

**ASSOCIATED STUDENTS OF  
COLLEGE OF SAN MATEO**



**INTER CLUB COUNCIL  
OPERATING PROCEDURES**

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## **I. Definition & Purpose of the Inter Club Council**

The Inter Club Council (ICC) is an advisory council of the Associated Students Senate, created as a permanent committee of the Student Senate to help encourage and support club activities at College of San Mateo. The ICC is a representative body of clubs and organizations that promotes communication and cooperation among the clubs at CSM.

The primary goals of the ICC are:

- To aid clubs in becoming self supporting in order to support their own club activities, and
- To co-sponsor those activities that would benefit a majority of the student body and might not otherwise be pursued because of the size or cost of the event.

## **II. Officers of the Inter Club Council**

### **ICC Chair**

The Chair of the ICC shall be the Vice President of the Associated Students unless otherwise appointed from the ASCSM Senate by the ASCSM President and approved by the ASCSM Senate.

### **ICC Vice Chair**

The Vice Chair of the ICC shall be nominated from those eligible club representatives present by the third meeting of the fall semester.

If no member of ICC wishes to be Vice Chair, the ASCSM President shall appoint from the membership of the ASCSM Senate.

## **III. Duties of ICC Officers**

The Chair of ICC shall be responsible for:

- Presiding over all meetings of ICC;
- Preparing agendas for the meetings of ICC;
- Acting as a liaison between the ASCSM Senate and ICC and vice versa;
- Voting in case of a tie in ICC;
- Keeping an accurate record of club/organization attendance and participation;
- Preparing minutes for each meeting of ICC and filing those notes in the Student Activities Office;
- And, any other duties necessary to ensure open communication, smooth operation, and cooperation between ICC and the ASCSM Senate as approved by both groups.

The Vice-Chair of ICC shall be responsible for:

- Reporting to the ASCSM Senate (at the next regularly scheduled Senate meeting) and preparing and filing minutes for any meeting that s/he presides over;
- Presiding over ICC in the absence of the ICC Chair;
- Any other duties as directed by the ICC Chair or ASCSM Senate.

If the members of ICC feel that the Chair or Vice Chair are not fulfilling their duties, they may call for a vote of no confidence on one or both of the officers.

If a vote of no confidence is called it shall be placed on the agenda for the next regularly scheduled meeting. A written declaration outlining an explanation of why the vote is being called and must be submitted to the offending party no less than 72 hours before the meeting that the vote of no confidence is to take place. The declaration shall be entered into the minutes of the meeting the vote is to take place. If no declaration is submitted the vote shall be postponed until the declaration is submitted.

While this vote will have no binding affect, the result of the vote shall be forwarded to the ASCSM President & Senate as information items. The President and/or Senate may then take action, as they feel necessary.

#### **IV. Membership & Participation**

Membership in ICC is required of any officially chartered student club.

Clubs must be re-chartered and submit re-charting paperwork each semester.

Each club or organization shall be given one (1) vote in ICC.

No ICC Representative may represent more than one (1) club or organization.

In order to become a fully recognized member of ICC, a clubs must complete and have approved by Student Activities Coordinator the appropriate club paperwork available through the Student Activities Office.

A club may not miss more than three (3) ICC Meetings per semester. If a club misses the maximum amount of absences the club shall be placed on probation and all club privileges will be suspended. ICC Chair shall notify the club presiding officer and advisor via e-mail or in writing within one (1) week. To be removed from probation the club presiding officer and advisor must meet with the Coordinator of Student Activities within two (2) school weeks from the time of notice. If the meeting is not held within two week the club shall loss its charter and cannot reform until the next academic semester (excluding Summer Sessions or any other "intercessions")

Active members of ICC shall have the following rights and privileges:

- Voting on proposals brought before ICC;
- Proposal submission and consideration; and,
- Use of any equipment or resources made available by the ASCSM Senate;
- Use of club Trust and Agency accounts;
- Request funding from ICC funds.

If a club fails to participate in ICC for the remainder of the semester, amounts previously granted by ICC that semester would become loans that must be repaid to the ICC. The ICC reserves the right to debit the club or organization's account for the amount granted if the loan is not repaid by the end of the current semester. Also:

- The club or organization would be deemed inactive as an ICC member and would lose ICC rights and privileges until the entire debt to ICC is repaid;

- ICC funds granted in the current semester will become a loan to be repaid by the club or organization prior to the end of the semester;
- Payment of the debt would be necessary before future ICC funding would be provided.

If a club has been inactive for four (4) or more semesters (excluding Summer Semester and any “intercessions”), all debts and/or loans shall become null and void. Any monies left in any account in the name of the club shall revert to the ASCSM Senate.

A club must submit minutes/meeting notes from each of its meeting to the Office of Student Activities within fourteen (14) school days of that meeting.

## **V. Meetings**

Meetings of the ICC are shall be held on a weekly basis while classes are in session, but not fewer than twice per month. Notices concerning meeting time and place are to be placed on the Associated Students Bulletin Board in the Student Center hallway near the Student Activities Office, and shall be subject to the Ralph M. Brown Act.

Agenda items must be submitted to the ICC Chair at least one (1) week in advance to be included on the agenda.

Funding proposals shall be brought to ICC at least six (6) weeks prior to the event to allow for adequate time for discussion, voting (in ICC and Student Senate), and any possible delays or changes that may occur.

ICC Agendas shall have the following format:

- Roll Call
- Approval of the Agenda
- Approval of Meeting Notes from Prior Meetings
- Announcements & Hearing of the Public
- Reports
  - ICC Chair
  - ICC Vice Chair
  - Coordinator of Student Activities
  - ASCSM Program Assistant
- Club Reports
- Old Business
- New Business
- Discussion Items
- Final Announcements & Hearing of the Public
- Adjournment

ICC minutes shall contain the following information:

- A list of Club Representatives present at the meeting;
- A summary of any announcements made by the public;
- A summary of reports given by the ICC Chair, the ICC Vice Chair, the CSM Coordinator of Student Activities, the ASCSM Program Assistant, and clubs;
- A summary of any action that was taken on any Old Business item;
- A summary of any action that was taken on any New Business item;
- A summary of any Discussion Items; and,
- Any final announcements made.

All minutes must be filed with the Student Activities Office (SAO) by the ICC Chair.

## **VI. Proposal Consideration/Voting Procedure**

ICC co-sponsorship requires a shared commitment between ICC and the club/organization with time, energy, and funding.

Programs funded, partially or in full, must reach out to the entire campus community and be publicized campus-wide with an open invitation to all students, faculty, and staff. On-campus programs will be given highest priority.

In order to encourage broad club participation, first priority for funding will be given, if possible, to clubs that have not yet received funding during the current school year.

ICC proposals must be well researched and be complete and accurate enough for ICC to make an informed decision. To allow for adequate time for review, ICC proposals will normally be considered for information only at the meeting when they are first presented and for action during the second or a subsequent meeting.

Required information to be included in an ICC proposal includes:

- An ICC Proposal Form properly completed;
- The date, time, place, and contact name and number of the person in charge of an event;
- Sources of other funding, if any;
- Copies of any flyers, banners, press releases, letters of invitation, or any other advertising to be used to promote the event;
- Information on any competitive bids;
- Minutes or meeting notes from the meeting in which a vote by the students (according to the process outlined in the clubs constitution) took place approving the proposal.

The following format shall be used when a proposal comes before ICC for a vote:

- Introduction of the proposal by the Club Representative;
- Discussion of the proposal;
- Voting members will suggest modifications to the amount of requested funds if necessary;

- If necessary, the group will try to come to a consensus on the amount that ICC will fund. If a consensus cannot be reached, a vote will be taken to determine what amount will be taken from ICC.
- A vote on the amount, original or revised, of the proposal will be taken;
- All proposals under \$1,499.99 require a simple majority vote (half plus one) to pass. All proposals over \$1,500.00 require a two-thirds plus one ( $2/3 + 1$ ) vote to pass.

After a proposal passes ICC, it shall be forwarded to the ASCSM Senate for final discussion and approval. It is highly recommended and encouraged that the club or organization sends a representative to the ASCSM Senate meeting where the proposal will be discussed. The ASCSM Senate reserves that right to change the amount approved by ICC. Regardless of the amount of the proposal, a simple majority vote (half plus one) shall pass the proposal in the Senate. If the ASCSM Senate does not pass the proposal, the proposal shall be sent back to ICC for further discussion and further possible action.

No ICC proposal shall be placed on the ASCSM Senate's Agenda as an action item unless passed in ICC.

Unless the Student Senate Finance & Administration Committee grants special permission, there must be a one-week time period between the time a proposal passes ICC and the time it is placed on the ASCSM Senate Agenda.

## **VII. Amendment**

A two-thirds ( $2/3$ ) vote of the ICC and a simple majority (50% plus one) vote of the ASCSM Senate can amend the operating procedures and bylaws for ICC.

## **VIII. Version History**

### **April 28, 2003**

Approved by ASCSM Student Senate after initial approval by ICC on April 14, 2003

### **April 7, 2008**

Approved by ASCSM Student Senate after initial approval by ICC on March 31, 2008.

The following sections were changed:

- Section II, Officers of the Inter Club Council
- Section III, Duties of ICC Officers
- Section IV, Membership & Participation
- Section V, Meetings
- Section VI, Proposal Consideration/Voting Procedure
- Section VII, Amendment