

EAST LOS ANGELES COLLEGE INTER-CLUB COUNCIL BY-LAWS

ARTICLE I: STRUCTURE

SECTION 1: NAME

The name for this organization shall be the “Inter-Club Council of East Los Angeles College.”

SECTION 2: PURPOSE

- A. Serve as a representative body of all clubs and a liaison between clubs and ASU.
- B. Serve as a source of information for all club activities.
- C. Establish communication and cooperation among chartered clubs.
- D. Coordinate, promote activities, and draw awareness of East Los Angeles College events and clubs.
- E. Develop student interest in club membership and activities.
- F. Establish a calendar of activities beneficial to the student body and promote the encouragement of student participation.

ARTICLE II: MEMBERSHIP

SECTION 1: MEMBERSHIP

- A. Club charters which have been recognized by the Associated Students Union shall be represented on the Inter-Club Council by a club selected delegate. One official delegate and as needed alternative delegates shall be selected from each club by the election process of each individual club.
- B. Each club will charter once every year.
- C. Delegates on the ICC board cannot hold multiple offices in clubs or ASU board other than the one in which they are representing but can participate as active members.
- D. An officer in any club cannot hold multiple offices in more than one club but can participate as active members. .

SECTION 2: PROCEDURES FOR MEMBERSHIP

The organization desiring ICC membership shall:

- A. Submit a club chartering application and maintain current club information to the Student Activities Office with:
 1. A roster with a minimum of ten members if chartering a new club or an inactive club. If re-chartering an active club a minimum of seven members is required.
 2. A list of club member’s individual ASU sticker numbers. Club Officers are required to have ASU membership.
 3. A copy of the club Constitution, time and place of club meetings and chartering forms (Student’s personal information will be kept in a confidential file).
- B. Have a master copy of club Constitution, all other forms, and materials as required, signed by the authorized faculty advisor of the club concerned.
- C. The chartered members can only be chartered members for one chartering club.

SECTION 3: RESTRICTIONS ON ICC MEMBERSHIP

- A. No group or club that has met the requirements for membership as stipulated in the ASU Constitution shall be denied acceptance because of its ideologies, philosophies, or the character of its members.
- B. Acceptance of any group or club may be denied based on its officers or a majority of its members’ violation of:
 1. Student Code of Conduct
 2. ASU Constitution
 3. ASU Code of Ethics
 4. ICC By-laws; and/or actions determined detrimental to the welfare of the ASU or student body.

- C. Only those student organizations, which have been approved by ASU, shall have the rights and privileges accorded as official campus clubs.

SECTION 4: SUSPENSION AND REVOCATION OF CHARTER

- A. The chartering of any club may be suspended or revoked by the ASU with a 2/3 majority vote for the following violations:
 - 1. Student Code of Conduct
 - 2. ASU Constitution
 - 3. ASU Code of Ethics
 - 4. ICC By-laws
 - 5. The officers or majority of the club members instigate actions which have been determined as detrimental to the welfare of members of the ASU or the student body.
 - 6. Excessive absences. Failing to have a delegate present at three ICC meetings in any one semester (Fall or Spring) shall result in revocation of club charter.
- B. Procedures for suspension or revocation of charters
 - 1. The ICC Chairperson or any delegate may bring to the attention of the ASU Board reasons for suspension or revocation of the charter of any member organization.
 - 2. The ASU Board shall appoint an investigative committee made of ICC delegates chaired by peers to verify the allegations. The investigative committee shall consist of at least four ICC delegates, including the ASU Vice-President.
 - 3. The investigative committee will prepare a report for discussion by the ASU Board. The ASU Board shall determine whether a suspension or revocation is necessary of the chartered club by roll call with a 2/3 vote.
 - 4. The ASU Board shall vote after review of the report and identify the violation and penalty, if any, and inform the ICC Chairperson of their decision. The decision shall be announced within ten days.
 - 5. The ICC Chairperson shall inform the Student Activities Office and the club under investigation of the ASU decision.
- C. Term of suspension and revocation of the club charters
 - 1. Suspension shall be for a minimum of two weeks and a maximum of one semester.
 - a) A suspended club shall cease to have the rights and privileges accorded to a club, except the privilege of holding club meetings during the period of suspension.
 - 2. A club whose charter is revoked shall cease to be recognized as an ASU club the remaining academic year.
 - a) A club whose charter has been revoked must complete the new club chartering process outlined in Article II, Section 2, for an active club.

SECTION 5: GOOD STANDING

- A. Losing "good standing" title occurs when a delegate fails to attend two ICC meetings in any semester (Fall or Spring).
- B. Clubs regain "good standing" title when they attend the next scheduled ICC meeting. Missing a third ICC meeting shall result in loss of club charter, as outlined in Article II, Section 4, Sub-section A-6.
- C. Clubs that lose "good standing" shall be penalize with the following consequences (until good standing is regained):
 - 1. Frozen club account.
 - 2. Clubs will not be able to fundraise on campus.
 - 3. Club will not be able to request ASU funding.
 - 4. Club will not be able to post flyers or posters.

ARTICLE III: DELEGATES

SECTION 1: DUTIES OF ICC DELEGATES

Each ICC Delegate shall:

- A. Represent their corresponding club at all ICC meetings. In the absence of a delegate an alternate delegate must assume the duties of the official delegate.

- B. Delegates and alternate delegates must be chosen by the club. The club president may be selected as a delegate to attend ICC meetings.
- C. Submit any amendments to the club's Constitution to the ICC and Student Activities.
- D. Require all of its club officers to be active members of the Associated Students Union as defined by the ASU Constitution.
- E. Report back to their club any decision, action, or notice that took place at ICC.
- F. Be available and willing to serve on an investigative committee if appointed by ASU, as stated in Article II, Section 4, Sub-section B.
- G. Be present for the entire meeting time. Any delegate which leaves before ICC meeting is over will consist of an absence for that meeting.

ARTICLE IV: OFFICERS

SECTION 1: OFFICERS

- A. There shall be three (3) ICC officers: Chairperson, Vice Chairperson, and Chief Delegate.
- B. The ICC Chairperson shall be the Vice President of the Associated Students Union.
- C. The ICC Vice Chairperson shall be a club delegate and be elected by simple majority vote of the club delegates present.
- D. The ICC Chief Delegate shall be the ASU Chief Delegate and assume the duties as stated in the ASU Constitution.
- E. All officers are to be held accountable for a 2.0 GPA or better for the most recently completed semester, be enrolled in a minimum of 5 units per semester, and be paid ASU members.

SECTION 2: DUTIES OF OFFICERS

- A. The ICC Chairperson shall:
 - 1. Preside over all ICC Meetings.
 - 2. Represent the ICC and all members of the clubs, and make regular reports on the activities and plans of the ICC to the ASU.
 - 3. Create and appoint any positions necessary to achieve the purposes of the ICC with the approval of the ICC Board.
 - 4. Ensure informational material distribution during the delegate's first ICC meeting.
 - a) ASU Constitution
 - b) ICC By-laws
 - c) Any other documents, forms, relevant materials on policies regarding publicity, and materials that may be of interest to the clubs.
 - 5. Vote only in the case of a tie as stipulated in Robert's Rule of Order.
 - 6. Provide notice to the Associated Student Union Board, Student Activities Office, and the club concerned when the club is no longer in "Good Standing," meaning the delegate has failed to attend more than two meetings, or a club's charter has been suspended or revoked, as outlined Article II, Section 4.
 - 7. Exercise any other powers as granted to the Chairperson by the ICC Board in accordance to its by-laws.
 - 8. Provide updated ICC Budget reports to delegates.
- B. The ICC Vice Chairperson shall:
 - 1. In the absence of the Chairperson, preside over the ICC meeting and carry out the ICC Chairperson's duties and responsibilities.
 - 2. Assist the ICC Chairperson and perform other duties as he/she requests or as stated by the By-laws.
 - 3. Have no voting rights if chairing the ICC meeting.
- C. The Chief Delegate shall:
 - 1. Keep the ICC meeting minutes.
 - 2. Prepare the official reports of the proceedings of the ICC for general circulation.
 - 3. Keep records of the ICC meetings as directed by the ICC Board.

4. Inspect to see if there is a copy of all club constitutions in the Student Activities Office.
5. Assist the ICC Chairperson and perform other duties as he/she requests or as stated by the ASU Constitution.
6. Have no voting rights in ICC meetings.

ARTICLE V: MEETINGS

SECTION 1: ICC MEETINGS

- A. ICC shall meet at least once a month on a day, time, and a place to be decided by ICC Chairperson.
- B. Special meetings shall be called by the ICC President or by a 2/3 vote of the clubs represented at a regular meeting. ICC members shall be notified at least 48 hours in advance of any special meetings called by the ICC Board.
- C. Quorum shall be met by the number of delegates present at any given ICC meeting. Delegates are responsible to attend all meetings and vote on every issue. Any actions and decisions made by ICC will affect all clubs on campus.
- D. ICC delegates should give prior notice, in writing, to the ICC Chairperson or Chief Delegate if they are unable to attend a meeting.
- E. The Robert's Rule of Order will be used in matters not covered in this Constitution and shall be the parliamentary instrument in the decision making process.
- F. A club delegate absent from more than two (2) meetings in any one (1) semester will result in the loss of being in "Good Standing." As outlined in Article 2, Section 5.
- G. Three (3) absences in any one (1) semester will result in the revocation of the club's charter. As outlined in Article 2, Section 4, Subsection A-6.
- H. All Delegates must be present for the entire time of the ICC meeting. Any delegate which leaves early will result in an absence for your club.

ARTICLE VI: FUNDRAISING

SECTION 1: FOOD SALE REGISTRATION

- A. All clubs chartered must have at least three (3) club members view the "How to properly cook and sell food" video prior to an event/fundraiser that involves the handling of non-prepackaged food items.
- B. All clubs must complete a "Recognition of Completion" test that will state they have view the "How to properly cook and sell food" video. It must be signed by authorized personnel who are: ICC Chairperson, Dean of Student Activities, or designee.
- C. Any club who has not view the "How to properly cook and sell food" video will not be allowed to sell of non-prepackaged food items on campus until they complete a "Recognition of Completion" test.

SECTION 2: FUNDRAISING

- A. Clubs interested in fundraising must submit the proper document to Student Activities eight (8) days prior to event.
- B. More than one club can hold a fundraising event on any Student Activities approved day. Clubs should not serve the same meal as other clubs if fundraising on the same day.
- C. Food services shall only be handled by current club members.
- D. Clubs will be allowed to sell Monday through Saturday with the approval of Student Activities.
- E. Clubs cannot reserve space in advance for an entire month or semester.

SECTION 3: HANDELING OF FUNDS

- A. Club funds shall only be handled by club members with ASU membership.
- B. Clubs are only allowed to have an ELAC club account through the Fiscal office.
- C. Clubs that open outside bank accounts are in violation of E-regulations and will lose the club's charter.