



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

## **Purpose**

The InterClub Council (ICC) will be the representative body to coordinate inter-club activities and funds, promote communication and cooperation among clubs on campus. The ICC 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 ICC shall serve as the representative to all chartered clubs on campus to the SJDCASBG.

## **ARTICLE I OFFICERS**

### **Section 1: President, Vice-President, Secretary, and Treasurer**

The President shall be appointed by the ASBG President. All other officers shall be elected by the ICC representative. The ICC officers may not be voting members of the SJDC Associated Student Body Government, must carry four (4) units and must not be on academic or progress probation.

### **Section 2: Duties**

#### **A. President**

1. The ICC President shall act as chairperson at all I.C.C. meetings. The President shall not vote on the I.C.C. business unless a tie vote has occurred and in that case the President shall cast the deciding vote. He/She shall be responsible for order at the I.C.C. meetings to assure they are conducted in a accordance with Robert's Rules of Order.

**B. Vice-President**

1. The Vice-President shall assume the duties of the President during his/her absence. He/She shall assist in preparing the agenda for the I.C.C. meetings. The Vice-President has voting power but shall not vote on I.C.C. business when acting as President. The Vice-President, in conjunction with the I.C.C. Secretary and Treasurer shall be responsible for I.C.C. financial and fundraising activities.

**C. Secretary**

1. The secretary shall 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.

**D. Treasurer**

1. The Treasurer shall be responsible for all funds submitted to the I.C.C. advisor, in conjunction with the chairperson and treasurer, shall meet once a month to discuss and plan the financial needs and directives of the I.C.C. The Treasurer shall be responsible for the receipt and deposit of all funds generated by the I.C.C. The treasurer shall report to the I.C.C. at least once per month to give a report on the statement of financial position.

**E.** All officers of the I.C.C. shall meet regularly to prepare agendas for upcoming meetings and shall be available to provide special assistance to all chartered clubs on campus.

**F.** The I.C.C. President and Vice-President will agree to meet with the I.C.C. Advisor, ASBG President to form an executive board which shall meet once per month.

**G.** The I.C.C. President shall appoint officers as required. The officers shall be voted in with a simple majority vote of those present at the meeting at which the appointment is made.

### **Section 3: Election of Officers**

#### **A. Terms of Office**

1. Election of the officers shall be made the fourth week of the fall semester. Officers shall be elected, by a simple majority present at the meeting, at the meeting. New officers shall begin their term the fifth week of the fall semester.

#### **B. Election Process**

1. Voting shall be held by a majority ballot. Absentee ballots shall not be cast. Only I.C.C. representatives who are present at the meeting shall vote.
2. In the event that there are three or more candidates and no one person receives the simple majority of votes, the top two candidates shall participate in a runoff election.
3. If a tie-breaking vote is still necessary, the I.C.C. President shall cast a deciding vote.

#### **C. Resignation of Officers**

1. In the event that an officer resigns, the nomination shall be held at the next meeting to fill the vacancy and elections will be at the next meeting after the nomination.
2. All officer resignations will be submitted in writing to the I.C.C. advisor, President, and Vice-President.

## **ARTICLE II** **REPRESENTATIVES**

### **Section 1: Representatives**

- A.** The person appointed I.C.C. representative by a club shall not represent more than one club during his/her term of office at I.C.C. meetings. The term of office shall be determined by the club itself.

- B. The I.C.C. Representative may not be the advisor of that club. Each club shall have only one (1) voting member present at the I.C.C. table.

### **ARTICLE III** **MEETINGS AND PROCEDURES**

#### **Section 1: Club Meetings**

- A. Clubs will need to announce when their meetings are by posting notices at least one (1) week in advance.
- B. No club members shall attend another'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 individual student of S.J.D.C. shall be referred for action to the I.C.C. advisor.

#### **Section 2: ICC Meeting Procedures**

- A. I.C.C. meetings are mandatory unless prior notification is given to the I.C.C. President and advisor within three (3) permitted absences per semester. After the third absence, absentee clubs must arrange to meet with the I.C.C. advisor, club advisor(s), and the club officers to evaluate the club's status.
  - 1. There shall be a hearing on the clubs financial report and the club roster at the next scheduled I.C.C. meeting regarding the status of that club.
  - 2. If it found that there is no structure (governing body and/or membership to that club), then the I.C.C shall have the power to rescind the charter of that club by a simple majority secret ballot vote of the clubs present. The club in question forfeits their vote in this election.

#### **Section 3: Voting**

- A. Each club will have one (1) vote on all I.C.C. matters and measures will be decided by a simple majority vote.

- B.** Voting on I.C.C. matters will be permitted to the club representatives who are present at the I.C.C. meeting in which the matter is brought up.
- C.** Secret ballots will be done on matters involving I.C.C. officers, recognition of new club, fines, special allocations and suspension of charters.
- D.** Meeting will be conducted under the provisions of Robert's Rule of Order.

#### **Section 4: Mandatory Club Day**

- A.** A Club Day 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 Day, they must submit a letter of explanation to the I.C.C. advisor and the I.C.C. President one (1) week prior to Club Day. Clubs must notify the I.C.C. before selling any items for fundraising purpose.

#### **Section 5: Club 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, "Request for Active Status" form and signature card to the Student Activities Office within six (6) week of inception.
  - 2. Failure to participate in Club Day.
- C.** 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. meeting is forfeited.
- E.** Probation penalties for two (2) violations of Part B above:
1. The club 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 simple majority vote of the I.C.C. representatives at that meeting. Clubs may request a hearing at an I.C.C. meeting by notifying the I.C.C. President. The club will be placed on the agenda for the next regularly scheduled I.C.C meeting.

## **ARTICLE IV** **CLUB MEMBERSHIP**

### **Section 1: Membership**

- A.** Membership in all chartered clubs will be made up of students currently enrolled for the semester at San Joaquin Delta College.

### **Section 2: Discrimination**

- A.** Clubs shall not discriminate on the basis of sex, race, color, creed, national origin, religion, sexual preference, or physical limitations.

## **ARTICLE V** **ELIGIBILITY FOR CLUB OFFICERS**

### **Section 1: Club Officers**

- A.** Only students of San Joaquin Delta College carrying a minimum of four (4) units are eligible to hold any appointed position or elected office in an approved club.

### **Section 2: Club Members**

- A.** All club members must be San Joaquin Delta College students.

### **Section 3: Probation and Officers**

- A. No student on academic or progress probation shall be eligible to hold a major office in any club and all other offices shall be defined as minor offices.

## **ARTICLE VI** **ACTIVITIES**

### **Section 1: Regulations**

- A. Any activity planned by a club must be socially and educationally acceptable and in accordance with all college and local regulations.

### **Section 2: Advisors**

- A. All clubs must have at least one (1) advisor as defined in the Student Handbook.
- B. College regulations require that advisors be aware of all social and educational events sponsored by that club. Advisors must be aware of all functions that their clubs are involved in on and off campus.

## **ARTICLE VII** **JUDICIAL POWER OF THE ICC**

### **Section 1: Inactive Status**

- A. The I.C.C. shall have the power to revoke the charter of an inactive club with a simply 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 simply majority vote of the members present to reinstate the club. I.C.C. will instate a code committee to convene and review the club's request return to active status.

## **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 one (1) calendar year from the date the club was voted inactive. Funds shall not be returned.

## **ARTICLE VIII** **NEW CLUBS**

### **Section 1: Starting of a New Club**

- A. Any group wishing to initiate a club shall register their intent with the Student Activities Office and with the I.C.C. President who will provide them with necessary information, assistance in scheduling of meetings, drafting a constitution, and financial guidance.

### **Section 2: Constitutional Approval**

- A. Every new club must file a proposed written constitution with the Student Activities Office within six (6) weeks after the date of it's first meeting. The constitution must be in accordance with I.C.C. codes and the Associated Student Body Government constitution.
  - 1. The process for constitutional approval of a new club will be as follows:
    - a. First week: Announcements and the introduction of a club
    - b. Second week: Questions and answers by club(s)
    - c. Third week: Voting of a new club charter

### **Section 3: New Club Allocation**

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

**ARTICLE IX**  
**FINANCES**

**Section 1: Club/ICC Finances**

- A. All club/I.C.C. monies must be deposited with the cashier in Administration 102.
- B. All club/I.C.C. finances must be transacted in accordance with the SJDC I.C.C. 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. 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 X**  
**RATIFICATION OF CONSTITUTION**

**Section 1: Ratification**

- A. This code and any amendment shall become effective when approved by simple majority vote of the I.C.C. representatives at the meeting.
- B. This code and any amendments shall be reviewed annually for revision purposes by a subcommittee who shall report suggested revision to the constitution and will be approved by a simple majority.

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