



# CONSTITUTION

## INTER - CLUB COUNCIL (ICC)

Los Angeles Valley College

**PREAMBLE:** This constitution is hereby established to develop the cultural and recreational opportunities available to students of Los Angeles Valley College; to facilitate efficient coordination of all campus clubs; to protect and maintain the integrity of campus clubs and to make available to as many students as possible the advantages of club membership.

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### ARTICLE I - STRUCTURE

#### **SECTION 1: NAME**

The name of this organization shall be the Inter-Club Council of the Associated Student Union of Los Angeles Valley College, here on after referred to as the ICC.

#### **SECTION 2: PURPOSE**

The purpose of the Inter-Club Council of Los Angeles Valley College shall be to encourage student membership in clubs, and club participation in cultural awareness, student leadership, academic improvement, and increased campus participation.

#### **SECTION 3: PARLIMENTARY PROCEDURE**

The most current issue of the Roberts Rules of order shall be the final authority in question of Parliamentary procedure.

#### **SECTION 4: MEMBERSHIP**

Membership in the Inter-Club Council is open to all properly chartered clubs. All members of active clubs shall have paid their ASU membership fees each semester. Each club shall select a delegate from their membership to represent the club at each ICC meeting and an alternative in the event that the delegate cannot attend.

## ARTICLE II - OFFICERS

### SECTION 1: ELIGIBILITY

The officers of the Inter-Club Council (ICC) shall be the Vice-President of the ASU and the ICC Representative. The ICC Representative shall be elected from and by the delegates of the ICC. The Vice President and the ICC Representative are not voting members of the ICC.

### SECTION 2: OFFICER RESPONSIBILITIES

The Vice-President shall preside as the chair of the Inter-Club Council. In the absence of the Vice-President, the ICC Representative shall preside as the chair. If neither the Vice-President nor the ICC Representative are present, the ASU President or ASU Treasurer may preside.

**2A)** The ICC chair must approve all actions of the ICC, but in the event the ICC chair vetoes any action, a simple majority vote of the delegates present may overrule.

**2B)** The ICC chair shall make regular reports to the Associated Student Union Executive Council on acts of the Inter-Club Council.

**2C)** The ICC Representative shall act as a voting member of the Executive Council and represent the interests of the Inter-Club Council.

## ARTICLE III - ELECTIONS

### SECTION 1: APPOINTING ICC REPRESENTATIVE

Candidates for the position of Inter-Club Council Representative shall submit an application, be verified for eligibility by the ASU Advisor, and be voted upon at the next official meeting of the ICC. A two-thirds (2/3) vote of members present is required for approval. Upon election, the ICC Representative will assume their responsibilities at the next official Executive Council meeting.

### SECTION 2: ICC REPRESENTATIVE TERM

The ICC Representative shall serve for the duration of the academic school year.

### **SECTION 3: DISCIPLINE COMMITTEE**

There shall be an ICC Discipline Committee consisting of four members, two of whom shall be the ICC chairperson and the ICC Representative (non-voting); and two delegates appointed from and ratified by the general membership of the ICC. This committee will be formed as needed.

### **SECTION 4: DISCIPLINE COMMITTEE TERM**

Delegates of the ICC Discipline Committee shall serve for the duration of the academic school year.

## **ARTICLE IV - MEETINGS**

### **SECTION 1: OCCURANCE**

The regular meetings of the Inter-Club Council shall be held every other Thursday starting at 1:00 p.m. in the ASU Skybox Conference Room, except on holidays and during final exams. Special meetings may be called by the ICC Chair or by four ICC delegates provided a prior notice of at least 72 hours is given to the Office of Student Life.

### **SECTION 2: QUORUM**

A quorum shall consist of ICC delegates from at least 50% plus one of the chartered clubs. Chartered clubs are defined as those that have met attendance requirements (six officers plus at least four club members) and have submitted all proper documentation.

### **SECTION 3: MINUTES**

Once the ICC meeting has officially been adjourned, the approved minutes and agenda of the ICC meeting shall be published via the LAVC ASU website.

### **SECTION 4 AMENDMENTS:**

Any ICC delegate may propose an amendment(s) to this constitution. Proposed amendments must be submitted to the ICC Chair through email to be added to the agenda. The amendment or amendments shall be posted 72 hours prior to the next ICC meeting where it may be presented.

**4A)** A two-thirds (2/3) approval vote of the total membership of the Council shall be necessary to adopt an amendment.

## **ARTICLE V- CLUB CHARTERING PROCEDURES**

### **SECTION 1: CHARTERING APPLICATION**

Any prospective club with the minimum of 6 (ASU paid) officers and a faculty advisor, must complete the chartering application forms available at the Office of Student Life or online at the LAVC/ASU website. <https://lavc.edu/asu/ASU-Forms.aspx>.

**1A) Tier 1 Club Chartering (ASU Funding):** A minimum of 10 members (6 officers, 4 non-club officers) are needed to access ASU funding. If your club has more than 10 club members, then all club members must have paid the ASU fee.

**1B) Tier 2 Club Chartering (No ASU Funding):** Chartered clubs with only 6 paid officers will not be able to access ASU funding. If the club would like to request ASU funding, the club will have to meet Tier 1 Club Chartering requirements.

## **SECTION 2: INACTIVE CLUBS**

Inactive clubs (clubs which were not members of the ICC the previous semester) must fulfill the requirements in Section 1: Chartering Application to reactivate their charter.

## **SECTION 3: CLUB TERM**

Upon club chartering, the club will be active (chartered) for the remaining academic year. No recertification will be required.

## **SECTION 4: CLUB ELECTIONS**

In order to be chartered, the ICC shall have to have a majority vote (50% plus one).

## **SECTION 5: CLUB REWARD**

Provided the Executive Council and Finance Committee approve the funds on an annual basis, the first ten clubs to charter annually (Fall Semester) will receive \$100 through their club accounts.

# **ARTICLE VI - SUSPENSION / REVOCATION OF CLUBS**

## **SECTION 1: SUSPENSION**

A club's charter may be suspended for violations of the Standards of Student Conduct, governing rules of the ASU and ICC, and attendance standards.

**1A)** A club may be recommended for suspension by any club member, delegate, or the ICC Discipline Committee on the grounds cited in Article IV in the ICC Bylaws.

# **ARTICLE VII - FUNCTIONING OF CLUBS**

## **SECTION 1. CLUB FORMATION**

Each club shall create a constitution and bylaws to govern the operation of the club. These documents shall require a majority vote of approval of active members to become valid. Methods of future amendments must be provided.

**1A)**Each club shall establish an active account with the Business Office by filing a form bearing the signatures of the club treasurer, club president, faculty advisor and Dean. All club events must have the club advisor present (**per Administrative Regulation S-1**).

# BYLAWS

## INTER-CLUB COUNCIL

Los Angeles Valley College

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### ARTICLE I - DUTIES OF OFFICERS

The duties and powers, whether expressed or implied, are stated in Article II of the Inter-Club Council Constitution:

The ICC Chair shall:

1. Preside over all ICC meetings.
2. Serve as a liaison representing the ICC with the Executive Council.

The ICC Representative shall:

1. Serve as Chair of the ICC in the absence of the ASU Vice-President.
2. Serve as a liaison representing the ICC with the Executive Council.

### ARTICLE II - MEMBERSHIP

#### SECTION 1: MEMBERSHIP

Each club holding membership in the ICC shall appoint or elect an ICC delegate and an alternate ICC delegate. No club may be represented by more than one official delegate in the ICC or on any committee.

**1A)** Each delegate of the ICC shall have one vote in ICC business. The alternate ICC delegate may vote only in the absence of the ICC delegate.

#### SECTION 2: TERM

Appointed and elected Executive Council officers can hold an office in a club, with the exception of the club ICC Representative. No person shall serve on both the Executive Council and the ICC except for the Executive Council Vice President and the ICC Representative.

#### SECTION 3: DISCIPLINE COMMITTEE

There shall be an ICC Discipline Committee consisting of five members: two of whom shall be the President and the ICC Representative (non-voting); and three delegates appointed from and ratified by the general membership of the ICC.

**3A)** It shall be the duty of the ICC Discipline Committee to investigate all questions dealing with the rights of member clubs; to protect the autonomy of each member club;

and, in general, to exercise the supervision over all activities not otherwise specified which concern the relations of the ICC to its members.

## ARTICLE III – CLUB CHARTERING PROCEDURES

### SECTION 1: CLUB CHARTERING APPLICATION

The applicant group shall deliver to the Office of Student Life the completed application in which shall include:

1. Name of the club.
2. The purpose of the club; i.e., service to students or the college community. Social clubs (including sororities & fraternities) are not permitted.
3. Names, email address, and phone numbers of officers.
4. Name and signature of faculty sponsor.
5. The time and place of regular meetings.
6. A copy of the prospective club's constitution.

**1A)**After the application has been reviewed, the ICC Chair shall place it on the agenda for the next ICC meeting. Approval of the club charter shall be by majority vote (50% plus 1) of the Inter-Club Council.

**1B)**A group may function on a provisional basis during the interim period until its formal approval. The representative of the pending club must identify themselves at the beginning of the meeting, has no vote, and may sit at the end of the table if space is available.

**1C)**Club registration forms are available at the Office of Student Life/ASU Website and must be returned to this office when completed.

**1D)**Attendance of all ICC meetings is required of each club.

**1E)**Upon successful chartering, a club should establish an account with the Business Office bearing the signatures of the club treasurer, club president, club advisor and dean. The club may then initiate any fundraising activities by filing proper forms provided at the Office of Student Life. Any funds raised must be deposited with the Business Office within two business days of the fundraising event. All club sponsored events must be attended by the club advisor (per Administrative Regulation S-1).

## ARTICLE IV - SUSPENSIONS

### SECTION 1: REASONS FOR SUSPENSIONS

**Three absences** from scheduled ICC meetings. Attendance records will be maintained by the Secretary and reported to the ICC Chair. Excused absences will be recorded with prior notice to the ICC Chair by the club delegate, and the club will not be penalized.

**1A) Willful violation** of the rules which govern student organizations (included ASU and ICC constitutions and bylaws, California Education Code, District Board Rules, Administrative Regulations, and the Brown Act.)

### SECTION 2: PROCEDURE FOR SUSPENSION

The Inter-Club Council shall weigh and report violations to the ICC Discipline Committee. The ICC Discipline Committee shall investigate the complaint and make a recommendation. Notice of any disciplinary recommendations by the ICC Discipline Committee must be sent to the club president and club advisor.

**2A)** If the ICC Discipline Committee recommends the ICC to suspend a club, the club in question may request a hearing as outlined in ARTICLE VI.

**2B)** After said hearing in which discipline is deemed appropriate, the ICC Discipline Committee shall recommend a period of suspension to the Inter-Club Council for approval or modification. Any disciplinary recommendations by the ICC Discipline Committee must be approved by a two-thirds (2/3) vote of the ICC membership.

### SECTION 3: EFFECT AND DURATION OF SUSPENSION

Upon suspension of a club's Charter of Operation, said club shall cease to function for the period of the suspension. Notice of said suspension will be sent to club officers, the club advisor, and Dean of Student Life.

**3A)** During the period of suspension, the affected club shall not be able to use any college facilities, shall not collect any dues, shall not disburse funds, and shall not participate in any campus activities as a club.

**3B)** After the period of suspension, said club may petition the Inter-Club Council for reinstatement.

## ARTICLE V - REVOCATION OF CHARTER

### SECTION 1.

The refusal of the club to abide by the regulations of the ICC and the rules and procedures stated herein are grounds for charter revocation.

## **SECTION 2.**

The procedures listed in Article IV, Section 2 shall apply in considering possible revocation of a club's charter.

**2A)** Any member of the ICC may introduce a motion to recommend the revocation of the charter of Operations for any member club on the grounds cited in Article IV, Section 1 of the ICC Bylaws.

**2B)** The ICC shall weigh and report violations to the ICC Discipline Committee. The ICC Discipline Committee shall investigate the complaint and make a recommendation. Notice of any disciplinary recommendations by the ICC Discipline Committee must be sent to the club president and club advisor. Any disciplinary recommendations by the ICC Discipline Committee must be approved by a two-thirds (2/3) vote of the ICC membership.

**2C)** If the ICC Discipline Committee recommends the ICC revoke the charter of a club, the club in question may request a hearing as outlined in ARTICLE VI of the ICC Bylaws.

**2D)** After said hearing in which discipline is deemed appropriate, the ICC Discipline Committee shall recommend a period of revocation to the ICC for approval or modification. Any disciplinary recommendations by the ICC Discipline Committee must be approved by a two-thirds (2/3) vote of the Inter-Club Council.

## **SECTION 3.**

When a club's Charter of Operation has been revoked, said club shall cease to exist until the penalty period has been completed and until a new application for Charter of Operations is granted by a two-third (2/3) vote of the Inter-Club Council. A club is defined as inactive once its Charter of Operation has been revoked. This may be changed only by a successful appeal of the charges.

## **ARTICLE VI - HEARING PROCEDURE**

### **SECTION 1: THE HEARING PROCEDURES FOR THE ASU INTER-CLUB COUNCIL:**

Evidence against the club shall be given to the club president and advisor at least one week prior to the hearing.

**1A)** The ICC Chair shall preside over the hearing. The hearing shall be recorded, and minutes will be kept.

**1B)**All evidence at the hearing shall be submitted through either a representative of the club or a representative of the ICC Discipline Committee. Witnesses may be called by either side. Formal rules of evidence do not apply.

**1C)**The evidence against the club will be presented first. The club may present its defense if it wishes. The ICC Discipline Committee may ask questions but not debate the defense.

**1D)**Closing arguments may be given by the club and the representatives of the ICC Discipline Committee.

**1E)**Recommendations of suspension or revocation of charter shall be made to the Inter-Club Council by the ICC Discipline Committee. The ICC shall determine the disciplinary action by a two-third (2/3) vote.

**1F)**Appeals shall be heard by the Supreme Court of the Associated Student Union, the ASU Executive Council, or the Dean of Student Life (in the absence of the other parties)

This ICC Constitution and Bylaws were revised by the Inter Club Council (ICC) in Spring of 2021.

s. cassell  
Shoshana Cassell (Jun 10, 2021 17:42 PDT)  
Shoshana Cassell, Vice President

Jun 10, 2021

Date

Ethan Shalom  
Ethan Shalom (Jun 13, 2021 14:42 PDT)  
Ethan Shalom, ICC Representative

Jun 13, 2021

Date

  
Dr. Elizabeth Negrete, Dean of Student Life

Jun 14, 2021

Date

  
Florentino Manzano, Vice President of Student Services

Jun 14, 2021

Date

  
Dr. Barry Gribbons, College President

Jun 15, 2021

Date