

# Bylaws of the Gavilan College Inter-Club Council (ICC)

## **Mission Statement (General Suggestion)**

The students of Gavilan College come together, as members of the ICC, in their collective efforts to promote the diversity of passions and interests embedded in representing clubs of the ICC within the Gavilan College District. We recognize the importance of being actively involved in the things we care about, and hope to encourage student participation through our organizations, while working towards full representation of all student perspectives. As clubs we will promote the general welfare of our students, our college, and our community.

## **Purpose of ICC Bylaws**

The purpose is to serve as the procedures and regulations for all members of campus clubs. The creation of these bylaws allow for the ICC to; regulate, alter, and amend their own governing document; to assist in conducting their meetings in effective and expedient manner; with the hopes of enhancing club involvement, acquiring all needed support for club activities, increasing club creation, facilitating effective inter-club networking/communications, and exemplifying a productive meeting structure for individual clubs to adopt (if they so choose).

## **Article 1 Officers**

1. The officers of the ICC will be the Chairperson, Vice-Chair of Finance, Vice Chair of Records, and Vice Chair of Communication and Publicity.
2. The ICC Chairperson shall be the ASGC Vice President of Clubs, who is elected annually during the ASGC elections held each spring semester.
3. Members of the ICC will elect the Vice-Chairs of Finance, Records, and Communication and Publicity during the fall semester each year. In the event of an officer vacancy, the ICC Chairperson shall appoint the Vice-Chairs.
4. A term for membership is one (1) academic calendar year; beginning of the fall semester to the end of the spring semester.
5. Elected officers will serve one (1) term
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 2.0, and enrollment in a minimum of six (6) graded units.
7. Club membership must be limited to currently registered students that hold a current ASGC Card.

## **Article 2 Meetings**

1. Clubs must attend all ICC meetings held twice a month to ensure active status within ICC.
  - a. Clubs must have a club representative at each ICC meeting to report the activities of the club and to ensure active status in the ICC.
  - b. Clubs who miss one (1) ICC meeting during a semester will be given a warning.
  - c. Clubs who miss two (2) ICC meeting during a semester will be placed on probationary status.
  - d. Clubs who miss three (3) meetings during a semester will be placed on inactive status and will be precluded from any fund raising activities for the remainder of the semester.
    - i. Should the second missed meeting be the last meeting of a semester, the club will be precluded from any fund raising activities for the next semester (excluding summer or intersession semesters).
  - e. Clubs who become inactive due to a failure to comply with ICC requirements may petition the ICC, or ASGC, if quorum is not met by ICC, for reinstatement. Requirements for reinstatement are as follows:
    - i. Items 1 – 4 of this section are current; and,
    - ii. The inactive club must attend the next two (2) consecutive ICC meetings following the semester (fall or spring) in which the club became inactive.
  - f. Clubs who are on inactive status but have petitioned for reinstatement may engage in fund raising activities.
    - i. Clubs who fail to complete the reinstatement requirements will surrender all funds obtained to the ASGC.
2. Any person may place an item on the ICC agenda for discussion.
3. Any item for action must be submitted to the V.P. of Clubs one week prior to the ICC meeting.

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## **Article 3 Voting**

1. One (1) more than half of the active club membership shall constitute a quorum.
2. In the absence of a quorum, the ICC shall not take any votes or engage in any formal decision-making.
3. Each active Gavilan College Club shall be granted one (1) vote in ICC decision making processes regardless of the number of attendees for each club.
4. A simple majority will be used for determining voting outcomes. The ICC Chairperson will vote only in the event of a tie (to break a tie).

## **Article 4 Finances**

1. In order for a club to receive formation funds of up to two hundred dollars (\$200), attendance must be maintained through the first two (2) ICC meetings.
2. Continuing active clubs may receive matching funds of one of hundred dollars (\$100) per semester from the ASGC.
3. Upon club formation, the Gavilan College Business Office will assign each club a budget number. Each individual club is responsible for the oversight of its own budget.
4. Clubs are responsible for their own fundraising. All club and ICC money must be deposited directly in the Gavilan College Business Office.
5. The finances of all clubs shall be processed through the ASGC's fiscal agent.
6. Club accounts will be frozen if a club is determined to be inactive. After a period of one (1) semester of inactivity, club funds may become the property of the ICC and be redirected to the ICC General Fund.
7. The voting membership of the ICC shall determine the appropriate use of the ICC general fund. In order to access money from the ICC general fund, a club shall submit a written request to the ICC. The following factors will be taken into consideration when determining the allocation of funds:
  - a. Demonstrated fundraising efforts on the part of the club
  - b. Established need
  - c. Demonstrated involvement and participation in on campus events and activities
  - d. Active participation in the ICC
  - e. The possibility of repayment if funds are granted in the form of a loan