

# INTER-CLUB COUNCIL CONSTITUTION

## TABLE OF CONTENTS

PREAMBLE .....	1	ARTICLE VIII FINANCE CODE .....	11
ARTICLE I NAME .....	1	ARTICLE XI AD HOC CLUB CODE .....	13
ARTICLE II PURPOSE .....	1	ARTICLE X ELECTIONS & RECALL .....	14
ARTICLE III MEMBERSHIP .....	1		
ARTICLE IV EXECUTIVE OFFICER RESPONSIBILITIES .....	3	AMENDING, FINAL EDIT, & ENABLING CLAUSE .....	15
ARTICLE V ICC MEETING BYLAWS .....	5	REVISION & AMENDMENT DATES .....	16
ARTICLE VI POWERS OF THE ICC .....	7		
ARTICLE VII ICC EXECUTIVE COMMITTEE .....	8	PROVISIONAL CLUB CONSTITUTION .....	18

## PREAMBLE

We, the students of the Inter-Club Council, have come together to promote student engagement by providing safe, inclusive, and diverse communities that are dedicated to a collective interest or passion, in the form of clubs, for all students within the Sonoma County Junior College District (SCJCD). We recognize the importance of being actively involved in the Santa Rosa Junior College (SRJC) community, and promote student engagement through our clubs. As clubs we strive to promote the general welfare of our students, our college, and our community.

## ARTICLE I NAME

**SECTION 1** The name of this student body organization within the Sonoma County Junior College District (SCJCD) Santa Rosa Junior College (SRJC) shall be the Inter-Club Council (ICC).

## ARTICLE II PURPOSE

**SECTION 1** **INTER-CLUB COUNCIL**

The Inter-Club Council has been established with the intent to govern, promote, and encourage broad participation amongst clubs at SRJC, and shall be responsible for the recognition, activation, and coordination of all clubs on the **Santa Rosa Campus**. The Inter-Club Council shall establish equitable and dynamic rules, regulations, and policies by which clubs may coordinate their activities, and govern themselves in compliance with the **Inter-Club Council Constitution**.

**SECTION 2** **INTER-CLUB COUNCIL CONSTITUTION**

The **Inter-Club Council Constitution** has been established with the intent to govern the Inter-Club Council. The purpose of the **Inter-Club Council Constitution** is to serve as the operating procedures and rules for the Inter-Club Council, and by extension, all SRJC clubs and their members.

## ARTICLE III MEMBERSHIP

**SECTION 1** **CLUBS & CLUB MEMBERSHIP (CONSTITUENCY)**

- A. The Inter-Club Council represents all Clubs, Ad Hoc Clubs, and their members.
- B. Official club membership is limited to currently enrolled students, who have signed an **Official Club Roster** of an active Club or Ad Hoc Club.
- C. All official club members are considered non-voting members of the Inter-Club Council.
- D. **SRJC CHAPTERS OF OUTSIDE ORGANIZATIONS**

Outside organizations may create SRJC chapters of their organization as a club. They shall be

recognized and referred to as a “club”, though the word “club” is not required to be a part of their name.

## **SECTION 2 INTER-CLUB COUNCIL MEMBERSHIP**

### **A. CLUB DELEGATES (VOTING MEMBERS)**

A Club’s President or an appointed club member (preferably one who holds office within the club) shall serve as the club’s delegate to the Inter-Club Council. This Delegate is responsible for attending Inter-Club Council Meetings and ensuring that they have no responsibilities that would conflict with Inter-Club Council Meeting Times.

- i. This delegate is responsible for being the primary contact for their club, submitting Inter-Club Council Related Forms (ICC Grant Proposals, Club And Trust Fund Reimbursement Requests, New Club Stipends, etc.) to the ICC Chair and Advisor.
- ii. Other officers or members of a club may serve as their club’s delegate. Communications should be made with the Inter-Club Council Chair and Inter-Club Council Advisor before they attend an Inter-Club Council meeting.
- iii. More than one (1) member of a particular club is allowed to attend an Inter-Club Council meeting; however, The appointed delegate shall be the only voting member from their club unless they have an excused absence and have designated another club member to step in as the voting member. **[REFERENCE: ARTICLE V INTER-CLUB COUNCIL MEETING BYLAWS]**.
- iv. A Club delegate can only represent (count towards quorum) and vote for one (1) club. This ensures a one (1) club, one (1) vote system.”
- v. Each club MUST have a valid Inter-Club Council Delegates on file with the ICC Chair and ICC Advisor at all times.

### **B. INTER-CLUB COUNCIL EXECUTIVE OFFICERS**

The Inter-Club Council shall have executive officers within the Inter-Club Council who are tasked with oversight of Inter-Club Council operations **[REFERENCE: ARTICLE IV EXECUTIVE OFFICER RESPONSIBILITIES and ARTICLE X ELECTIONS & RECALL CODE]**. These executive officers shall be recognized as the ICCX Officers on Agendas and Minutes, but will count towards quorum, attendance and as voting members for the club they are the delegate of NOT as ICCX Officers.

#### **i. INTER-CLUB COUNCIL CHAIR**

The Inter-Club Council Chair shall be considered a member of the Inter-Club Council, though they are elected through the general student election or appointed to the position through the Student Government Assembly (SGA). They do not affect quorum.

#### **ii. ORDER OF SUCCESSION**

The Order of Succession of the Inter-Club Council shall be: Inter-Club Council Chair, Inter-Club Council Vice Chair, Inter-Club Council Secretary, followed by the Inter-Club Council Treasurer.

#### **iii. EXECUTIVE OFFICER VOTING RIGHTS**

Inter-Club Council executive officers do not hold a vote as officers within regular Inter-Club Council meetings. However, they retain voting privileges when acting as officers in Inter-Club Council Executive Committee (ICCX) meetings.

## **SECTION 3 HONORARY MEMBERSHIP**

### **A. CLUB ADVISORS**

Club advisors will hold the title of an ‘Honorary Member’, and are barred from holding an official vote in club matters, cannot serve as the club delegate to the Inter-Club Council, and they do not affect quorum for the club.

### **B. INTER-CLUB COUNCIL ADVISOR**

A staff member of the Student Life Office shall serve as the Inter-Club Council Advisor, and hold the title of Honorary Member of the Inter-Club Council. The Inter-Club Council Advisor shall be available for clarifying questions, however, they are barred from holding an official vote in Inter-Club Council matters, cannot serve in place of the Inter-Club Council Chair, and they do not affect quorum.

## **ARTICLE IV** **EXECUTIVE OFFICER RESPONSIBILITIES**

### **SECTION 1 INTER-CLUB COUNCIL CHAIR**

- A.** Shall execute their responsibilities as an SGA Officer and as a Chair to an SGA Standing Committee as stated in the **SGA Bylaws**. [REFERENCE: **SGA BYLAWS Article V, Section 4 and Article VI, Section 4**]
- B.** Shall act as a liaison between the SGA and the Inter-Club Council. To ensure that Inter-Club Council business and needs are heard and recognized by the SGA.
- C.** Shall serve as chairperson of Inter-Club Council meetings, and be the official spokesperson of the Inter-Club Council.
- D.** Vote only to make or break a tie.
- E.** Shall sit on the Inter-Club Council Executive Committee (ICCX).
- F.** Shall be a Moderator of the SRJC Inter-Club Council social media group.
- G.** Shall assume the duties of any vacant Inter-Club Council Executive Officers positions.
- H.** May appoint Interim Officers in the case that an officer position is vacant, or is absent.
- I.** May appoint a Minute Taker to act as Secretary for a meeting, if the Inter-Club Council Secretary is absent.
- J.** Be responsible for the coordination and operation of clubs, including providing guidance for new club's activation or the notification for impending inactivation to clubs.
- K.** Assist in the maintenance, operations, and accuracy of Inter-Club Council records, including: Inter-Club Council membership, information on college website, and physical publicity.
- L.** Shall review inactive Club Trust accounts at the start of each semester, and report to the Inter-Club Council which inactivate club funds are available.
- M.** Shall work collaboratively with the:
  - i.** Vice Chair to have documented evaluations of all club related college wide events, and ensure the continuity of the Inter-Club Council and college records, maintain accurate website and club directory on the college website in a punctual manner, maintain an active list of Inter-Club Council membership.
  - ii.** Secretary to ensure that the Inter-Club Council Minutes are posted in their appropriate location punctually; the continuity of the Inter-Club Council and college records, maintain accurate website and club directory on the college website in a punctual manner, maintain an active list of Inter-Club Council membership.
  - iii.** Treasurer to maintain financial records of the Inter-Club Council, collaborate on fundraising opportunities, and oversee budget decisions with the ICC Trust.
- N.** Shall perform other duties that pertains to Clubs or the Inter-Club Council, including the creation of policies, that do not conflict with the **Student Constitution**, **SGA Bylaws**, or **SGA Codes**. Such duties and policies shall be reviewed by the Inter-Club Council for final approval.

### **SECTION 2 INTER-CLUB COUNCIL VICE CHAIR**

- A.** Shall preside as chairperson in the absence of the Chair.
- B.** Shall only vote to make or break a tie when acting as Chair.
- C.** Shall act as Sergeant at Arms during Inter-Club Council meetings.
- D.** Shall act as chairperson for the Inter-Club Council Executive Committee (ICCX).
- E.** Shall be a Moderator of the SRJC Inter-Club Council social media group.
- F.** Assist in the maintenance, operations, and accuracy of Inter-Club Council records, including: Inter-Club Council membership, information on college website, and physical publicity.
- G.** Shall ensure that the Chair has posted the agenda and that the Advisor has signed and dated it.
- H.** Shall assist the Chair in their duties.
- I.** Will be expected to lead discussion and coordination of Inter-Club Council Events and Activities.

### **SECTION 3 INTER-CLUB COUNCIL SECRETARY**

- A.** Shall be the official scribe of the Inter-Club Council, and be responsible for creating the minutes for each meeting.
- B.** Shall sit on the Inter-Club Council Executive Committee (ICCX).

- C. Shall be a Moderator of the SRJC Inter-Club Council social media group.
- D. Assist in the maintenance, operations, and accuracy of Inter-Club Council records, including: Inter-Club Council membership, information on college website, and physical publicity of Inter-Club Council related events.
- E. Shall be responsible for sending a report to the BearFacts and the Oak Leaf of any club events discussed at an Inter-Club Council meeting
- F. Shall be the lead in updating the Inter-Club Council Meeting Attendance Sheet and Inter-Club Council Club Directory.
- G. Shall be responsible for periodically passing around a Club Directory and print-outs of the SRJC clubs website information during the Inter-Club Council so members can proofread, mark, and edit their descriptions.

#### **SECTION 4 INTER-CLUB COUNCIL TREASURER**

- A. Shall be responsible for the Inter-Club Council's financial records.
- B. Shall sit on the Inter-Club Council Executive Committee (ICCX).
- C. Shall be a Moderator of the SRJC Inter-Club Council social media group.
- D. Assist in the maintenance, operations, and accuracy of Inter-Club Council records, including: Inter-Club Council membership, information on college website, and physical publicity.
- E. Shall work with the Club Accountant for up-to-date Inter-Club Council Trust Account information
- F. Will be expected to coordinate at least one fundraiser a semester to increase funds in the Inter-Club Council Trust, as well as brainstorm ways that the Inter-Club Council can invest in money to generate renewable income.
- G. Shall give a report to the Inter-Club Council at least twice a semester, about the Inter-Club Council finances, and the funds standing in relation to the Inter-Club Council's annual budget.
- H. Will be considered the lead authority for Inter-Club Council Fundraisers.

#### **SECTION 5 INTER-CLUB COUNCIL MARKETING COORDINATOR**

- A. Shall be the official Moderator of the SRJC Inter-Club Council social media group.
- B. Shall sit on the Inter-Club Council Executive Committee (ICCX).
- C. Shall head all publicity in regards to Inter-Club Council related events, creating flyers and posting them physically and digitally.
- D. Shall post on the MySRJC App frequently about Inter-Club Council events.
- E. Shall be responsible for submitting flyers and promotions about Club Days and any club events if requested by the club.
- F. Shall be the outside source to help clubs effectively promote and market their events by making flyers and posting on social media.

#### **SECTION 6 ADDITIONAL INTER-CLUB COUNCIL EXECUTIVE OFFICERS**

The Inter-Club Council may create and appoint additional Executive Officer positions. Their responsibilities and privileges include:

- A. Shall be assigned a title that focuses on a specific initiative.
- B. Shall be assigned responsibilities related to their title, as decided upon by the Inter-Club Council, and be held accountable for upholding those responsibilities.
- C. Shall sit on the Inter-Club Council Executive Committee (ICCX).
- D. Shall be ineligible for "Officer Service Club Stipend".
- E. The officer position shall only be active the academic year when appointed.
- F. May be disappointed by simple majority vote (more than half of the members), at an official Inter-Club Council meeting, without notice or appeal.

#### **EXAMPLE ADDITIONAL INTER-CLUB COUNCIL EXECUTIVE OFFICERS**

- Inter-Club Council Communications Officer
- Inter-Club Council Community Service Director
- Inter-Club Council (Department) Liaison
- Inter-Club Council Event Coordinator
- Inter-Club Council Historian
- Inter-Club Council Parliamentarian

- Inter-Club Council Webmaster
- Inter-Club Council Polly Hall (Dormitory) Liaison

## ARTICLE V INTER-CLUB COUNCIL MEETING BYLAWS

### SECTION 1 MEETINGS

Inter-Club Council meetings shall be convened pursuant to the **Ralph M. Brown Act & the Americans with Disabilities Act**.

#### [REFERENCE:

**California Government Code, Chapter 9. Meetings (Ralph M. Brown Act), Sections [54950 - 54963]**

“In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and other public agencies in this State exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.” ]

#### [REFERENCE:

**California Government Code, Section 54953.2 & United States Code (USC), Title 42, Section 12132 (Americans with Disabilities Act of 1990 (ADA), Section 202)**

“Subject to the provisions of this subchapter (“title” in ACA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” ]

### SECTION 2 LOCATION AND TIME

The Inter-Club Council shall meet in The Rotary Center for Student Leadership. In the case that the Center for Student Leadership becomes too small for all the club delegates, measures shall be taken to find a more appropriate room preferably the Senate Chambers.

### SECTION 3 TIME

Inter-Club Council meetings shall take place on Wednesdays from 1:30 to 3:00pm. This meeting time can be altered by a supermajority (2/3) vote of the membership at an official Inter-Club Council meeting.

### SECTION 4 AGENDAS & MINUTES

Any agenda items/ proposals shall be sent to the Chair of the Inter-Club Council, and is required to be submitted well in advance before the seventy-two (72) hour public posting deadline required of the **Ralph M. Brown Act**. Approved Agendas and Minutes shall be posted to the SRJC Website, in no less than seventy-two (72) hours of their approval.

The chair will establish a time in advance of the seventy-two (72) hour public posting deadline and notify all Inter-club Council delegates of this deadline for agenda items/proposals each semester.

### SECTION 5 ATTENDANCE

Attendance is counted at the beginning of each meeting and is recorded regardless of whether quorum is met. All club delegates should stay for the entirety of every meeting. This is a concern of quorum; if quorum is not achieved no decisions on business can be made. Leaving early may result in an absence. Accruing absences may result in a club’s inactivation; **REFERENCE: ARTICLE VI, SECTION 3 CLUB INACTIVATION.**

#### A. TEMPORARY IN-MEETING EXEMPTIONS

- i. If a delegate must leave the room for any reason (personal call, restroom, etc.) with intention to return to the Inter-Club Council meeting they must be acknowledged by the chair and given a temporary exemption period.
- ii. The delegate must return in a prompt manner. Failure to be present for two-thirds (2/3) of a full meeting’s duration will be considered an unexcused absence.

- iii. during the exemption period the delegate's vote will be abstained for agenda items and as they leave the Meeting Room they will no longer count towards Quorum, until the delegate returns.
- iv. If an Inter-Club Council meeting is at jeopardy of not meeting quorum due to an exemption period, the Inter-Club Council Chair reserves the right to refuse an exemption period.
- v. If an exemption period is allowed and the Inter-Club Council no longer meets quorum, the Chair reserves the right to end or postpone the meeting until the delegate arrives.

#### **B. EXCUSED ABSENCES**

- i. Excused absences will be defined as Personal or Family emergencies or serious illness
- ii. Except in cases of sudden illness or injury, notice requires at least 48 hour prior communication by email from the officer to Inter-Club Council Chair and the Certified Advisor to the ICC, or their designee.
- iii. All excused absences may be reviewed by the Inter-Club Council and overturned by a simple majority vote.

#### **C. UNEXCUSED ABSENCES**

- i. An unexcused absence is recorded when an officer is not present for seventy-five percent (75%) or more of the scheduled meeting time in an Inter-Club Council meeting. An unexcused absence will be recorded for any member who is absent for 25% or more of the scheduled time of an official Inter-Club Council meeting.
- ii. Officers who accumulate more than two (2) unexcused absences in a semester may be removed from their position by a simple majority vote in the ICC.
- iii. A club who accumulates two (2) consecutive unexcused absences or three (3) total unexcused absences is automatically inactivated. Their position is declared vacant during the following Inter-Club Council's regular meeting if no appeal has been brought to the ICC.
- iv. All unexcused absences may be reviewed by the Inter-Club Council and overturned by a simple majority vote.

#### **D. APPEALS**

- i. Appeals to unexcused absences, must be submitted to the Inter-Club Council Chair within one week of the absence and is the responsibility of the officer. The appeal will be brought to the Inter-Club Council at the following meeting during the approval of the minutes and may be approved by a simple majority vote. Approved appeals will overturn the unexcused absence.
- ii. Absences accumulated from conflicting committee responsibilities, class times, or previously excused obligations shall be considered excused.
- iii. All excused absences may be reviewed by the Inter-Club Council and overturned by a simple majority vote.
- iv. All other emergent circumstances and exceptions will be decided by the ICC.

### **SECTION 6 QUORUM**

Quorum is the number of club delegates necessary to conduct business, which is a simple majority (more than half of the members) of the body. Voting on taking actions on business items needs the approval from a simple majority of a quorum present.

### **SECTION 7 VOTING**

The Inter-Club Council will allow for different types of voting systems so long as approved by a supermajority vote [two thirds (2/3) of the voting body].

- A. It is highly recommended that club activation votes utilize a method of voting in which if there are no objections from delegates, the motion shall pass.
- B. It is highly recommended that a roll call vote is used for all financial expenditure items.

### **SECTION 8 REPORTS**

The Inter-Club Council shall be advised on how their budget works in At least one formal report once a semester and then as needed based on the spending and budgeting trends of the body. This should be done with the help of the Inter-Club Council Advisor, and cover information about how the SGA is funded by different student fees, the different student fees, the differences between Restricted and Unrestricted accounts, how funds 'roll-over' year-to-year' in the Inter-Club Council Trust, and inactive clubs funds eventually move into the Inter-Club Council Trust.

## **SECTION 9 NEW SEMESTER PROCEEDINGS**

- A. Only the returning clubs, that were active at the end of the last meeting held in the previous semester, who are in attendance during the first meeting of the new semester shall be counted as active at the beginning of the new semester, and will become the new complete list of active clubs for the semester.
- B. To allow for clubs to get settled in during a new semester, club information from the previous semester will remain on the SRJC website and in the Club Directory for the first three (3) weeks in the new semester, unless otherwise notified not to do so by the club.

## **ARTICLE VI POWERS OF THE INTER-CLUB COUNCIL**

### **SECTION 1 CLUB RECOGNITION**

The Inter-Club Council is responsible for the recognition and activation of clubs, and determines the activation-related requirements for which clubs are to adhere.

- A. In order to be recognized, a potential club must fully fill out an **SRJC Club Activation Form**.
- B. In order to be recognized, a potential club must have an Advisor willing to oversee and take responsibility for the club's activities.
- C. No club shall be recognized who has never attended an Inter-Club Council meeting, with the exception of Ad Hoc Clubs.
- D. Potential clubs must show evidence of interest in their club by having a minimum of three (3) members.

### **SECTION 2 CLUB ACTIVATION**

- A. There are two activation semesters: the Fall semester and the combined Spring semester/Summer session.
- B. Clubs are activated for the semester indicated on their completed **SRJC Club Activation Form**.
- C. A prospective club must present themselves to the Inter-Club Council, giving a short description of their club, presenting their club's constitution when applicable, and they must be available for questions. Ultimately, the decision to activate a club will be made by a majority vote from the Inter-Club Council (If a potential club has their activation declined, they may take any grievance to the Student Life Office).
- D. Once approved by the Inter-Club Council, the Inter-Club Council Chair and Advisor shall review the newly approved club's **SRJC Activation Form** (and if applicable their Club Constitution) for completeness and to check for compliance with regulations. In the case that any activation material are found to be out of compliance, the Inter-Club Council Chair and Advisor may allow for a club to continue being activated so long as any discrepancies are addressed before the next Inter-Club Council meeting.
- E. If a club becomes inactivated and then returns to the Inter-Club Council to ask to be activated again, the activation will be reviewed by the Inter-Club Council but does not require the re-submission of paperwork, re-approval of constitution, or reacquisition of a club advisor -provided no alterations were made. In the case that there has been alterations in any of the previously mentioned areas, fill out a new **SRJC Club Activation Form** and inform the Inter-Club Council of the changes. In the event of technical or documentation issues, the Inter-Club Council Chair will ensure that a new **SRJC Club Activation Form** is filled out, or the Club's Constitution is reacquired.

### **SECTION 3 CLUB INACTIVATION**

- A. If at any time the club is without an advisor, they will be inactivated.
- B. If a club fails to have representation at three (3) Inter-Club Council meetings, the Inter-Club Council Chair reserves the right to inactivate the club instantaneously and without warning (The Inter-Club Council Chair is encouraged to use this power in the case that lack of participation is interfering with quorum being met and Inter-Club Council business being obstructed).
- C. If a club fails to have representation at four (4) regular Inter-Club Council meetings during a semester the club will be inactivated, automatically, and without discussion.

- D. Clubs can fill-out a **Club Inactivation Form**, or send in their own letter of resignation with proof that the Club's Advisor is aware of the inactivated as a formal way to inactivated themselves, that does not need the approval of the Inter-Club Council.
- E. If a club is found restricting their membership on the basis of gender, race, lifestyle or origin or using any device or practice, which in effect implements any sort of selectivity, the club may be inactivated instantaneously at the discretion of the Inter-Club Council Chair or the Manager of Student Life, without being voted on by the Inter-Club Council. **[REFERENCE: SCJCD Board Policy Manual 8.5.2, and 8.5.2p]** (Any complaints may be taken up with the Student Life Office)
- F. A club may also be inactivated at anytime by a simple majority vote (more than half of the members) from the Inter-Club Council.

## **SECTION 4 CLUB INACTIVATION PROCEDURES**

- A. The inactivated club's information will be removed from the SRJC website, and Club Directory.
- B. The inactivated club's drawer and contents will be removed.
- C. The inactivated club's mailbox and contents will be removed. The Inter-Club Council is not responsible for any mail that may come in after the mailbox's removal.
- D. Unclaimed club items may be managed at the convenience of the Inter-Club Council, including the contents from their former drawer and mailbox .
- E. For information about an inactive club's funds, **REFERENCE: ARTICLE VIII FINANCE CODE**

## **SECTION 5 INDIVIDUAL CLUB CONSTITUTION APPROVAL & OVERSIGHT**

- A. The Inter-Club Council is the body that approves individual Club Constitutions.
- B. For clubs that do not have their own Constitution, the Inter-Club Council has provided the **Provisional Club Constitution** that clubs are required to adhere to. The maintenance and oversight of the **Provisional Club Constitution** is handled by the Inter-Club Council **[REFERENCE: PROVISIONAL CLUB CONSTITUTION]**.

## **SECTION 6 RESET A CLUB'S MEMBERSHIP**

In the case that a club is having trouble achieving quorum at their meetings the club President or club delegate may request to the Inter-Club Council to reset their Club's membership to only include their President.

## **SECTION 7 CLUB ROOM POLICIES**

The Inter-Club Council shall establish equitable and dynamic rules, regulations, and policies with regard to the "Club Room" (AKA Cub Cave, Bertolini Room 4648).

## **SECTION 8 CLUB DRAWER STORAGE**

The Inter-Club Council provides limited drawer storage for clubs in the Club Room. Individual clubs are limited to having one drawer. Drawer assignments are first-come-first-serve. In the case that an inactive club leaves their materials in a drawer **REFERENCE: ARTICLE VI, SECTION 4**.

## **SECTION 9 CREATE AD HOC COMMITTEES**

The Inter-Club Council may create Ad-Hoc Committees, which are committees that address specific issues that are not operating like a club. Ad-Hoc Committees can recommend expenditures, but may not approve the spending of funds without prior approval from the Inter-Club Council. **[REFERENCE: SGA BYLAWS, ARTICLE VI, SECTION 6]**

# **ARTICLE VII**

## **INTER-CLUB COUNCIL EXECUTIVE COMMITTEE**

### **SECTION 1 PURPOSE**

The Inter-Club Council Executive Committee (ICCX) is formed to conduct business to improve operations and overall communications on behalf of the Inter-Club Council.

### **SECTION 2 CHAIR & MEMBERSHIP**

The Chair of the Inter-Club Council Executive Committee (ICCX) shall be the Inter-Club Council Vice

Chair. Membership of the Inter-Club Council Executive Committee (ICCX) shall include all Inter-Club Council Executive Officers and any appointed members so long as they are part of a Club. All members of the Inter-Club Council are encouraged to participate.

## **SECTION 3 GOVERNING DOCUMENT OVERSIGHT**

The Inter-Club Council Executive Committee (ICCX) may serve as an advisory body for recommending revisions and amendments to all documents which affect clubs or students, including:

- **Inter-Club Council Constitution** (Internally Controlled)
- **SRJC Student Constitution**
- **SGA Bylaws, & SGA Codes**
- **SRJC College Policies**, particularly College District policies **8.5.2** and **8.5.2P**
- **California Education Code**, etc.

## **SECTION 4 CLUB ACTIVITIES PLANNING & COORDINATION**

The Inter-Club Council Executive Committee (ICCX) serve as the primary body responsible for the planning and implementation of Inter-Club Council activities and all college-wide events where clubs participate.

- A. Shall updates the **Inter-Club Council Activities Best Practices**.
- B. Shall be responsible for creating and documenting evaluations for each event to ensure that future events are well informed of best practices.
- C. Shall work collaboratively with the SGA Vice President of Student Life, to ensure club activity needs are heard and addressed.

## **SECTION 5 INTER-CLUB COUNCIL FINANCES**

The Inter-Club Council Executive Committee (ICCX) may serve as an advisory body responsible for making recommendations for club finances and new financial programs for the Inter-Club Council.

- A. Shall update the **Inter-Club Council's Finance & Fundraiser Best Practices**.
- B. Serves as an advisory body responsible for fundraising.
- C. Shall work collaboratively with the Club Accountant, to analyze the Inter-Club Council budget.
- D. Shall maintain all forms for budget related actions.

## **SECTION 6 AWARD JUDGING & MAINTENANCE**

The Inter-Club Council recognizes clubs and who have shown exceptional service to the SRJC and have developed different awards to commemorate their service. On behalf of the Inter-Club Council, the Inter-Club Council Executive Committee (ICCX) shall be the body that selects the semesterly Club Award(s).

- A. **VOTING** - Club members who sit on the Inter-Club Council Executive Committee (ICCX) maintain their club's eligibility to win an award, but are barred from voting for their own club.
- B. The Inter-Club Council Executive Committee (ICCX) may vote in favor of a club who has not submitted a résumé.
- C. The decisions of the Inter-Club Council Executive Committee shall be final.

### **D. AWARDS**

Awards shall be given to two (2) forms 1.) a small plaque that can be given to the club/advisor to keep, and 2.). A perpetual plaque that goes to the Inter-Club Council that shall be formatted in the following way: all in capitalized letters with semester/year on top and the winning club/advisor name beneath the semester/year.

## **SECTION 7 BEST CLUB AWARD**

The Best Club Award is the Inter-Club Council's most prestigious award given to recognize the club that made the most impact in the semester. To help the Inter-Club Council Executive Committee (ICCX) make an informed decision, an announcement will be made to open up the 'club résumés submission process'. Clubs will submit "résumés" that list events, activities, involvement, and accomplishments that the club has obtained during the current semester only.

**BEST CLUB AWARD CRITERIA - EXAMPLE EVENTS, ACTIVITIES, & CONSIDERATIONS**  
[It's good to email this information out to clubs, so they can have this in mind, when making their résumés.]

- A. CLUB DEVELOPMENT**
  - Number of members
  - Number of meetings
  - Tabling & Outreach efforts
- B. INTER-CLUB INVOLVEMENT & ENGAGEMENT**
  - Club events and social events
  - Club money-making events
- C. COLLEGE INVOLVEMENT & ENGAGEMENT**
  - Donations / Work for the Inter-Club Council
  - Dances, Movie Screenings, Guest Speakers, Student Panels
  - Participation in Club Days or SRJC SGA sponsored events
  - Donations to College or Student Body
  - Scholarships
- D. COMMUNITY INVOLVEMENT & ENGAGEMENT**
  - Food Drives, Disaster Relief Drives
  - Litter Pick-ups
  - Participation in Walk-a-thons or similar activities
  - Political Campaign Involvement

## **SECTION 8 CLUB ADVISOR OF THE SEMESTER AWARD**

The Club Advisor of the Semester Award recognizes a club advisor who has gone above and beyond in supporting their club.

### **CLUB ADVISOR OF THE SEMESTER AWARD CRITERIA**

- Must have been an advisor during the semester in which the club they advise was active.
- Must have been nominated by a club either by written submission, or presentation highlighting the advisor's contributions.

### **EXAMPLE EFFECTIVE CLUB ADVISING**

- Being available for the club
- Being supportive in fostering student leadership

## **SECTION 9 HENRY C. BAKER SR. SERVICE AWARD**

Henry Charles Baker senior (1923-2005). Backpacking Club founder. Alpha Gamma Sigma member. The Inter-Club Council recognizes Henry C. Baker Sr. for his many years of service he gave to the SRJC, students, and the campus environment, the Inter-Club Council has established the Henry C. Baker Sr. Service Award to be given at each semester to the club who has best exemplified the values Henry demonstrated.

### **HENRY C. BAKER SERVICE AWARD CRITERIA**

- Club must be active the semester the award is to be given
- Club must have performed an on-campus service, and all services provided must have been unpaid volunteer hours in one of the following ways:
  - maintaining the cleanliness of the campus or other environmentally-related activity, or
  - providing services to a campus group or departmental program, like tutoring or helping with events and activities [EXAMPLE DEPARTMENT: DRD, MESA, Learning Communities]

## **SECTION 10 ADDITIONAL HONORABLE MENTIONS**

The Inter-Club Council recognizes the importance of acknowledging clubs for their contributions and that with so many clubs, and our numbers growing, that as time goes on our different club's missions, support mechanisms, institutional persistence, and abilities will vary more and more. It will become unreasonable to hold the same expectations and criteria amongst our various clubs, and actions will need to be taken to ensure more equitable practices when recognizing and rewarding club contributions.

### **EXAMPLE HONORARY AWARDS:**

- **Best Organization Award**  
Sometimes support from a higher organization makes it easier for clubs to organize and be effective. The ‘Best Organization Award’ is given to clubs who get support from a higher organization, and helps give clubs without support from a high body a fair chance at winning the ‘Best Club Award’.
- **Best Sports Club Award**  
Competition is a core part of a sports clubs, which separates their mission from other clubs. The ‘Best Sports Club Award’ is given to clubs that compete with other colleges, including: eSports, Competitive Dance/ Martial Arts, Debate/ Forensics, Poetry/Glee Club/Theatre, etc.
- Best New Club Award
- Best ‘College Program Club’
- Best On Campus Activity Award / Off Campus Activity Award
- Greatest Contributor to the Inter-Club Council
- Most Community Involvement
- Most Dedicated Club Member
- Most Politically Involved
- Most Supportive of Campus Community
- Recognition of a Non-Club Student Group

## ARTICLE VIII FINANCE CODE

### **SECTION 1 INTER-CLUB COUNCIL TRUST**

The Inter-Club Council will create a trust account to hold their funds in called the “Inter-Club Council Trust”. The Inter-Club Council Trust will be separate from all SGA accounts, budgets, Trusts, etc. Money put into Inter-Club Council Trust will roll-over each year, and be considered the property of Inter-Club Council. Funds kept in the Inter-Club Council Trust may only be accessed when a proposal is made by a recognized club of the Inter-Club Council (of any SRJC campus) or any group or individual sponsored by an active club once approved by the council with a simple majority vote (more than half of the members) is made.

### **SECTION 2 INACTIVE CLUB FUNDS**

When a club remains inactive for four (4) consecutive semesters (excluding summer ‘sessions’), the club’s account funds will be deposited into the Inter-Club Council Trust, and will be considered the property of the Inter-Club Council. The transfer of inactive club funds may take place during the final month of the fourth consecutive semester.

### **SECTION 3 CLUB GRANTS**

The Inter-Club Council wishes to support innovative ideas to help clubs enhance the college experience for their members and the college community. Grants issued to clubs by the Inter-Club Council are not meant to decrease a club’s activities nor to annually sustain unsustainable clubs. Club grants are available to any active club within the district. Due to finite funding, and the amount of clubs the Inter-Club Council represents, the Inter-Club Council has developed parameters and criteria for individual clubs to abide by:

- A. Club Grants Shall be limited to one grant per club every Inter-Club Council Meeting.
- B. A Club Grant shall be limited to \$400 maximum, unless the Inter-Club Council approves amounts beyond \$400 with repayment to the Inter-Club Council trust.
- C. Clubs must complete the Inter-Club Council’s **Club Grant Application**.
- D. Recipients of an Inter-Club Council Club Grant must acknowledge and promote the Inter-Club Council at events, activities, and in all publicity for which the Inter-Club Council has funded.

### **SECTION 4 RETURNING CLUB STIPEND**

The Inter-Club Council has developed a stipend that is auto-awarded to returning clubs following certain parameters and dependant on the returning club meeting certain criteria:

- A. The Returning Club Stipend will only be expended on the condition that a minimum of \$4,000 is transferred into the Inter-Club Council Trust, as part of the Inter-Club Council’s annual funding.
- B. The total annual allotment for the Returning Club Stipend shall not exceed \$2,000.

- C. The stipend amount for eligible clubs shall be \$50, except in the instance that the total eligible clubs would exceed \$2,000 in which case \$2,000 will be distributed evenly (rounded down) between all eligible clubs.
- D. Eligibility for the Returning Club Stipend shall be limited to those clubs who were active at the end of the previous academic year's Fall and Spring semesters, and who have reactivated their club within the 'three (3) week grace period' at the start of the new academic year.
- E. Disbursement of the Returning Club Stipend shall occur after the third (3rd) week of the new academic year, based off the roll sheet of the most recent Inter-Club Council meeting.
- F. All unused funds shall return to the Inter-Club Council Trust.
- G. Any emerging issues regarding the Returning Club Stipend shall be handled by the Inter-Club Council Chair and the Inter-Club Council Advisor.

## SECTION 5 NEW CLUB STIPEND

In order to address the needs of new clubs, the Inter-Club Council has developed the New Club Stipend that is awarded after following certain parameters and dependant on the new club meeting certain criteria:

- A. The New Club Stipend will only be expended on the condition that a minimum of \$5,000 is transferred into the Inter-Club Council Trust, as part of the Inter-Club Council's annual funding.
- B. The stipend amount for eligible clubs shall be \$50, and shall be implemented on a first-come-first-serve basis. The total annual allotment for the New Club Stipend shall not exceed \$1,000  
[REFERENCE: Equal to 20 clubs].
- C. Disbursement of the New Club Stipend shall occur after a new club has filled out the "**New Club Stipend Application**" that will confirm that the new club has met the following criteria:
  - i. The new club has become activated before the end of October in the Fall semester, or the end of March in the Spring semester.
  - ii. Confirm the new club had attended the Inter-Club Council meeting following the meeting that they became activated.
  - iii. Confirm they have a minimum of five (5) members.
  - iv. Confirm that they have submitted a Club Constitution.
  - v. Confirm that they have submitted a description for their club to be posted online.
  - vi. Confirm that the Club President and Club Advisor has met with the Inter-Club Council Advisor for an orientation.
- D. Final determination for eligibility and any emerging issues regarding the New Club Stipend shall be handled by the Inter-Club Council Chair and the Inter-Club Council Advisor.
- E. If a new club who has successfully applied and received a New Club Stipend is inactivated within the same semester they became active, the Inter-Club Council reserves the right to fine the club up to \$50.

## SECTION 6 OFFICER SERVICE CLUB STIPEND

The Inter-Club Council has developed an Officer Service Club Stipend to recognize their service and dedication to the Inter-Club Council. Disbursement of the stipend follows certain parameters and dependant on the Inter-Club Council Officer meeting certain criteria:

- A. The Inter-Club Council Chair is barred from partaking in the program.
- B. Total allotment for the Officer Service Club Stipend shall not exceed \$1,200.
- C. The stipend is intended for use by the officers club for club activities, and will be dispersed to the respective club account.
- D. The stipend amount shall be \$100 per disbursement. No individual club shall receive more than one (1) stipend per disbursement period regardless of the number of officers.
- E. Disbursement periods for the Officer Service Club Stipend shall be 'quarterly' (twice a semester), being awarded Mid-Fall Semester (October 15th or the following Monday), End of Fall Semester (week before Finals Week), Mid-Spring Semester (March 15th or the following Monday), and End of Spring Semester (week before Finals Week).
- F. Officer must be a current officer at the time of disbursement.
- G. Officers must fulfill their duties as an Inter-Club Council Officer.
- H. Officers must attend at least 80% of Inter-Club Council meetings of the disbursement period.
- I. Officers must hold at least one (1) Inter-Club Council Executive Committee meeting during each disbursement period, and attend all Inter-Club Council retreats and trainings.

- J. Failure to abide by the Inter-Club Council Constitution may result in forfeiture of the Officer Service Club Stipend. Officers are responsible for communicating and explaining to the Inter-Club Council Chair and Inter-Club Council Advisor about any conflicts with upholding responsibilities.
- K. Any unused funds shall go back into the Inter-Club Council Trust.

## **SECTION 7 ANNUAL BUDGETS, AWARDS & CONTESTS**

The Inter-Club Council may develop an annual budget to determine the amount of funds to allocate for a variety of annual events, contests, and other Inter-Club Council operations.

### **EXAMPLE BUDGET ITEMS:**

- Best Club Award
- Pumpkin Carving Contest
- Inter-Club Council Perfect Attendance Award
- Dodgeball Competition
- End-of-Year Inter-Club Council Celebration
- Roster Turn-in Stipend

## **SECTION 8 BUTTON MACHINE POLICY**

The Inter-Club Council has taken ownership of the Button Machine and has developed the following policies that pertain to its use:

- A. **FOR CLUBS & STUDENT GOVERNMENT:** The purchase price per button shall be 10¢
- B. **FOR DISTRICT DEPARTMENTS:** The purchase price per button shall be 15¢

## **SECTION 9 FUND EXPENDITURE USER AGREEMENT**

If at any time it is found that a recipient of Inter-Club Council funds does not expend funds in the manner it was approved or fails to return any unused funds to the Inter-Club Council Trust, they may be fined in the amount equal to the misused or unused funds.

## **SECTION 10 COMMUNITY DONATIONS**

Donations to the Inter-Club Council shall be deposited into the Inter-Club Council Trust account, to be used at the discretion of the Inter-Club Council. Checks should be made out to SRJC-ICC. Our Federal Taxpayer Identification Number (TIN) is 94-6033759.

## **ARTICLE IX** **AD HOC CLUB CODE**

### **SECTION 1 AD HOC CLUBS**

The Inter-Club Council may recognize Ad Hoc committees, known as 'Ad Hoc Clubs'. Ad Hoc Clubs are informal student led groups, or temporary campaigns, with a specific purpose that the Inter-Club Council supports (Graduation Fundraising, Disaster Relief, etc.). The membership of Ad Hoc Clubs may include faculty, staff, and administrators employed at the SRJC.

### **SECTION 2 RECOGNITION, ACTIVATION, AND DURATION**

An Ad Hoc Club must apply for recognition by the Inter-Club Council. Recognition is granted upon a majority vote of the Inter-Club Council members. Once approved, the Ad Hoc Club becomes a recognized on-campus organization active only in the semester in which they are approved. At the end of the semester the Ad Hoc Club will be deactivated, and must reactivate every semester as necessary.

### **SECTION 3 RESTRICTIONS**

The following restrictions will be placed on Ad Hoc Clubs:

- A. Will not have representation, a vote, or effect quorum in the Inter-Club Council, and may not serve on the Inter-Club Council Executive Committee.
- B. May not receive the New Club Stipend, Returning Club Stipend or be awarded the Best Club Award.
- C. Will be barred from applying for a club grant, or receiving any funds that are part of the Inter-Club Council Trust.
- D. May not use a club drawer for their supplies in the Club Room.

- E. The lead student contact shall be referred to as “Director” and not as “President”
- F. Funds collected by an Ad Hoc Club may only be used for a singular purpose agreed to on the Ad Hoc Club Activation form.
- G. May only table at Club Days or Participate in Inter-Club Council Hosted Events if they request permission first, with the understanding that Ad Hoc Clubs will be given second priority to tables/supplies to Clubs that are members of the Inter-Club Council that have delegates actively involved in inter-club council meetings.

#### **SECTION 4    RIGHTS AND PRIVILEGES**

Once an Ad Hoc Club has been recognized by the Inter-Club Council, they shall be given the following rights and privileges:

- A. Be given a club trust account that can be used for fundraising for a singular purpose.
- B. Be allowed to table on club days, Day Under the Oaks, and individually.
- C. May reserve a room to meet.

#### **SECTION 5    COLLEGE OVERSIGHT**

Ad Hoc Clubs must abide by all campus policies, have a faculty advisor and must submit to the Inter-Club Council a form showing the name of the Ad Hoc Club, the name / contact information of the advisor, the name / contact information of the student contact a brief statement of purpose, and list the singular use that Ad Hoc Club funds may be used. Once Ad Hoc Club status has been obtained, the group need not send a representative to the Inter-Club Council.

### **ARTICLE X** **ELECTIONS & RECALL CODE**

#### **SECTION 1 CANDIDATE & OFFICER REQUIREMENTS**

- A. All Inter-Club Council Executive Officers, except the Chair, must be from an active club.
- B. Each Inter-Club Council Executive Officer must be from a different club.

#### **SECTION 2    INTER-CLUB COUNCIL ELECTIONS**

- A. **OPTIONAL:** To help give additional time for the Inter-Club Council to consider members who are interested in being an Inter-Club Council Executive Officer, the Inter-Club Council may hold a meeting to allow members to announce their intention to run and give speeches a week prior to the meeting when elections are held.
- B. Elections will be held on either the second-to-last or last Inter-Club Council meeting of the Spring semester.
- C. If there is a vacancy in an officer position a special election may be held in the same manner as a normal Inter-Club Council election to fill that vacancy.
- D. In the case that there is a contested position, the candidates will leave the room as the club delegates cast their votes. Votes will be casted by club delegates choosing their preferred candidate by the candidates name or the club they are from; once all the club delegates in the room have casted their vote, the candidates will return from outside the room to give their vote. The votes will be tallied up and the candidate with the most votes in the end will be deemed the winner.
- E. In the case that more than two (2) people run, the Inter-Club Council shall hold several votes eliminating the candidate with the least votes each time, until a winner is determined.

#### **SECTION 3    REMOVAL OF OFFICER**

- A. Inter-Club Council Officers shall be automatically removed if they accrue three (3) unexcused absences.
- B. If at any point an Inter-Club Council Officer has a conflicting class schedule with the Inter-Club Council regular meeting, they shall be automatically removed from their officer position.

#### **SECTION 4    IMPEACHMENT OF THE CHAIR**

- A. If at any time the Inter-Club Council finds that the Inter-Club Council Chair unable to sufficiently perform their duties, a motion can be made by any member of the Inter-Club Council to impeach the Inter-Club Council Chair. This motion can be made at any time, and without needing to be approved

- in the agenda. Once moved and seconded and passed with a supermajority vote [two thirds (2/3) of the voting body], the Vice Chair (following the order of succession) will assume the role and responsibilities of the Inter-Club Council Chair until either the Inter-Club Council finds the impeached chair fit to chair meetings, or the SGA appoints a new Inter-Club Council Chair.
- B. In the case that there are no Inter-Club Council Officers who can chair the Inter-Club Council meetings, the Inter-Club Council Chair must continue to Chair the meetings since no-one else is available. Whatever the case, measures should be taken by any Inter-Club Council member to add the disappointment of the Inter- Club Council Chair at the next SGA meeting.
- C. This section shall be known as the “Joshua J. Pinaula, Club Community Protection & Chair Accountability Act,” and was written because at the time, the Inter-Club Council Chair was elected in the general student election and not by the Inter-Club Council. An electoral system that allowed for the possibility of an Inter-Club Council Chair who had no club experience.

## **MAKING CHANGES TO THE INTER-CLUB COUNCIL CONSTITUTION:**

### ***Amending Clause***

*Revisions / Amendments to the Inter-Club Council Constitution will be approved and operative after a one week reading period and when a simple majority vote (more than half of the members) is reached by the Inter-Club Council.*

### ***Final Edit Clause***

*As the revisions and/or amendments are being incorporated into the Inter-Club Council Constitution, the following edits are made to ensure order in the Constitution: ensuring that all division (Article, Section, etc.) the numbers are correct, revising any references within the document, and updating the Table of Contents to reflect changes.*

### ***Enabling Clause***

*The Inter-Club Council Constitution shall go into effect on the day following its approval. The Inter-Club Council Constitution is subordinate to and shall not conflict with Federal Laws, California State Laws, the California Education Code, SCJCD Board Policy (specifically College Council Policy 8.5.1, 8.5.2 and 8.5.2P), SRJC Student Constitution, or the SGA Bylaws.*

## PAST INTER-CLUB COUNCIL DOCUMENTS, REVISION & AMENDMENT HISTORY:

<b>Inter-Club Council Code:</b>	
Created: Spring Semester 1967	Amended: Spring Semester 1967
Amended: Spring Semester 1967	Amended: Spring Semester 1978
Revised: Spring Semester 1993	Amended: Spring Semester 1999
Amended: Fall Semester 1999	Amended: Spring Semester 2001
Amended: Fall Semester 2002	Amended: Fall Semester 2003
Amended: Spring Semester 2004	Amended: Spring Semester 2006
Revised: Spring Semester 2010	Revised: Fall Semester 2010
Ameliorated: Fall Semester 2013	Bylaws Split: Spring Semester 2014
Merged: Fall Semester November 25, 2015 Mtg.#9	
<b>Ad Hoc Student Committee Code:</b>	
Created: April 23, 1976	Updated: September 1998
Merged: Fall Semester November 25, 2015 Mtg.#9	
<b>Inter-Club Council Best Club Awards Bylaw:</b>	
Amended: Spring Semester 1979	Revised: Spring Semester 1993
Revised: Spring Semester 1995	Revised: Spring Semester 2005
Ameliorated: Spring Semester 2014	Merged: Fall Semester November 25, 2015 Mtg.#9
<b>Money Making Requirements and Guidelines:</b>	
Created: July 26, 1985	Dissolve: Fall Semester November 25, 2015 Mtg.#9
<b>Inter-Club Council Trust &amp; Inactive Club Account Policy:</b>	
Created: April 7, 2005	Amended: Fall November 3, 2013
Amended: Spring February 24, 2014	ICC Independence: Fall August 10, 2015 - SGA Mtg.#6
Merged: Fall Semester November 25, 2015 Mtg.#9	
<b>Inter-Club Council Bylaws:</b>	
Created: Spring, February 24, 2014	Revised: Spring, May 7, 2014
Merged: Fall Semester November 25, 2015 Mtg.#9	
<b>SRJC "Default" Club Constitution (used to be a part of the 'SRJC Club Activation Packet')</b>	
Created: Unknown	Activation Packet Revised: Spring, February 2014
Merged: Fall Semester November 25, 2015 Mtg.#9	

## INTER-CLUB COUNCIL CONSTITUTION, REVISION & AMENDMENT SUMMARIES:

Revision Type:	Semester:	Date:	Mtg.#	Approved By:	REV #
Created (Merged)	Fall	November 25, 2015	09	Inter-Club Council	N/A
<b>Revision Synopsis:</b>					
• Consolidated all Inter-Club Council documents with minor changes.	• Club Presidents, as head representative of their club, default as their club's delegates to ICC.				
• Dissolved "Money Making Requirements & Guidelines".	• Integrated general Club Constitution into ICC Constitution.				

Revision Type:	Semester:	Date:	Mtg.#	Approved By:	REV #
Revision	Fall	September 20, 2017	05	Inter-Club Council	01
<b>Revision Synopsis:</b>					
• Integrated all Inter-Club Council codes, as one document.	• Merged all Inter-Club Council committees and their responsibilities into a singular Inter-Club Council Executive Committee				
• Incorporated revision synopsis					
• Added Final Edit Clause					

Revision Type:	Semester:	Date:	Mtg.#	Approved By:	REV #
Revision	Fall	November 15, 2017	11	Inter-Club Council	02
<b>Revision Synopsis:</b>					
• Significant changes regarding Inter-Club Council finances.	• Changed when Inactive Club Funds may be transferred into Inter-Club Council Trust.				
• Codified the Returning Club Stipend, the New Club Stipend, and the Officer Service Club Stipend.	• Created language, particularly the restrictions and privileges, for Ad Hoc Clubs.				
• Created policy around Club Grants (capped club grant amount) and Button Machine.					

Revision Type:	Semester:	Date:	Mtg.#	Approved By:	REV #
Revision	Spring	March 14, 2018	21	Inter-Club Council	03
<b>Revision Synopsis:</b>					
• Clarified Inter-Club Council Membership	• Clarified and codified additional Inter-Club Council Election procedures and added more accountability measures for executive officers.				
• Clarified Inter-Club Council Awards					
• Codified Club Advisor of the Semester Award					
• Detailed the powers of the Inter-Club Council.	• Turned Examples into lists				

- |  |
|--|
| ● 8 absences is an automatic inactivation. |
|--|

Revision Type:	Semester:	Date:	Mtg.#	Approved By:	REV #
Revision	Spring	May 8, 2019	27	Inter-Club Council	04
<b>Revision Synopsis:</b>					
● Clarified Inter-Club Council Membership ● Clarified Inter-Club Council Attendance ● Detailed the powers of the Inter-Club Council.				● Turned Examples into lists ● 3 unexcused absences are an automatic inactivation.	

Revision Type:	Semester:	Date:	Mtg.#	Approved By:	REV #
Revision	Spring	April 17, 2024	16-20 & 22	Inter-Club Council	05
<b>Revision Synopsis:</b>					
● ICC Officers do not have an officer vote in ICC ● Added Officer: Marketing Coordinator ● Non-advisor Alumni, Faculty, Staff, and Management, as well as Trustees, Community Members, and Animals cannot be honorary members of a club. ● Codified meeting time				● Clubs limited to 1 grant per meeting ● 2 consecutive or 3 total unexcused absences is an automatic inactivation ● 3 absences the Chair may inactivate a club, 4 the club is automatically inactivated	

# PROVISIONAL CLUB CONSTITUTION

## ARTICLE I NAME & PURPOSE

The club's name shall be what is written in their submitted **SRJC CLUB ACTIVATION FORM**, which has been approved by the Inter-Club Council. The club's purpose shall be found under their description on the college website. The purpose of the provisional constitution is to serve as a simple temporary governing document that helps a club become active, and ensures a club adheres to regulations set forth in college policy while the club figures out their own operations and draft their own constitution.

## ARTICLE II MEMBERSHIP

Any currently enrolled SRJC student shall be eligible for membership. There shall be no restrictions. Membership shall begin when a student signs the club's **Official Club Roster**. Clubs may not restrict their membership on the basis of gender, race, sexual orientation, religion, lifestyle, origin, or lack of the previously mentioned identifiers. No club may use any device or practice, which in effect implements any sort of selectivity. If a club is found to be discriminating against a prospective member, the club may be inactivated and face any consequences deemed appropriate by the college. [REFERENCE: SCJCD Board Policy Manual **8.5.2**, and **8.5.2p**]

## ARTICLE III OFFICERS

The club shall elect officers by a simple majority vote (more than half of the members) of the members present. Officers shall serve for a semester, until clubs are renewed the following semester. Officers may be removed with a super majority (two thirds of the membership) vote of the members present at any meeting decides to eliminate them, whereupon only a simple majority will be needed to elect the new officer(s).

- The President shall be responsible for serving as their club's delegate to the Inter-Club Council
- The Vice President shall serve as their club's delegate to the Inter-Club Council in the case that the President unable due to class conflicts.
- The club may appoint additional officers to be in charge of various tasks, as decided by the club.

## ARTICLE IV MEETINGS

The club's meeting times shall reflect the information on the college website.

## ARTICLE V ADOPTING A NEW CONSTITUTION

A club may adopt their own Constitution by means of vote equal to a simple majority of the club's total membership present at a regular club meeting, once reviewed and approved by the Inter-Club Council Chair & Advisor and signed by the Club's Advisor and President. The new Club Constitution becomes effective upon the time all the previously listed requirements are met.

### REFERENCE POLICIES THAT GOVERN A CLUB:

(Their own Club Constitution) > Inter-Club Council (ICC) Constitution > Student Government Assembly (SGA) Bylaws, and SGA Codes > Santa Rosa Junior College (SRJC) Student Constitution > Sonoma County Junior College District (SCJCD) Board Policy Manual [Particularly 8.5.2, and 8.5.2p] > Santa Rosa City Laws > Sonoma County Laws > California State Laws [Particularly, California Education Code], Federal Laws