ARTICLE I: ESTABLISHMENT

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

ARTICLE II: OBJECTIVE

Section 1. The Inter Club Council objectives are to:

1. Be responsible for acting on behalf of ASOC by officially recognizing all Ohlone 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. Serve as a forum for clubs on any matters considered to be of importance to them. Items for discussion must be submitted according the Open Meeting Laws and the Brown Act, to the ICC Chair for inclusion on the agenda.

4. Encourage events and activities among clubs.

5. Publish a master calendar of club events and activities in cooperation with the Student Activities Department.

6. Have the general responsibility of legislating and enforcing rules in all matters pertaining to clubs, which are not otherwise stipulated in the constitution.

6. Act in an advisory capacity to ASOC regarding all funding requests and/or any other requests/matters deemed necessary by the ASOC.

ARTICLE III: ICC MEMBERS

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

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

Membership Requirements:

A. Clubs shall not discriminate on the basis of gender, race, color ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or majority or indigenous group, birth, disability, and sexual orientation or preferences.

Duties and Responsibilities
A. Have a current Club Officer Roster on file in the Student Activities Department

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.

D. Participate in Club Days during the designated days and times in the Fall and Spring semesters
   i. Participation will include hosting a club table on one of two days for each Club Days event in the Fall and Spring Semesters. Non-participation at Club Days will result in one absence being noted against the club.
   ii. No selling or giving away of refreshments or food items allowed unless approved by ICC Chair and the ICC Advisor
   iii. Club must seek approval from ICC for the selling of objects pertaining
   iv. Corporations cannot solicit business or advertise at Club Day and/or ICC sponsored events
   v. There will be a $25 fine for any club that fails to clean up its area at Club Day.
   vi. ICC will provide entertainment.

E. Have regularly scheduled, official club meetings at least once a month. An advisor must be physically present during the club meeting for the meeting to be official.

F. Submit a copy of their meeting schedule to the ICC Chair by the third 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 ICC upon one (1) week’s notice.

H. Maintain their club constitution in order to adhere with ICC codes and general guidelines. If a club fails to maintain its constitution, the club will be placed on three (3) weeks probation.
ARTICLE IV: ICC REPRESENTATIVES

Section 1. The ICC shall be comprised of the presidents from each recognized Ohlone 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 his/her absence. Each active club shall have only one vote.

The ICC Representatives are:

1. A club member elected or appointed by their respective club empowered to represent their respective club on the ICC.
2. A club officer listed on the current club Officer Roster may serve as the ICC Representative.

Membership Requirements:

A. Must be a current Ohlone College Student

B. Cannot be the advisor of their respective club

Duties and Responsibilities

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 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 Advisor for Master Calendar
6. Report to their respective club 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.

ARTICLE V: MEETINGS

Section 1. The regular meetings of the Council are to be held weekly. 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.

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. If a third meeting is missed, the club will be put on probation. If a fourth 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 VI: 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. The monthly club report will be based on the club report form. If a club fails to make their report on time, the report must be submitted the next day to the ICC Chair’s mailbox in the ASOC Office located in Building 7, Second Floor 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.

ARTICLE VII: OFFICERS & ADVISOR

Section 1. The officers shall be the following: Chair and Secretary. The Chair shall be the Vice President of the ASOC. The Secretary shall be the Coordinator, Inter-Club Council (ICC), as appointed by the ICC. If the Chair is absent for the meeting, the Secretary will assume the duties of the Chair. A substitute Secretary will be appointed for that meeting. If both the Secretary and Chair are absent, the meeting will be cancelled.

Section 2. Each ICC Officer must be available to attend all regularly scheduled meetings or must vacate his/her office.

Section 3. The ICC has a general advisor, who will be the Director of Student Life or the designated representative.

ARTICLE VIII: CLUB ORGANIZATION

NEW CLUB ACTIVATION

Section 1. In order for any club or organization to have the sponsorship of Ohlone 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 a New Club Registration form stating the purpose of the proposed organization and listing all required signatures. New Club Registration forms will only be accepted during the first three ICC meetings of the semester.

2. Obtain a club advisor, with the assistance of the ICC Advisor. The club advisor will be contacted by the ICC Advisor and approved upon review of club advisor duties. Students may choose any Ohlone College faculty/staff member to serve as their advisor.

3. Upon approval of the New Club Registration form, by a majority vote of the ICC, the group will have another 20 academic day period within which to submit a constitution to the ICC Chair. New clubs will also be expected to have their monthly report ready at the first ICC meeting of the month.

4. Once the New Club Registration 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.

5. Advisors are to be consulted on the activities of the group and are required to attend all meetings and excursions. Their approval is necessary before any event may be scheduled. 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 an Ohlone 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 Ohlone College the following academic school year, that club must submit a Reactivation Form to the ICC Chair by the last ICC Meeting for the Spring Semester. Late submissions given after the end of the last ICC Meeting for the Spring Semester, will NOT be accepted. There will be no exceptions.

Should a club fail to submit their Reactivation Form, they can submit to ICC a New Club Registration Form at the beginning of the fall semester. It will be at the discretion of the official ICC members’ majority vote to accept or reject the New Club Registration form.

ARTICLE IX: DISCIPLINE

Section 1: Probation

Club probation is the penalty for a club not following the requirement of the ICC.

The probation time period shall be three (3) semester weeks, 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 ICC Advisor will send one (1) e-mail notice and make one (1) phone call, to contact club president, vice 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. Forfeit voting privileges at ICC Meetings

D. Must attend every ICC Meeting while on probation

E. Not eligible for funding from the ICC and/or the ASOC.

F. If a club does not attend 3 consecutive ICC Meetings, after being put on probation, the club will then be put 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.

3. If a club wants to or is deemed to be inactive, it will be announced under Club Status on the ICC Agenda at the next ICC Meeting of the clubs inactive status. As of that meeting the club is no longer a club on campus until it submits a New Club Registration form and the ICC votes to recognize the club as if it were a new club.

ARTICLE X: PARLIAMENTARY PROCEDURES


ARTICLE XI: AMENDMENTS

Section 1.

A. Amendments to this constitution may be proposed by a majority vote of the ICC.

B. Approval shall require a two-thirds affirmative vote of the ICC.

ARTICLE XII: RATIFICATION

Section 1. Ratification of this constitution shall require a majority affirmative vote of Associated Students of Ohlone College (ASOC)

Approved by ICC on October 3rd, 2011

Approved by the ASOC Council October 4th, 2011