

Inter-Club Council Constitution

PREAMBLE

We, the students of Cerritos College, in order to form an organization for the transaction of business, coordination, and communication of campus clubs and organizations, do ordain and establish this constitution and assume the powers as delegated to us by the Associated Students of Cerritos College.

ARTICLE I

Name

The purpose of this organization shall be:

- a. To enforce all rules and regulations of the ASCC Codes pertaining to campus clubs and Club Rules and Regulations as specified in the Club Guide.
- b. To assist in the coordination of and in the cooperation between club activities.
- c. To act as council for communication between clubs.
- d. To assist in the promotion of all club activities.
- e. To assist in providing campus or campus-associated activities.
- f. To promote friendship and leadership among clubs and club members.

ARTICLE II

Membership

Section 1 All campus clubs of Cerritos College that have been officially chartered and are in good standing shall be the official members of this organization.

Section 2 The rights and privileges of active membership in this organization shall be:

- a) The right to representation in the Inter-Club Council and in their respective commission.
- b) The right to vote in the Inter-Club Council and in respective commissions.

ARTICLE III

Inter-Club Council

Section 1 The Inter-Club Council shall be composed of the Director of I.C.C., the Executive Secretary, and a representative from each campus club in good standing.

Section 2 All voting members of the Inter-Club Council must meet the requirements of club membership eligibility as established in the Club Code Section V, Section 5.40 through 5.42, and shall be an active member in good standing of said club.

Section 3 Each club shall appoint one permanent representative from within its membership. This representative shall have the authority to speak for and make commitments for their club, and said club shall be responsible to the Inter-Club Council.

Section 4 No representative to the Inter-Club Council shall represent more than one club.

- Section 5** Each club representative to the Inter-Club Council shall serve a term or one semester (they may serve other terms if so appointed by their club.)
- Section 6** The Inter-Club Council shall elect from its members a president pro tempore who shall act as presiding officer of the Inter-Club Council in the absence of the Director of I.C.C. They shall have no vote unless the vote is equally divided while they are presiding over the same.
- Section 7** The Inter-Club Council shall approve all appointments made by the Director of I.C.C. and by 2/3 vote determine such appointments.
- Section 8** The Inter-Club Council shall keep a journal of its meetings and shall publish these records within a reasonable length of time after each meeting.
- Section 9** The Inter-Club Council shall meet at least once a month throughout the regular college semester.
- 9.1 Special summer meetings may be called by the Director of I.C.C.
- 9.2 If 50% of the clubs are not present, the actions taken by summer meetings must be ratified at the next regular scheduled meeting
- Section 10** The Inter-Club Council shall have the power to establish such regulations and procedures pertaining to the same as deemed necessary.
- Section 11** All commission by-laws must be approved by the Inter-Club Council.
- Section 12** The Inter-Club Council shall approve the constitution and grant charters to new clubs.
- Section 13** Attendance:
- a) Clubs missing one regularly scheduled meeting may be put on probation.
- b) Tardiness shall be defined as coming late or leaving early. Two tardies equal one absence.
- Section 14** Probation - Clubs may be placed on probation by the Director of I.C.C. with the approval of the Coordinator of Student Activities. Probation includes the withholding of current and future ASCC funding.
- Section 15** Suspension - Clubs may be suspended from campus activities by the Director of I.C.C. with the approval of the Coordinator of Student Activities.
- Section 16** Expulsion - The Inter-Club Council may expel a club for infraction of rules and regulations pertaining to such organizations.
- Section 17** Clubs may appeal disciplinary action to the ASCC Court.

ARTICLE IV

Officers

- Section 1** The duties of the Director of the Inter-Club Council shall be as follows:
- a) Shall preside over all related functions in the coordination and communication of clubs.

- b) Shall initiate disciplinary action regarding any organizational infraction of rules and regulations to such groups, with the approval of the Advisor to the Inter-Club Council.
- c) Shall maintain a master calendar of all organizational events.
- d) Shall supervise and assist with the formation of new campus clubs.
- e) Shall submit to the ASCC Cabinet the establishment of club trust accounts.
- f) With the Advisor to Inter-Club Council, shall maintain an active roster of all campus organizations determining the legality of membership.
- g) Shall select an executive secretary.
- h) Shall appoint such standing and special committees as they deem necessary and shall serve as ex-officio member of the same.
- i) Shall consult with commission chairperson.
- j) Shall set the meeting dates of the Inter-Club Council.
- k) Shall be responsible for Inter-Club Council bulletins and publications.
- l) The Director along with the I.C.C. Advisor will consider all club or organizational business coming through the Student Activities Office pertaining to inter-club activities, club participation in school activities, or any matters of club finance activities, or awards which represent the interests of said club or organization.

Section 2 The duties of the Executive Secretary shall be as follows:

- a) Shall be a non-voting member of the Inter-Club Council.
- b) Shall be responsible for the publication, filing, and distribution of each Inter-Club Council meeting minutes within a reasonable length of time after each meeting.
- c) Shall maintain a central filing system of all correspondence pertaining to clubs, the commissions, the Inter-Club Council, and its committees
- d) Shall handle all correspondence for the Inter-Club Council.
- e) Shall assist with Inter-Club Council bulletins and publications.

Section 3 The duties of the Chairman of each commission shall be as follows:

- a) Shall set any meetings necessary to conduct the business of his/her commission and shall preside at such meeting.
- b) Shall appoint a Secretary within the membership of the commission.
- c) Shall serve as a consultant to the Director of Inter-Club Council.
- d) Shall be responsible for communication and coordination within their commission.
- e) Shall keep all member clubs of their commission informed about Inter-Club Council and shall be responsible for their representation at meetings.
- f) Shall have a vote on their commission.
- g) Shall recommend to the Director of Inter-Club Council, members of clubs within their commission to serve on committees.

Section 4 The duties of the Secretary of each commission shall be as follows:

- a) Shall be responsible for the publication, filing, and distribution of each commission meeting minutes within a reasonable length of time after each meeting.
- b) Shall handle all correspondence for the commission.

Section 5 The duties of President Pro-Tem of the Inter-Club Council shall be as follows:

- a) Shall serve as a voting club representative of the Inter-Club Council unless they are a presiding officer.
- b) In the absence of the Director of Inter-Club Council, shall assist in the coordination and planning of activities sponsored the Inter-Club Council.
- c) Shall assist in the coordination and planning of activities sponsored by the Inter-Club Council.
- d) Shall assist in the promotion of better communication between clubs.

ARTICLE V Standing Committees

Section 1 The Awards Committee:

- a) Committee will be composed of one (1) representative from each of the three (3) I.C.C. Commissions plus two (2) students at large.
- b) The Director of I.C.C. will appoint representatives and will vote only when a tie ensues.
- c) The Committee will be responsible for distributing, collecting, and voting on Outstanding Club Member, and Clubs of the Year, and shall designate the type of awards which will be distributed.
- d) The Director, if in their opinion, any representative has such a vested interest in any one of the nominated persons or clubs that their member of the awards Committee, the representative has such a vested interest in any one of the nominated persons or clubs that their member of the Awards Committee, the representative in questions may be for the former reason permanently dismissed or for the latter reason may be temporarily displaced from the Committee during the vote in question.

ARTICLE VI Robert's Rules of Order

Robert's Rules of Order, Current Edition shall be the parliamentary authority for all matters of procedures not specifically covered by these laws.

ARTICLE VII Amendments

An amendment to this constitution may be adopted by a 2/3 vote of the members present and voting at any regular meeting of the Inter-Club Council, provided written notices of the proposed amendment shall have been given the members at least two (2) weeks prior to the meeting. There shall be no voting by proxy.