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***BYLAWS TO THE ASNC CONSTITUTION SERVING THE ICC***

**ARTICLE I            NAME**

The name of the organization shall be the Inter Club Council.

**ARTICLE II            DEFINITIONS**

- a. The Associated Students of Norco College shall be referred to as “ASNC.”
- b. For the purpose of these bylaws, the ASNC Inter Club Council will be referred to as “ICC.”
- c. For the purpose of these bylaws a Club shall refer to an officially chartered group in which active membership is limited to students of the Riverside Community College District (RCCD) and at least one advisor who is a current full time member of the college faculty.
- d. For the purpose of these bylaws an Organization shall refer to an officially chartered group in which active membership is limited to students who are enrolled in, and receive college credit for their participation in, an officially recognized academic program that engages in frequent and regularly scheduled co-curricular activities and has at least one advisor who is a current full time member of the college faculty.
- e. An Inter Club Council Representative shall be referred to as an “ICC Rep”.

**ARTICLE III            STATEMENT OF PURPOSE**

The purpose of the Inter Club Council is to foster a spirit of unity among the students of Norco College and to enhance their academic, cultural and social lives. Under the authority of the ASNC legislature, the ICC shall:

- a. Sponsor and coordinate campus activities and events.
- b. Facilitate communication and cooperation between student clubs and organizations.
- c. Serve as a liaison between the student clubs/organizations and the ASNC legislature.
- d. Provide leadership training and development opportunities to ICC members.
- e. Make financial recommendations to ASNC Legislature regarding all ICC funds and/or grants.

## **ARTICLE IV            MEMBERSHIP**

- Section 1      All officially recognized Norco College student clubs/organizations that maintain the standards specified in the Article XII, Section 1 of these bylaws and maintain ICC eligibility standards shall be members of the ICC.
- Section 2      All member clubs/organizations shall be eligible for the following benefits:
- a. Financial support from the ASNC
  - b. ICC voting privileges as specified in Article XIV (a-c).
  - c. Consideration for room assignments, space assignments, glass case assignments and approval of activities and events on a first come first serve basis.
  - d. Use of asnorcocollege.org website, school displays, televisions, cork boards, and Poster-Frames.

## **ARTICLE V            ADMINISTRATIVE STRUCTURE**

- Section 1      The administrative body of the ICC shall consist of the following:
- a. ASNC Vice President of Campus Organizations.
  - b. Three (3) ASNC Senators of Campus Organizations and one (1) Representative at Large of Campus Organizations.
- Section 2      The Vice President of Campus Organizations, the three (3) Senators of Campus Organizations and the Representative at Large will comprise the ICC Committee.
- Section 3      The ICC Committee shall have no voting rights, except the Vice President of Organizations/ICC Chairman only in case of a tie.
- Section 4      None of the ICC Committee members may be impeached by the ICC at any time. This authority resides with the ASNC Senate.
- Section 5      The decision-making authority of the ICC shall be vested in the member clubs/organizations.
- Section 6      The duties of the ICC members shall include:
- a. Serving as representatives of campus clubs/organizations.
  - b. Checking designated, folders, files, and/or mailboxes daily.
  - c. Upholding the ICC Bylaws.
  - d. Attending all ICC meetings as specified in Article VII Sections 1-7.
  - e. Checking emails and scheduling progressive evaluations with Advisor.
- Section 7      Regular meetings of the ICC shall be held once every week, unless otherwise specified.

- Section 8 All meetings shall be conducted in accordance with Robert's Rules of Order and the Brown Act.
- Section 9 All meetings shall be conducted when a quorum is present. A quorum shall consist of at least fifty percent (50%) plus one (1) of the voting membership of the ICC.

#### **ARTICLE VI THE ICC CHAIRMAN**

- Section 1 The ASNC Vice President of Campus Organizations shall serve as the ICC Chairman in accordance with Article VI, Section 6(b) of the ASNC Constitution.
- Section 2 The powers of the ICC Chairman shall include:
- a. Bringing forth recommendations for amendments to the ICC Bylaws.
  - b. Vetoing any decision made by the ICC.
  - c. Calling all regular and special meetings of the ICC.
  - d. Voting only in case of a tie.
- Section 3 The duties of the ICC Chairman shall include:
- a. Presiding over all meetings of the ICC.
  - b. Serving as a liaison between the ICC and the ASNC.
  - c. Planning and coordinating leadership seminars and retreats for the ICC.
  - d. Upholding the ASNC Constitution and the ICC Bylaws.

#### **ARTICLE VII ATTENDANCE POLICY**

- Section 1 One (1) appointed representative of each member club/organization shall attend, and be on time for all regular and special meetings.
- Section 2 Organization representatives are required to attend ICC meetings unless the required organization class meeting time conflicts with the ICC meeting time.
- Section 3 Each ICC Rep shall represent no more than one (1) club.
- Section 4 Absences: Absences shall be defined as not being present ten (10) minutes after roll call.
- Section 5 Tardies: Tardies shall be defined as not being present at roll call, but arriving before the expiration of the ten (10) minute absence limit.
- a. Two (2) tardies are equal to one (1) absence.
- Section 6 A member club/organization which is absent, cannot make, second, nor vote on

any motion. The member club/organization may give a report, announcement and/or add to the discussion of a motion.

Section 7 A member club/organization that receives three (3) absences will automatically be disqualified from receiving ASNC funds but will maintain its voting rights.

a. Such disqualification shall be in effect only for the remainder of the current semester.

b. Upon the third absence a written notification of the club/organization's status will be sent to the club's/organization's advisor.

## **ARTICLE VIII ATTENDANCE PROCEDURE – Regular and Special Meetings**

Section 1 The Faculty Advisor and the President of the member club/organization will receive a written notice from the Campus Organizations Committee after their second ICC absence, at least three (3) school days prior to the next ICC meeting.

Section 2 The Campus Organizations Committee, in consultation with the Student Activities Coordinator, may excuse an absence only in case of a documented emergency or an unusual circumstance.

## **ARTICLE IX REMOVAL OF MEMBER CLUBS/ORGANIZATIONS**

Section 1 In accordance with Article IX of these bylaws, if an ICC member club/organization violates any provisions of Article IX, Section 2 (a-c) then Student Activities Coordinator will submit a written report to the Dean of Student Services and the ICC Chairman outlining the violation(s) and presenting all evidence.

Section 2 Pending the outcome of disciplinary or administrative action, the member club/organization will be suspended from the ICC and denied any privileges or financial support.

Section 3 If the member club/organization is found in violation of any of the aforementioned provisions it will be automatically dismissed from the ICC and its charter will be revoked.

Section 4 The member club/organization will not be allowed to re-charter without written authorization by the Dean of Student Services and the Student Activities Coordinator.

Section 5 The member club/organization funds will be frozen and may be transferred to the appropriate ASNC and/or ICC contingency or reserve accounts. Section 6 For the purpose of this section written communication includes electronic mail.

## **ARTICLE XI           ADVISORS**

- Section 1       The Student Activities Coordinator or designee shall serve as advisor to the ICC.
- Section 2       All ICC activities must be approved by the Advisor of the member club/organization, the Student Activities Coordinator, and the Dean of Student Services.
- Section 3       At least one Advisor must attend all regular and special club/organization meetings.
- Section 4       At least one Advisor must attend all off campus activities and field trips sponsored by an ICC member club/organization.

## **ARTICLE XII           CLUB/ORGANIZATION OFFICIAL CHARTERING**

- Section 1       In order for a club/organization to qualify for official chartering with the Norco College and be sponsored by the ASNC the following requirements must be met:
- a. A full time faculty member of the RCCD must agree to sponsor the club/organization. The club/organization may have more than one advisor including staff and/or administrators who agree to share the responsibilities.
  - b. All member clubs/organizations must maintain an active membership of no less than seven (7) students who are currently enrolled in the RCCD, have not been placed on social or academic probation, and have the paid the Student Services Fee for the current semester.
  - c. All member clubs/organizations must develop and maintain a constitution/charter.
  - d. All member clubs/organizations must submit a list of their members each semester, no later than three weeks after the end of Club Rush.
  - e. All club/organization moneys fundraised at anytime and in any location must be deposited, upon completion of the event, with the Auxiliary Business Services. The member club/organization shall be responsible for submitting the funds to the Student Activities Coordinator with the appropriate forms.
- Section 2       If these minimums are not met and/or maintained the Student Activities Coordinator and/or the Dean of Student Services will have the right to deny the application for charter or revoke the charter. Furthermore, any violation of these by laws and/or other related policies/regulations shall result in disciplinary action by the ASNC and/or the Dean of Student Services, including the following:
- a. Suspension of Official Charter. b. Expulsion from the ICC.
  - c. Formal disciplinary action.
  - d. Seizure of all funds, including trust fund accounts.

### **ARTICLE XIII VETO**

- Section 1 The ICC Chairman reserves the right to veto any decision made by the ICC within 48 hours of adjournment of the ICC meeting in which the decision was made.
- Section 2 If the ICC Chairman decides to veto, they must submit a written explanation of the veto along with alternative suggestions/recommendations to all member club/organization ICC Reps, the Student Activities Coordinator, the Dean of Student Services, and ASNC President within the forty-eight (48) hour limit.
- Section 3 The ICC may override the ICC Chairman's veto by a two-thirds (2/3) vote of its membership present at any regular or special meeting, quorum maintained.
- Section 4 In the case that the ICC Chairman's veto is overridden the original decision will stand with no amendments.

### **ARTICLE XIV VOTING**

All ICC expenditures must be approved by a majority vote of the attending member clubs/organizations.

- a. Each member club/organization will have a maximum of one (1) vote on any issue.
- b. All ICC expenditures involving funds budgeted by the ASNC are subject to the approval of the ASNC Legislature.
- c. Each ICC Representative present shall have voting privileges for no more than one club/organization at the ICC.

### **ARTICLE XV VACANCIES**

- Section 1 If the ICC Chairman is unable to fulfill their duties due to illness or temporary absence then one of the three (3) Senators of Organizations will assume the duties as described in Article VI Section 3 (a-d).
- Section 2 If the ICC Chairman position is otherwise vacated, then one of the three (3) Senators of Organizations shall act as interim ICC Chairman until the position is filled.

### **ARTICLE XVI FINANCE POLICY**

For all financial and budgetary concerns refer to the ASNC Finance Policy.

### **ARTICLE XVII AMENDMENTS**

- Section 1 Amendments to the ICC bylaws may be proposed by a simple majority of the

active member clubs/organizations of the ICC or by a simple majority of the ASNC Senate.

Section 2      The proposed amendments to the ICC bylaws shall be affirmed by a two-thirds (2/3) vote of the active membership of the ICC and by a two-thirds (2/3) vote of the ASNC Senate

#### **ARTICLE XVIII      SUPREMACY CLAUSE**

In the instance of conflict between any founding documents under the jurisdiction of the ASNC and for all judicial review purposes the ASNC Constitution shall supersede all other bylaws, charters, and club constitutions. If the ASNC Constitution does not provide remedy, Robert's Rules of Order shall dictate procedure and outcome of the dispute.

#### **ARTICLE XIX      PARLIAMENTARY AUTHORITY**

In all instances not covered by this Constitution, Campus bylaws, codes, and standing rules, the Parliamentary Authority shall be the current edition of Robert's Rules of Order. All ICC meetings shall be held in accordance with the Brown Act.

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CCastillo