

ACTIVE CLUBS AT GAVILAN COLLEGE

Inter Club Council Constitution

Upon recognition as an official student club by the Inter Club Council (ICC), clubs have the following responsibilities, privileges, and services available to them.

Establishment

There shall be established at Gavilan College a permanent organization for clubs and organizations under the Associated Students of Gavilan College (ASGC) named the Inter Club Council (ICC).

Purpose

Section 1. The Inter Club Council's purpose and responsibilities are to:

1. Be responsible for acting on behalf of ASGC by officially recognizing all Gavilan College clubs and organizations.
2. Give guidance to new clubs in such matters as: getting started, drawing up constitutions and bylaws, as well as conducting club affairs.
3. Provide information, orientations, and workshops for clubs in the areas of communications, leadership, publicity, or as requested.

Members

Section 1. A member of ICC shall be defined as an officially recognized Gavilan College club

Section 2. There shall be two types of memberships – active or inactive.

Section 3. Should a club wish to be chartered by the ICC, the following sections are a list of necessary requirements to receive active club privileges:

Meetings & Procedures

Section 1. The time, date, and duration of the meetings will be determined by the ASGC VP of Clubs and items listed on agenda.. Meetings are to be held no less than once per month during the academic year unless otherwise determined by the ICC. There will be total of six (6) meetings in an academic semester.

- a. The first and last ICC meeting of the semester are mandatory. These meetings are reserved as “Opening” of the semester and “Closing” of the semester meetings.
 - i. Missing one (1) of these meetings will result in the club being deemed inactive.
- b. The remaining four (4) ICC meetings of the semester are reserved as “Club Update” meetings
 - i. Missing two (2) Club Update meeting shall result in the club being deemed inactive.

Requirements of an Active Club

1. Have a Gavilan College faculty or staff member as their advisor.
2. Follow policies and procedures of Gavilan College as described by the Board of Trustees Policies and Procedures, Associated Students of Gavilan College (ASGC) Constitution and Bylaws, State and Federal Laws, and the guidelines provided in this governing packet.
 - a. Paying special attention to **Section 9** of the Gavilan College *Standards of Student Conduct* (SSC), which reads: “Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law”.
3. Have and follow a club constitution and by-laws.
4. Be represented at Club Day each semester for no less than one (1) hour.
5. Be represented at a minimum of four (4) ICC meetings by the club president or designated ICC replacement representative.
6. Chartered clubs will follow Gavilan Business Office policies and procedures.
7. File a Club Meeting Calendar and Club Officer Roster Form with the ASGC Vice President of Clubs by the second ICC meeting of each respective semester (i.e. Fall and Spring).

Privileges of an Active Club

1. Use of the Gavilan College name and logo when appropriate.
2. Schedule use of available rooms and/or equipment.
3. Poster and paint supplies provided by ASGC.
4. Establishment of a Club account with the Gavilan Business Office.
5. Ability to apply to hold fundraisers on campus.
6. Opportunity to receive \$100 funding each semester from ICC/ASGC per Sub-Section IV: **Club Incentives** and may request a \$200 one-time startup contribution.
7. Ability to request other funding from the ASGC.

Reasons for Losing Active Club Status

1. Organizing without a recognized advisor. Advisors must be a Gavilan College employee.
 2. Failure to follow policies, rules, and regulations of Gavilan College, ASGC, and ICC governing documents.
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Inter Club Council Bylaws

ARTICLE I: ESTABLISHMENT

Section 1. There shall be established at Gavilan College a permanent organization for clubs and organizations under the Associated Students of Gavilan College (ASGC) named the Inter Club Council (ICC).

ARTICLE II: PURPOSE

Section 1. The Inter Club Council's purpose and responsibilities are to:

Last Ratified December 11, 2002

4. Be responsible for acting on behalf of ASGC by officially recognizing all Gavilan College clubs and organizations.
5. Give guidance to new clubs in such matters as: getting started, drawing up constitutions and bylaws, as well as conducting club affairs.
6. Provide information, orientations, and workshops for clubs in the areas of communications, leadership, publicity, or as requested.

ARTICLE III: RESPONSIBILITIES

1. Serve as a forum for clubs on any matters considered to be of importance to them.
2. To hold semi-annual Club Days and other activities as needed.
3. Publish a master calendar of club events and activities in cooperation with Gavilan's PIO officer, the ASGC VP of Activities, and/or the Student Life Coordinator.
7. Have the general responsibility of legislating and enforcing rules as outlined in this document.
 - a. Should any club wish to appeal the ICC, the respective club shall request an agenda item to be placed on the ASGC agenda and will be at the discretion of the ASGC to approve or deny the appeal. Should any club be dissatisfied with the decision of both the ICC and ASGC, the club may contact the VP of Student Services and it will be at their discretion to approve or deny the appeal which shall have the power to override both the ASGC and ICC's decision.
8. Act in an advisory capacity to ASGC and the District regarding all club requests and/or any other requests/matters deemed necessary by the ASGC.

ARTICLE IV: ICC MEMBERS

Section 1. A member of ICC shall be defined as an officially recognized Gavilan College club

Section 2. There shall be two types of memberships – active or inactive.

Section 3. Should a club wish to be chartered by the ICC, the following sections are a list of necessary requirements to receive active club privileges:

Membership Requirements

- A. Clubs shall adhere to the Gavilan College *Standards of Student Conduct* (SSC), specifically **Section 9**, which reads: “Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law”.
- B. Clubs shall have a minimum of five members who must be enrolled at Gavilan College.
 - a. The following positions must be filled at all times: President, Vice President, and Communications Officer (or equivalent to).

Duties and Responsibilities

- A. Have a current Club Officer Roster form on file with the ASGC VP of Clubs submitted in the fourth week of the semester, no later than the second ICC meeting of the semester.
 - a. ICC representatives must keep the Club Officer Roster up to date with ICC.
 - b. Extensions may be given - at the discretion of ASGC VP of Clubs
 - c. Clubs will submit a final club roster at the end of year to the Student Life Coordinator.
- B. Have an ICC Representative attend all four (4) ICC Club Update meetings.
- C. New ICC Representatives must attend the ICC Club Officers Orientation meeting once a semester (meeting date is to be set by the ASGC VP of Clubs).
 - a. **If Absent** - the club’s respective ICC Representative must meet with the ASGC VP of Clubs or the appointed ICC Advisor within three weeks of scheduled date of orientation. If failed to do so, the club will become inactive.
- D. Participate in Club Days during the designated days and times in the Fall and Spring semesters
 - a. Participation will include hosting a club table for each Club Day for at least one (1) hour.
 - b. Clubs must fill out the [Fundraiser Approval Request](#) form prioring to selling any items during Club Day.
 - c. There will be a \$15 fine or choice of loss of fundraising privileges for the remainder of the semester at the club’s discretion for any club that fails to clean up its area after Club Day.

Section 2. At the end of the semester the Club Incentive Form will be verified by the ASGC VP of Clubs and Student Life Coordinator. Should a club be approved, the club will be allocated one hundred (100) incentive dollars that shall be deposited into the club's account at the beginning of the following semester.

Section 3. Active Campus Clubs may request from Inter Club Council (ICC) up to two (2) 24X36 posters and two (2) 18x24 posters per year at no charge. Additional flyers and posters will be charged per the [ASGC Poster Printing policy](#).

ARTICLE V: ICC REPRESENTATIVES

ICC Representatives

1. Any club member who is appointed by their respective club to represent their club on the ICC.
2. Any club officer listed on the current Club Officer Roster may serve as the ICC Representative.

Membership Requirements

1. Must be a current Gavilan College Student and in good academic standing.
 - a. An Advisor may temporarily fill in for their respective club until a student representative can be found.

Duties and Responsibilities of ICC Representatives

1. Be a voting member and attend all ICC meetings. The ICC Representative must be present for the duration of the ICC meeting not missing more than fifteen (15) minutes at the beginning or end of the meeting or they will be counted as absent.
 - a. A member may arrive late or leave early with prior approval from ASGC VP of Clubs.

2. Submit club information updates.
3. Submit items for the ICC agenda when needed.
4. Submit written club events to the ICC Chair and Student Life Coordinator to be posted on the Master Events Calendar.
5. Report to their respective club regarding information discussed at the ICC meeting.
6. Solicit information from their respective club and report it at the ICC meeting.
7. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
8. Represent only one (1) club at any ICC Meeting per meeting.

Section 2. Under no circumstance shall any club have an excused absence due to the limited number of mandatory ICC Club Update meetings in a semester. Clubs are required to find a replacement ICC Representative, if no representative can be found, and the club does not attend, they will be deemed inactive.

ARTICLE VI: MEETINGS & PROCEDURES

Section 1. The time, date, and duration of the meetings will be determined by the ASGC VP of Clubs and items listed on agenda.. Meetings are to be held no less than once per month during the academic year unless otherwise determined by the ICC. There will be total of six (6) meetings in an academic semester.

- c. The first and last ICC meeting of the semester are mandatory. These meetings are reserved as “Opening” of the semester and “Closing” of the semester meetings.
 - i. Missing one (1) of these meetings will result in the club being deemed inactive.
- d. The remaining four (4) ICC meetings of the semester are reserved as “Club Update” meetings
 - i. Missing two (2) Club Update meeting shall result in the club being deemed inactive.

Section 2. ICC meetings shall be conducted according to the most recent edition of Robert's Rules of Order. These rules may be amended as the ASGC VP of Clubs sees fit to enable meetings to proceed smoothly, except that the ability to appeal the decision of the chair cannot be amended.

Last Ratified December 11, 2002

Section 3. A club's ICC Representative or member of the public can request an item to be on the ICC agenda by completing the ICC Agenda Item Request form.

Section 4. The ICC chair may call special meetings during the regular semester. All active club ICC representatives shall be notified at least twenty four (24) hours prior to a special meeting.

Section 5. Quorum for all meetings will consist of half of the representatives plus one (1). Quorum must be in effect before any action can be voted upon or meeting can take place. Absentee voting shall not be allowed for any club. When a quorum is lost, either:

- a. The meeting must be recessed to attempt to regain quorum or,
- b. The meeting must be adjourned until next regularly scheduled ICC meeting or special meeting.

Section 6. Club announcements shall be limited to no more than one (1) minute. Any items/topics requiring more time can be requested as an agenda for the following ICC meeting. Announcements can include but are not limited to:

- a. Upcoming events
- b. Increase/decreases in membership
- c. Change in meeting time and/or location
- d. Change in leadership roles

Section 7. ICC will adhere to the constitution and by-laws established by the voting members of the ICC. Such by-laws must be consistent with the established ICC constitution.

Section 8. By-laws and the constitution must be enacted, rescinded, ratified or amended by a two-thirds ($\frac{2}{3}$) favorable majority of the ICC membership. Adoption of changes to the ICC constitution and by-laws will take effect immediately following the two-thirds ($\frac{2}{3}$) favorable majority vote, and by majority vote of the ASGC - unless conflicting with state and local laws.

ARTICLE VII: ICC OFFICERS & ADVISOR

Section 1. The officers shall be the following: Chair, Vice Chair of Finance, Vice Chair of Records, and Vice Chair of Communications and Publicity.

The Chair shall be the ASGC VP of Clubs. If the Chair is absent for the meeting, the Vice Chair of Finance will assume the duties of the Chair. The Vice Chair of Finance will be appointed for that meeting. If both the Vice Chair of Finance and Chair are absent, the meeting will be cancelled.

Section 2. Each ICC Officer must be available to attend all regularly scheduled meetings and special meetings or they must vacate their office.

Section 3. The ICC has a general advisor, who will be the Student Life Coordinator (SLC) or in the absence of the SLC the ASGC Advisor will substitute the position until the SLC returns.

Section 4. A term for membership is one (1) academic calendar year; beginning of the Fall semester to the end of the Spring semester.

Section 5. Elected officers may serve up to (2) terms, if re-elected.

Section 6. Qualifications to hold office in the ICC will be: membership in good standing in a currently active on-campus club, a minimum cumulative GPA of 2.5, and enrollment in a minimum of five (5) units.

Section 7. Club membership must be limited to currently registered students that hold a current ASGC Card.

Duties and Responsibilities of Executives

CHAIR:

1. To preside over all ICC Meetings.
2. To represent the ASGC in the ICC.
3. To serve as the official spokesperson of the ICC to ASGC and the campus.
4. To ensure that equal opportunity is provided for all clubs.
5. To develop, post, and distribute the agenda for all ICC meetings.

Last Ratified December 11, 2002

6. To appoint ICC Vice-Chair positions unless objections from the ICC.
7. Adhere to all ASGC roles and responsibilities
8. Perform all duties and responsibilities of all unfilled executive positions or otherwise delegate duties to ICC members

VICE-CHAIR of FINANCE:

1. To preside over ICC meetings in the absence of the Chair.
2. To maintain accurate records of club finances and the financial status of the ICC General Fund.
3. To correspond with the Student Life Coordinator in the administration of semesterly allowance for clubs.
4. Must notify the Student Life Coordinator and the ASGC Advisor to freeze a club's account when placed on inactive status.

VICE-CHAIR of RECORDS:

1. To be responsible for the preparation, distribution, records and maintenance of accurate minutes of all ICC meetings.
2. To establish and maintain a quorum count.
3. To call roll at the beginning of each ICC meeting, indicating present, absent, late arrival, and ask for clubs not called.
4. To maintain record of all clubs active and inactive, and announce inactive club status when appropriate.

VICE-CHAIR of PUBLICITY AND COMMUNICATION:

1. Coordinate publicity via the Student Life Coordinator, and/or ASGC Advisor in regards to all club community events and activities.
2. Assist all clubs with publicity as needed.

ARTICLE VIII: DISCIPLINE

Section 1: Inactive

Club **inactive** status is the penalty for a club not following the requirements and policies and procedures of the ICC.

If a club is deemed to be inactive, it will be announced during roll call at the next ICC meeting following the club's inactive status. As of that meeting the club is no longer an approved club on campus until it completes the club reactivation process and the ICC votes to reactivate the club.

The ICC Chair and/or the ICC Advisor will send one (1) e-mail notice to the respective club's president and their advisor(s) about the inactive status time period and following consequences.

Penalties for one (1) violation of ICC Club Duties and Responsibilities

- A. Club funds are frozen except to pay outstanding debts to on/off campus bills and will not pay for personal reimbursement while inactive.
- B. Forfeit use of campus facilities except for designated meeting times.
- C. All fundraising must cease.
- D. Forfeit voting privileges at ICC Meetings.
- E. Not eligible for incentive dollars for remainder of the semester.

If a club is inactive for more than two (2) academic years the ICC has the right to seize club funds to be administered into the ICC General Fund, unless otherwise stated in club bylaws.

Section 3. Termination of a Club

1. A club may be terminated immediately for the following reason:
 - a. Failure to adhere to the Gavilan College *Standards of Student Conduct* (SSC), specifically **Section 9**, or the governing documents of the ICC.

Termination of a club requires a majority vote from the ICC. Followed by a majority from the Associated Students of Gavilan College (ASGC).

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