



**Associated Students of Santa Monica College
INTER – CLUB COUNCIL
CONSTITUTION
Revised Fall 2011 (12/2/11)**

PREAMBLE

We, the members of the recognized clubs of Santa Monica College, having the need for greater cooperation and coordination among ourselves for our mutual benefits, do hereby ordain and establish this Constitution as the governing rules of this organization, subordinate only to the Associated Students Constitution and By-laws of the State of California and the governing board of Santa Monica Community College District.

ARTICLE I: STRUCTURE

SECTION 1: NAME

This organization shall be known as: The Inter-Club Council of Santa Monica College hereinafter referred to as the ICC.

SECTION 2: PURPOSE

The purpose of the Inter-Club Council shall be: to promote student awareness of and participation in Santa Monica College clubs; to establish coordination, communication and cooperation among the officially registered student clubs; to promote the development of student leadership and service; and to promote campus and public awareness of Inter-Club Council activities.

SECTION 3: ADVISOR

The Student Activities Advisor shall serve as the advisor to the Inter-Club Council.

SECTION 4: PARLIAMENTARY PROCEDURE

The most current issue of Robert's Rules of Order shall be the final authority in questions of parliamentary procedure.

SECTION 5: BY LAWS

Rules of procedure, motions of lasting value, and special grants of authority shall be included in the By-Laws by a two-thirds (2/3) vote of members present of the ICC.

ARTICLE II: MEMBERSHIP

SECTION 1: CLUB FORMATION

Any group of six (6) or more Associated Students may form a club on campus in accordance with Santa Monica Community College District policy, The Associated Students Constitution and By-Laws, and the Inter-Club Council Constitution.

A full-time faculty or full-time staff member shall serve as advisor to a club in accordance with Board of Trustees Policy and Administrative Regulations.

SECTION 2: NEW CLUB INSTALLATION

New clubs shall be required to present themselves for installation before the ICC at any regular meeting of the ICC following the proper filing of all necessary registration forms and the approval of the Constitution.

No club shall be installed at any meeting in which it has no representative in attendance.

Installation shall require a majority vote of the members present of the ICC.

No new club shall be recognized by the ICC until it has been installed by the ICC.

SECTION 3: CLUB CONTINUATION

Ongoing clubs shall be required to submit a confirmation of any officers continuing in the same positions, including Advisors, and a change of officer form for any new officers, to be verified by the ICC Advisor.

Ongoing clubs shall retain their recognized status in the ICC so long as these forms are received by the ICC Advisor by or before the third (3) week of the semester. If these forms are not submitted by the deadline, the club shall be subject to reformation.

SECTION 4: CLUB REPRESENTATION

The Membership of the ICC shall consist of: up to one (1) representative from each recognized Associated Student organization (club) and the three ICC officers.

There shall be one (1) designated representative from each club: the club's President or his/her delegate. If the President is not in attendance, he/she shall appoint a delegate from among his/her club's officers, as defined in their club's constitution. An officer who is also a voting member of the Associated Students Board of Directors is not eligible to be appointed a delegate.

All representatives will be registered with the ICC.

No member of the ICC shall represent more than one (1) club or office at any one meeting, nor shall any club have more than one (1) voting representative at any one (1) meeting.

Each Inter-Club Council member's term shall be for one (1) year and no more than two (2) years total.

Inter-Club Council members shall be enrolled in at least six (6) units at Santa Monica College and maintain a "C" (2.0) grade point average. The Inter-Club Council Chairperson, and Vice Chairperson, and Secretary shall meet the Associated Students Board of Directors qualifications.

SECTION 5: EXPULSION

Any organization that does not uphold this Constitution shall lose all rights of ICC membership and official recognition, upon two-thirds (2/3) of the membership of the ICC vote in favor of that organization's expulsion.

ARTICLE III: OFFICERS

SECTION 1: ELIGIBILITY

The ICC shall consist of three (3) officers who will have been authorized club representatives or ICC officers at the time of their nomination and election. All members

of the ICC shall be required to be current members of the Associated Students of Santa Monica College.

The officers of the ICC shall be elected by and from the membership of the ICC. The qualification requirements for any office in the ICC are the same as for the Associated Students Board of Directors.

Each semester of their term in office, the ICC Officers shall be enrolled in and complete a minimum of eight (8) units at Santa Monica College and shall earn a minimum grade point average of “C”(2.0).

SECTION 2: OFFICER RESPONSIBILITIES

There shall be three (3) officers of the ICC:

The **Chairperson** shall chair all meetings of the ICC, form and dissolve Ad Hoc committees, be an ex officio member of all ICC committees that he or she does not chair, represent the ICC and be a voting member at meetings of the Associated Students Board of Directors, and shall chair the Associated Students Election Committee.

The **Vice Chairperson** shall carry out the duties of the chairperson in the chairperson’s absence and shall be an ex officio member of all ICC committees that he or she does not chair. The Vice Chairperson shall be responsible for Club Row. The Vice Chairperson shall serve on the Associated Students Finance Committee, shall be a voting member of the Associated Students Board of Directors, and shall be the Chairperson of the ICC Activities Committee.

The **Secretary** shall keep all minutes and agendas of all meetings of the ICC and shall provide copies of these to all members, officers and advisors of the ICC. If there is no Secretary present at any meeting of the ICC, the Vice Chairperson shall carry out the Secretary’s duties. The Secretary shall chair meeting in the absence of the other officers, shall be an ex-officio member of the Associated Students Board of Directors, and shall be the Chairperson of the ICC Publicity Committee.

The **Line of succession** for the Inter-Club Council Chairperson shall be: Inter-club Council Vice Chairperson, and Inter-Club Council Secretary. In the event of a vacancy the Inter-Club Council shall elect a new officer.

SECTION 3: ELECTIONS

The election of officers shall be by secret ballot.

All officers must resign as club officers before taking office. It shall be required of each officer that he or she maintains membership in at least one (1) recognized club throughout his or her term of office.

Nominations shall be held the meeting before the election; the election shall be held prior to finals of the spring semester.

Any member of the ICC may nominate any eligible member for any office in the ICC.

A nomination must be seconded in order to be valid.

If any nominee is nominated to a second office, the nominee must either decline from that nomination, or withdraw from the previous nomination.

In the event that the ICC Vice Chairperson succeeds to the chair or that Vice Chairperson is disqualified, removed, or resigns, the ICC shall elect a new Vice Chairperson who shall take office upon election.

In the event that the ICC Secretary is disqualified, removed, or resigns, the ICC shall elect a new ICC Secretary who shall take office upon election.

SECTION 4: TERM

Terms of office of all ICC officers shall be one (1) academic year. These terms will be from July 1 to June 30, concurrent with the Associated Students Constitution Article II: 4. The newly elected ICC Chairperson will chair the first meeting of the fall semester.

ARTICLE IV: MEETINGS

SECTION 1: OCCURRENCE

The ICC shall meet every other week during regular semesters; however, meetings may be canceled or additional meetings may be called by the Chairperson or majority vote of

the members present during quorum. Regular meetings must have at least seventy-two (72) hours posted notice. Special meetings must have at least twenty-four (24) hours posted notice, in compliance with the Brown Act Special Meeting guidelines.

SECTION 2: QUORUM

Quorum of the ICC shall be a majority of the active membership.

SECTION 3: VOTING

All clubs representatives and officers of the ICC shall have a vote on the ICC. The Chairperson, however, shall vote only in the event of a tie.

SECTION 4: ATTENDANCE

If any club is absent at any meeting of the ICC, it shall be the responsibility of the Secretary to notify, in writing, the organization and its advisor, with a copy to the ICC Advisor.

If any club is absent for more than one (1) meeting of the ICC the club's membership in the ICC shall be revoked, its funds shall be held in abeyance, and it shall no longer be a recognized club.

A club may be granted more than one (1) absence without expulsion from the ICC only under circumstances granted by unanimous consent of the ICC officers.

An ICC officer must abide by the same attendance requirements as a club representative, or that officer will be removed from office. However, an officer may be granted more than one (1) absence without removal from the ICC under circumstances granted by the ICC advisor.

SECTION 5: REINSTALLATION

The Inter-Club Council membership, funds, and recognition shall be restored to a club that has been expelled only by majority vote in favor of reinstatement during quorum of the ICC. A club will be automatically reinstated if the ICC fails twice (2) consecutively to reach quorum.

ARTICLE V: COMMITTEES

SECTION 1: STANDING COMMITTEES

There shall be two (2) Standing Committees of the ICC and their membership shall consist of members of registered clubs. The members of each committee shall elect a Vice Chairperson and a Secretary as officers of their committee. The Chair shall present all committee proposals to the ICC. The Vice Chair shall assist the Chair and take the duties of the Secretary when he or she is absent. The Secretary shall keep minutes, agendas, and attendance of all committee meetings held.

The ICC Publicity Committee: The publicity Committee shall be responsible for publicizing club activities on-campus. The committee shall develop and use a method that effectively publicizes club events. The Associated Students Director of Publicity shall serve as ex officio member of the ICC Publicity Committee. This Committee shall be chaired by the ICC Secretary, who shall ensure the participation of the Associated Students Director of Publicity or Publicity Commissioner.

The ICC Activities Committee: The Activities Committee shall have at least two (2) activities per semester. One activity shall be a charity fund-raising event in which all clubs may participate. All money raised by the Committee for a charity will be donated to a community need. The other activity of the Committee shall be an Inter-Club get together, in which all clubs may participate. The purpose of this activity is to unify or build inter relationships of member clubs. The Associated Student Director of Activities shall serve as an ex officio member of the ICC Activities Committee. This Committee shall be chaired by the ICC Vice Chairperson, who shall ensure the participation of the Associated Students Director of Activities or Activities Commissioner.

The ICC Constitution Committee: The Constitution Committee shall submit all Constitution proposals to the ICC. The Committee shall review all proposed By-Laws and Amendments and make recommendations to the ICC. The ICC Chairperson shall chair this Committee.

SECTION 2: AD HOC COMMITTEES

The ICC Chair shall form and dissolve Ad Hoc Committees as necessary to carry out the purpose of the ICC.

Ad Hoc Committees shall be composed of members of recognized students clubs, ICC officers and commissioners.

Ad Hoc Committees shall have a Chair selected from the membership of the Committee for approval.

Ad Hoc Committees shall have an advisor appointed by the Student Activities Advisor.

Each ad hoc committee shall determine the voting privileges of its members.

The Committee shall present all Committee proposals to the ICC for approval.

ARTICLE VI: CONSTITUTIONAL CHANGES

SECTION 1: AMENDMENTS

Amendments to the ICC Constitution may be proposed to the ICC in the form of a proposal by an ICC Constitutional Review Committee formed by the ICC Chairperson. The proposed amendments must receive a majority by said Committee.

Amendments to the ICC Constitution shall require a two-thirds (2/3) affirmative vote of the full membership of the ICC present at any regular meeting of the ICC, provided that advanced notice of at least one (1) week has been given.

Public notice of such proposed amendments shall be given one (1) week prior to the vote.

Upon ratification, the amended constitution shall become effective immediately. Students who were elected or appointed to office at the time of ratification of the amended ICC Constitution shall be permitted to fulfill their term of office.

This Constitution shall be ratified by a two-thirds (2/3) vote of the members present of the ICC at any regular meeting of the ICC, provided that advance notice of at least one (1) week has been given. This constitution shall become effective upon ratification and supersedes all previous rules, regulations and constitutions of the ICC as of Spring, 2002.

(Adopted 3/2002; revised March 2008; revised December 2011)