any campus RSCO or Associated Students Government position.

#### **Section 2: Individual Club Representative Status**

- a.** A RSCO Officer must only hold one officer position in any RSCO.
- b.** An ICC Representative is appointed by their respective RSCO.
- c.** Each ICC Representative will serve as the one voting member for their respective RSCO at each ICC Meeting. Each ICC Representative will represent only one RSCO.

## **ARTICLE VIII**

### Meetings & Quorum

**Section 1:** ICC meetings shall be held at least twice per month during the Fall and Spring semesters. Special ICC meetings may be convened at the discretion of the ICC Co-Chairs (with advisor approval), held in accordance with the Ralph M. Brown Act. ICC Representatives are required to attend all meetings, including special ICC meetings.

**Section 2:** Quorum is defined as a majority of the ICC membership, or 50% plus one (1). Only one RSCO ICC Representative per RSCO and the ICC Executive Officers (including non-voting officers) counts toward quorum.

**Section 3:** An absence is defined as either arriving more than fifteen (15) minutes late from the beginning of the official scheduled starting time for meetings or leaving fifteen (15) minutes early.

## **ARTICLE IX**

### Vacancies

**Section 1:** If an ICC Co-Chair resigns or becomes ineligible to hold office, the remaining Co-Chair will automatically assume all duties and responsibilities. An ICC Co-Chair may appoint an Interim Co-Chair who must meet A.S. Officer eligibility requirements outlined in Article III of the A.S. Constitution. An ICC appointment process must begin at the meeting following the vacancy notification for the permanent ICC Co-Chair. If both Co-Chair positions are vacant, the ICC Advisor may appoint an eligible Interim Co-Chair and must begin the ICC Co-Chair appointment process at the meeting following the vacancies. Appointment will be voted on by the seated ICC representatives at the first meeting following appointment.

**Section 2:** In the case of a vacancy for ICC Co-Chair(s), any qualified Mt SAC student may run for the position(s). If both seats are vacant individuals can run on separate tickets. Applicants must meet all student government criteria.

**Section 3:** The candidates will be allowed to give a brief presentation as to why they are interested in the position. Each ICC Representative will serve as the one voting member for their respective RSCO. The candidate receiving plurality of votes will be appointed.

**Section 4:** The candidate appointed by ICC must be ratified by the A.S. Executive Board at the first A.S. Executive Board meeting following the appointment.

## **ARTICLE X**

### Formation of a Recognized Student Clubs & Organizations (RSCO) as defined in the Preamble

#### **Section 1: Recognition**

- a.** Any Mt. SAC student creating a new RSCO or reactivating a RSCO, must consult with the ICC Advisor. Activation and reactivation can occur in Fall and Spring semesters. Dormant RSCOs (more than 2 years) must seek recognition as a new RSCO.
- b.** An ICC approved constitution must be on file in the Student Life Office for all RSCOs. All RSCOs affiliated with a regional or national organization, must have obtained official charter status from their parent organization. Proof of official charter status is required to be on file in the Student Life Office in order to be recognized.
- c.** Prospective RSCOs must adhere to the Constitution Template provided by the Student Life Office
- d.** RSCOs must have at least one primary advisor who is a full-time permanent contracted employee of the College. It is recommended that every RSCO have additional Co-Advisors. Co-advisors may be permanent or part-time employees, or adjunct faculty of the College. Student employees may never serve as advisors.
- e.** A RSCO primary advisor must obtain access from the ICC Advisor to the Online Club Activation Database to complete the club activation process for the semester.
- f.** Once a prospective RSCO primary advisor completes the online activation process and submits a draft of the proposed constitution to the Student Life Office, the proposed constitution will be reviewed and returned to the prospective RSCO primary advisor for any required revisions. If no revisions are deemed necessary, the activation request will be submitted to ICC for approval.



**G.** In the event where an RSCO advisor is unable to submit the Constitution, the RSCO ICC representative or any other respective RSCO Officer may submit their Constitution to the Student Life Office for revision and approval.

## **Section 2: Status**

**a.** RSCO status may be declared as either active or inactive.

**b.** It is the responsibility of the RSCO primary advisor to complete the online activation process for recognition each semester.

**C.** An RSCO can be reactivated during the same semester in which it had lost active RSCO Status only in special circumstances by requesting reactivation from the ICC Executive Board and ICC Advisor. If approved, the RSCO will be placed on the next meeting's agenda.

**D.** Reactivation for an RSCO that had previously lost activation status within that same semester, will be conducted during the next available ICC meeting. The RSCO(s) in question will have one minute to explain their request for reactivation and after discussion the ICC will vote.

## **Section 3: Requirements for RSCO Membership**

**a.** RSCOs shall not deny membership on the basis of sex, gender, gender identity, gender expression, race, color, religious creed, national origin, ancestry, age (including for employment related matters), marital status, physical or mental disability (including HIV & AIDS), sexual orientation, or Vietnam Era Veteran Status or any other category protected by federal or state law in its educational programs.

**b.** If a RSCO is found to deny membership based on the statement above, the RSCO will be referred to the Director of Student Life for review and potential action.

- c. Membership criteria can include academic requirements for honors RSCOs.
  
- d. For high risk RSCOs (High risk RSCOs are defined as those clubs/organizations who regularly engage in high risk activities in which there is a dangerous factor that could lead to injury or possible loss of life.): Submit a complete membership roster. Each student on the roster must be currently enrolled at Mt. San Antonio College. Additions/changes to the original roster must be submitted to the Student Life Office each semester. A club will be considered inactive if the membership roster is not submitted each semester or the roster is not current.

#### **Section 4: Benefits & Privileges**

- a. Authorization to reserve campus facilities via 25Live through Event Services
- b. Ability to make RSCO announcements via the A.S. Electronic Marquee located at 9C
- c. Publicity privileges in accordance with the A.S. Publicity Directive
- d. Printing Services (free black/white printing with advisor approval)
- e. Access to poster making supplies
- f. Use of Student Center Kitchen with reservation completed via 25Live
- g. Permission to fundraise in compliance with College policies
- h. Participation in ICC and A.S. sponsored activities
- i. Officer recognition at the Student Leadership & Advisor Awards Ceremony
- j. Opportunity to compete for Club of the Year
- k. Scholarship opportunities

### **ARTICLE XI** ICC Standards

#### **Section 1:** All RSCO meetings and activities must be in accordance with the following:

- a. ICC approved RSCO constitution
- b. ICC Constitution

- c. Local, state, and federal laws
- d. College Policies and Procedures
- e. The A.S. Constitution and Directives
- f. ICC Advisor Handbook

**Section 2:** All RSCO must also abide by the following ICC Standards:

- a. RSCO must be mutually respectful to the diversity of the campus when planning events and also when attending Club/Organization/ICC meetings/events.
- b. RSCO must conduct themselves in a professional and respectful manner within the RSCO, among other RSCO, during any RSCO event/meeting, and during all College sponsored events/activities.
- c. An RSCO's ICC Representative must attend at least 75% of the ICC meetings held during the semester. (as referred to in Section IV 2dii)
- d. All RSCO must maintain all five eligible Club Officers and Primary Advisor in order to be considered active.

## **ARTICLE XII**

### Enforcement of ICC Regulations

**Section 1:** Violations of Article X shall be reported to the ICC Advisor via email within ten business days of the occurrence or within 10 business days of the discovery of facts. The allegation/report shall be reviewed by the ICC Advisor. If a violation of Article X has been found, the ICC Advisor may determine an outcome, or refer the matter to Student Court, who shall make a determination or refer the report to the Director of Student Life for further review and action.

**Section 2:** Possible outcomes for violations of Article X for RSCOs

- a. Educational and Organizational Development; for example: Member Development, AntiHarassment Training, Financial Training, etc.
- b. Restitution

- c. RSCO probation
- d. RSCO deactivation
- e. Student misconduct report, if a specific club member violated the standards of conduct Policy.

**Section 3:** Deactivated RSCOs may reactivate when eligible.

**Section 4:** The ICC Advisor determination regarding the RSCO probation or deactivation may be appealed in writing to the A.S. Student Court within 10 business days.

**Section 5:** The filing of an appeal with the A.S. Student Court will not delay the original probation or deactivation decision.

**Section 6:** The A.S. Student Court will review the appeal at an A.S. Student Court meeting in accordance with the Brown Act and shall make a recommendation to the Student Life Director for their final determination.

### **ARTICLE XIII**

#### Club Constitution Revisions

**Section 1:** When an RSCO chooses to make any changes to a previously approved constitution, the revised constitution must be submitted to the ICC Advisor for review and processing.

**Section 2:** Refer to Article X for procedures for approving constitution changes or amendments.

### **ARTICLE XIV**

#### ICC Constitution Amendments

**Section 1:** A two-thirds approval of the present and voting ICC membership is required for an amendment to this Constitution to be adopted. The A.S. Executive Board must ratify this document prior to it taking effect.

## **ARTICLE XV**

### Impeachment of ICC Executive Board Officers

**Section 1:** An Impeachment Action Item can only be discussed and acted upon during the Fall and Spring semesters when ICC is active.

**Section 2:** A written statement of allegations by at least three RSCO representatives must be submitted to the ICC Advisor within 10 business days of the occurrence or within 10 business days of the discovery of facts for the impeachment process to begin against an ICC Executive Board Officer.

**Section 3:** The ICC Executive Board Officer(s) will be notified in writing of the written statement of allegations by the ICC Advisor and allowed to address all allegations at the ICC Meeting where impeachment is agendaized as an action item in accordance with the Brown Act.

**Section 4:** The ICC Executive Board Officer involved cannot chair the impeachment action item and has no vote.

**Section 5:** Each ICC RSCO shall have one vote for the impeachment action item. No proxy voting shall be allowed.

**Section 6:** A paper ballot will be prepared before the meeting. All paper ballots will be counted by the ICC Advisor and A.S. Advisor(s) publicly during the ICC Impeachment Action Item. In the event of an online meeting voting will take place via the chat box where available or verbally at the discretion of the ICC Chair or ICC Advisor.

**Section 7:** A two-thirds vote of present and eligible ICC representatives is required for impeachment.

**Section 8:** An impeached ICC Executive Board Officer may appeal the Impeachment decision in writing to the A.S. Student Court within 10 business days.

**Section 9:** The filing of an appeal with the A.S. Student Court will not delay the original Impeachment Decision.

**Section 10:** The A.S. Student Court will review the appeal at an A.S. Student Court meeting in accordance with the Brown Act and shall make a recommendation to the Student Life Director for their final determination.

## **ARTICLE XVI** RSCO of the Year

### **Section 1: Eligibility**

- a. Each RSCO must be active in the Fall and Spring semesters of the current academic year to be eligible.

### **Section 2: Event Attendance**

- a. Each RSCO must attend the following meetings/events as outline in the constitution to be eligible for RSCO of the Year:
  - i. 75% of ICC Meetings held for the Fall and Spring semesters (as referred to in Section IV 2dii.)
  - ii. Join-A-Club for Fall and Spring semesters

### **Section 3: RSCO Involvement and Collaboration**

- a. In order to improve the collaboration among RSCOs on campus and A.S., each RSCO must take part of the following events during the Fall and Spring semesters of the current academic year:

- i. Each RSCO must co-host or participate in an event with another RSCO
- ii. RSCOs must participate in one A.S. hosted event

**Section 4: Return of ICC Binder**

a. The purpose of the ICC Binder is to help ICC Representatives keep organized and updated throughout the academic year. The ICC Binder must include the following prior to return to the ICC Co-Chairs:

- i. Inter-Club Collaboration Services Sheet(s)

**Section 5: PowerPoint Presentation (or equivalent software)**

a. Take this opportunity to show what makes your RSCO outstanding. The PowerPoint must be 10 slides or less. Presentations will be held to a 5-minute limit. The PowerPoint will be due 14 days before the last ICC meeting of the year, and must be emailed to the ICC Advisor. Only one submission is allowed, altering or updating presentations after it has been submitted will not be allowed or eligible for review. All RSCOs who submit their presentations by the deadline will be listed on a ballot for voting by the ICC Representatives at the last ICC meeting.

i. The PowerPoint must cover the following topics:

1. How the club has enriched the College
2. ICC collaboration
3. Events RSCO hosted
4. Events RSCO participated in
5. Why the RSCO is the Mt. SAC Inter-Club Council RSCO of the Year

**Section 6: The RSCO of the Year point distribution is as follows:**

- a. ICC Meeting attendance 80 points (max)
  - i. 10 points per ICC Meeting.
- b. Join-A-Club participation 30 points

- i. 5 points per day of Join-A-Club participation. (15 points max per semester)
- c. Volunteering each semester 30 points (max)
  - i. RSCO can earn 5 points per day and must commit to a minimum of 3 consecutive hours within the same day. (15 points max per semester). Volunteer work must be approved by ICC advisor, volunteer events hosted by an RSCO must be either events or used as volunteer points, they cannot count toward both.
- d. ICC collaboration 60 points
  - i. 15 points per semester for collaborating with another RSCO.
  - ii. 15 points per semester for collaborating with A.S.
- e. Events held by each RSCO (5pts each) 30 points (max)
  - i. RSCO must commit to a minimum of 5 hours to earn a full 5 points. Advisor must be present for the entirety of the event.
- f. ICC Binder submission (40 points)
- g. RSCO of the Year PowerPoint submission & presentation 100 points
  - i. Points will be distributed based on the ICC Representative votes at the last ICC Meeting (1st place: 100 points, 2nd place: 90 points, 3rd place: 80 points).

**Total: 370 points**

**Section 7: Tie Score - RSCO of the Year**

- a. In the event of a tie, the ICC Co-Chairs shall cast the tie-breaking vote under the observation of the ICC Advisor. The winner will be announced at the Student Leadership and Advisor Awards ceremony in June of each academic year.