

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT
SANTA ROSA JUNIOR COLLEGE**

INTER-CLUB COUNCIL CONSTITUTION

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PREAMBLE

We, the students of the Inter-Club Council, have come together to help promote our club’s goals, aspirations, and highlight the diversity of passions and interests found within the Sonoma County Junior College District. We recognize the importance of being actively involved in the things we care about, and hope to encourage student participation through our clubs. As clubs we will promote the general welfare of our students, our college, and our community.

**ARTICLE I
NAME**

SECTION 1 The name of this Sonoma County Junior College District (SCJCD) Santa Rosa Junior College (SRJC) student group shall be the Inter-Club Council (ICC).

**ARTICLE II
PURPOSE & DOCUMENT DESCRIPTIONS**

SECTION 1 INTER-CLUB COUNCIL:

The Inter-Club Council has been established with the intent to govern, promote, and encourage broad participation amongst clubs at SRJC. The Inter-Club Council will be responsible for the recognition, activation, and coordination of all clubs on the Santa Rosa Campus. The Inter-Club Council will establish equitable and dynamic rules, regulations, and policies by which clubs may coordinate their activities, and govern themselves in compliance with the Inter-Club Council Constitution.

SECTION 2 INTER-CLUB COUNCIL CONSTITUTION:

The Inter-Club Council Constitution has been established with the intent to govern the Inter-Club Council. The purpose of the Inter-Club Council Constitution is to serve as the operating procedures and rules for the Inter-Club Council, and by extension, all SRJC Clubs and their members.

SECTION 3 INTER-CLUB COUNCIL MEETING BYLAWS:

The Inter-Club Council Meeting Bylaws specifically detail the meeting procedures of the Inter-Club Council; to assist in conducting their meetings in effective and expedient manner; with the hopes of

enhancing club involvement, acquiring all needed support for club activities, increasing club creation, facilitating effective inter-club networking/ communications, and exemplifying a productive meeting structure for individual clubs to adopt (if they so choose).

SECTION 4 INTER-CLUB COUNCIL BEST CLUB AWARDS COMMITTEE BYLAWS:

This bylaw was created to assist the Inter-Club Council's Best Club Awards Committees in selecting and honoring clubs with the titles of 'Best Club', 'Best Organization', 'Best Sports Club', 'Best Club Advisor', and 'Henry C. Baker Sr. Service Award' of the semester.

SECTION 5 INTER-CLUB COUNCIL FINANCE CODE:

The Inter-Club Council Finance Code was created to cover all financial systems within the Inter-Club Council including, but not limited to: helping assist all clubs in streamlining the process to access funds from the Inter-Club Council.

SECTION 6 INTER-CLUB COUNCIL DEFAULT CLUB CONSTITUTION:

The Inter-Club Council Default Club Constitution serves as the Constitution for individual clubs who have not adopted their own club Constitution.

**ARTICLE III
INTER-CLUB COUNCIL MEMBERSHIP**

SECTION 1 SRJC CLUB MEMBERS:

Membership to the Inter-Club Council consists of all currently enrolled students at the Santa Rosa Junior College who are official members of any activated club and the Student Government Assembly's Inter-Club Council Chair. During Inter-Club Council meetings, clubs are encouraged to have multiple members attend Inter-Club Council meetings, however all clubs will be limited to having one (1) vote, that is made by their 'Inter-Club Council Representative' (the club's President or designee).

A. OUTSIDE STUDENT ORGANIZATIONS:

Outside student organizations who are interested in creating chapters of their organization at a Santa Rosa Junior College are invited to participate as a club, and shall be referred as a 'club'.

SECTION 2 INTER-CLUB COUNCIL REPRESENTATIVES (VOTING MEMBER)

- A.** Club Presidents, or their designees, are responsible for attending the Inter-Club Council as the 'Inter-Club Council Representative,' and will serve as the primary contact for their club and vote on the club's behalf. (Unless otherwise stated in a Club's Constitution, the club president/spokesperson assumes the role and responsibilities of any vacant officer position within that club, including the position of the Inter-Club Council Representative.)
- B.** More than one member of a particular club is allowed to attend an Inter-Club Council meeting; however, each club will only be allowed one vote on any agenda item which must be voiced by their club's Inter-Club Council Representative. In the case that an Inter-Club Council Representative is absent for a meeting, they may send a proxy voter in their place.
- C.** Official club membership will consist of: any currently enrolled student who joins the club by following the procedure set forth in that Club's Constitution and the 'president' or primary contact for the club who serves as the Inter-Club Council Representative.
- D.** Clubs may not restrict their membership on the basis of gender, race, sexual orientation, religion, lifestyle, origin, or lack of the previously mentioned identifiers. No club may use any device or practice, which in effect implements any sort of selectivity. If a club is found to be discriminating against a prospective member, the club may be deactivated and face any consequences deemed appropriate by the college. [See District Policy 8.5.2, and 8.5.2p]

SECTION 3 INTER-CLUB COUNCIL MANAGEMENT:

A. INTER-CLUB COUNCIL CHAIR:

The Inter-Club Council shall elect from its membership executive officers, with the exception of the Inter-Club Council Chair, who is appointed in the general student election as a Student Government Assembly Officer.

B. INTER-CLUB COUNCIL ADVISOR:

A staff member of the Student Affairs Office (SAO) shall serve as the Inter-Club Council Advisor, who shall (or their designee) be available for clarifying questions and will not affect quorum.

SECTION 4 HONORARY MEMBERS FOR CLUBS:

- A. A club's advisor will hold the title of an 'Honorary Member', and are barred from voting on a club's behalf.
- B. Other people who are not enrolled at/employed by the Santa Rosa Junior College, who have an interest or are active in a club, may be made 'Honorary Members' however these outside members will not be recognized by the college as official members and will not benefit from the college's insurance, or hold any official officer position. This title extends to other animals species that are humanely treated.

ARTICLE IV

CLUB ACTIVATION & DEACTIVATION

SECTION 1 CLUB ACTIVATION AND STAYING ACTIVATED

- A. Clubs are activated for the semester in which they completed their activation form. There are two activation semesters: the Fall semester and the combined Spring semester/Summer session.
- B. Clubs must acquire a club advisor willing to oversee and take responsibility for the club's activities. A club without an advisor will not be recognized as active.
- C. Clubs are required to fill out the SRJC Club Activation Packet.
- D. No club shall be considered recognized as an activated club at the Santa Rosa Junior College, who has not fully filled out an SRJC Club Activation Packet.
- E. No club shall be recognized who has never attended an Inter-Club Council meeting, with the exception of clubs who have filled out an Inter-Club Council Waiver, and whose waiver was approved by the Inter-Club Council.
- F. Clubs must have a minimum of two (2) members.
- G. Present their club's constitution when applicable, along with a description of the club, and how their activation will contribute to the SRJC during an Inter-Club Council meeting, and have the club's activation approved by a majority vote of the Inter-Club Council. [See: Inter-Club Council Meeting Bylaws Article 2 Section 1]. If a potential club has their activation declined, they may take any grievance to the Student Affairs Office.
- H. Prospective clubs must have their constitution and activation form reviewed by the Inter-Club Council Chair and the Inter-Club Council advisor for completeness and to check for compliance with regulations.
- I. If a club becomes deactivated and then returns to the Inter-Club Council to ask to be activated again, the activation will be reviewed by the Inter-Club Council but does not require the re-submission of paperwork, approval of constitution, or reacquisition of a club advisor provided no alterations were made. In the case that there has been alterations in any of the previously mentioned areas, fill out a new Club Activation Packet and inform the Inter-Club Council of the changes. In the event of technical or documentation issues, the Inter-Club Council Chair will ensure that a new SRJC Club Activation Packet is filled out, or the Club's Constitution is reacquired.

SECTION 2 CLUB DEACTIVATION

- A. If at any time a club is without an advisor, they will be considered deactivated.
- B. If a club fails to have representation at two (2) Inter-Club Council meetings, the club advisor and president will be notified via E-mail, phone, social media, and other reasonable means, of the absences, as well as a motion can be added to the next Inter-Club Council meeting to deactivate the club. If a club fails to have representation at three (3) Inter-Club Council meetings, the Student Government Assembly's Inter-Club Council Chair reserves the rights to deactivate the club instantaneously and without warning. The Chairperson is encouraged to use this power in the case that lack of participation is interfering with quorum being met and council business being obstructed.
- C. If a club fails to have representation at 1/2 (half) the number of regular Inter-Club Council meetings during a semester the club will be deactivated.

- D. Clubs can fill-out a Club Deactivation Form, or send in their own letter of resignation with proof that the Club's Advisor is aware of the deactivation as a formal way to deactivate themselves, that does not need the approval of the Inter-Club Council.
- E. If a club is found restricting their membership on the basis of gender, race, lifestyle or origin or using any device or practice, which in effect implements any sort of selectivity, the club may be deactivated instantaneously at the discretion of the Inter-Club Council Chair or the Director of Student Affairs, without being voted on by the Inter-Club Council. [See College Council Policy 8.5.2, and 8.5.2p] (Any complaints may be taken up with the Student Affairs Office)
- F. A club may also be deactivated when voted and agreed upon by a simple majority vote (more than half of the members) from the Inter-Club Council.

SECTION 3 CONSEQUENCES OF DEACTIVATION

- A. The deactivated club's mailbox will be removed. The Inter-Club Council is not responsible for any mail that may come in after the mailbox's removal.
- B. The deactivated club's drawer will be emptied and its contents removed.
- C. The deactivated club's information will be taken off the SRJC website, as well as from the Club Directory.
- D. Funds collected by the club may be moved into the Inter-Club Council Trust Accounts (of the campus they belonged to) after being left from a club who has remained inactive for four (4) consecutive semesters. [See Inter-Club Council Finance Code]
- E. Unclaimed club items, whether from no longer existing mailboxes or drawers etc., may be managed at the convenience of the Inter-Club Council.

Continue for Inter-Club Council Meeting Bylaws

INTER-CLUB COUNCIL MEETING BYLAWS

ARTICLE I

GENERAL MEETING PROCEDURES

SECTION 1 AGENDAS & MINUTES

Any agenda items/ proposals shall to be sent to the Chair of the Inter-Club Council, and is suggested to be submitted to the Chair, well in advance before the seventy-two (72) hour public posting deadline (during “SRJC operation hours) required of the Ralph M. Brown Act. Approved Agendas and Minutes shall be posted to the SRJC Website, in no less than (72) hours of their approval.

SECTION 2 LOCATION AND TIME OF MEETINGS

Due to the ever changing size of the Inter-Club Council, it may be advantageous to change meeting times/ location as needed. It should be considered to have Inter-Club Council meetings to be during typical class times. (12-1:30, 1:30-3, etc.)[Suggested locations include Center for Student Leadership (SR), Student Activities Center (SR), Library Conference Rm. (SR), and Richard Call Building Rm 602 / 609 (PET)]

SECTION 3 FREQUENCY OF MEETINGS

Meeting every other week is the suggested model for the Inter-Club Council. This allows for Inter-Club Council committee meetings to meet on off weeks.

SECTION 4 REPORTS

The Inter-Club Council shall be advised on how their budget works in a formal report once a semester. This should be done with the help of the Inter-Club Council Advisor, and cover information about the differences between the Student Government Assembly Restricted and Unrestricted accounts, how funds ‘roll-over’ year-to-year’ in the Inter-Club Council Trust, and the ‘Inter-Club Council Trust & Inactive Club Account Policy’.

SECTION 5 QUORUM & VOTING

Quorum is the number representatives necessary to conduct business, which is a ‘simple majority’ of the body. Voting on taking actions on business items needs the approval from a simple majority of a quorum present.

ARTICLE II

ATTENDANCE

SECTION 1 All Inter-Club Council representatives should stay for the entirety of every meeting. This is a concern of quorum; if quorum is not achieved no decisions on business can be made. Leaving early may result in an absence.

SECTION 2 WAIVER OF INTER-CLUB COUNCIL ATTENDANCE

- A. Clubs who are unable to attend Inter-Club Council meetings due to outside conflicts such as club’s meeting times, or who simply have no interest in learning about future club events/having a vote in school matters are asked to make a proposal to waive Inter-Club Council attendance for review by the VP of Organizations/ICC Chair and the ICC Advisor to be brought forward to the Inter-Club Council for a vote.
- B. In the case that a proposal to waive Inter-Club Council attendance is approved, the club whose attendance is waived will forfeit their right to vote in Inter-Club Council meetings. The waived club will have no standing for making quorum in Inter-Club Council meetings, and will not be counted for roll.
- C. The Inter-Club Council will still require one member of the attendance-waived club to receive the Inter-Club Council Newsletter via E-mail.

SECTION 3 NEW SEMESTER PROCEEDINGS

- A. Returning clubs from the semester directly prior to the current semester will be automatically counted active for the first week and first Inter-Club Council meeting of a new semester, provided they submit the appropriate paperwork, were active the previous semester, and have a representative present. Only these

clubs will be counted as active in the new semester, and will become the new complete list of active clubs for the semester.

- B. To allow for clubs to get settled in during a new semester, club information from the previous semester will remain on the SRJC website and in the Club Directory for the first three (3) weeks in the new semester, unless otherwise notified not to do so by the club.

**ARTICLE III
POWERS OF THE INTER-CLUB COUNCIL**

SECTION 1 OVERSIGHT OVER THE “DEFAULT” CLUB CONSTITUTION

For clubs that do not have their own Constitution, the Inter-Club Council has oversight and amending power over the “Default Club Constitution” (SEE: Inter-Club Council “Default” Club Constitution for Clubs Without Their Own Constitution).

SECTION 2 RESET A CLUB’S MEMBERSHIP

In the case that a club is having trouble achieving quorum at their meetings the club President or Inter-Club Council Representative may request to the Inter-Club Council to reset their Club’s membership to only include their President.

**ARTICLE IV
INTER-CLUB COUNCIL EXECUTIVE OFFICER RESPONSIBILITIES**

SECTION 1 INTER-CLUB COUNCIL CHAIR:

- A. Shall execute their responsibilities as an SGA Officer as stated in the *SCJCD SRJC SGA Bylaws, Article V, Section 2*.
- B. Shall execute their responsibilities as a Chair to an SGA Standing Committee as stated in the *SCJCD SRJC SGA Bylaws, Article VI, Section 3*.
- C. Shall serve as chairperson of Inter-Club Council meetings, and be the official spokesperson of the Inter-Club Council.
- D. Shall assume the duties of any vacant Inter-Club Council Executive Officers positions.
- E. Shall act as liaison between the Student Government Assembly and the Inter-Club Council. To ensure that Inter-Club Council business and needs are heard and recognized by the Student Government Assembly.
- F. Shall act as chairperson for the Inter-Club Council Code Committee.
- G. Shall sit on the Inter-Club Council Activities Committee.
- H. Shall sit on the Inter-Club Council Finance Committee.
- I. Be responsible for the coordination and operation of clubs, including providing guidance for new club’s activation or the notification for impending deactivation to clubs.
- J. Vote only to make or break a tie.
- K. May appoint a Minute Taker to act as Secretary for a meeting, if the Inter-Club Council Secretary is absent.
- L. May appoint Interim Officers in the case that an officer position is vacant, or is absent.
- M. Shall review inactive Club Trust accounts at the start of each semester, and report to the Inter-Club Council which inactivate club funds are available.
- N. Shall work collaboratively with the:
 - i. Vice Chair to have documented evaluations of all club related college wide events, and ensure the continuity of the Inter-Club Council and college records, maintain accurate website and club directory on the college website in a punctual manner, maintain an active list of Inter-Club Council membership.
 - ii. Secretary to ensure that the Inter-Club Council Minutes are posted in their appropriate location punctually; the continuity of the Inter-Club Council and college records, maintain accurate website and club directory on the college website in a punctual manner, maintain an active list of Inter-Club Council membership.
 - iii. Treasurer to maintain financial records of the Inter-Club Council.

SECTION 2 INTER-CLUB COUNCIL VICE CHAIR:

- A. Shall preside as chairperson in absence of the Chair.
- B. Shall only vote to make or break a tie when acting as Chair.
- C. Shall act as Sergeant at Arms during Inter-Club Council meetings.
Shall act as chairperson for the Inter-Club Council Activities Committee.
[See: Article VI Section 2 C in the case of ‘Committee Merging’]
- D. Shall act as chairperson for the Inter-Club Council Best Club Award Committee
[See: Article VI Section 2 C in the case of ‘Committee Merging’]
- E. Shall ensure that the Chair has posted the agenda and that the Advisor has signed and dated it.
- F. Shall assist the Chair in their duties.
- G. Will be expected to coordinate at least one ‘Club Day’ every month.
- H. Will be the lead authority on Inter-Club Council Activities.

SECTION 3 INTER-CLUB COUNCIL SECRETARY:

- A. Shall be the official scribe of the Inter-Club Council, and be responsible for creating the minutes for each meeting.
- B. Shall be in charge of distributing club mail during the beginning of Inter-Club Council Meetings.
- C. Shall be responsible for sending a report to the BearFacts and the Oak Leaf of any club events discussed at an Inter-Club Council meeting
- D. Shall be the lead in updating the Club Directory.
- E. Shall be responsible for occasionally passing around a Club Directory and print-outs of the SRJC clubs and organizations website information during the Inter-Club Council so members can proofread, mark, and edit their descriptions.

SECTION 4 INTER-CLUB COUNCIL TREASURER:

- A. Shall be responsible for the Inter-Club Council's financial records.
- B. Shall serve as chairperson of the Inter-Club Council Finance Committee.
[See: Article VI Section 2 C in the case of ‘Committee Merging’]
- C. Shall work with the Club Accountant for up-to-date Inter-Club Council Trust Account information
- D. Will be expected to coordinate at least one fundraiser a semester to increase funds in the Inter-Club Council Trust, as well as brainstorm ways that the Inter-Club Council can invest in money to generate renewable income.
- E. Shall give a report to the Inter-Club Council at least twice a semester, about the Inter-Club Council finances, and the funds standing in relation to the Inter-Club Council’s annual budget.
- F. Will be considered the lead authority for Inter-Club Council Fundraisers.

SECTION 5 GENERAL INTER-CLUB COUNCIL OFFICER RESPONSIBILITIES:

- A. To be an Admin of the SRJC Inter-Club Council Facebook group.
- B. Maintain an active list of Inter-Club Council membership in conjunction with the other Inter-Club Council Executives.
- C. Ensure the continuity of the Inter-Club Council and college records.
- D. Ensure that the website information and club directory are kept up to date.

SECTION 6 ADDITIONAL INTER-CLUB COUNCIL OFFICERS:

The Inter-Club Council may create and elect additional Executive Officer Positions to be in charge of various tasks, as decided by the Inter-Club Council, (These positions may include but are not limited to: Inter-Club Council Historian, Inter-Club Council Communications Officer, Inter-Club Council Board of Trustees/ Academic Senate Liaison, Inter-Club Council Parliamentarian, etc.) These created positions will only be active the academic year they are appointed and are ineligible for “Inter-Club Council Service Compensation”.

SECTION 7 ORDER OF SUCCESSION:

The Order of Succession of the Inter-Club Council shall be: The Inter-Club Council Chair, Inter-Club

Council Vice Chair, Inter-Club Council Secretary, Inter-Club Council Treasurer, followed by any created officer positions in order from when they were created.

**ARTICLE V
INTER-CLUB COUNCIL ELECTIONS & RECALL**

SECTION 1 Nominations will may be held on the third to last meeting of the Spring semester (it's optional). Elections will be held at the second to last Inter-Club Council meeting of the Spring semester. (If class schedule conflicts with the next semester's Inter-Club Council Meeting, elected members may communicate with the chair and resign if need be.)

SECTION 2 If there is a vacancy in an officer position a special election may be held in the same manner as a normal Inter-Club Council election to fill that vacancy.

SECTION 3 'DISAPPOINTMENT' OF THE CHAIR

If at any time the Inter-Club Council finds that the Inter-Club Council Chair unable to sufficiently perform their duties, a motion can be made by any member of the Inter-Club Council to disappoint the Inter-Club Council Chair from their duties to the Inter-Club Council. This motion can be made at any time, and without needing to be approved in the agenda. Once moved and seconded and agreed upon with a supermajority vote [(2/3) two-thirds of the voting body], the Vice Chair (following the order of succession) will chair the meetings until either the Inter-Club Council finds the disappointed chair fit to chair meetings, or the SRJC Student Government Assembly appoints a new Inter-Club Council Chair. In the case that there are no Inter-Club Council Officers who can chair the Inter-Club Council meetings, the Inter-Club Council Chair must continue to Chair the meetings since no-one else is available. Whatever the case, measures should be taken by any Inter-Club Council member to add the disappointment of the Inter-Club Council Chair at the next Student Government Assembly meeting

**ARTICLE VI
INTER-CLUB COUNCIL COMMITTEES**

SECTION 1 All members of the Inter-Club Council are encouraged to participate in a committee each academic semester. The Chairs of each committee will recruit its members from currently activated clubs. These committee meetings will be conducted in accordance with the Ralph M. Brown Act, and abide by a Standard Code of Parliamentary Procedure provided in the SRJC Associated Students Constitution.

SECTION 2 GENERAL COMMITTEE OUTLINES & MERGING COMMITTEES:

The Inter-Club Council, is encouraged to form committees to conduct business on behalf of the Inter-Club Council, and improve overall Inter-Club Council functions and outreach.

- A. The standing Inter-Club Council committees shall advise the Inter-Club Council on courses of action and policies that will best benefit the constituency as a whole and fulfill the charge of the committee.
- B. The standing committees may be authorized to take action on behalf of the Inter-Club Council (for example, spend an allotted amount of money, or speak for the Inter-Club Council, etc.) if approved by the Inter-Club Council with a simple majority vote. These powers and responsibilities will become ineffective with the end of an academic year.
- C. All standing committees may be merged with the Inter-Club Council Activities Committee, with the consent of the Inter-Club Council Officer who chairs the Committee meeting. If merging the Best Club Awards Committee, the Inter-Club Council must first vote to allow the merger, as insurance that there's no exploitation. In the case of merging with:
 - i. The Inter-Club Council Code Committee and/or Inter-Club Council Best Club Award Committee the Vice Chair will act as Chair.
 - ii. The Inter-Club Council Finance Committee the Vice Chair and the Treasurer will act as Co-Chairs.
 - iii. Multiple Committees that include the Finance Committee the Vice Chair and the Treasurer will act as Co-Chairs.

SECTION 3 SPECIFIC COMMITTEE GUIDELINES:

The list of standing Inter-Club Council Committees, as well as their responsibilities, are as follows:

A. Inter-Club Council Code Committee:

Serves as an advisory body responsible for recommending revisions and amendments to all documents which affect clubs or students, including:

Internal Documents which the Inter-Club Council has control over include:

- i. Inter-Club Council Constitution (ICC Finance Code, Best Club Award Committee Bylaws, Club Room Code, etc.)

External Documents that affect the Inter-Club Council and Students:

- i. SRJC Student Constitution
- ii. SGA Bylaws
- iii. SRJC College Policies, particularly College District policies 8.5.2 and 8.5.2P
- iv. California Education Code, etc.

B. Inter-Club Council Activities Committee:

- i. Serves as the primary advisory body for the Inter-Club Council, and is responsible for the planning and implementation of Inter-Club Council activities and all club participating college-wide events.
- ii. Shall be the body that updates the Inter-Club Council Activities Best Practices.
- iii. Is a special committee that can merge with and incorporate the purposes of all other Inter-Club Council Standing Committees.
- iv. Shall work collaboratively with the Student Government Assembly Vice President of Student Life, to ensure club activity needs are heard and addressed.
- v. Shall be responsible for creating and documenting evaluations for each event to ensure that future events are well informed of best practices.

C. Inter-Club Council Finance Committee:

- i. Update the Inter-Club Council's Finance & Fundraiser Best Practices.
- ii. Serves as an advisory body responsible for fundraising.
- iii. Shall work collaborative with the Club Accountant, to analyze the Inter-Club Council budget.
- iv. Shall maintain all forms for budget related actions.

D. Inter-Club Council Best Club Awards Committee:

Shall follow and update the Inter-Club Council Best Club Awards Bylaws. [See: Inter-Club Council Best Club Awards Committee Bylaws]

Continue for Inter-Club Council Ad Hoc Student Committee Code

INTER-CLUB COUNCIL AD HOC STUDENT COMMITTEE CODE

SECTION 1 AD HOC STUDENT COMMITTEES:

The Inter-Club Council may create or recognize Ad Hoc Student Committees, which are informal student led groups that address Inter-Club Council concerns and issues or temporary campaigns with a specific purpose that the Inter-Club Council supports (Graduation Fundraising, Disaster Relief., etc.). The membership of Ad Hoc Student Committees may include faculty, staff, and administrators employed at the Santa Rosa Junior College.

SECTION 2 RECOGNITION, ACTIVATION, AND DURATION:

An Ad Hoc Student Committee may apply for recognition to the Inter-Club Council. Recognition is granted upon a majority vote of the Inter-Club Council members. The Ad Hoc Student Committee becomes a recognized on-campus organization for a period of time, not to exceed nine consecutive weeks during any one semester. At the conclusion of the first nine week period, an Ad Hoc Student Committee may apply for an extension of a second nine week period.

SECTION 3 RIGHTS AND PRIVILEGES:

Once an Ad Hoc Student Committee has been given recognition by the Inter-Club Council, such a group has all of the rights and privileges of an on-campus club, as shown in the Inter-Club Council Constitution. Ad Hoc Student Committees, however, do not have a vote in the Inter-Club Council.

SECTION 4 COLLEGE OVERSIGHT:

An Ad Hoc Student Committee must have a faculty advisor and must submit to the Inter-Club Council an information sheet showing the name of the committee, the name of the advisor, the name of the student chairperson /president, and a brief statement of purpose. Once Ad Hoc Student Committee status has been obtained, the group need not send a representative to the Inter-Club Council meetings on a regular basis.

SECTION 5 RESTRICTIONS:

Ad Hoc Student Committee must abide by all campus policies.

Continue for Inter-Club Council Best Club Awards Committee Bylaws

INTER-CLUB COUNCIL BEST CLUB AWARDS COMMITTEE BYLAWS

ARTICLE I NAME

SECTION 1 The name of this bylaw shall be the “SRJC Inter-Club Council Best Club Awards Bylaw”.

ARTICLE II BEST CLUB AWARD COMMITTEE

SECTION 1 The selection of the Best Club Awards shall be made by the Inter-Club Council Best Club Award Committee.

SECTION 2 The Best Club Award Committee shall be composed of the Inter-Club Council Vice Chair (who chairs the Inter-Club Council Activities Committee), the Inter-Club Council Advisor, and up to five (5) members from different clubs to be appointed by the Inter-Club Council. (If voted by the Inter-Club Council to merge the Best Club Award Committee with the Inter-Club Council Activities Committee, the members of the Activities Committee may all vote for a Best Club Awards regardless of the committee’s size.)

SECTION 3 Club members who sit on the Best Club Awards Committee maintain their club’s eligibility to win an award.

SECTION 4 An announcement/motion will be made on the third or second to last Inter-Club Council meeting for the creation of the Best Club Award Committee and to open up the ‘club résumés submission process’. The résumés for a club will highlight accomplishments and activities the club has been a part of in that current semester only. The Best Club Awards Committee may still vote in favor of another club who has not submitted a résumé.

SECTION 5 The decisions of the Best Club Award Committee shall be final.

SECTION 6 Honorary Awards may also be awarded. Examples:
Most Dedicated Club Member, Greatest Contributor to the Inter-Club Council, Most Community Involvement, Best ‘College Program’ Club, Best New Club, Best On Campus / Off Campus Activity, Most Supportive of Campus Community, The Henry C. Baker Sr. Service Award, Recognition of a Non-Club Student Group

ARTICLE III

GUIDELINES FOR SELECTING THE BEST CLUB, BEST ORGANIZATION, & BEST SPORTS CLUB

SECTION 1 Individual Inter-Club Council may decide whether or not to award any additional awards than the standard ‘Best Club Award’. The ‘Best Organization’ and ‘Best Sports Club’ Awards were created from the growth of the Inter-Club Council

SECTION 2 Since a club’s association with an organization varies, the decision of which clubs are eligible for ‘Best Club’ as opposed to ‘Best Organization’ will be up to the Best Club Awards Committee. The decision to separate ‘Best Club’ from ‘Best Organization’ was made to ensure that clubs that do not have help from an outside organization are recognized, it is this reasoning that should be a guide for how to award the ‘Best Club’ and ‘Best Organization’.

SECTION 3 The ‘Best Sports Club’ is awarded to clubs that compete in events, or with other colleges. The decision to make ‘Best Sports Club’ its own category was made because the goals of a sports club is often different than the traditional club, and the sheer amount of sports related clubs warrant the need for recognition. The idea of which clubs should be eligible for the Best Club Awards should be expanded from the traditional idea of a sport to include: eSports, Competitive Dance/ Martial Arts, Debate/ Forensics, Poetry/Glee Club/Theatre, etc.

SECTION 4 CONSIDERATIONS FOR AWARDS

Ultimately the decisions of the Best Club Awards are made by the Best Club Awards Committee To help the Best Club Awards Committee make informed decisions it's optimal to have clubs submit 'résumés' that list events, activities, involvement, and sponsorships that the club has taken part in. Some items of consideration for the Best Club Awards Committee: [It's good to E-mail this information out to clubs, so they can have this in mind, when making there résumés.]

Good Items for Consideration: (include time, place)

1. Activities which benefits the Santa Rosa Junior College, the Inter-Club Council, or the students at large. Examples:

Donations/ Work for the Inter-Club Council
Dances, Screenings, or Entertainment Programs
Participation in Club Days or SRJC Student Government Assembly sponsored events
Donations to College or Student Body

2. Activities which benefit the community at large. Examples:

Food Drives, Disaster Relief Drives
Litter Pick-ups,
Participation in Walk-a-thons or similar activities
Political Campaign Involvement

3. Activities that build joint cooperation and fellowship within your club. Examples:

Club events and social events
Club money-making events

4. Effective Club Advising Examples:

Advisors that are supportive in fostering *student* leadership
Available for the Club

5. Henry C. Baker Sr. Service Award Guidelines

In recognition of the many years of service Henry C. Baker Sr. gave to the SRJC to both students and the campus environments, the Inter-Club Council has established the Henry C. Baker Sr. Service Award to be given at each semester to the club who has best exemplified the values Henry demonstrated.

To be eligible to receive this award, a club:

- must be active the semester the award is to be given,
- must have performed service on-campus in the form of maintaining the cleanliness of the campus or other environmentally-related activity, or
- must have provided service to campus groups such as tutoring or volunteering for any departmental programs and/or activities such as Puente, MESA, DRD, etc.
- All services provided must have been volunteer hours.

ARTICLE IV THE AWARD

SECTION 1 The awards shall be presented to the clubs at the last Inter-Club Council meeting.

SECTION 2 The award shall consist of a perpetual plaque for the 'Best Club', 'Best Organization', 'Best Sports Club', and the 'Henry C. Baker Sr. Service Award on which the name of the Best Club shall be placed, and a small 'trophy' which may be retained by the club receiving the award.

SECTION 3 Best Club Award plaque shall be formatted in this way: in capitalized letters, semester/year on top with club names following:

Best Club/Best Organization Plaque example

SEMESTER/YEAR
BEST CLUB NAME
BEST ORGANIZATION NAME

Best Sports Club example

SEMESTER/YEAR
BEST SPORTS CLUB NAME

Henry C Baker Sr. Service Award example

SEMESTER/YEAR
AWARDED CLUB NAME

Continue for Inter-Club Council Finance Code

INTER-CLUB COUNCIL FINANCE CODE

ARTICLE I NAME

SECTION 1 NAME:

The name of this code shall be the “Inter-Club Council Finance Code”.

ARTICLE II INTER-CLUB COUNCIL TRUST

SECTION 1 GENERAL INFORMATION:

The Inter-Club Council will create a trust account to hold their funds in called the “Inter-Club Council Trust. The Inter-Club Council Trust will be separate from all Student Government Assembly accounts, budgets, Trusts, etc. Money put into Inter-Club Council Trust will roll-over each year, and be considered the property of Inter-Club Council.

SECTION 2 TRUST RESTRICTIONS & ACCESS:

Funds kept in the Inter-Club Council trust may only be accessed when a proposal is made by a recognized club of the Inter-Club Council (of any SRJC campus) or any group or individual sponsored by an active club once approved by the council with a simple majority vote is made.

ARTICLE III INACTIVE CLUB FUNDS

SECTION 1 When a club remains inactive for four full consecutive semesters (excluding summer ‘sessions’), the club’s account funds will be deposited into the Inter-Club Council Trust, and will be considered the property of the Inter-Club Council.

ARTICLE IV CLUB FUNDING PROPOSALS

SECTION 1 To help strengthen, streamline, and develop club funding proposals, all club funding proposals must be approved by an ICC Officer before being put on an ICC Agenda.

ARTICLE V INTER-CLUB COUNCIL OFFICER SERVICE COMPENSATION

SECTION 1 For their service, the Inter-Club Council may decide to compensate ICC Officers by giving money to that officer’s club. This is at the discretion of the Inter-Club Council.

Continue for Inter-Club Council “Default” Constitution for Clubs without Their Own Constitution

**INTER-CLUB COUNCIL
“DEFAULT” CLUB CONSTITUTION
FOR CLUBS WITHOUT THEIR OWN CONSTITUTION**

**ARTICLE I
NAME**

The club’s name shall be what is written in their submitted SRJC CLUB ACTIVATION PACKET, which has been approved by the Inter-Club Council.

**ARTICLE II
PURPOSE**

The club’s purpose shall be what is written in their submitted SRJC CLUB ACTIVATION PACKET, under the “website description”, that has been approved by the Inter-Club Council.

**ARTICLE III
MEMBERSHIP**

Any currently enrolled SRJC Student shall be eligible for membership. There shall be no restrictions. Membership shall begin when a person signs the club roll.

**ARTICLE IV
OFFICERS**

The club shall elect a President by a simple majority vote of members present.

- The President will serve as the Inter-Club Council Representative, if they are unable to attend the Inter-Club Council, the President will be responsible for appointing a designee to serve as the Inter-Club Council Representative (This could be the Club’s Vice President or Treasurer)
- There may also be various members appointed to be in charge of various tasks, as decided by the club
- Officers shall serve for a semester, until clubs are renewed the following semester.
- Officers may be removed when a $\frac{2}{3}$ vote of the members present at any meeting decides to eliminate them, whereupon only a simple majority will be needed to elect the new officer(s).

**ARTICLE V
MEETINGS**

- The club’s meeting times shall reflect the information on the AUTHORIZATION form on file with the Inter-Club Council Chair, and the ICC Advisor.
- Any official business shall be conducted under the guidelines specified in the Parliamentary Procedure adopted by the Inter-Club Council.

**ARTICLE VI
ADOPTING A NEW CONSTITUTION**

A club may adopt their own Constitution by means of vote equal to a simple majority of the club’s total membership present at a regular club meeting, once reviewed and approved by the Inter-Club Council Chair & Advisor and signed by the Club’s Advisor and President. The new Club Constitution becomes effective upon the time all the previously listed requirements are met.

Continue for Amending & Enabling Clause and Revision & Amendment Dates

Amending & Enabling Clause:

Amendments to the Inter-Club Council Constitution will be approved and operative after a one week reading period and when a simple majority vote is reached by the Inter-Club Council. The Inter-Club Council Constitution shall go into effect on the day following its approval. The Inter-Club Council Constitution is subordinate to and shall not conflict with Federal Laws, California State Laws, the California Education Code, SCJCD Board Policy (specifically College Council Policy 8.5.1, 8.5.2 and 8.5.2P), SCJCD SRJC Student Constitution, or the SGA Bylaws.

REVISION & AMENDMENT DATES: OLD DOCUMENTS

Inter-Club Council Code (became “Inter-Club Council Constitution”):

Created: Spring Semester 1967	Amended: Spring Semester 1967
Amended: Spring Semester 1967	Amended: Spring Semester 1978
Revised: Spring Semester 1993	Amended: Spring Semester 1999
Amended: Fall Semester 1999	Amended: Spring Semester 2001
Amended: Fall Semester 2002	Amended: Fall Semester 2003
Amended: Spring Semester 2004	Amended: Spring Semester 2006
Revised: Spring Semester 2010	Revised: Fall Semester 2010
Ameliorated: Fall Semester 2013	Bylaws Split: Spring Semester 2014
Merged: Fall Semester November 25, 2015 Mtg.#9	

Ad Hoc Student Committee Code (became “Inter-Club Council Ad Hoc Student Committee Code”):

Created: April 23, 1976	Updated: September 1998
Merged: Fall Semester November 25, 2015 Mtg.#9	

Inter-Club Council Best Club Awards Bylaw (became “Inter-Club Council Best Club Awards Committee Bylaws”):

Amended: Spring Semester 1979	Revised: Spring Semester 1993
Revised: Spring Semester 1995	Revised: Spring Semester 2005
Ameliorated: Spring Semester 2014	Merged: Fall Semester November 25, 2015 Mtg.#9

Money Making Requirements and Guidelines:

Created: July 26, 1985	Dissolve: Fall Semester November 25, 2015 Mtg.#9
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Inter-Club Council Trust & Inactive Club Account Policy (became “Inter-Club Council Finance Code”):

Created: April 7, 2005	Amended: November 3, 2013
Amended: February 24, 2014	ICC Independence: August 10, 2015 - SGA Mtg.#6
Merged: Fall Semester November 25, 2015 Mtg.#9	

Inter-Club Council Bylaws (became “Inter-Club Council Meeting Bylaws”):

Created: Spring, February 24, 2014	Revised: Spring, May 7, 2014
Merged: Fall Semester November 25, 2015 Mtg.#9	

The SRJC “Default” Club Constitution used to be a part of the ‘SRJC Club Activation Packet,’ which was Revised in February 2014, but then was Merged Fall Semester November 25, 2015 Mtg. #9 into the Inter-Club Constitution as the “Inter-Club Council “Default” Club Constitution for Clubs without Their Own Constitution.”

REVISION & AMENDMENT DATES:

Inter-Club Council Constitution:

Created: Fall Semester November 25, 2015 Mtg.#9	
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