

ACTIVE CLUBS AT GAVILAN COLLEGE

Upon recognition as an official student club by the Inter Club Council (ICC), clubs have the following responsibilities, privileges, and services available to them.

Responsibilities of an Active Club:

Clubs Must:

1. Have a Gavilan College faculty or staff member as their advisor.
2. Follow policies and procedures of Gavilan College as described by the Board of Trustees Policies and Procedures, ASGC Constitution and By-laws, State and Federal Laws, and the guidelines provided in this governing packet.
3. Have and follow a club constitution and by-laws.
4. Be non-discriminatory in membership **per the Gavilan College Standards of Student Conduct (SSC), paying special attention to Section 9 of the SSC.**
5. Be represented at all ICC meetings by the club president or designated ICC replacement representative.
6. Make ALL financial transactions through the club account held in the Gavilan Business Office.
7. File a Club Information Form and **Club Officer Roster Form** with the ASGC Vice President of Clubs within the **second** week of each semester, no later than the **second** Friday of the new semester (i.e. Fall and Spring).

Privileges of an Active Club:

1. Use of the Gavilan College name and Logo when appropriate.
2. Schedule use of available rooms and/or equipment.
3. Establishment of a Club account with the Gavilan Business Office.
4. Ability to apply to hold fundraisers on campus.
5. Participation in College activities, contests, and events.
6. **Receive \$100 funding per semester from ICC/ASGC and may request a \$200 one-time start-up contribution.**

Reasons for Losing Active Club Status:

1. Organizing without a recognized advisor. Advisors must be a Gavilan College employee.

2. Failure to submit a new Club Information Form and Club Officer Roster Form within the second week/Friday of a new semester.
3. Failure to follow policies, rules, and regulations of Gavilan College, ASGC, and ICC governing documents.
4. Failure to follow membership guidelines of ICC constitution and by-laws.

Inter Club Council Constitution

ARTICLE I: ESTABLISHMENT

Section 1. There shall be established at Gavilan College a permanent organization for clubs and organizations under the guidance of the Associated Students of Gavilan College (ASGC) named the Inter Club Council (ICC).

ARTICLE II: PURPOSE

Section 1. The Inter Club Council's purpose and responsibilities are to:

1. Be responsible for acting on behalf of ASGC by officially recognizing all Gavilan College clubs and organizations.
2. Give guidance to new organizations and clubs in such matters as: getting started, drawing up constitutions and conducting club affairs.
3. Provide information, orientations, and workshops for clubs in the areas of communications, leadership, and publicity.
4. Promote all aspects of clubs to the Gavilan College community.

ARTICLE III: RESPONSIBILITIES

1. Serve as a forum for clubs on any matters considered to be of importance to them. Items for discussion must be submitted according to the Open Meeting Laws and the Brown Act, to the ICC Chair for inclusion on the agenda.
2. To hold semi-annual Club Days and other activities as needed.
3. Publish a master calendar of club events and activities in cooperation with Gavilan's PIO officer, the ASGC VP of Events, and/or the Student Life Coordinator.
5. Have the general responsibility of legislating and enforcing rules in all matters pertaining to clubs, which are not otherwise stipulated in this constitution.
6. Act in an advisory capacity to ASGC regarding all club requests and/or any other requests/matters deemed necessary by the ASGC.

ARTICLE IV: ICC MEMBERS

Section 1. A member of ICC shall be defined as an officially recognized Gavilan College club or Organization.

Section 2. There shall be two types of memberships – active or inactive.

Membership Requirements:

- A. Clubs shall adhere to the Gavilan College *Standards of Student Conduct (SSC)*, specifically **Section 9**, which reads: "Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law"

Duties and Responsibilities:

- A. Have a current Club Officer Roster Form on file with the ASGC VP of Clubs submitted in the second week of the semester, no later than the second Friday of the semester.

- B. Have an ICC Representative attend ICC Meetings and not miss three (3) meetings during the semester.
- C. One of the designated officers with signature responsibility must attend the ICC Club Officers Orientation Meeting once per semester, unless the designated officer has already attended the ICC Club Officers' Orientation. A designated officer must have a meeting with either the ICC Chair or ICC Advisor within three weeks of missing the Officers' Orientation meeting or the club will be put on probation **until the orientation is conducted**.
- D. Participate in Club Days during the designated days and times in the Fall and Spring semesters
 - a. Participation will include hosting a club table **on one of two days** for each Club Day event in the Fall and Spring Semesters. Non-participation at Club Days will result in one absence being noted against the club.
 - b. No selling or giving away of refreshments or food items allowed unless approved by ICC Chair and the ASGC Advisor.
 - c. No outside corporations can solicit business or advertise at Club Day and/or ICC sponsored events. Club Day is open only to members of the Gavilan College Community.
 - d. There will be a \$15 fine for any club that fails to clean up its area at Club Day.
- E. Have regularly scheduled **official** club meetings at least once a month.
 - a. An advisor must be physically present during all club meetings and should be reflected in the minutes of each meeting the advisor attends; **otherwise, the club meeting will be deemed unofficial**.
- F. Submit a copy of their meeting schedule to the ICC Chair by the **second** ICC meeting of the semester. Failure to do so will result in the club being put on probation.
- G. Keep records and minutes of all club meetings. Records and minutes of all club meetings shall be **available** to the VP of Clubs **upon request within one (1) week's time**.
- H. Maintain their club constitution in order to adhere with ICC codes and general guidelines. If a club fails to maintain its constitution **and by-laws**, the club will be placed on three (3) weeks probation.

ARTICLE V: ICC REPRESENTATIVES

Section 1. The ICC shall be comprised of the presidents or their appointed ICC representative from each recognized Gavilan College club or organization. If the president is unable to attend due to schedule

conflicts, the club may appoint one permanent member to represent the club at each meeting. The president may appoint a substitute in their absence. Each active club shall have only one vote.

The ICC Representatives are:

1. Club president

2. A club member who is appointed by their respective club to represent their respective club on the ICC.
3. A club officer listed on the current Club Officer Roster may serve as the ICC Representative.

Membership Requirements:

- A. Must be a current Gavilan College Student and in good academic standing.
 - a. An Advisor may temporarily fill in for their respective club no more than two (2) times.

Duties and Responsibilities of ICC Representatives:

1. Be a voting member and attend all ICC meetings. The ICC Representative must be present for the duration of the ICC meeting not missing more than five minutes at the beginning or end of the meeting or they will be counted as absent.
2. Submit completed Club Officer Roster forms when requested and any time there are any changes.
3. Submit club information updates.
4. Submit items for the ICC agenda as needed.
5. Submit written club events to the ICC Chair and Student Life Coordinator to be posted on the Master Events Calendar.
6. Report to their respective club regarding information discussed at the ICC meeting.
7. Solicit information from their respective club and report it at the ICC meeting.
8. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
9. Represent only one (1) club at any ICC Meeting per semester.

Grounds for Removal of ICC Representative:

1. The ICC will have grounds to remove an appointed ICC representative for the following reasons:

- a. Failure to adhere to the Gavilan College *Standards of Student Conduct* (SSC), specifically **Section 9**, which reads: “Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law”
 - b. Not fulfilling the duties and responsibilities of an ICC Representative member.
2. Removal of an ICC representative requires a two-thirds ($\frac{2}{3}$) vote from the ICC.
 3. In the case that an ICC Representative is removed, their respective club has **one (1) week** to notify the ICC Chair of their new ICC Representative or the respective club will be placed on probation.

ARTICLE VI: MEETINGS

Section 1. The time, date, and duration of the meetings will be determined by the ICC Chair and items listed on agenda. **Meetings shall be no longer than 60 minutes. Meetings will be held on the second and fourth Tuesday of each month.**

Section 2. Any active club not represented at one meeting will receive written notification. The club president and club advisor will receive the notification. If a second meeting is missed the club president and club advisor will be notified again; the club will be put on probation. If a third meeting is missed, the club will be inactive. If a third meeting is missed at the last meeting of the semester, the club will be put on probation the following semester. Once the probation period is over, and requirements fulfilled, the club will continue with a renewed record.

Section 3. Record of attendance at meetings is renewed each semester, with the exception being any clubs on probation.

ARTICLE VII: MONTHLY CLUB REPORTS

Section 1. Written monthly club reports will begin in October for the Fall semester and March for the Spring semester. The monthly club report form will be submitted to the ICC Chair at the first ICC meeting of the month in October, November, December, March, April and May. If a club fails to make their report on time, the report must be submitted the next day to the ICC Chair **via email**

(asgcexclubs@my.gavilan.edu) before 5:00 pm. If the club report is forgotten a second time, the club will be put on probation. A third violation in a semester will result in the club being inactive. Each club shall report to ICC on designated dates about the follow topics:

1. What the club has done in previous month and what it is planning to do.
2. The status of the club budget including income and expenditures over the previous month.
3. The number of active members, including a roster of names.
4. The topics that have been covered at club meetings in the previous month.
5. Number of **official** meetings (see Article IV, Duties and Responsibilities, Subsection E for definition of “official meetings”).

ARTICLE VIII: **ICC OFFICERS & ADVISOR**

Section 1. The officers shall be the following: Chair, Vice Chair of Finance, Vice Chair of Records, and Vice Chair of Communications and Publicity.

The Chair shall be the Vice President of the ASGC. If the Chair is absent for the meeting, the Vice Chair of Finance will assume the duties of the Chair. The Vice Chair of Finance will be appointed for that meeting. If both the Vice Chair of Finance and Chair are absent, the meeting will be cancelled.

Section 2. Each ICC Officer must be available to attend all regularly scheduled meetings and special meetings or they must vacate their office.

Section 3. The ICC has a general advisor, who will be the Student Life Coordinator (SLC) or in the absence of the SLC the ASGC Advisor will substitute the position until the SLC returns.

Section 4. A term for membership is one (1) academic calendar year; beginning of the Fall semester to the end of the Spring semester.

Section 5. Elected officers will serve one (1) term.

Section 6. Qualifications to hold office in the ICC will be: membership in good standing in a currently active on-campus club, a minimum cumulative GPA of 2.0, and enrollment in a minimum of six (6) graded units.

Section 7. Club membership must be limited to currently registered students that hold a current ASGC Card.

Duties and Responsibilities of Executives:

CHAIR:

1. To preside over all ICC Meetings.
2. To represent the ASGC in the ICC.
3. To serve as the official spokesperson of the ICC.
4. To ensure that equal opportunity is provided for all clubs.
5. To develop, post, and distribute the agenda for all ICC meetings.
6. To appoint ICC Vice-Chair positions.

VICE-CHAIR of FINANCE:

1. To preside over ICC meetings in the absence of the Chair.
2. To maintain accurate records of club finances and the financial status of the ICC General Fund.
3. To correspond with the Student Life Coordinator in the administration of semesterly allowance for clubs.
4. Must notify the ASGC Advisor and the Student Life Coordinator to freeze a club's account when placed on probation or inactive status.

VICE-CHAIR of RECORDS:

1. To be responsible for the preparation, distribution, records and maintenance of accurate minutes of all ICC meetings.
2. To establish and maintain a quorum count.
3. To call roll at the beginning of each ICC meeting, indicating present, absent, late arrival.
4. To maintain record of all clubs active and inactive, and announce inactive club status when appropriate.

VICE-CHAIR of PUBLICITY AND COMMUNICATION:

1. Coordinate publicity via the **Public Information Office**, Student Life Coordinator, and/or ASGC Advisor in regards to all club community events and activities.

ARTICLE IX: CLUB ORGANIZATION

NEW CLUB ACTIVATION

Section 1. In order for any club or organization to have the sponsorship of **Gavilan** College, the club or organization must have the recognition of the ICC. Any group of students interested in forming a new club or organization should proceed as follows:

1. Obtain and complete the Club Information form stating the purpose of the proposed organization and **listing all three (3) Executive members and two (2) other interested club members, for a total of five (5) club members**. Club Informations forms will only be accepted during the first three (3) ICC meetings of the semester.
2. Obtain a club advisor. Students may choose any Gavilan College **full-time** faculty/staff member to serve as their advisor.
3. Submit a club constitution and/or set of by-laws.
4. Upon approval of the Club Information form and the club's constitution and/or by-laws, by a majority vote of the ICC, the proposed club will then need to present at the following ASGC meeting. New clubs will also be expected to have their monthly report ready at the first ICC meeting of the month.
5. Once the Club Information form is approved by ICC, the club may participate as a full member of the ICC. The New Club is required to attend the New Club Orientation as scheduled by the ICC Chair. The club president and ICC representative must attend the orientation. The club advisor is recommended to attend.
6. Advisors are to be consulted on the activities of the group and are required to attend **all** meetings and all excursions. Their approval is necessary before any event may be scheduled.
7. In the event that an official and established club needs to select a new advisor, the club may hold a meeting to do so, provided that a **full-time** Gavilan faculty/staff member is present at that meeting.

CLUB REACTIVATION

Section 2. In order for a club to be recognized as an official and active club at Gavilan College the following academic school year, that club must:

1. Attend two (2) consecutive ICC meetings.
2. Submit the Club Information Form with all pertinent information.
3. It will be at the discretion of the official ICC members' majority vote to accept or reject the club's reactivation.
4. A club may petition for reactivation only once per semester and a total of three (3) times in the club's lifetime. **Should a club petition for reinstatement more than three (3) times, the club may still be granted activation but is no longer eligible to receive the \$100 contribution.**

ARTICLE X: DISCIPLINE

Section 1: Probation

Club probation is the penalty for a club not following the requirements and policies and procedures of the ICC.

The probation time period shall be **the next two (2) ICC meetings**, when ICC is in session, from the day of the ICC meeting at which a club's probation is announced. The probation period will apply at the beginning of the next semester if the penalty is incurred at the end of a semester.

The ICC Chair and or the ICC Advisor will send one (1) e-mail notice to the respective club's president and their advisor(s) about the probation penalty, time period, and possible consequences.

Probation penalties for one (1) violation ICC Club Duties and Responsibilities

- A. Club funds are frozen except to pay outstanding debts to on/off campus bills and will not pay for personal reimbursement occurred during the month of probation.
- B. Forfeit use of campus facilities except for designated meeting times.

- C. During probation all fundraising must cease.
- D. Forfeit voting privileges at ICC Meetings.
- E. Must attend every ICC Meeting while on probation.
- F. Not eligible for \$100 funding from the ICC and/or outside funding from the ASGC.
- G. If a club does not attend two (2) consecutive ICC Meetings after being put on probation, the club will then be placed on inactive status.

Probation penalties for two (2) continuous violations of ICC Club Duties and Responsibilities

- A. The club goes on inactive status.

Section 2: Inactive Status

- A. If a club is on probation and continues to violate ICC Club Duties and Responsibilities it will be made Inactive.
- B. Inactive members must cease and desist all club activities.
 - a. If a club wants to or is deemed to be inactive, it will be announced during roll call at the next ICC Meeting following the clubs inactive status. As of that meeting the club is no longer an approved club on campus until it completes the club reactivation process and the ICC votes to recognize the club as if it were a new club.
- C. If a club is inactive for more than one (1) semester the ICC has the right to cease club funds to be administered into the ICC General Fund.

Section 3. Termination of a Club

- 1. A club may be terminated immediately for the following reason:
 - a. Failure to adhere to the Gavilan College *Standards of Student Conduct* (SSC), specifically **Section 9**, which reads: “Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law”.
 - b. Failure to follow policies, rules, and regulations of Gavilan College, ASGC, and ICC governing documents constitution.
 - c. Failure to follow membership guidelines of ICC constitution

2. Termination of a club requires a majority vote from the ICC. Followed by a majority from the Associated Students of Gavilan College (ASGC).

ARTICLE XI: RULES & PROCEDURES

Section 1. Robert's Rules of Order, latest edition, shall serve as a guide for the conduct of ICC meetings and general assemblies.

Section 2. ICC will adhere to the constitution and by-laws established by the voting members of the ICC. Such by-laws must be consistent with the established ICC constitution.

Section 3. By-laws and the constitution must be enacted, rescinded, ratified or amended by a two-thirds ($\frac{2}{3}$) favorable majority of the ICC membership. Adoption of changes to the ICC constitution and by-laws will take effect immediately following the two-thirds ($\frac{2}{3}$) favorable majority vote, unless conflicting with state and local laws.