Constitution of the Inter-Club Council of
San Joaquin Delta College

Purpose

The InterClub Council (I.C.C.) will be the representative body to coordinate inter-club activities and funds, promote communication and cooperation among clubs on campus. The I.C.C. will be composed of a voting representative from each club representing cultural, ethnical, religious, educational, honorary, philanthropic and social interests. The InterClub Council will be recognized as the InterClub Council, Inter-Club Council, I.C Council, I.C.C., or ICC. The I.C.C. shall serve as the representative to all chartered clubs on campus to the SJDC ASBG.

ARTICLE 1: OFFICERS

Section 1: Chairperson, Vice-Chairperson, Secretary, and Treasurer

ICC officers shall include: a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The ICC may approve by a simple-majority vote new officer positions in order to successfully carry out the purpose of the ICC.

A. Officer Requirements

To serve as an ICC officer students shall:
1. Be a representative of an active club recognized by the I.C.C. and in good standing
2. Be enrolled in a minimum of four (4) semester units.
3. Be in good academic standing with the college (i.e., not on academic or progress probation).
4. Not be on disciplinary probation

Section 2: Duties

A. All officers shall:
1. Meet regularly to prepare agendas for upcoming meetings. These meetings shall be known as the I.C.C. Executive Board meeting.
2. Be available to provide special assistance to all chartered clubs on campus.

B. Chairperson

The I.C.C. Chairperson shall:
1. Act as chairperson of all I.C.C. meetings.
2. Vote only in the event of a tie.
3. Maintain order at I.C.C. meetings and ensure all meetings are conducted in accordance with Robert’s Rules of Order.
4. Reports to the ASBG after each I.C.C. meeting
5. Sign payment request in the absence of the treasurer.

C. Vice-Chairperson

The Vice-President shall:
1. Assume the duties of the chairperson during his/her absence.
2. Assist in preparing the agenda for the I.C.C. meetings.

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3. Have the power to vote but shall not vote on I.C.C. business when acting as chairperson.
4. Work with the secretary and treasurer to oversee I.C.C. financial and fundraising activities.
5. Sign payment request in the absence of the treasurer.

D. Secretary
The Secretary shall:
1. Take accurate and complete minutes of all meetings or shall arrange to have a replacement should he/she not be able to attend a meeting.
2. Maintain and ensure that all active clubs have mailboxes located in the Student Activities office.
3. Notify all active clubs of upcoming meetings via email to the club president and advisor(s).
4. Sign payment request in the absence of the treasurer.
5. Assist with fundraising activities

E. Treasurer
The Treasurer shall:
1. Sign all payment requests
2. Keep track of ICC expenses
3. Deposit all funds received by the I.C. C.
4. Report on the ICC budget at least once per month
5. Assist with fundraising activities

F. Communications Officer
The communications officer shall:
1. Notify all active clubs of upcoming meetings via email to the club president, vice president, ICC representative and advisor(s)
2. Maintain communication via written digital and oral communication to all clubs regarding ICC business.
3. Manage the ICC social media websites
4. Report the ICC at least once per month

Section 3: Election of Officers

A. Terms of Office. Officers shall serve a term of one academic year.

B. Nomination Process Nominations for vacant ICC executive board positions may come from the chair or council members present at the meeting.
1. After the chair has presented their nominations, he/she shall ask for nominations from the council.
2. After all nominations have been received the chair shall close the nomination process.
3. Each nominee shall have two minutes to introduce themselves and explain their reasons for serving on the board. The chair may allow council members to ask nominees questions.
4. After each nominee has been introduced the chair shall conduct elections.

C. Election Process.
1. Voting may be by ballot. Only I.C.C. representatives who are present at the meeting shall vote.
2. In the event there are three or more candidates and no one person receives a two-thirds majority of the votes, the top two candidates shall participate in a runoff election.
3. If a tie-breaking vote is still necessary, the I.C.C. Chairperson shall cast the deciding vote.
D. **Resignation of Officers.** All officer resignations shall be submitted in writing to the Director of Student Activities and Chairperson.

E. **Vacancies.** All vacancies shall be filled according to the nomination and election process.
   a. The council may elect by simple majority vote a temporary chair in order to conduct the nomination and election process.
ARTICLE II: REPRESENTATIVES

Section 1: Membership shall be limited to currently enrolled Delta College students representing an active club. Each club shall have one (1) vote on ICC matters brought before the council.

Section 2. Representatives. Each club shall identify one (1) student representative as part of the club registration process to serve on the council. Clubs may send a proxy if the appointed representative is unable to attend the meeting. The same membership requirements apply to proxies. Students shall not represent more than one club at an ICC meeting. The club shall notify the Office of Student Activities when an ICC representative has been replaced.

ARTICLE III: STUDENT CLUBS AND ORGANIZATIONS

Section 1. Membership in all chartered clubs shall be made up of students currently enrolled at Delta College. Clubs may give honorary memberships to non-students if so written in their constitution. Clubs shall not discriminate on the basis of age, sex, race, color, creed, national origin, religion, sexual preference, physical limitations, or socioeconomic status.

Section 2. Club Officers. To serve as an elected or appointed officer of a charter club, students shall be enrolled in a minimum of four (4) units. Students who are on disciplinary probation, academic or progress probation are ineligible to hold the office of: President, Vice President, Secretary, Treasurer, or ICC representative.

Section 3. Club Activities. Any activity planned by a club must be socially and educationally acceptable and in accordance with all college and local regulations. All College-sponsored activities (on and off campus) shall be approved by the advisor and Director of Student Activities. Club advisors shall be in attendance for the duration of the event (see AP 5435).

Section 4. Club Meetings. Clubs shall hold meetings at least once a month (see BP 5430). Meeting location, date, and time shall be posted with the Student Activities office at least one week prior to the date of the meeting. Club advisors shall be present at all official club meetings where business is transacted (i.e., approval of payments, reimbursements or contracts, elections, approval of fundraisers, partnerships, events, etc) and where the advisor has approved a facility permit request.

No club member shall attend another club’s meeting with the intent of disrupting the meeting. If the intent can be proven, the offending club shall be subject to I.C.C. sanctions. Cases involving an individual student of S.J.D.C. shall be referred for action to the Director of Student Activities.

Section 5. Advisors. All clubs shall operate under the advisorship of a District faculty member or administrator (see BP 5430). Classified staff may serve as co-advisors with a faculty member or administrator.

Section 6. Club Funds. Chartered clubs shall receive an on campus account number. All club funds shall be deposited into the on campus club account. Clubs shall not maintain petty cash. Club officers, members, advisors or affiliates shall not open an off campus bank account to deposit and/or withdraw club funds. All club funds shall be supervised by the District as per Ed. Code 76065.

Clubs shall comply with all District policies and procedures regarding payments, deposits, donations, fundraisers, etc. All expenditures shall be pre-approved by the club membership and stated in the club’s meeting minutes. The club advisor and designated club representative shall sign all request for payment, as approved by the club membership. All expenditures are subject to the approval of the Director of Student Activities and Vice President of Student Services or the President/Superintendent (see BP 5420).

1. Clubs that violate District policies and procedures may be subject to sanctions imposed by either the ICC or Director of Student Activities.

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a. Club that violate ICC policies and procedures may be subject to sanctions imposed by the ICC based on a majority vote.

Section 7. Club Registration. Clubs shall register once per academic year in the fall or spring semester with the Office of Student Activities. Clubs shall complete the club registration process no later than six (6) calendar weeks from the beginning of the semester.

To complete the club registration process clubs shall:
1. Submit an updated copy of the club’s constitution (if applicable)
2. Submit a club registration form
3. Submit a club membership roster that includes: President, Vice President, Secretary, Treasurer and ICC Representative
4. Submit the Account Authorization form
5. Submit the InterClub Council Acknowledgement form
6. Send all new officers to at least one (1) club orientation training

Section 8. Charter Process for New Clubs. All new clubs shall complete the club registration process and submit the club’s constitution to the Student Activities Office no later than eight (8) calendar weeks after the beginning of the semester. The constitution shall be in accordance with the I.C.C. constitution, District policies and procedures and related Ed. Code regulations.

The process for approving a new club charter shall include:
1. First Reading: Announcement and introduction of club. Council members will receive a copy of the club’s constitution to review by the next ICC meeting.
2. Second Reading: Club representatives will respond to questions by council members regarding the constitution. If requested the club shall make corrections to the constitution to be reviewed at the next meeting.
3. Third Reading: The council will review any changes to the club’s constitution and vote to approve the new club’s charter. The council may request the club to submit additional changes prior to approving the charter.

A member of the club shall be present at each meeting the club’s charter is discussed. If no member is present, the council shall postpone action until the next meeting when a member is present.

New club charters shall be approved by a simple majority vote of ICC members present at the meeting.

A. To become uncharted, a club shall:
1. Submit a letter in writing to the I.C.C. Chairperson and I.C.C. Advisor explaining the circumstances for wishing to become inactive;
2. Have two members of the club sign, along with the club advisor;
3. Be voted on the I.C.C. to become inactive by a simple majority vote.

Section 9: Probation

A. Club probation is a penalty for not participating in the mandatory requirements of the I.C.C.

B. A club will be subject to probation because of the following:

1. Failure to submit a copy of their constitution, and a completed club activation packet to the Student Activities Office with four (4) weeks from the beginning of the term.
2. Failure to participate in Club Night.
3. Failure to participate in Club Rush Week
4. Failure to abide by Article IX: Finances; of the I.C.C Constitution.

ICC Constitution Last Updated January 21, 2015
A schedule of dates and times for all mandatory activities such as registration, club rush week, orientations, etc., shall be posted on the ICC website and sent out via a campus wide email by the second week of each semester. Any club that misses a mandatory event as a result of changes made to the date or time provided shall not be subject to probation.

C. Clubs will be placed on probation based on a majority vote of ICC members present at the meeting. Probation time period shall be two (2) months from the day of the meeting at which the club is placed on probation.

D. Probation penalties:

1. Club funds are frozen except for payment of outstanding debts.
2. Use of all campus facilities except for designated meeting room is forfeited.
3. Voting power at I.C.C. meetings is forfeited.

E. Probation penalties for two (2) violation of Part B above:

1. The club automatically goes on inactive status (See Article VII, Section 1).

F. I.C.C. will not be able to change the status of a club on probation unless approved by a two-thirds majority vote of the I.C.C. representatives present at that meeting. Clubs may request a hearing at an I.C.C. meeting by notifying the I.C.C. Chairperson in writing. The club will be placed on the agenda for the next regularly scheduled I.C.C meeting.
ARTICLE IV: MEETINGS

Section 1. Meeting Day and Time. ICC meetings shall occur the first and third Thursday of the month from 1:30-3:30pm, during the fall and spring semester.
   a. The membership may approve by a simple majority vote to reduce the number of meetings to once a month.

Section 2. Attendance at ICC meetings is mandatory for all active clubs.

Section 3. Quorum. A simple majority (51%) of active clubs shall constitute a quorum.

Section 4. Absences.
   A. Clubs that miss two (2) ICC meetings a semester shall receive a written warning. The club president and club advisor shall meet with the Director of Student Activities and ICC chair to discuss the club’s absence from ICC meetings.
   B. Clubs that miss three (3) ICC meetings in a semester shall automatically have their club privileges suspended for 30 calendar days from the date of the missed meeting.
      a. Suspended privileges shall include but may not be limited to: access to poster supplies, use of campus facilities for events and displays, on and off campus fundraisers, posting and circulating materials on campus, travel request, and use of college vehicles.
         i. If the third meeting missed is the last meeting of the fall semester, the club’s privileges shall be suspended 30 days from the time the club’s registration is approved for the spring semester.
         ii. If the third meeting missed is the last ICC meeting of the spring semester the club shall not be eligible for summer registration.
   C. Clubs that miss three (3) consecutive ICC meetings a semester shall automatically be deemed inactive. All club privileges shall be forfeited. With the exception of payments and approved contracts already received by the Student Activities office prior to the date of the missed ICC meeting, the club shall not access club funds. All events and field trips where a contract has not been approved and/or payment has not been made shall be cancelled. The club shall forfeit its meeting room.
   D. The ICC may approve by a two thirds majority to suspend a club’s privileges and/or place a club on probation the following semester of the same academic year, if the club continues to miss meetings and ICC activities.
   E. Clubs placed on probation; suspended and/or deemed inactive shall receive written notification from the Office of Student Activities within five (5) business days of the missed ICC meeting. The club president and advisor may schedule an appointment with the Director of Student Activities regarding the club’s status.

Section 4: Voting shall be limited to ICC representatives present at the meeting. The chair may choose one of the following voting methods to transact business: voice, show of hands, and ballot. The chair may also request general consent (or unanimous consent) for routine business matters.
ARTICLE V: ICC ACTIVITIES

Section 5: Mandatory Club’s Night

A. A Clubs’ Night will be held at least once per semester. All chartered clubs on campus are required to participate in this event.

B. If a club finds that they will be absent on Club Night, they must submit a letter of explanation to the I.C.C. Advisor and the I.C.C. Chairperson one (1) week prior to Clubs’ Night.

Section 6: Mandatory Clubs Rush Week

A. Clubs Rush Week shall be held once a semester. All clubs who wish to become active are required to participate in this event.

B. All clubs must be set-up at the club rush week location between the hours of 9:00 A.M. – 11:00 A.M., one day a week, for roll call.

C. In the event that a club will not be present for club rush week, they must submit a letter of explanation to the I.C.C Advisor and I.C.C Chairperson one (1) week prior to Club Rush Week.

ARTICLE VI: JUDICIAL POWER OF THE I.C.C.

Section 1: Inactive Status

A. The I.C.C. shall have the power to revoke the charter of an inactive club with a two-thirds majority vote of the members present at the I.C.C. meeting. As of that date, the club is no longer a club on campus until it is reorganized and petitions the I.C.C. as if it were a new club. If a club feels that it has been dealt with unfairly, it has the right to express its grievance at the next I.C.C. meeting. If a club’s grievance is valid, it will require a two-thirds majority vote of the members present to reinstate the club.

Section 2: Club Accounts

A. The I.C.C. has the authority to freeze the account of a club voted inactive. The funds will revert to the I.C.C. General Fund if the club remains inactive for a period of three (3) semesters from the date the club was voted inactive. Funds shall not be returned.

Section 3: New Club Allocation

A. All new clubs shall receive an allocation, as a start-up fund, in the amount of $100.00 at the discretion of the I.C.C. if funds are available. This business shall be discussed by the I.C.C. advisor and the I.C.C. officers.
ARTICLE VII: FINANCES

Section 1: I.C.C. Finances

A. All I.C.C. funds must be deposited with the cashier in Administration 102.

B. All I.C.C. finances must be transacted in accordance with the SJDC Financial Code.

Section 2: Special Allocations

A. Clubs may petition for special allocations of funds and may be awarded by simply majority vote of clubs present at the meeting.

B. The I.C.C. reserves the right to rescind any I.C.C. funding of any clubs

A. A written request for special allocations and a presentation must be given at the first meeting. At the following, a discussion will be held and then a vote taken. The request must be approved by a majority vote at an I.C.C. meeting. Upon approval of the request, the money shall be deposited into the club’s account within one (1) week.

ARTICLE VIII: RATIFICATION OF CONSTITUTION

Section 1: Ratification

A. This code and any amendment shall become effective when approved by two-thirds majority vote of the I.C.C. representatives at the meeting.
**Revision History**

May 2006

September 2009

May 2011

Addition of *Summer Semester Club Active Status Bylaw*

October 2011

*Article VII: Judicial Power of the ICC. Section 2. Part A.* amended, striking out calendar year and inserting semester.

January 2012

Document reformatted and some grammatical errors corrected.

April 2012

Removal of *Section 3 Petty Cash from Article IX: Finances*

May 2013


October 2014

*Article I: Officers Section 2: Duties* amended to include the Communication Officer position and description of duties.

November 2014

*Article III: Student Clubs and Organizations., Section 7. Club Registration* amended, stating club registration is for one academic year (fall and spring semester); extending the deadline to complete the club registration process to six weeks and removing the required 10 members.

December 2014

*Article III: Student Clubs and Organizations., Section 6. Club Funds* amended to include, “clubs that violate ICC policies and procedures may be subject to sanctions imposed by the ICC based on a majority vote.”

*Article III: Student Clubs and Organizations., Section 9.C Probation* amended to add, “clubs will be placed on probation based on a majority vote of the ICC members present at the meeting.”

*Article III: Student Clubs and Organizations., Section 9.B. Probation* amended by inserting, “A schedule of dates and times for all mandatory activities such as registration, club rush week, orientations, etc., shall be posted on the ICC website and sent out via a campus wide email by the second week of each semester. Any club that misses a mandatory event as a result of changes made to the date or time provided shall not be subject to probation.”

*Article VI: Judicial Power of the I.C.C., Section 2. Club Accounts* amended striking out one (1) semester and inserting three (3) semesters.