Article XIX:
Inter Club Council Code
For Regulation of Club Organizations

SUB-ARTICLE I:
CREATION AND PURPOSE

Section 1. The Inter Club Council (I.C.C.) is an organization that has been sanctioned by the ASCC Student Senate. The I.C.C. works in coordination with the ASCC Student Senate in all functions that concern both organizations.

Section 2. The purpose of the I.C.C. is to promote interaction and cooperation between clubs and organizations that have been chartered by the I.C.C.

SUB-ARTICLE II:
CHARTERED ORGANIZATIONS

Section 1. Any group of at least six (6) students at Cabrillo College having like interests may be accepted as a chartered organization by the I.C.C.

Section 2. Clubs that submit their charters before the end of the fourth week of each new semester shall be chartered by the I.C.C. All club charters submitted after the fourth week of each semester must be passed by majority vote at a regularly scheduled I.C.C. meeting.

SUB-ARTICLE III:
FORMATION OF CLUBS AND ORGANIZATIONS

Section 1. All Cabrillo College clubs and organizations shall be officially recognized and chartered by the I.C.C. New charters may be granted upon a majority vote of the I.C.C. to organizations who submit:

A. An application for charter
B. A club roster of the Executive members
C. Club Information Form
D. A signed copy of the Student Activities Handbook
Section 2. All executive board members of a club shall be elected by the active members of that Cabrillo campus club within at the latest 1 (one) week of chartering. Minutes of the elections of said club shall be presented to the ICC chair or else the club in question will be placed on probationary status until the minutes are provided.

Section 3. Members of an executive board of a club can only be removed by a 2/3 (two-thirds) vote of the active members of that Cabrillo campus club. Minutes of said removal shall be provided to the ICC chair.

SUB-ARTICLE IV:
CHAIR

Section 1. The ASCC Inter Club Council Chair shall have the following duties:

A. Chair all I.C.C. meetings
B. Report to the ASCC Student Senate on all I.C.C. activities
C. Set agenda for the I.C.C. meetings in accordance with the Brown Act
D. Vote only in a case of a tie
E. Provide clubs with Student Activities Handbook
F. Develop and coordinate all I.C.C. programs
G. Submit a financial report at the last I.C.C. and the ASCC Student Senate meetings of the month

SUB-ARTICLE V:
MEETINGS

Section 1. Meeting shall be held every Wednesday of each scholastic month beginning with the second (2nd) Wednesday following the start of each scholastic semester excluding holidays. An interim special meeting may occur during the Summer and Winter sessions at the discretion of the I.C.C. Chair upon the seven day notice of said meeting to all currently chartered club advisors and I.C.C. representatives.

Section 2. I.C.C. meetings shall be mandatory. If a club misses two (2) consecutive meetings or three (3) meetings in one (1) semester then that club shall be put on inactive status (see Article VII, Section 3). A notice shall be given to the club and their club advisor.

Section 3. A quorum of appointed voting representatives must be present at I.C.C. meetings to conduct business. A quorum shall consist of more than one-half (1/2) of the number of active clubs on campus. Absentee voting shall not be allowed for clubs.

Section 4. Each representative may represent only one (1) organization at any one (1) I.C.C. meeting.

Section 5. The Chairperson may call emergency meetings. All club voting representatives shall be notified at least twenty-four (24) hours in advance.
Section 6. The I.C.C. shall use the most recent edition of Roberts Rules of Order, Newly Revised, as a guide in running meetings. These rules may be amended as the I.C.C. sees fit to enable meetings to proceed smoothly.

Section 7. A club representative to the ICC can request an agenda item by providing the item’s description and appropriate documents (if any) to the The Inter Club Council Chair no later than noon (12:00 PM) on Friday prior to the next regularly scheduled meeting.

SUB-ARTICLE VI: MAINTAINING THE CHARTER

Section 1. In order to maintain a charter, a “club information form” must be submitted to the Student Activities Director prior to the fourth week of each semester following the start of the first I.C.C. meeting. If the said “club information form” is not submitted in a timely fashion, the club in question may be re-instated following a vote of a majority of the current I.C.C. members.

Section 2. All clubs must post contact information, meeting hours and locations online, and at both the Aptos and Watsonville Campuses within two (2) weeks of obtaining a charter. This information must be updated as needed.

Section 3. All clubs inactive for two (2) full semesters will have their club accounts closed and the balance moved to the I.C.C. General Fund. In order to maintain an active status, a club must hold at least one (1) event per semester and participate in at least one (1) ASCC Student Senate sponsored activity.

Section 4. Inactive clubs or clubs on probation shall not be able to:

A. Access club funds
B. Access club copy machine
C. Sponsor programs
D. Access campus facilities for club use
E. Use the Club Bulletin Board

Section 5. All clubs shall be held responsible for reading, understanding, and following the guidelines outlined in the “Student Activities Handbook” and “Club Guidebook.”

SUB-ARTICLE VII: REVOKING CHARTERS

Section 1. The following steps shall be followed in revoking a charter:
A. The Inter Club Council Chairperson, upon receipt of a complaint from any student or upon receipt of evidence that a violation of the California Education Code, District Policies, or I.C.C. Bylaws has occurred shall ask for a review of the evidence at an I.C.C. meeting.

B. The President or Chairperson and the advisor of the offending club shall be notified of review and will be required to be present.

C. In the event the President of the offending club or their representatives fails to appear for review, it shall be conducted without their presence.

D. Action may be taken by the I.C.C. in the form of probation or revocation of the charter by a two thirds (2/3) majority vote.

**SUB-ARTICLE VIII: REINSTATEMENT OF CHARTERS**

Section 1. The club or organization that has had its charter revoked may request reinstatement of their charter after one (1) complete semester has passed since the review.

Section 2. The I.C.C. may reinstate a club by a two-thirds (2/3) vote.

Section 3. A club or organization may appeal any decision of the I.C.C. to the ASCC Student Senate.

**SUB-ARTICLE IX: INTER CLUB COUNCIL FUNDS**

Section 1. Each club may receive up to one thousand (1,000) dollars per year

Section 2. The treasurer from each club should give a written report to the ICC chair at the end of every month.

**SUB-ARTICLE X: INTER CLUB COUNCIL INCENTIVES**

Section 1. At the beginning of Fall and Spring semesters, each club will receive one hundred dollars ($100) upon renewal/acceptance of their club charter. For newly chartered clubs this money may only be used for fundraising or purchase of materials. Campus Clubs in good standing could be allocated up to six hundred dollars ($600) total at the end of each semester, provided that the following provisions are met:

A. Sponsor three (3) to nine (9) incentive events, one of which must be held at the Scotts Valley or Watsonville campuses. In order to qualify as an incentive event the event shall
   1. Have at least one (1) activity available to students with the Student Activity Card free of charge.
   2. Serve and be open to all Cabrillo students.
3. Be held on a Cabrillo campus. In each of the three (3) series of three (3) events, as detailed in subsection C below, one event may be held off-campus. All other rules and restrictions regarding incentive events still apply, as well as further restrictions detailed in subsection B below.

4. Be promoted at least seven (7) days prior to event.

B. Any off-campus incentive-events must:

1. Have the approval, beforehand, of the Student Activities Coordinator and of an advisor to each club participating in the event.
2. Complete any liability forms deemed necessary by the Student Activities Coordinator.
3. Have an advisor to each club participating in the event present for the entire duration of the event.

C. For its first three (3) incentive events, a club will be allocated one hundred dollars ($100), for its next three (3) events, one hundred fifty dollars ($150), for its final three (3) events, two hundred fifty dollars ($250).

Section 2. Club Printing

A. The Inter Club Council shall allocate one hundred (100) free copies per semester to each active club.

SUB-ARTICLE XI:
AMENDMENTS

Section 1. This code, having been established by the Inter Club Council and approved by the ASCC Student Senate may be amended by a two-thirds (2/3) vote of both bodies.

Section 2. Amendments must be presented at an ASCC Student Senate meeting at least seven (7) days before the final vote by that organization.

SUB-ARTICLE XII:
FUNDRAISERS

Section 1. All club fundraisers must promote the Student Activity Card and provide a significant discount to Student Activity Card holders.

Article XV:
Building Access

Section 1. Building Authority

A. The ASCC Student Senate shall recognize California Education Code section 76375 (d) which establishes a local student government has the sole authority of the schedule of events and requests for access of a student body center.