

**INTER-CLUB COUNCIL
OF
EL CAMINO COLLEGE**

CONSTITUTION

*Adopted by vote of the student body on March 18, 1979
Amended by votes of the student body as of February 25, 2019, April 30, 2021*

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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 **ESTABLISHMENT**

SECTION 1: NAME

The name of this organization shall be the Inter-Club Council of El Camino College. The abbreviation of the organization shall be the ICC.

SECTION 2: MEMBERSHIP

- A. According to El Camino College Board Policy 5505, students who participate in the Inter-Club Council must meet the following requirements:
 - i. Hold a current El Camino College student identification card and present it at all ICC meetings for the fall and spring semesters.
 - ii. Be currently enrolled in and complete a minimum of six (6) units for each term of service. However, the minimum is lowered to three (3) units for students who are physically challenged and limited to under six (6) units by the Special Resource Center (SRC) or counselor.
 - iii. Maintain a minimum cumulative and semester GPA of 2.0 for each term of service.
 - iv. At the time of election or appointment, ICC members may not exceed five (5) semesters or three (3) academic years of service in ICC, the Associated Students Organization (ASO), or an club on campus.
- B. Inter-Club Council is only active during the fall and spring semesters. Therefore,

SECTION 3: POSITIONS

- A. There are four (4) rankings of positions within the Inter-Club Council. Those rankings are as follows: Cabinet, Officers, ICC Representatives and Club Presidents.

ARTICLE II **CLUB ELIGIBILITY AND STATUS**

SECTION 1: E.C.C. BOARD POLICY STATEMENT

- A. According to E.C.C. Board Policy 5505, the club president 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 Special 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 5505 may result in revocation of an organization's charter.

SECTION 2: ABIDING BY E.C.C. BOARD POLICY

- A. According to Board Policy 5401, clubs must meet the following requirements:
 - i. Be composed of ten or more registered ECC students.
 - ii. Have a faculty adviser.
 - iii. Hold all meetings at the college during the regular school day, unless specific authorization to do otherwise is granted through the Student Development Office.
 - iv. Use a democratic plan for the selection of members without regard for race, religion, sex, national origin, physical limitations or mental limitations.
 - v. An authorized faculty adviser shall attend all meetings, both on and off campus.
 - vi. A current written constitution of each organization shall be on file in the Student Development Office.
 - vii. Campus activities of each organization shall be placed on the Student Development Office calendar in advance of such activity.
- B. Failure to comply with the provisions of Board Policy 5401 may result in revocation of an organization's charter.

SECTION 3: CLUB REQUIREMENTS

- A. All club Presidents, Treasurers, and I.C.C. Representatives must hold a current and valid ASB sticker to be formally recognized in the I.C.C.
- B. All clubs must have an I.C.C. Representative responsible for representing their club in at least 70% of all posted I.C.C. General Meetings.
- C. Have at least 1 member of the club attend I.C.C.-approved events to earn points. Please see "Section 5" for more information.

SECTION 4: ACTIVE STATUS

- A. An ACTIVE club is defined as a club that has had one or more volunteers participating in at least three I.C.C. activities, functions, and/or committees of the previous or current semester. Further, it is the responsibility of the clubs to keep a list of their participation in I.C.C. events.
- B. For NEW CLUB STATUS, refer to Section II-A, pp. 3 & 4 of the Club Handbook.
- C. New and reactivated clubs are to be considered ACTIVE clubs upon approval.
- D. The I.C.C. Cabinet Meetings 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.
- E. A report will be filed by the I.C.C. cabinet on at the end of each semester determining the status of all ACTIVE and INACTIVE clubs.

SECTION 5: I.C.C. EVENT POINT SYSTEM

- A. The club with the highest number of points before the end of the semester shall be granted the title of “Most-Active Club”.
- B. All and only I.C.C.-approved events are to be valued at a reasonable number of points.
- C. All accumulated points are reset to zero at the end of each Fall or Spring semester.
- D. Points cannot be obtained outside of any Spring or Fall semester.
- E. It is the responsibility of the I.C.C. Cabinet to designate a point value to all I.C.C. events and activities, prepare and outline point thresholds, and provide a reward to clubs that reach the aforementioned threshold.
- F. The precise point-values or point distributions for activities are to be assigned at the discretion of the I.C.C. Cabinet.

ARTICLE III **CABINET AND OFFICERS**

SECTION 1: CABINET

- A. The Cabinet of I.C.C. shall consist of the following members:
 - i. President
 - ii. Vice President
 - iii. Director of Activities
 - iv. Director of Finance
 - v. Director of Equity, Diversity, and Inclusion
 - vi. Director of Public Relations
 - vii. Director of Club Support
 - viii. Director of Administration
 - ix. Historian
 - x. Student Senate Representative

SECTION 2: OFFICERS

- A. The Officers of ICC shall consist of the following members.
 - i. Commissioner of Activities
 - ii. Commissioner of Finance
 - iii. Commissioner of Public Relations
 - iv. Commissioner of Club Support
 - v. Commissioner of Administration
 - vi. Commissioner of Equity, Diversity, and Inclusion

SECTION 3: APPOINTMENT

- A. The I.C.C. Cabinet, except the President and Vice President, may be appointed by the President.
- B. Each I.C.C. Cabinet Director and the I.C.C. Secretary may nominate 1 Commissioner, or Assistant Secretary, to serve alongside them during their term, with the exception of the

Director of Diversity. Nominees must earn the approval of at least 60% of the I.C.C. Cabinet and the I.C.C. as a whole, in that order, through a vote to become the respective Commissioner.

SECTION 4: CANDIDACY

- A. Candidates for I.C.C. President must:
 - a. Be a member of a recognized club on campus.
 - b. Have served for at least one semester as a club representative to I.C.C., Club President, currently serving the I.C.C. Cabinet or held one semester as an ASO Executive Cabinet member or Senate voting member.
- B. Candidates for I.C.C. Vice President must:
 - a. Be a member of a recognized club on campus.
 - b. Have served for at least one semester as a club representative to I.C.C., Club President, currently serving the I.C.C. Cabinet or held one semester as an ASO Executive Cabinet member or Senate voting member.
- C. The President shall be elected by the 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.
- D. 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. If the Vice President position remains vacant after ICC elections then the ICC President shall be vested the power to appoint an ICC Vice President.

SECTION 5: DUTIES AND CRITERIA OF THE CABINET

- A. 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 with an ASB sticker. 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 Special Resource Center or counselor due to physical limitations) with the exception of summers and winters, 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. All Cabinet members must co-chair at least one event each semester. In addition, the below-noted elected officers shall include the President, whose duties are more fully described as follows:
 - a. **President**
 - i. To serve as the Chief Executive Officer of the ICC;
 - ii. To serve as the Chair of the Executive Cabinet and General Council;
 - iii. To recommend the appointment of Executive Cabinet Members;
 - iv. To work in conjunction with the Director of Finance to prepare the annual ICC budget proposal to ASO finance;

- v. To sign all legislation as the official signatory and to have co-signature authorization over all budgetary expenditures of the ICC;
 - vi. To provide leadership and direction for the Executive Cabinet;
 - vii. To provide leadership and support for all club presidents and ICC representatives;
 - viii. Shall only vote to break ties;
 - ix. Shall officially declare the ineligibility of an officer, elected or appointed.
- b. Vice President**
- i. To serve as the Chair of the Executive Cabinet and General Council in the absence of the President;
 - ii. To assist the President in the staffing of the ICC;
 - iii. To assist in the management and communication of all activities within the ICC;
 - iv. To assume the office of the President in the absence, incapacitation, or resignation of the President;
- c. Director of Activities**
- i. To be responsible for leading the organization of ICC Events;
 - ii. To be responsible for coordinating on-campus and off-campus organization for activities aimed at Community Donations;
 - iii. To recommend the appointment of Chairperson(s) for ICC events;
 - iv. To provide leadership and direction to the Commissioner of Activities;
 - v. To provide leadership and direction to all co-chairs organizing ICC events;
 - vi. To assume the office of the President in the absence, incapacitation, or resignation of both the President and the Vice President.
- d. Director of Finance**
- i. To serve as the Chief Financial Officer of the ICC;
 - ii. To work in conjunction with the President to prepare the annual ICC budget proposal to ASO;
 - iii. To collaborate with ASO Director of Finance to oversee ICC and club accounts and attend the ASO Finance committee as needed;
 - iv. To be vested the power of signature authority for student club expenditures;
 - v. To provide leadership and direction to the Commissioner of Finance;
 - vi. To provide leadership and support to club officers when submitting ICC budget requests;
 - vii. To be responsible for managing all monetary transactions;
 - viii. To be responsible for overseeing the preparation and the submission of the ICC budget to General;
 - ix. To be responsible for explaining the ICC budget request process to the ICC General Council each major semester;
 - x. To assume the office of the President in the absence, incapacitation, or resignation of both the President, the Vice President and the Director of Activities.
- e. Director of Equity, Diversity, and Inclusion**
- i. To be responsible for acting as ICC's liaison to the Student Equity Advisory Council;

- ii. To be responsible for attending all Student Equity Advisory Council meetings and must notify the ICC President if unable to attend;
 - iii. To be responsible for announcing Student Equity Advisory Council initiatives and events to the ICC General Council every week;
 - iv. To be responsible for assisting in the organization and promotion of Student Equity Advisory Council events;
 - v. To be responsible for recruiting students to attend the Student Equity Advisory Council;
 - vi. To provide leadership and support to clubs affiliated with the Student Equity Advisory Council;
 - vii. To provide leadership and direction to the Commissioner of Equity, Diversity and Inclusion;
 - viii. To assume the office of the President in the absence, incapacitation, or resignation of both the President, the Vice President, the Director of Activities and the Director of Finance.
- f. Director of Public Relations**
- i. To provide leadership regarding all public relations activities;
 - ii. To disseminate information about the ICC and its activities to the clubs and the student body;
 - iii. To be the direct liaison between the ICC, ASO, and the college's public relations officer;
 - iv. To assume the office of the President in the absence, incapacitation, or resignation of both the President, the Vice President, the Director of Activities, the Director of Finance and the Director of Equity, Diversity and Inclusion.
- g. Director of Club Support**
- i. To oversee the review of all new club constitutions and the list of charter members for approval of the Inter-Club Council;
 - ii. To be responsible for the monitoring and developing written reports pertaining to the active status of clubs;
 - iii. To record the attendance of club representatives at the ICC General Council meetings;
 - iv. To provide leadership and support to new and continuing clubs;
 - v. To assume the office of the President in the absence, incapacitation, or resignation of both the President, the Vice President, the Director of Activities, the Director of Finance, the Director of Equity, Diversity and Inclusion and the Director of Public Relations.
- h. Director of Administration**
- i. To be responsible for creating the agenda for all ICC meetings;
 - ii. To be responsible for recording and distributing copies of the minutes;
 - iii. To maintain and update the ICC General Council Portal;
 - iv. To assume the office of the President in the absence, incapacitation, or resignation of both the President, the Vice President, the Director of Activities, the Director of Finance, the Director of Equity, Diversity and Inclusion, the Director of Public Relations and the Director of Club Support.
- i. Historian**

- i. To be responsible for maintaining and recording a photographic history of ICC events;
 - ii. To be responsible for maintaining and recording a photographic history of club events;
 - iii. To work in conjunction with the Director of Public Relations to update the official social media accounts and the website of the ICC;
 - iv. To assume the office of the President in the absence, incapacitation, or resignation of both the President, the Vice President, the Director of Activities, the Director of Finance, the Director of Equity, Diversity and Inclusion, the Director of Public Relations, the Director of Club Support and the Director of Administrative Services.
- j. Student Senate Representative**
- i. To be responsible for acting as the liaison between the ICC and the Associated Students Organization;
 - ii. To make reports during ICC meetings on behalf of the Associated Students Organization;
 - iii. To be responsible for attending all Senate and ICC meetings and if they are unable to attend they must notify the President;
 - iv. To assume the office of the President in the absence, incapacitation, or resignation of both the President, the Vice President, the Director of Activities, the Director of Finance, the Director of Equity, Diversity and Inclusion, the Director of Public Relations, the Director of Club Support, the Director of Administrative Services and the Historian.

SECTION 6: DUTIES AND CRITERIA OF THE OFFICERS

- A. 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 with an ASB sticker. 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 Special Resource Center or counselor due to physical limitations) with the exception of summers and winters, 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.
- B. Listed below are the duties of all Commissioners:
 - i. All Commissioners have the duty of attending all meetings respectfully.
 - ii. Commissioners do not have the ability to vote during I.C.C. Cabinet meetings, and may only vote during I.C.C. General meetings on behalf of the club(s) of which they are the indicated I.C.C. Representative.
 - iii. Commissioners may take on the duties of their respective Director if said Director is absent or unable to attend.

SECTION 7: 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 a I.C.C. Cabinet member or an I.C.C. Officer at three (3) or more I.C.C. General meetings and/or Cabinet meetings without proper notice is subject to a vote of no confidence
- C. Repeated, unexcused absences by a I.C.C. Cabinet member or an I.C.C. Officer at three (3) or more I.C.C. events without proper notice is subject to a vote of no confidence.
- D. Proper notice is to be defined as providing a written or digital, text-based message, to, at least, the I.C.C. President and I.C.C. Vice President no later than 14 hours prior to a cabinet or general meeting. A notice given after this deadline must be an emergency situation.
- E. Emergency situations are defined as situations in which extraordinary or catastrophic events have occurred either physically, mentally, or emotionally. Including but not limited to: medical emergencies, family emergencies, etc. Each I.C.C. Cabinet Member and Officer is granted a maximum of 3 emergency absences per semester.
- F. 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.
- G. 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 8: PROCESS FOR FILING A VACANT OFFICE

- A. If the vacant position is that of an I.C.C. Director or the I.C.C. Secretary, the assigned Commissioner or Assistant Secretary under the aforementioned, respective Director shall inherit the roles and responsibilities of the vacant office until the end of the term.
- B. If the vacant position is not that of an I.C.C. Director, or a corresponding Commissioner does not exist, enact the following procedure:
 - 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: FUNDING/BUDGET REQUESTS

- A. Each NEW CLUB is entitled to funds from the New Club Support account. Each ACTIVE club, as defined in Article II Section 3, is eligible to request funds from I.C.C. Club Support account. Each registered, INACTIVE club is eligible to request funds from I.C.C. Club Support Account within a \$500 limit for the semester if they attend every General ICC Meeting of the current semester. Each club requesting funding will be required to state their inactive status at the time of the request.
- B. All budget requests must be made at least 2 weeks in advance to the I.C.C. Cabinet Meetings, prior to the purpose of the budget requests.

SECTION 2: DUTIES OF THE CABINET REGARDING FUND REQUESTS.

- A. I.C.C. shall initiate or alter any projects by a 2/3 majority vote, according to the I.C.C. budget.
- B. All expenditures and loans must be approved by I.C.C. at the meeting following the official request to the I.C.C. Cabinet Meetings.

SECTION 3: INACTIVITY OF A CLUB

- A. Upon declaring a club charter registered, but INACTIVE, a limit of \$500 per semester of funding from the I.C.C. budget will be placed. When said charter is reinstated, the limit will be removed upon approval of the I.C.C. Cabinet Meetings and I.C.C.

ARTICLE V

QUORUM

SECTION 1: ICC CABINET QUORUM

- A. At least a simple majority (50% + 1) of all current and registered voting ICC Cabinet Members/Officers must be present to conduct business legally.

SECTION 2: ICC GENERAL QUORUM

- A. A simple majority (50% + 1) of clubs that attended the previous meeting, or seven clubs (whichever is larger), must be present at the current meeting to conduct business legally.

ARTICLE VI

AMENDMENTS

SECTION 1: APPROVING AMENDMENTS

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

SECTION 2: ENACTING AMENDMENTS

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

ARTICLE VII

BY-LAWS

SECTION 1: GUESTS

- A. When an organization and individual invites outside guests to social functions, that organization and individuals are responsible for the conduct of guests.

SECTION 2: DANCES

- A. School Dances are to be defined as I.C.C. organized functions where:
 - a. A Disc-Jockey (DJ), musician, or other musical talent is hired or playing.
 - b. The primary goal or focus of the event is to dedicate a space for dancing.
- B. Three police officers must be present at all school dances. Arrangements for these officers shall be made through the Student Development Office.
- C. All school dances close at 1:00 a.m. exceptions must be approved by the Student Development Office.
- D. 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: COLLEGE REGULATIONS

- A. 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.O. Judiciary Committee.

SECTION 4: HAZING

- A. 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: ABIDANCE

- A. All within E.C.C. Inter-Club Council shall abide by the provisions set forth in the E.C.C. Inter-Club Council Constitution.
- B. 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.

SECTION 6: STUDENT EQUITY ADVISORY COUNCIL

- A. The Student Equity Advisory Council (SEAC) will plan, coordinate, and assist with all programs and events sponsored by the Student Equity Program. The Council will consist of

clubs that specifically serve student populations identified under the current year's Student Equity Plan.

- i. Clubs who attend 50% of all Student Equity Advisory Council sanctioned meetings and 50% of all Student Equity Advisory Council events will be recognized as: Affiliate Student Clubs.
 - a. Benefits of Affiliate Student Clubs:
 1. Identified as voting members of Student Equity Advisory Council
 2. Allocated a set amount of funding from Student Equity Funds for equity and diversity events.
- ii. Clubs who are not Affiliate Student Clubs can submit requests for funding to the Student Equity Advisory Council. Voting members will provide advisory votes to the Student Equity Program Director.
- iii. The Student Equity Advisory Council is chaired by two (2) Student Equity Advisory Council Co-Chairs.

SECTION 7: COMMITTEE CREATION

- A. All I.C.C. Cabinet members may establish committees to assist in the planning or accomplishment of I.C.C. Activities and/or events.
- B. Any committee created must be approved by Cabinet by at least a two-thirds majority vote.