

Mission College  
ICC  
Inter-Club Council  
Bylaws

Established May 1, 2013  
Revised June 26, 2014 & approved July 23, 2014 by ICC  
Approved by ASG August 22, 2014  
Revised March 23, 2017 & approved April 6, 2017 by ICC

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**Purpose:** The Inter Club Council (ICC) is an organization under the Associated Student Government that represents all Mission College clubs by organizing events, allocating funds/resources to clubs to empower student's involvement and activities, and to have a better communication between all clubs and students.

## **Article 1 – ICC Bylaws, Duties and Powers**

### **Section 1 ICC Bylaws**

- A. Definition of bylaws: The legal and regulatory power under which the ICC of Mission College shall abide.
- B. The rules contained in “Robert’s Rules of Order, Revised” or its current edition, shall govern this organization in all applicable cases, unless otherwise stated in these Bylaws.
- C. The Associated Student Government Bylaws shall supersede the ICC bylaws.

### **Section 2 Duties and Powers of the ICC**

- A. Shall be the deliberative governing body that represents all clubs at Mission College.
- B. Shall inform the Associated Student Government Student Senate on matters of importance.
- C. Shall adopt a budget which allocates money to promote activities to serve the interest of the ICC.
- D. Shall obtain necessary supplies and facilities required to perform its functions effectively.

## **Article 2 – Organizational Structure of ICC**

### **Section 1 Membership**

- A. The ICC is made up of ICC Representatives and the Executive Board.
  - a. The Executive Board are the Officers who govern ICC. See Article 2, Sections 2 and 3 for details.
  - b. The ICC Representatives are the delegates from each club. See Article 2, Section 4 and 5 for details.
- B. A member shall be defined as the following: ICC Representatives, ICC Alternative Representatives, Executive Board Members, ICC Advisors, Club Advisors, and active club members.
- C. All members of ICC shall be knowledgeable and capable to practice Robert’s Rules of Order, or its current edition.

### **Section 2 The Executive Board**

- A. An Executive Board Member shall be defined as: An officer of ICC.
- B. The members of the Executive Board shall consist of the following, listed in order of succession:
  - a. ICC Chair
  - b. ICC Vice Chair
  - c. ICC Treasurer
  - d. ICC Secretary
- C. Members of the Executive Board shall be non-voting members.
- D. Members of the Executive Board may not be a delegated ICC Representative of a

- Mission College club during ICC meetings.
- E.** Each member of the Executive Board shall carry out the duties of their position as described in Article 2, Section 3. Failure to do so will result in removal of office as described in Article 9, Section 3.
  - F.** No person may serve as an Executive Board Member for more than four (4) semesters in total.
  - G.** The Executive Board reserves the right to veto any motion passed by the ICC.
    - a.** The veto requires a two-third vote of the ICC Executive Board with all current Executive Board Members present.
    - b.** The veto may be overturned by the Associated Student Government Senate.
  - H.** The Executive Board shall provide a minimum of one (1) ICC Training per semester.
    - a.** ICC Training shall consist of parliamentary procedure, how to use the online platform ICC uses to communicate, club paperwork, and club procedures.

### **Section 3      Duties of the Executive Board**

- A. ICC Chair**
  - a.** Shall chair all ICC meetings.
  - b.** Shall enforce these Bylaws.
  - c.** Shall serve as the point of contact for all Clubs, ICC Representatives, and Club Advisors.
  - d.** Shall maintain a roster of all active clubs.
  - e.** Shall assist in the formulation and development of new clubs.
  - f.** Shall report to and take direction from the ICC Advisor.
    - i.** Shall schedule regular meetings with the ICC Advisor.
  - g.** Shall be authorized to sign ICC related check requests.
  - h.** Shall be responsible for ensuring all ICC members are fulfilling their duties.
  - i.** Shall announce the Charter Packet Deadline by the second week of school. The Charter Packet Deadline shall be determined in accordance with the ICC Advisor.
  - j.** Shall announce Club Day by the second week of school. Club Day is a two-day event determined in accordance with the ICC Advisor.
- B. ICC Vice Chair**
  - a.** In case of absence or vacancy of the ICC Chair, the ICC Vice Chair shall serve as the Interim ICC Chair.
  - b.** Shall actively assist the ICC Chair with enforcing these Bylaws, maintaining a roster of all active clubs, and assisting in the formulation and development of new clubs.
  - c.** Shall actively assist the ICC Chair with all other ICC related duties.
  - d.** Shall report to and take direction from the ICC Chair.
  - e.** Shall be responsible for working with the ICC Chair for computing the ICC Meeting Recap emails to be sent out to all ICC members and Club Advisors.
    - i.** The ICC Meeting Recap Email serves as an important communication tool for ICC. It is an email that summarizes what happened during each ICC meeting. This allows all ICC Representatives, Club Advisors, and Executive Board Members to stay in the loop of important events, dates, and deadlines.
  - f.** Shall serve as the secondary point of contact for all clubs and be available to support all ICC members.
  - g.** Shall ensure all Executive Board Members and ICC Representatives are fulfilling their duties.

- C. ICC Treasurer
  - a. Shall prepare and be authorized to sign any ICC related check requests.
  - b. Shall present an ICC Financial Status Report twice (2) a semester to the ICC.
  - c. Shall actively assist all clubs with their financial needs and questions.
  - d. Shall coordinate with the ASG Director of Finance.
  - e. Shall maintain current ICC account balances and be prepared to provide financial status information for every ICC meeting.
  - f. Shall have adequate accounting skills and be capable of managing a budget.
- D. ICC Secretary
  - a. Shall be the point of contact for anyone who wishes to submit an agenda item for ICC.
  - b. Agenda item submissions may be made via email using the same agenda item form.
  - c. Shall declare the deadline to submit agenda items.
  - d. Shall compute the ICC agenda and ICC minutes.
  - e. Shall be responsible for posting the agenda at least seventy-two (72) hours prior to an ICC meeting in the designated posting location for the general public to see. This is in accordance to the Brown Act.
  - f. Shall be responsible for uploading all agendas and minutes to any online platform used to communicate with all ICC members.
  - g. Shall be responsible for the preparation of all related items for each ICC meeting.

**Section 4 ICC Representatives**

- A. Each Club is responsible for delegating one (1) ICC Representative and one (1) ICC Alternative Representative.
  - a. ICC Representatives shall be defined as: The primary delegated member of a club who represents their club in ICC.
  - b. ICC Alternative Representatives shall be defined as: The secondary delegated member who represents their club in ICC when the primary ICC Representative is unable to.
- B. All Representatives must be in a current active club and shall only represent one club at the ICC meeting.
- C. Individual clubs shall be given the power to elect or appoint their own ICC Representative and ICC Alternative Representative.

**Section 5 Duties of the ICC Representatives**

- A. Shall represent their respective club during all ICC meetings.
  - a. To represent a club means to relay all information about the club's progress, current projects, upcoming events, issues encountered, questions for other clubs, etc.
- B. Shall actively report to their respective Club and Club Advisor(s).
  - a. It is the responsibility of the ICC Representative to relay all important information to their respective Clubs and Club Advisor(s).
- C. Shall be a voting member of the ICC.
- D. Must attend all ICC meetings.
  - a. In the case the ICC Representative is unable to attend an ICC meeting, the ICC Alternative Representative is then responsible to attend the meeting in their absence.
    - i. The ICC Representative shall be responsible for notifying the ICC Alternative Representative of their absence prior to the ICC meeting.

- ii. The ICC Alternative Representative shall be responsible for attending all ICC meetings that the ICC Representative is unable to attend.
- iii. The ICC Alternative Representative shall uphold the same responsibilities in the absence of the ICC Representative.

**Section 6 Application Process for Executive Board Members**

- A. Executive Board Members shall be elected as per the procedures described in Article 7.
- B. The ICC Chair shall be elected following the ASG Election Code.

**Article 3 – Meetings**

**Section 1 Meetings**

- A. The ICC shall be held at the regularly scheduled time as stated.
  - a. ICC meeting schedule shall be established by the ICC Chair with consultation of the ICC Advisor prior to each semester.
  - b. ICC Chair may cancel meetings when necessary in agreement with the ICC Advisor.
- B. Special Meetings of the ICC may be called with the agreement of the majority of the ICC Executive Board provided written notification, including electronic, is given to each ICC members at least 48 hours in advance.
- C. The ICC Advisor, or authorized designee, is required to attend all meetings of the ICC.
- D. All ICC meetings shall follow Robert’s Rules of Order, or its current edition.
  - a. All ICC Representatives and Executive Board members shall be familiar with Robert’s Rules of Order in order to effectively participate in each meeting.

**Article 4 – Clubs**

**Section 1 Approval of New Clubs**

- A. In order for new Clubs to be approved, they must:
  - a. Complete the Club Charter Packet by the declared deadline.
    - i. Deadline date shall be announced by the second week of school and determined by the ICC Chair and ICC Advisor.
  - b. Submit their Approval Request to ICC as an agenda item.
  - c. Following approval, the Club is then responsible for abiding by Article 5, Section 1.
- B. All new Clubs that have been approved by ICC along with the Charter Packet submitted, shall be given a one-time donation from the Club Start-Up/Funding Account.
  - a. The amount of the one-time donation for all new clubs shall be determined by the ICC Chair in accordance to ICC’s academic school year budget and must be the same consistent amount given to all newly approved clubs throughout that academic school year.
  - b. After a new club has been approved by ICC along with the Charter Packet submitted, the ICC Chair shall submit an agenda item requesting approval for the transfer of the one-time donation to the new club's account.

**Section 2 Approval of Returning Clubs**

- A. All returning Clubs must complete the Renewal Charter Packet by the declared deadline.
  - a. Deadline date shall be announced by the second week of school and determined by the ICC Chair and ICC Advisor.

### **Section 3 Constitution of Clubs**

- A. All clubs and organizations shall write and be bound by a constitution.
- B. The constitution shall be reviewed by the ICC Advisor with the recommendation to approve or not to approve the constitution.
- C. A copy of all Club Constitutions shall be kept on file with the Office of Student Activities.
- D. All clubs must abide by these Bylaws.

### **Section 4 Inactive Clubs**

- A. After a Club has been inactive for four (4) consecutive semesters, all of its funds shall be returned to the ICC accounts.
  - a. The ICC Chair must submit an agenda item to ICC requesting the transfer of funds.

## **Article 5 – Active Club Status and Event Criteria**

### **Section 1 Active Club Status Requirements**

- A. All clubs must fulfill the following requirements listed in this section in order to be deemed as an active club.
- B. ICC Representatives must attend all ICC meetings.
  - a. If tardy more than fifteen (15) minutes after call to order, an absence will be recorded.
  - b. After two (2) absences, a warning letter will be sent to the Club President and Club Advisor.
  - c. After three (3) absences, a vote to put the club into inactive status will be presented to ICC by the ICC Chair.
    - i. The ICC shall review the club's circumstances regarding their active status. A case may be presented to reserve the club's active status.
    - ii. Should the vote be successful with a two-thirds majority, the club accounts will be frozen and the club will be put into an inactive state for that semester.
      - 1. The vote must be done by secret ballot.
- C. Shall host a minimum of one (1) event per semester
  - a. All events must abide by the Event Criteria of Article 5, Section 2.
- D. Shall have at least seven (7) members.
- E. All returning clubs must attend at least half (1/2) of one (1) Club Day.
  - a. Club Day is a two-day event announced by the second week of school and determined by the ICC Chair and ICC Advisor.

### **Section 2 Event Criteria**

- A. Events must be open and free to all Mission College students, without discrimination.
- B. Events are considered to be any of the following:
  - a. On-campus
  - b. Off-campus
  - c. Field trips
  - d. Walks
  - e. Fundraisers
  - f. Anything else not listed above must be approved by ICC to count as an event.
- C. Club events may be a collaboration between two (2) or more active clubs.
- D. At least one (1) Club Advisor must be present throughout every event, from the beginning of the event to the end of the event.

- E. All club events must be approved by the ICC.

## **Article 6 – Financial Policies**

### **Section 1 Event Funding**

- A. Should a club not have enough funds to host an on-campus event, or wishes to offset the cost of an event, they may request funds through the ICC.
  - a. Fund requests require a two-thirds vote by ICC.
  - b. Fund requests cannot be more than 10% of the current ICC Club Start Up/Funding Account budget at the time of the request.
    - i. If more than 10% is being requested, refer to Article 9 Section 1.
- B. Events in need of funding must be free to all Mission College students, charging the general public at the event is permitted.
- C. When requesting funds from ICC, the club must:
  - a. Submit an agenda item to ICC describing the need for the funds.
  - b. Properly fill out and turn in the Request for ICC Funds Proposal Form.
  - c. Present to the ICC with an itemized breakdown of the costs for the event.
  - d. Present to the ICC a logical reason why ICC should help fund the request.

## **Article 7 – Qualifications and Election Guidelines for the Executive Board**

### **Section 1 General Qualifications for Executive Board Members**

- A. All candidates who wish to run for an ICC Executive Board Member position, besides the ICC Chair, shall meet the following candidate qualifications:
  - a. All candidates must be enrolled in at least three (3) or more units at Mission College with a cumulative GPA of a 2.0 and must not be on academic probation, dismissal, or disqualification.
  - b. No candidate may run for more than one (1) ICC Executive Board Member position at the same time.
  - c. All candidates must have attended at least two (2) ICC meetings before running for Office.
    - i. On the third (3) attended ICC meeting, the candidate may be placed on the agenda as per Article 7, Section 2.
  - d. Each club shall have the right to nominate a qualifying ICC Representative for an ICC Executive Board Member position.
  - e. Refer to Article 2, Section 3 for the required duties.

### **Section 2 Election Guidelines**

- A. The appointment of the candidate must be placed on the ICC agenda.
- B. The candidate must provide a speech to the council during their agenda item.
- C. The candidate must receive a 2/3 majority vote from the ICC
  - a. The voting process shall be an secret ballot
- D. Once a candidate has been appointed, they will take Office immediately.

### **Section 3 Recall**

- A. Any elected member of the ICC including the ICC Chair may be recalled by a petition started by any registered member of the ICC. The petition must be signed by five percent (5%) of the Student Body at Mission College.
- B. In the event, the ICC Chair is recalled, the ICC Chair must follow the Recall Guidelines listed in the ASG Bylaws.



## **Article 8 – Vacancies**

### **Section 1 Vacancy within the Executive Board**

- A.** When there is a vacant position within the Executive Board, the order of succession shall take effect.
- B.** Appointment of a new Executive Board Member to fill the vacancy shall follow the guidelines stated in Article 7.

### **Section 2 Vacancy within the ICC Representatives**

- A.** If at any time, a club no longer has an ICC Representative nor ICC Alternative Representative, it is the responsibility of the club to appoint a new representative in a timely manner so as to not affect their attendance to the ICC meetings.

## **Article 9 – Appeal Process and Removal of Office**

### **Section 1 Appeal Process**

- A.** If at any time, a member of the ICC feels that a certain ICC decision was unwarranted or improperly conducted for any reason, said member may submit a Request to Appeal to the ICC via an agenda item. The appeal must then follow the Tiers of the Appeal Process as follows:
  - a.** The definition of a member is defined in Article 2, Section 1.
  - b.** Any inactive club member also has the right to appeal.
- B.** Tier 1: ICC
  - a.** An agenda item for Request to Appeal must be submitted to the ICC.
    - i.** The submitted appeal must include valid reasoning. The member who submitted the appeal must be present at the ICC meeting to argue their case to ICC.
    - ii.** All related materials to the requested appeal must be emailed to all members of the ICC at the time the agenda is posted.
    - iii.** ICC shall hear and review the case of the requested appeal.
    - iv.** ICC shall come to a decision to resolve the requested appeal.
      - 1.** If the appeal moves to a vote, the vote must be done by secret ballot.
  - b.** The member who submitted the appeal to ICC has the right to appeal ICC's decision fourteen (14) school days after the decision has been made. If the member chooses to appeal ICC's decision, their appeal must then be presented to Tier 2 of the Appeal Process.
- C.** Tier 2: ASG
  - a.** If already brought through Tier 1 and the member chooses to appeal ICC's decision, then the member must submit their Request to Appeal to ASG as an agenda item.
    - i.** The submitted appeal must include valid reasoning. The member who submitted the appeal must be present at the ASG meeting to argue their case to ASG.
    - ii.** All related materials to the requested appeal must be emailed to all members of the ASG Senate at the time the agenda is posted.
    - iii.** ASG shall hear and review the case of the requested appeal.
    - iv.** ASG shall come to a decision to resolve the requested appeal.
      - 1.** If the appeal moves to a vote, the vote must be done by secret ballot.

- b. The member who submitted the appeal to ASG has the right to appeal ASG's decision fourteen school (14) days after the decision has been made. If the member chooses to appeal ASG's decision, their appeal must then be presented to Tier 3.

**D. Tier 3: Review Board**

- a. If already brought through Tier 1 and Tier 2 and the member chooses to appeal ASG's decision, then the member must submit their Request to Appeal to the Review Board.
  - i. The Review Board shall consist of three members: one (1) faculty, one (1) staff, and one (1) Mission College student who is not affiliated with any clubs. All members of the Review Board shall be appointed by the ICC Advisor.
- b. The Review Board shall conduct an investigation of the allegations made and render a decision on how the conflict shall be resolved.
- c. The decision must be made within three (3) weeks of the date the Request to Appeal was submitted.
- d. The member who submitted the appeal to the Review Board has the right to appeal the Review Board's decision fourteen school (14) days after the decision has been made. If the member chooses to appeal the Review Board's decision, their appeal must then be presented to Tier 4.

**E. Tier 4: Vice President of Student Services**

- a. If already brought through Tier 1, Tier 2, Tier 3, and the member chooses to appeal the Review Board's decision, then the member must submit their Request to Appeal to the Vice President of Student Services.
- b. A meeting shall be held within three (3) weeks of the submission of the Request to Appeal to Tier 4.
  - i. The meeting shall consist of the Vice President of Student Services, the ICC Advisor, and the member who has appealed each Tier's decision.
- c. The decision made by the Vice President of Student Services is final.

**Section 2 Removal of Office**

- A.** The ICC may remove any ICC Representative or Executive Board Member from office if they are not fulfilling their duties.
  - a. An agenda item for Removal of Office must be submitted to the ICC.
    - i. The submitted Removal of Office must include valid reasoning. The member who submitted the Removal of Office must be present at the ICC meeting to argue their case to ICC.
    - ii. All related materials to the requested Removal of Office must be emailed to all members of the ICC at the time the agenda is posted.
    - iii. ICC shall hear and review the case of the requested Removal of Office.
    - iv. ICC shall come to a decision to resolve the requested Removal of Office.
      - 1. If the Removal of Office moves to a vote, the vote must be done by secret ballot.
- B.** In the event any Executive Board Member fails to maintain the required grade point average or drops below the required academic units, they will be automatically removed from the ICC.

## **Article 10 – Revisions and Amendments to the Bylaws**

### **Section 1 Revisions to the Bylaws**

- A.** Revision of these bylaws shall take place once (1) every two (2) years.
- B.** A Revised Draft of the ICC Bylaws must be submitted and read to ICC as an agenda item at least twice (2) in two separate ICC meetings.
  - a. The first reading must be an informational item.
  - b. The second reading must be an action item so that ICC may vote upon the Revised Draft. ICC must approve the Revised Draft by a two-thirds vote.
- C.** Once approved by ICC, the Revised Draft must then be submitted and read to the Associated Student Government Senate at least once (1). The ASG Senate must approve the Revised Draft by a two-thirds vote.
- D.** Once approved by ASG, the Final Revised Draft shall take effect the following academic semester.

### **Section 2 Amendments to the Bylaws**

- A.** Amendments to the Bylaws shall occur only once (1) per academic school year outside the normal revision period.
  - a. Amendments to ICC Bylaws shall be submitted and read to ICC as an agenda item at least twice (2) in two separate ICC meetings.
    - i. The first reading must be an informational item.
    - ii. The second reading must be an action item so that ICC may vote upon the proposed amendment.
      - 1. A two-thirds vote is required to pass the amendment.
    - iii. Once approved by ICC, the amendment shall take effect immediately.
- B.** Amendments to the Bylaws shall follow Robert’s Rules of Order, or its current edition.

## **Article 11 – Non-Discriminatory Statement**

- A.** ICC Membership will not be restricted by race, gender, color, religious beliefs, national origin, or sexual orientation.