Mission College
ICC
Inter-Club Council
Bylaws

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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 Constitution 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.
   - The Executive Board is the Officers who govern ICC.
   - The ICC Representatives are the delegates from each club.

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 shall be familiar with and be able to use proper parliamentary procedure using the newest edition of *Robert’s Rules of Order, Newly Revised*.

**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:
   - ICC Chair
   - ICC Vice Chair
   - ICC Treasurer
   - ICC Secretary

C. Members of the Executive Board are 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 these Bylaws. Failure to do so will result in removal of office as disciplinary action, up to removal from office.
F. No person may serve as an Executive Board Member for more than four (4) semesters per Executive position.

G. 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, no less than every two weeks.
   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, or Club Forms, Deadline by the second week of school. The Charter Packet, or forms, 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.
   k. Shall have the right to veto any motion passed by the ICC Board. The ICC Chair must make the veto within 24 hours of the motion being passed by the ICC Board and notify the ICC Board of the veto within 24 hours.
      i. The ICC Board may override the veto by a two-thirds vote. The ICC Board must override the veto no later than ten days of the veto or the veto shall stand.

B. ICC Vice Chair
   a. In case of absence or vacancy of the ICC Chair, the ICC Vice Chair shall serve as the ICC Chair until the position in the Senate is filled.
   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 quorum for meetings shall be a majority of the filled positions of the Executive Board.
   a. A majority is defined as anything over half.

B. 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.

C. Special Meetings of the ICC may be called by the Chair, other Executive Board member, or advisor in conjunction with the Office of Student Life.

D. The ICC Advisor, or authorized designee, is required to be in attendance in order to hold a meeting.

E. All ICC meetings shall follow the current edition of Robert’s Rules of Order
   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.
   d. New clubs wishing to form after the deadline shall be subject to ICC approval and all other new club requirements.
      i. New clubs formed after the deadline shall only be eligible for a new club grant of 50%, provided funds are still available.
      ii. No new clubs shall be approved the final three weeks of the semester.

B. All new Clubs that have been approved by ICC along with the Charter Packet, or forms, 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, or forms, 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.

c. All clubs must inform the ICC Advisor if they have disbanded.

Section 2 Approval of Returning Clubs
A. All returning Clubs must complete the Renewal Charter Packet, or forms, 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 Advisor shall return the funds to the ICC accounts and notify ICC at the next ICC meeting of the transfer.

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, and/or campus employee who has been approved by the Office of Student Activities, must be present throughout every event, from the beginning of the event to the end of the event.
E. All club events using ICC funding must be approved by the ICC.
   a. Clubs using their own funds must submit their event to the Student Activities Office and the Senate President to ensure the event follows Mission College guideline. The Advisor shall be responsible for approving all club events which only use the club’s funding

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. 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 five (5)-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 second (2nd) 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 by roll call.
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 Appeal Process as follows:
   a. The definition of a member is defined in Article 2, Section 1.
   b. Any appeal must be filed with the ICC Advisor and ICC Executive Board within five (5) calendar days.
   c. The ICC Executive Board shall hold a meeting within five calendar days of receipt of the appeal.
   d. The ICC Executive Board shall review the appeal and render a judgment based only on whether proper procedures were followed. The ICC shall not retry any decision made by the ICC.
   e. The decision of the ICC Executive Board 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. A Removal of Office must be submitted to the ICC Chair and the ICC Advisor.
   b. Within seven (7) calendar days of receiving the Removal of Office request, The ICC Chair shall form a Judiciary Committee to hear the request. The Judiciary Committee shall not be a standing committee and shall be formed and disbanded only when needed to hear Removals.
B. Judiciary Committee:
   a. The Chairperson shall be the President of the Senate. The Chair shall not count towards the number of Senate members on the committee.
   b. In the event that the Senate President is the subject of Judicial Committee review, the ICC President shall be the Chair. An additional ICC member shall be appointed by the Vice President of ICC and confirmed by 2/3 vote of the ICC board.
   c. All members shall have one vote, except for the chairperson, who may vote only in the case of a tie or to affect the outcome of the vote.
   d. Membership shall be no less than 2 members of Senate (but no more than 4), 2 members of ICC (but no more than 4), and the Chair, and two (2) student members chosen by the advisor, unaffiliated with the person under investigation by the Judicial Committee.
   e. The President of each board will appoint and have confirmed by 2/3 vote of their respective boards any committee member.
   f. The duties of the Judiciary Committee shall be to review charges of misconduct by members of ICC.
   g. Any complaint and petition must be filed, in writing, to the President of the Senate, Chair of ICC, or the advisor within 5 calendar days of an alleged violation.
   h. The Committee will meet no later than 15 calendar days of the complaint being filed.
   i. The member, or their representative, who is the subject of the complaint shall be required to attend the meeting. The meeting shall not conflict with the accused member’s class or work schedule.
   j. The member, or their representative, will be allowed to offer evidence and testimony prior to and during the meeting to refute any complaint against them.
   k. Any member who refuses to attend a Judiciary Committee meeting shall not be presumed to be responsible. However, the Committee shall have the authority to hold the meeting without the member if they refuse to attend.

C. The committee shall make one of the following recommendations to the ICC Board:
   a. NO ACTION
      i. A recommendation of no action will signify that the committee does not feel any further action on the complaint needs to be taken by ICC.
   b. UNFOUNDED
      i. A recommendation of unfounded will signify that the committee found no merit in the complaint.
   c. SUSPENSION
      i. In the event the committee recommends suspension, it will further make a recommendation on the length of the suspension. A recommendation of suspension shall signify the committee concludes a suspension of duties is merited.
   d. REMOVAL
      i. A recommendation of removal by the committee shall signify that the committee found the complaint to be grievous enough for the member to be removed from the Senate. In the event of a recommendation of removal the committee may also recommend a suspension for two academic years of the member from any further ICC involvement.

D. Any member subject to action by Judiciary Committee shall have the right to appeal the recommendation of the committee.
   a. The appeal must be made in writing to the advisor and the Chair of the Judicial
Committee within 5 calendar days of the committee’s recommendation.

b. The appeal board shall consist of the ICC Executive Board. None of the Appeals Board members’ shall have been on the committee that heard the complaint under appeal.

c. Appeals may be made only on the grounds of gross error in procedure, new evidence, or on the part of the judicial board. Appeals may not be filed solely based on disagreeing with the board's decision.

d. The appeal board will have the authority to modify the recommendation of the Judiciary Committee, overturn the decision of the committee, or make no changes to the recommendation of the committee.

e. The decision of the appeals board must be made within 10 calendar days of receipt of the appeal.

f. The advisor will inform the member and the Judiciary Committee in writing of the decision of the appeals board.

g. The decision of the appeals board is final and no appeal of the decision shall be allowed.

E. 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, as mandated by the Education Code. This decision is not appealable.

Article 10 – Revisions and Amendments to the Bylaws

Section 1 Revisions and Amendments to the Bylaws

A. Revision of these bylaws shall take place as needed.

B. The revision or amendment shall be submitted as an agenda item request. The revision or amendment must pass with 2/3 approval vote of the ICC.

C. Once approved by ICC, the revision and/or amendment shall take affect immediately.

D. Amendments to the Bylaws shall follow the latest edition of Robert’s Rules of Order

Article 11 – Non-Discriminatory Statement

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