

ADOPTED: May 18, 1979

AMENDED: May 21, 1984; May 22, 1989; April 29, 1991; December 2, 1991;
September 14, 1992; April 12, 1993; September 7, 1995; November 4, 1998; May 21, 2012
and May 13, 2013.

EL CAMINO COLLEGE INTER-CLUB COUNCIL CONSTITUTION

PREAMBLE

The Inter-Club Council exists to facilitate the exchange of ideas and information among campus clubs and organizations; coordinate these activities, projects, and enhance their operations and effectiveness.

ARTICLE I. NAME AND MEMBERSHIP

- Section 1.** The name of this organization shall be the Inter-Club Council of El Camino College, herein known as I.C.C. Its membership shall be composed of the I.C.C. officers and a designate from each organization chartered by the I.C.C. Its voting membership shall be limited to the I.C.C. President and a designate from each organization. The meetings shall be run by the current edition of Roberts Rules of Order Newly Revised; Scott Foresman, and Company (Publisher).
- Section 2.** Each voting member may represent no more than two clubs and may only have one vote regardless of how many clubs he/she represents. The I.C.C. officers (excluding the President) may make motions, and are only eligible to vote if they are the designated representative from an organization. The I.C.C. President may only vote to break a tie.
- Section 3.** Each club representative and/or alternate to I.C.C. must hold a current El Camino College student identification card and must present the card at all I.C.C. meetings of the fall and spring semesters. Each club representative and/or alternate must be currently enrolled in and complete a minimum of six (6) units for each term of service (minimum of 3 units for physically challenged students who are limited to under 6 units by the Student Resource Center or counselor due to physical limitations) with the exception of summers and maintain a minimum cumulative and minimum semester GPA of 2.0 each term of service. Moreover, a club representative and/or alternate to I.C.C. at the time of election or appointment may not exceed five (5) semesters or three (3) academic years of service in student government including but not limited to I.C.C. Cabinet, I.C.C. Representative, club president, Associated Students Organization Cabinet, ASO Court Justices, ASO Commissioners, ASO Senators, or ASO Division Council members.
- Section 4.** Each club representative must be a currently enrolled student part or full time at El Camino College. (The club adviser is acceptable if no student is able to attend, but with no voting privilege).
- Section 5.** Quorum for the Associated Students Inter-Club Council shall be defined as two-thirds (2/3) of the number of clubs which were represented (present) at the most recent previous meeting, or seven (7) clubs, whichever is larger.

ARTICLE II. CLUB ELIGIBILITY AND STATUS

- Section 1.** According to E.C.C. Board Policy 5141, the club president must be currently enrolled in and

E.C.C. INTER-CLUB COUNCIL CONSTITUTION

complete a minimum of six (6) units for each term of service (a minimum of 3 units for physically challenged students who are limited to under 6 units by the Student Resource Center or counselor due to physical limitation) with the exception of summers and maintain a minimum cumulative and minimum semester GPA of 2.0 each term of service. Moreover, a club president to be eligible, may not exceed five (5) semesters or three (3) academic years of service in student government, I.C.C. or as a club president at the time of candidacy. Failure to comply with the provisions of Board Policy 5141 may result in revocation of an organization's charter.

- Section 2.** According to Board Policy 5132, clubs must meet the following requirements:
- A. Be composed of ten or more registered ECC students
 - B. Have a faculty adviser
 - C. Hold all meetings at the college during the regular school day, unless specific authorization to do otherwise is granted through the Student Development Office.
 - D. Use a democratic plan for the selection of members without regard for race, religion, sex, national origin, physical limitations or mental limitations.
 - E. An authorized faculty adviser shall attend all meetings, both on and off campus.
 - F. A current written constitution of each organization shall be on file in the Student Development Office.
 - G. Campus activities of each organization shall be placed on the Student Development Office calendar in advance of such activity.

Failure to comply with the provisions of Board Policy 5132 may result in revocation of an organization's charter.

- Section 3** Each club is required to:
- A. Have a responsible representative to represent their club in at least 70% of all posted I.C.C. General Meetings.
 - B. Submit to the I.C.C. Secretary a list of members eligible to attend I.C.C. meetings as a representative and adviser by the second I.C.C. meeting of each semester.

- Section 4** An ACTIVE club is defined as a club that has had one or more volunteers participating in twenty percent of all I.C.C. activities, functions, and committees of the previous semester. Further, it is the responsibility of the clubs to keep a list of their participation in I.C.C. events. At the end of each semester, each club is to submit the list of activities which they have participated in. This list is to exclude I.C.C. meetings. As a result, if the club has not met the 20% involvement as examined by the Review Board, the club will be declared INACTIVE.

- Section 5** NEW CLUB STATUS (see Section II A, pp. 3 & 4 of the Club Handbook.)

- Section 6** Each Review Board Committee will be an ad hoc committee.

- Section 7** The Review Board shall review all new club constitutions, and lists of members, before the approval of I.C.C. The ten charter members of a new club must be currently enrolled students at El Camino College and have a current ECC Student I.D. card and ASB sticker.

- Section 8** A report will be filed by the Review Board Chairperson at the end of each semester determining the status of all ACTIVE and INACTIVE clubs.

E.C.C. INTER-CLUB COUNCIL CONSTITUTION

ARTICLE III. OFFICERS

Section 1. The officers of I.C.C. shall consist of the following:

- A. President
- B. Vice President
- C. Commissioner of Finance
- D. Commissioner of Fundraising
- E. Commissioner of Publicity
- F. Commissioner of the Review Board
- G. Secretary
- H. Historian
- I. I.C.C. Student Senate Representative

Section 2. The officers stated in Article III, Section 1, shall make up the I.C.C. cabinet and finance committee (as voting members).

Section 3. The officers of I.C.C. except the President and Vice President may be appointed by the President and subject to I.C.C. approval.

Section 4. A. Candidates for I.C.C. President must:

1. Be a member of a recognized club on campus, and
 2. Have served for at least one semester as a club representative to I.C.C. or currently serving on one I.C.C. Committee.
- B. The President shall be elected by I.C.C. Nominations will take place at the second to the last I.C.C. meeting of the spring semester, with the elections to be held at the last I.C.C. meeting of the spring semester.

Section 5. A. Candidates for I.C.C. Vice President must:

1. Be a member of a recognized club on campus, and
 2. Have served for at least one semester as a club representative to I.C.C. or currently serving on one I.C.C. Committee.
- B. The Vice President shall be elected by I.C.C. Nominations will take place at the second to the last meeting of the spring semester, with the elections to be held at the last I.C.C. meeting of the spring semester.

Section 6. Responsibilities and criteria of the Elected Cabinet Members.

The duties of the below-noted elected officers are to abide by the Inter-Club Council Constitution; to attend all I.C.C. General and Cabinet Meetings; and to hold a valid E.C.C. Student Photo I.D. Card. Moreover, the below-noted elected officers must be currently enrolled in and complete a minimum of six (6) units for each term of service (a minimum of 3 units for physically challenged students who are limited to under 6 units by the Student Resource Center or counselor due to physical limitations) with the exception of summers and maintain a minimum cumulative and minimum semester GPA of 2.0 each term of service. Furthermore, the below-noted elected officers at the time of election may not exceed five (5) semesters or three (3) academic years of service in student government, I.C.C. or as a club president. In addition, the below-noted elected officers shall include the President and the Vice President, whose duties are more fully described as follows:

- A. The President** shall preside over all I.C.C. meetings but may only vote to break a tie. Special circumstances may arise whereby an officer, appointed or elected, may become

E.C.C. INTER-CLUB COUNCIL CONSTITUTION

ineligible to serve office. Therefore, only the President may officially declare the ineligibility of an officer, elected or appointed. However, should the I.C.C. President fail to meet the aforementioned criteria, he or she, shall allow the I.C.C. Vice President to declare the ineligibility of the I.C.C. President. Moreover, the I.C.C. President shall coordinate the following: the Cabinet; the Constitution Committee; the Finance Committee; the Review Board; the Secretary; Fundraising; and the I.C.C. Student Senate Representative.

- B. The Vice President** shall preside over the I.C.C. meetings in the case of the President's absence, removal, declared ineligibility, or resignation. Moreover, the I.C.C. Vice President shall coordinate the following: Meetings of Activities; Publicity; and Historian.

Section 7. Responsibilities and criteria of the Appointed Cabinet Members.

The duties of the below-noted appointed officers are to abide by the Inter-Club Council Constitution; to attend all I.C.C. General and Cabinet Meetings; and to hold a valid E.C.C. Student Photo I.D. Card. Moreover, the below-noted appointed officers must be currently enrolled in and complete a minimum of six (6) units for each term of service (a minimum of 3 units for physically challenged students who are limited to under 6 units by the Student Resource Center or counselor due to physical limitations) with the exception of summers and maintain a minimum cumulative and minimum semester GPA of 2.0 each term of service. Furthermore, the below-noted appointed officers at the time of appointment may not exceed five (5) semesters or three (3) academic years of service in student government, I.C.C. or as a club president. In addition, the below-noted appointed officers shall include the Commissioner of Activities; the Commissioner of Finance; the Commissioner of Fundraising; the Commissioner of the Review Board; the Commissioner of Publicity; the Historian; the Secretary; and the I.C.C. Student Senate Representative.

- A. **Commissioner of Fundraising:** Shall be responsible for all I.C.C. Fundraising events, and activities aimed at Community Donations. Commissioner of Fundraising may appoint Chairperson(s) to set up committees and to organize these income-generating I.C.C. events.
- B. **Commissioner of Finance:** Shall be responsible for overseeing the preparation and the submission of the I.C.C. budget to the Inter-Club Council. The Commissioner of Finance shall also recommend expenditures and act as chairperson of the Finance Committee.
- C. **Commissioner of the Review Board:** Shall oversee the review of all new club constitutions and list of charter members for the approval of Inter-Club Council. The Commissioner of Review Board shall further be responsible for both verbal and written reports pertaining to the status of active and inactive clubs. The Commissioner of Review Board shall also act as Chairperson of the Review Board.
- D. **Commissioner of Publicity:** shall oversee the publicizing of all I.C.C. meetings, activities, fundraisers, and major events both on and off campus. Commissioner of Publicity can establish and coordinate a publicity committee to assist with these duties.
- E. **Secretary:** Shall be responsible for recording and distributing copies of the minutes as well as the agendas of all I.C.C. meetings except for committee meetings. Shall assist the I.C.C. Cabinet members in corresponding with the campus, community, and I.C.C.
- F. **Historian:** Shall be responsible for maintaining and recording a photographic history of I.C.C. scheduled calendar events.
- G. **I.C.C. Senate Representative:** Shall be responsible for acting as I.C.C.'s liaison to the Student Senate. In this capacity, must attend all Senate and I.C.C. meetings. If unable to attend the Senate meetings he/she must notify the President. In addition, circumstances may arise whereby the President shall serve as the I.C.C. Student Senate Representative.

E.C.C. INTER-CLUB COUNCIL CONSTITUTION

Section 8. Removal from Office

- A. The officers and/or members of I.C.C. are subject to a vote of no confidence. Prior to the vote being taken, there shall be a call for pro and con discussion regarding this motion. In the case of a successful vote of no confidence (which shall be a 2/3 majority vote) the office in question will be expelled.
- B. Repeated, unexcused absences by an officer at three (3) or more I.C.C. General and/or Cabinet meetings without proper notice is subject to a vote of no confidence.
- C. Any I.C.C. officer, appointed or elected, that does not abide by and/or comply with the Constitution of the Inter-Club Council of El Camino College, and repeatedly so, is subject to a vote of no confidence.
- D. Any I.C.C. officer, appointed or elected, that fails or refuses to faithfully perform the duties as ascribed by the constitution, by the I.C.C. President, or by the current advisors the officer is subject to a vote of no confidence by the current I.C.C. President and taken before the council for further consideration and voting.

Section 9. The process for filling a vacant office:

- A. Nominations may be made up to and including the next I.C.C. meeting following the vacancy.
- B. The vote to fill the vacancy will not be held until the next I.C.C. meeting following the vacancy.

ARTICLE IV. FINANCE

Section 1. Each NEW CLUB is entitled to funds from the New Clubs account. Each ACTIVE club, as defined in Article II Section 3, is eligible to request funds from I.C.C. Activities account.

Section 2. The duties of the Finance Committee shall include, but not be limited to, recommending expenditures in the I.C.C. budget as well as participate in the preparation and submission of the I.C.C. budget.

- Section 3.**
- A. All budget requests must be made at least 1 week in advance to the I.C.C. Finance Committee, prior to the purpose of the budget requests.
 - B. All expenditures and loans must be approved by I.C.C. at the meeting following the official request to the Finance Committee.

Section 4. I.C.C. shall initiate or alter any projects by a 2/3 majority vote, according to the I.C.C. budget.

Section 5. Upon declaring a club charter INACTIVE, no further funds will be available from the I.C.C. budget for the club. When said charter is reinstated, their allocations will be reopened upon approval of the Review Board and I.C.C.

ARTICLE V. AMENDMENTS

Section 1. The constitution can be amended with a vote of two-thirds of the representatives at roll call (Article I, Section 6).

Section 2. Amendments to this constitution shall become effective according to ratification by I.C.C. (at the next I.C.C. meeting).

E.C.C. INTER-CLUB COUNCIL CONSTITUTION

ARTICLE VI. BY-LAWS

- Section 1.** When an organization and individual invites outside guests to social functions, that organization and individuals are responsible for the conduct of guests.
- Section 2.**
- A. Three police officers must be present at all school dances. Arrangements for these officers shall be made through the Student Development Office.
 - B. All school dances close at 1:00 a.m. exceptions must be approved by the Student Development Office.
 - C. Alcoholic beverages may not be served, consumed, bought or brought to any school affair, either on or off campus (according to California State Law).
- Section 3.** Serious infringements of college regulations on the part of organizations or any individual member or members of an organization may be subject to a review by the A.S. Judiciary Committee, or the A.S. Rules and Ethics Committee.
- Section 4.** At no time will organizations permit "hazing" where pledges are degraded mentally and physically, physical punishment, impersonation of the opposite sex, feats of fortitude, dumps, or turn-about.
- Section 5.** All within E.C.C. Inter-Club Council shall abide by the provisions set forth in the E.C.C. Inter-Club Council Constitution.
- Section 6.** All within E.C.C. Inter-Club Council shall abide by the policies of El Camino Community College District, including but not limited to that which ensures equal access to its services, classes and programs without regard to race, religious creed, color, national origin, ancestry, handicap (disability), sex or service as a Vietnam-era veteran.