

## **PURPOSE:**

The Inter Clubs Council (ICC) is an umbrella organization intended to coordinate and represent the consolidated cultural, educational, honorary, philanthropic, and social interests of the Berkeley City College (BCC) student body as they relate to the duties and obligations of the Associated Students of Berkeley City College (ASBCC). To this end, the ICC is tasked with the preliminary screening and approval of all BCC resources allocated to clubs, and with building democratic consensus amongst clubs.

## **ARTICLE I: Responsibilities and Powers**

Section 1: The Chairperson of the ICC is responsible for the initial vetting of club charter applications and shall make recommendations pertaining to the state of those charters to the ASBCC on behalf of Berkeley City College and the Peralta Community College District.

Section 2: Each club proposal for access to funding and services on the part of Berkeley City College must be approved by the ICC before it may be voted on by the ASBCC.

Section 3: Meetings of the Inter Clubs Council shall be held no less frequently than once every seven (7) days and are subject to the following procedures as outlined by The Ralph M. Brown Act:

Subsection A: No ICC meeting shall be considered valid unless it meets quorum and is either presided over by the Chairperson or the President of the ICC. Quorum shall be established by the presence of a simple majority of voting members and no fewer than 3 club representatives.

Subsection B: ICC meetings shall be conducted according to Robert's Rules of Order and all resolutions shall be submitted to the Chair in writing prior to the posting of the agenda in which that resolution is to be considered.

Subsection C: The ICC regular meeting agenda shall be posted no fewer than 72 hours prior to the meeting's scheduled start time as prescribed by the Ralph M. Brown Act.

Subsection D: The ICC May conduct special or emergency meetings at the discretion of the ICC Chairperson, ICC president, and vice president. This meeting must adhere to all stipulations provided in the Roberts rule of order and the Ralph M Brown Act.

Section 4: The Inter Clubs Council holds the power to suspend any club's charter pending a new election of the club's officers with the consent of a simple majority of all ICC Representatives and revoke a club's charter for the duration of the academic year with the consent a three quarters of all ICC Representatives. Further, the President of the ICC holds special authority to revoke any club's charter pending a new election of the club's officers should that club found in violation of any of the provisions laid out in this document.

Section 5: The ICC President shall have the power to veto any business passed by the ICC's voting body, either in whole or in part, if that business is determined to violate the provisions laid out in this document, the ASBCC constitution, and BCC or Peralta guidelines. Additionally any business that is determined by the Judicial Council to be conducted fraudulently shall be nullified in whole and those responsible for the fraudulent business shall be reported to the ASBCC Council, the BCC Administration, and law enforcement as applicable.

#### Section 6: Sanctions

Subsection A: The ICC President, with the consent of the ASBCC Council, shall have the power to levy sanctions on clubs that are found to be overdrawn in their accounts, fraudulent in their acquisitions, or otherwise in breach of the ethical guidelines set forth in this document until such a time as their financial debts are repaid in full or there has been significant improvement in their ethical standards as determined by a two-thirds majority of the voting membership of the ICC.

Subsection B: Sanctions include but are not limited to: the suspension of club charters indefinitely pending the repayment of

overdrawn funds, the disqualification of acting club officers from all of their held officerships and all future club and ASBCC elections pending the repayment of funds, referral to collections agencies, and/or referral to relevant law enforcement agencies.

Section 7: All issues before the ICC shall be decided by a simple majority vote of Representatives present except for those items indicated otherwise in this document. Each club may have only one Representative and each Representative shall have only one vote. In the event of a tie, the ICC Chairperson shall have the deciding vote.

Section 8: The provisions laid out in this document shall supercede the provisions laid out in the constitution of any club.

## **ARTICLE II: Membership**

### **Section 1: Clubs**

Subsection A: Each club wishing to apply for membership in the Inter Clubs Council and recognition by Berkeley City College shall complete the BCC Club Registration Packet (Appendix A) to the satisfaction of the ICC's Chairperson, of the Chief Justice, and the voting membership of the ASBCC Council. Clubs must submit copies of their proposed constitution to both the ICC Chair, the Judicial Council, and the Secretary of the ASBCC, and adhere to the following conditions:

- i. Clubs shall not discriminate on the basis of gender identity, race, ethnic or national origin, social or economic class, property, age, genetic features, language, religion, disability, or sexual orientation or identity. Further, clubs shall adhere to all federal, state, and relevant local laws regarding nondiscrimination in public and educational organizations.
- ii. No club may charge any sort of mandatory fee to its membership.
- iii. Clubs must hold elections for all of their enumerated officerships no less than once per year. Proof of the election's results must be submitted to the ICC Chair, the Chief Justice, and the ASBCC Secretary no later than fourteen (14) days after the election is held. Failure to comply with this provision shall result in the ICC President nullifying the results of the election.

- iv. No club may offer or extend membership to any individual who fails to maintain enrollment in at least one-half unit at Berkeley City College
- v. No individual may own the name, logo, colors, or any other form of identification or branding associated with any club. Instead all club materials and branding are the exclusive property of Berkeley City College and may be licensed to clubs and their membership.
- vi. No club shall have access to any property, real or intellectual, held by Berkeley City College or the Peralta Community College District, nor shall any club have access to any services rendered by Berkeley City College or the Peralta Community College District unless that club is first recognized by the Chair of the ICC and the voting membership of the ASBCC.

Subsection B: Each club shall adhere to the following and duties and responsibilities as condition of their membership in the ICC:

- i. Clubs must keep a roster of their current officers on file with the ICC President and the Secretary of the ASBCC.
- ii. Clubs must elect an ICC Representative from amongst their officership to represent their club at ICC meetings.
- iii. ICC Representatives shall not be absent from more than three (3) ICC meetings per semester.
- iv. Clubs must submit a draft of their official meeting schedule and events calendar no later than fourteen (14) days after the first official ICC meeting or within fourteen (14) days of approval of their charter by the ASBCC, whichever occurs later.
- v. Clubs must submit a proposal for any financial liability they intend to incur first to the ICC for general approval and then to the ASBCC for a vote. Clubs may not incur any financial liability prior to its approval by the ASBCC. All funding requests must adhere to the ASBCC Financial Code.
- vi. Clubs hold sole responsibility for any liability they may incur during the course of their operations.
- vii. Clubs will participate in Club Rush. Clubs found in violation of this provision shall be fined no more than fifty (50) dollars paid to the ASBCC Council's general fund and collected by the ICC Chair.



viii. Clubs may not sell any sort of food or drink without the written authorization of the ICC Chairperson and the Dean of Student Services.

ix. Any sort of fundraising activity on the part of a club must be approved by the ICC President in writing.

x. Clubs wishing to recharter must submit a completed Petition to Recharter as well as a signed Advisor Contract to the ICC President one week before the first fall semester meeting of the ICC.

Subsection C: Club Officers shall be elected from amongst the membership of each club. Clubs shall have neither fewer than three (3) nor more than eight (8) officers. Additionally, club officers are subject to the following requirements:

i. All officers must be duly elected from amongst the membership of the clubs that they represent during an official club meeting and by no fewer than half of the club's enrolled membership.

ii. All officers shall be a current ASBCC cardholder at the time of their election, confirmation, and through the entirety of their tenure.

iii. Officers must be enrolled at Berkeley City College (at least 5 units district wide and at least 3 units at BCC) and may be on neither academic nor administrative probation at any point in their tenure.

iv. Should an individual or club be found to not adhere to these rules by the ICC President, the President shall have grounds for immediate dismissal of any individual officer or the suspension of a club's charter pending a new election.

Subsection D: Each club shall maintain a Club Advisor from amongst the Berkeley City College faculty and staff pursuant to the California Educational Code. Advisors shall be present at any club events beyond regular meetings. Advisors may advise no more than two (2) clubs.

### **ARTICLE III: Inter Clubs Council Officers and Structure**

Section 1: All Inter-Clubs Council Officers are subject to the following requirements

## Associated Students of Berkeley City College | Inter-Clubs Council Charter

Subsection A: Officers must recuse themselves from votes concerning the interests of clubs that they or family members or close relatives are members of or otherwise hold interests in.

Subsection B: The Chairperson may hold that position in addition to the Presidency of the ICC, but is ineligible for consideration for any other officership within this body.

Subsection C: Officers, save for the Chairperson, shall be elected from amongst the ICC's voting membership present during the first ICC meeting of the academic year. Proof of the election's results must be submitted to the ICC Chairperson, the Chief Justice, and the ASBCC Secretary no later than fourteen (14) days after the election is held. Failure to comply with this provision shall result in the ICC Chair nullifying the results of the election.

Subsection D: Officers may be removed by a three-fourths vote of the ASBCC Council or by the Judicial Council pursuant to the ASBCC Constitution.

Subsection E: In the event of a vacant officership, the Chairperson shall call a special election to fill the vacancy at the next meeting.

Subsection F: All officers must furnish a weekly report of their activities to the chair

Subsection G: All officers must hold one (1) office hour per week in a public setting to hear and respond to constituent concerns.

Section 2: The Inter Clubs Council shall have no fewer than seven (7) and no more than eight (8) officers. They are as follows:

Subsection A: The Inter Clubs Council Chairperson or Chair is responsible for any responsibilities and duties enumerated within this document and has the additional responsibility of acting as the non-voting facilitator of all ICC meetings. This position is held concurrently by the ASBCC Vice President of Programs and is not an elected officership.



Subsection B: The Inter Clubs Council President is responsible for the execution of all ICC business enumerated in this document and is responsible for conducting the business of meetings in which the Chairperson is not present or in which the Chairperson relinquishes the Chair to speak on an issue pursuant to the relevant sections of Robert's Rules of Order.

Subsection C: The Inter Clubs Council Vice- President is responsible for maintaining detailed reports of club events and activities and for periodically compiling reports pursuant to this duty for the ASBCC Council. The ICC Vice-President may act as the Chair of ICC meetings in the absence of the President, if the President has been subject to recusal, or if the President wishes to speak on an issue. The ICC Vice-President may act as the Chair in meetings in which neither the ICC Chairperson nor the ICC President are present.

Subsection D: The Inter Clubs Council Treasurer is responsible for keeping the ICC apprised of the financial status of the clubs and providing advice accordingly. Additionally, they are responsible for keeping detailed records of club budgets, club revenue, and club expenses.

Subsection E: The Inter Clubs Council Secretary is responsible for keeping a detailed public record of ICC proceedings and publicly posting the ICC agenda no fewer than 72 hours in advance of ICC meetings.

Subsection F: The Inter Clubs Council Communications Officer shall be responsible for coordinating with the ASBCC Vice President of Public Relations to generate publicity for the ICC and for the clubs it represents. The Communications Officer will be responsible for sending out the weekly ICC Newsletter to whoever oversees the BCC Announcement email.

Subsection G: The Inter Clubs Council shall elect two (2) Inter Clubs Council Representatives to serve as voting members of the ASBCC Council. They shall foremost serve the general interests of the membership of the ICC and act as their advocates above all else.



**Article IV: Ratification**

Section 1: This document shall be ratified by a simple majority vote of the ASBCC Council.

Section 2: The ratification of this document shall supercede and render null and void any previous ICC charters.

**Article V: Amendment**

Section 1: This document may be amended by two-thirds vote of the ICC and ASBCC Councils or by referendum as prescribed in the ASBCC Constitution.

Section 2: All amendments to this document must be listed in their entirety as part of this document.

