

Inter-Club Council Bylaws

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Article I: Name, Purpose, Goals & Objectives

Section I: The name of this organization shall be Inter-Club Council, hereafter referred to as the ICC.

Section II: The purpose of this organization shall be to assist clubs and to encourage student engagement and increase participation across the entire student population at Copper Mountain College. The ICC will provide administrative and financial support to chartered clubs and will assist by promoting communication, cooperation and participation between clubs.

Section III: The goals and objectives shall be:

- A.** To maintain a high level of communication between clubs, the Campus Experience Program, and Associated Students of Copper Mountain College (ASCMC) hereafter referred to as ASCMC.
- B.** To assist in coordinating club events and activities, promoting cooperation between clubs, the Campus Experience Program ASCMC to enrich student life at Copper Mountain College.
- C.** To promote awareness of student clubs, their events/activities and other college programs or departments that directly support students.
- D.** To recognize and award clubs and/or individual club members for their outstanding accomplishments and contributions to student life on campus.
- E.** To promote club participation in community service projects. The campus experience program will create 1 community service opportunity for clubs to participate in per semester, only one event is required per year. If a club is unable to participate in the provided activities, they can create their own service opportunity to fulfill this requirement.

Article II: Membership Section

Section I: Membership Eligibility

A. ICC shall consist of one (1) Campus Experience Program representative, the ASCMC Vice President and one (1) ICC Representative (ICC Rep) from each club that is officially chartered.

- 1.** The ASCMC Vice-President will serve as the Deputy Chair of the ICC.

2. The Campus Experience Program representative will assume the role of ICC Vice-Chair.
3. Clubs shall select one (1) of their members to serve as their ICC Rep on the Inter-Club Council (ICC).
4. Each club shall be allowed one (1) representative and one (1) vote on all ICC matters.
5. No ICC Representative shall represent more than one club at ICC meetings.
6. Every ICC member, with the exception of the Campus Experience Program representative, has the right to vote on any issue that comes before the Council during an official ICC meeting. The Deputy Chair of ICC will only vote to break a tie.

Article III: Officers

Section I: Duties of ICC members are as follows:

A. Deputy Chair of ICC (ASCMC Vice President) shall:

1. Chair ICC and preside over all ICC meetings, enforce these By-Laws, prepare and post the agenda and appoint a person(s) or committees as necessary to expedite the business of the ICC
2. Set meeting dates of the ICC;
3. Assist in the formulation and development of new clubs;
5. Present to Student Government the recommendations to charter and for the suspension of any club;
- 6.
7. Report on the status of the ICC to ASCMC during ASCMC meetings;
- 8 The Chair of ICC shall have voting privileges only in the case of a tie. In the case of a tie when the deputy chair is absent, issue will be tabled until next meeting that deputy chair is present at and cast the tie breaking vote
 - a. If the Deputy Chair is unable to attend a scheduled ICC meeting, an Alternate Representative may fill their position and voting rights at that meeting;

B. Vice Chair of ICC (Campus Experience Representative) shall:

- 1.** Assume the duties of the ICC Chair in the Chair's absence;
- 2.** Take the minutes during all ICC meetings, compile the minutes for posting and distribution;
- 3.** Vice Chair shall be responsible for maintaining a central filing system of all correspondence pertaining to clubs and all ICC meeting minutes and agendas;
- 4.** Maintain an active roster of all club's members and officers and a current calendar of all club meetings and activities;
- 5.** Inspect the role and notify a club's advisor and president when the club's ICC representative has incurred an absence from ICC meetings;
- 6.** Record all points for the ICC point system;
- 7.** Assist the ICC Deputy Chair in preparing and posting ICC agendas;
- 8.** Assist in the coordination and planning of activities sponsored by the ICC;
- 9.** Foster club participation in all Campus Experience and student government programs and activities;
- 9.**
- 10.** Attend and actively participate in all ICC scheduled meetings and activities;

C. ICC Reps shall:

- 1.** Serve as a liaison between ICC and their respective club to inform each organization of student/club issues and activities;
 - a.** Each ICC Rep shall represent only one (1) club;

2 Attend and actively participate in all ICC scheduled meetings and activities;

- a. If the ICC Rep is unable to attend a scheduled ICC meeting, an Alternate Representative (must be an officer of that club) may fill their position and voting rights at that meeting;
- b. In lieu of an alternate, an ICC rep is allowed two absences a semester before the club will need to select a new ICC rep. After the second absence, the club will be informed by the Deputy Chair and the Vice Chair of the ICC and will need to select a new rep by the following ICC meeting.

3. Vote in all matters brought before the ICC;

- a. Each club will be allowed only one (1) vote or the option to abstain from the vote if a representative does not feel comfortable voting

Article IV: Meetings

Section I: The meetings will be run by the Deputy Chair

Section II: ICC will meet twice per month each semester. Times and dates will be proposed by the Campus Experience Program and voted upon by the ICC.

A. The Deputy chair and vice chair will select the time date and location of the first ICC meeting of the semester and will email this information to all club officers no later than a week prior to the meeting to allow time for clubs to select a rep. No absences from the first meeting will be counted as a part of the two allowable absences outlined above. At the first meeting of semester, ICC will vote on a consistent day time and location for meetings going forward.

B. During extraordinary circumstances, the Deputy Chair of ICC has the power to call for a special or emergency meeting outside of the regularly scheduled time.

C. When there are no actionable business items, the Chair of ICC has the power to cancel a meeting.

E. The last meeting of each semester will be prior to the week of Finals.

ARTICLE V: Quorum

Section I: A quorum of 50% of ICC members and officers) shall be necessary to conduct official business.

A.

Section II: A vote by a simple majority of those present shall be necessary to pass any motion requiring a vote.

A.If there is conflict of interest on behalf of the deputy chair in regards to a dead locked ICC vote, the vote then be advanced to the next possible ASCMC agenda as an discussion/action item.

Article VI: Attendance Policy and Club Club Conduct Policy

Section I: A club is considered to be active and in good standing if:

A. It follows all the club responsibilities as outlined in the ICC Club Manual including but not limited to:

1. Maintain up-to-date club records; including an approved charter, active officer and membership list, balanced budget, and a calendar of sponsored events/programs with the Campus Experience Program.

a. Any changes to the club's name, officers, advisor, or constitution must be made aware to the ICC for approval within 30 days of of those changes.

b. New clubs must submit their constitution and by laws and their club officers and advisors names to the ASCMC for approval within 30 days their first meeting.

2. Have an advisor who is a full time or part-time faculty member of the district who will be present at all club meetings and official functions.

3. The club must elect one (1) student ICC Representative to attend all ICC meetings.

B. It holds at least one (1) meetings a month.

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C. Its ICC Representative has two (2) or less absences (per semester) from ICC meetings beginning with the first meeting once the club's charter has been approved.

D. Has upheld all policies as outlined with the By-Laws for Inter-Club Council.

Section II: A club may have its official status suspended if their Club advisor resigns.

1 If a club advisor resigns, the club president or icc rep must notify deputy chair and vice chair in writing via email or letter within 7 days. The ICC Vice Chair and the ASCMC advisor will do their best to assist in helping secure a new advisor for the club following notification. Once a new advisor is secured, the club president or icc rep must notify deputy chair and vice chair within 7 days along with an updated student club authorization form and updated club contact form..

2 A temporary suspension letter will be sent to the club president within 7 days by deputy chair informing them to temporarily suspend all club meetings and activities until a new advisor is secured. Once a new advisor has been secured and the icc deputy chair and vice chair have been informed a letter of reinstatement that informs the club that that are able to resume meetings and activities will be issued within 7 days³

Club action(s) which violate Copper Mountain College and/or District policies, and/or federal, state and local laws. Outlined Below is the c

- 1.** It is the responsibility of the ICC Rep to contact the Campus Experience Program to receive information missed due to the ICC Reps absence at an ICC meeting.
- 2.** If an ICC Rep is tardy more than thirty (30) minutes after the call to order at an ICC meeting, an absence will be recorded.
- 3.** A warning letter will be sent to the club president and advisor if the ICC Rep incurs two (2) absences during a semester. After the third (3rd) absence, the Campus Experience Program will notify the club president and advisor that a review and vote for suspension will take place at the next ICC meeting.

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Section III The Club Conduct Policy :

A. Club action(s) which may violate Copper Mountain College and/or District policies may result in on or more of the following:

B. Student Conduct within Club Functions

1. Should be first reported to the club advisor.
2. The club advisor will discuss the issue with the Dean of Student Services if they feel there may be a violation of the student code of conduct.
3. The Dean of Student Services will make a determination based on the existing campus policy and procedures for student discipline
4. When appropriate, the Dean of Student Services will notify the Vice Chair of the ICC.

C. If a club or club member violates federal, state and local laws or presents a safety concern, immediately notify campus security.

D. Violation of General Club Functions

a. A first notice of club status review will be sent to the club president, the club advisor (revision needed here) by (insert person here) notifying them of the situation, steps needed to correct actions and the possible consequences with steps outlined within the notice.

b. If the steps are not addressed, a second notice will be sent to the club president and advisor (revision needed here) that a review and vote for suspension will take place at the next ICC meeting.

c. If the vote results in suspension, a suspension letter will be sent to the club president and advisor (revision needed here) informing them to immediately suspend all club meetings and activities. If the vote results in no suspension, ICC will create a written mediation plan that the club will need to follow within a stated time frame, usually 30 days unless the situation warrants otherwise.

d. The Vice President of Student Services reserves the right to immediately suspend a club without a review and vote depending on the severity of the violation.

Section VII: A club that has been suspended may apply for reinstatement at the beginning of the following fall or spring semester by submitting their club bylaws, constitution and club officer and advisor contract info to ASCMC.

Section VIII: Clubs, which are inactive for two (2) consecutive academic years (not including summer sessions), will have all funds in the club account, removed and deposited into the ASCMC club account.

Article VIII: Amendments

Section I: An amendment may be initiated by any member of ICC and may be passed by a two-thirds (2/3) majority vote of ICC. In lieu of a functioning ICC, ASCMC will be the voting body and the 2/3 rule will remain in effect.

Section II: Any amendments or other measures shall be up for recall by a majority vote of the of ICC and/or ASCMC.

Article IX: Dissolution

Section I: Dissolution will be presented for a vote by the Chair and Vice Chair only after consultation with ICC members and the members of ASCMC.

Section II: Dissolution requires a two-thirds vote of ICC and ASCMC. If ICC is not functioning, and has been inactive for an entire semester, an ICC vote will not be required.

Article V: Business Office Procedures

Section I: Upon approval of ASCMC, all clubs will be given an account with the CMC Business Office to hold their funds. Individuals should never hold onto club funds. The club's account with the business office will be monitored by CMC employees.

Section II: There is also an account with the business office called the Club Activities Account. Clubs may request funds from this account at any time throughout the semester for events, activities, merchandise, or fundraising as long as the funding is available. To request these funds, you must submit an ASCMC Student Clubs Activity Funds Request to the ICC Deputy Chair to be added to the next ICC Agenda This should take place at least four weeks in advance to give all parties time to get funds approved and released to the club. If the amount is \$500 or under an ICC vote of approval will be sufficient for release of funds. If over \$500, the ICC will review the request, and vote to make a recommendation of approval or denial and , send it to ASCMC for final approval. Once approved, a signed request fund request form with a copy of the appropriate minutes approving the transfer should be taken the Business Office who will process the request for transfer of funds to your club account. If there is a time sensitive request, a club may submit a ASCMC Student Clubs Activity Funds Request and an agenda request form directly to ASCMC if there will not be an ICC Meeting held before the funds are needed. The Vice President of ASCMC reserves the right to recommend that this be denied to be heard if there is not an explanation of why this was not presented to ICC along with the request.

Section III: In order to receive an advance on funds or if you have spent your own personal funds on club business and have been approved to get reimbursed, you must submit a

Expenditure of Funds Claim/Reimbursement Form Once your club has approved your request for funds, you will take this form to the Business Office with a copy of your club's minutes approving your request. They will contact you when your check is available for you to pick up. An example of needing advance funds would be if you are having an event and need to purchase supplies or if you are going on a trip and you need funds in advance for travel. When returning advance funds, the club must submit a receipt for all purchases made with the advance funds as well as any unspent advance funds.

Section V: Clubs may set up a membership fee which may be collected on a semester or annual basis. This membership fee must be established in the club's bylaws. This fee may not be a student barrier, if a student is unable to pay the fee they may not be excluded from the club. Fees are not to be collected publicly. Club officers will be responsible for collecting these fees then must take the business office to deposit into their club account.

Section VI: Clubs may also fundraise, but any fundraisers must first be approved by ASCMC by filling out an Agenda Request Form and turning it into ASCMC. Clubs wishing to fundraise should also go to the Foundation for approval of their plans and advice as needed.

Section VII: In the event that any club is terminated, any funds in their account will be transferred and split into the Club Activities and ASCMC Club Account at the determination of ASCMC and the club's individual account will be closed.