EAST LOS ANGELES COLLEGE INTER-CLUB COUNCIL BY-LAWS

ARTICLE I: STRUCTURE

SECTION 1: NAME

The name of this organization shall be the Inter-Club Council "ICC" of East Los Angeles College.

SECTION 2: PURPOSE

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

ARTICLE II: MEMBERSHIP

SECTION 1: MEMBERSHIP

A. Chartered clubs which have been recognized by the Associated Student Union Board shall be represented on the Inter-Club Council by a club selected delegate. One official delegate and alternative delegates shall be selected from each club by the election process of each individual club. (LACCD Administration Regulation S-1)
B. Each club will charter once every academic year, beginning in the Fall semester. Officers/Delegates on the ICC Board, ASU Board, or a chartered club cannot hold multiple offices in clubs or ASU Board positions other than the one in which they are representing but can participate as active members. (LACCD Administrative Regulation S-9)

SECTION 2: PROCEDURES FOR MEMBERSHIP

The organization desiring ICC membership shall:

A. Find an academic advisor for the club. Advisor orientations are available.
B. Have a minimum of 5 chartering members if chartering a new club or an inactive club. If re-chartering an active club, a minimum of 4 chartering members is required.
    1. Students who wish to be chartering members must clear the following qualifications:
        a. Be a currently paid ASU member
        b. Have at least a current and cumulative 2.0 GPA.

c. Be enrolled in at least five (5) units
d. Have no more than 80-degree applicable units completed. If seeking exemption, please fill out 80-unit exemption form.
e. Cannot be a chartering member for another club.

C. Complete and submit the ICC charter application that can be found on the ELAC website under ICC Chartering Application tab. Hard copies or emailed versions of the ICC charter application will not be accepted.
D. Turn in the following documents to the Student Activities Office:
    1. A typed club constitution that is signed by the club's advisor(s) and president(s).
    2. Email a typed mission statement in Microsoft Word format to the designated person. Mission statement should be 200 words or less, explaining the club's purpose.
E. Attend a mandatory club orientation where important information will be given out to the clubs. Additional forms will be given out during the orientation. Forms must be completed and signed by the club advisor(s) and respective club officers. Forms must be submitted to the Student Activities Office the day before an ASU meeting in order to be chartered at the meeting. ASU Executive Vice President, ASU Chief Delegate, assigned ASU Senators (and ICC Advisor if needed) will be giving club orientations.
F. Get approval from the Student Activities Office once orientation forms have been reviewed and approved. Club will get emailed an invitation to attend an ASU meeting to charter.
G. Attend ASU meeting to get officially chartered by the ASU Board for the academic year.

SECTION 3: RESTRICTIONS ON ICC MEMBERSHIP

A. No group or club that has met the requirements for membership as stipulated in the Article II, Section 2 of these bylaws shall be denied acceptance because of its ideologies, philosophies, or the charter 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 By-laws
    4. ICC By-laws
C. Only those student organizations, which have been approved by ASU, shall have the rights and privileges given to official campus clubs.

SECTION 4: MEMBER CONDUCT

A. All students shall adhere to the Standards of Student Conduct as prescribed in the LACCD Board Regulations.
B. A club delegate who is absent from more than two (2) meetings in the academic year will result in the club losing "Good Standing."
C. ICC will hold the club responsible for the delegates attendance to the ICC meetings.
D. Three (3) absences in anyone (1) semester will result in the revocation of the club's charter.
E. All delegates must be present for the entire time of the ICC Meeting. A club having two (2) tardies to an ICC Meeting will be the equivalent of one absence. A club having two (2) early

departures from an ICC Meeting will be the equivalent of one absence. If a club arrives late and departs early from an ICC Meeting, it will be the equivalent of one absence.

E. No delegate can represent more than one club at ICC Meetings.

SECTION 5: SUSPENSION AND REVOCATION OF CHARTER

A. The chartering of any club may be suspended or revoked by the ASU with a ⅔ majority vote for the following violations:
    1. Student Code of Conduct
    2. ASU Constitution
    3. ASU By-laws
    4. ICC By-laws
    5. ASU Club Positing Contract
    6. Excessive absences. Failing to have a delegate present at three (3) ICC Meetings in the academic year.

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 club. Please see Article II, Section 5. A. of these bylaws for reasons to suspend or revoke a club's charter.
    2. The ASU Executive Vice President or ASU Chief Delegate will then email the club in question five (5) business days in advance stating that the club's charter will be put into the next ASU meeting agenda for suspension or revocation.
    3. The club will then come to the ASU meeting and represent themselves. At this moment a club representative must be in mandatory attendance to the ASU meeting where they will then be given an opportunity to state why they should not receive a suspension or revocation of charter.
    4. Failure to comply with the ICC Bylaw Suspension and Revocation of Charter procedures clubs charter will be in suspension until the next ASU meeting where they will receive another opportunity to present themselves and state their case.

C. Term of suspension and revocation of the club charters
    1. Suspension shall be for a minimum of two (2) weeks and a maximum of one (1) 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 chartered club the remaining academic year.
        b. A club whose charter had been revoked must complete the new club chartering process outlined in Article II, Section 2, for an active club.

SECTION 6: GOOD STANDING

A. Losing the "good standing" title occurs when any delegate fails to attend two (2) ICC meetings in the academic year, the club violates the ASU posting contract two (2) times in the academic year, or the combination of both violations.
B. Clubs regains the "good standing" title when they attend the next scheduled ICC meeting or by volunteering at an ASU event. Missing a third ICC Meeting shall result in loss of club charter, as outlined in Article II, Section 4, Sub-section C.
C. Clubs that lose "good standing" shall be penalized 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. Clubs will not be able to have student excursions.
    5. Club will not be able to post flyers or posters.
    6. Funds that were previously approved from ASU will be reallocated back into the ASU general operating budget.

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 Student Union as defined by the ASU Constitution.
E. Report back to their club any decision, action, or notice that took place at any ICC meeting.

ARTICLE IV: ASU OFFICERS

SECTION 1: OFFICERS

A. The ICC Officers shall be the ASU Executive Vice President, ASU Chief Delegate, and ASU Senators assigned to the ASU Event Planning Committee.
B. The Chairperson shall be the ASU Executive Vice President.
C. The ASU Chief Delegate shall assume the duties stated in the ASU Constitution and its bylaws. ASU Senators shall assume the duties stated in the ASU Constitution and its bylaws.

D. All officers must be paid ASU members, have and maintain a cumulative and current GPA of at least 2.0 GPA in units completed at all the colleges in the District, and be enrolled in a minimum of 5 units per semester. (LACCD Administrative Regulation S-9)

SECTION 2: DUTIES OF OFFICERS

A. ASU Executive Vice President 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 Board.
   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. ASU By-laws
      c. ICC By-laws
      d. Any documents, forms, relevant material on policies regarding publicity, and materials that may be of interest to the clubs.
   5. Vote only in 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 (2) ICC meetings, has failed to follow the ASU club posting contract, 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 with its by-laws.
   8. Provide updated ICC Budget reports to delegates.

B. ASU Chief Delegate shall:
   1. In the absence of the ASU Executive Vice President, preside over the ICC meeting and carry out the Chairperson's duties and responsibilities.
   2. Assist the Chairperson and perform other duties as they request as stated by the bylaws.
   3. Have no voting rights if chairing the ICC meeting, unless in the case of a tie.

C. ASU Senators shall:
   1. Be the ASU Senators who are appointed to the ASU Event Planning Committee.
   2. In the absence of the ASU Executive Vice President and ASU Chief Delegate, the ASU Senator with seniority must preside over the ICC meeting and carry out the Chairperson's duties and responsibilities.
   3. Assist the Chairperson and perform other duties as requested and stated in these bylaws. Have no voting rights if chairing the ICC meeting, unless in the case of a tie.

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 the ASU Executive Vice President with the cooperation of the ASU Chief Delegate during the fall semester. For ICC meeting in the spring semester, dates, time, and a place is to be decided by the ASU Executive Vice President with the cooperation of the ASU Chief Delegate and the two ASU Senators appointed to the ASU Executive Vice President.
B. Special meetings shall be called by the ASU Executive Vice President or by a ⅔ majority 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. The newest edition of *Robert's Rule of Order* will be used in matters not covered in these by-laws and shall be the parliamentary instrument in the decision-making process.

ARTICLE VI: DISBURSEMENT AND RECEIVING OF FUNDS

SECTION 1: HANDLING OF FUNDS

A. Club funds shall only be handled by club members with ASU membership. Clubs are only allowed to have an ELAC club account through the Fiscal office.
B. Clubs may not have private bank accounts as it is prohibited in LACCD Administrative Regulation S-5, Section 3, Sub-section h. Clubs who fail to abide by this will lose their club's
C. charter. (LACCD Administrative Regulation S-5)

SECTION 2: STIPENDS

Stipends may only be issued during the Fall and Spring semesters as outlined below:

A. The award amount per club stipend shall not exceed the highest amount issued to an ASU board officer as stated in the ASU constitution under Article VI Section 1: ASU Stipend
B. Stipend award distribution details shall be set by the club and must be stated in the club constitution.
C. Money that goes to the members will come from the respective club account.

SECTION 3: SCHOLARSHIPS

Scholarships may only be issued during the Fall and Spring semesters as outlined below:

A. The award amount per club scholarship shall not exceed the highest amount issued to an ASU board officer as stated in the ASU constitution under Article VI Section 1: ASU Stipend
B. Money that goes to the scholarship winners shall be awarded from the respective club account.

SECTION 4: STIPEND AND SCHOLARSHIP REGULATIONS

A. Awards given to any student per academic year may be a combination of both stipends and scholarships but not to exceed the highest amount issued to an ASU board officer as stated in the ASU constitution under Article VI Section 1: ASU Stipend.

SECTION 5: FUNDRAISING

A. Clubs interested in fundraising must submit the proper document to the Student Activities Office ten (10) business days prior to the event, no exceptions.
B. More than one club can fundraise on any Student Activities Office 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 only be allowed to sell Monday through Saturday with the approval of Student Activities Office.
E. Clubs can reserve space in advance for an entire month.

SECTION 6: 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 viewed the "How to properly cook and sell food" video. It must be signed by authorized personnel who are: ASU Executive Vice President, ASU Chief Delegate, and Dean of Student Activities.
C. Any club who has not viewed the "How to properly cook and sell food" video will not be allowed to sell non-prepackaged food items on campus until they complete a "recognition of Completion" test or turn in an outside job food hander's certification.

ARTICLE VII: ICC ADVISOR

SECTION 1: ADMINISTRATIVE ADVISOR TO ICC

A. Dean of Student Services or their designee shall be the Administrative Advisor of ICC.
B. The Dean of Student Services or the designee must be present at all ICC Meetings, before any business is undertaken, otherwise said meetings will be invalid.
C. ICC Advisor must be recognized by the chairperson prior to speaking during ICC meetings.
D. ICC Advisor shall not be an Advisor or Co-Advisor to any ASU charter club.
E. ICC Advisor does not have the right to present motions and has no voting power during ICC Meetings.

ARTICLE VIII: AMENDMENTS

SECTION 1: AMENDMENTS TO THE BY-LAWS

A. Proposals: Amendments to these By-laws may be proposed by an~~d~~ ASU / ICC Officer. The proposed amendments shall be submitted in writing, to the ASU Executive Vice President and the ICC Advisor. Proposed amendments shall be presented to the ASU Board at the next regularly scheduled meeting following receipt of the proposed amendment (in accordance with the California Brown Act). The proposal must be placed on the ASU agenda as an Action Item.

B. Approval: The proposed amendments must be approved by a ⅔ majority vote of the ASU Board who are present at the ASU meeting.

C. Notification: Public notice of the said Amendments or changes must be satisfactorily advertised for at least 72 hours, in accordance with the California Brown Act.

D. Ratification: The change shall become effective immediately as approved by the ASU Board.

E. Application: No amendment to these by-laws can be retroactive.

F. Execution: The ICC Officers shall carry out provision of these by-laws.

Created: August 14, 2015

Amended:
August 30, 2017
September 21, 2018
August 23, 2019
October 18, 2019
May 22, 2020
September 10, 2021