



# CONSTITUTION

## INTER - CLUB COUNCIL (ICC)

Los Angeles Valley College

**PREAMBLE:** This constitution is hereby established to develop the cultural and recreational opportunities available to students of Los Angeles Valley College; to facilitate efficient coordination of all campus clubs; to protect and maintain the integrity of campus clubs and to make available to as many students as possible the advantages of club membership to ensure student's experience a more rewarding, fulfilling academic pursuit and to advocate for their members.

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### ARTICLE I – STRUCTURE

#### **SECTION 1: NAME**

The name of this organization shall be the Inter-Club Council of the Associated Student Union of Los Angeles Valley College, here on after referred to as the ICC.

#### **SECTION 2: PURPOSE**

The purpose of the Inter-Club Council of Los Angeles Valley College shall serve as the information hub for all club activities, establish communication and cooperation among chartered clubs, advocate, encourage student membership in clubs, and club participation in cultural awareness, student leadership, academic improvement, and increased campus participation.

### **SECTION 3: PARLIAMENTARY PROCEDURE**

All official meetings of the ICC shall be conducted following the most current version of Ralph M. Brown Act and Robert's Rules of Order (Parliamentary Procedure).

### **SECTION 4: MEMBERSHIP**

Membership in the Inter-Club Council is open to all properly chartered clubs. All members of active clubs shall have paid their ASO membership fees each semester. Each club shall select a delegate from their membership to represent the club at each ICC meeting and an alternative in the event that the delegate cannot attend. The alternative ICC Representative can be any officers of the club.

## **ARTICLE II - OFFICERS**

### **SECTION 1: ELIGIBILITY**

The officers of the Inter-Club Council (ICC) shall be the Vice-President of the ASU and the ICC Senate Representative. The ICC Senate Representative shall be appointed by the delegates of the ICC.

**1A)** For ASU Board Members, reference to ASU Constitution for club officers' eligibility (See ASU Constitution, Article VII, Section 5).

**1B)** The ICC Senate Representative cannot be the ICC Representative of any clubs.

**1C)** A student cannot hold multiple ICC Representative positions in clubs. The student must choose one club to represent. However, they are eligible to hold multiple officer positions such as President, Vice-President, Treasurer, and Secretary.

### **SECTION 2: OFFICER RESPONSIBILITIES**

The ASU Vice-President shall preside as the Chair of the Inter-Club Council. In the absence of the ASU Vice-President, the ICC Senate Representative shall preside as the Chair. If neither the ASU Vice-President nor the ICC Senate Representative are present, the ASU President or ASU Treasurer may preside. The Vice President and the ICC Senate Representative are not voting members of the ICC unless to break a tie. In the case to break a tie, the ASU Vice-President and the ICC Senate Representative should have a discussion and the ICC Senate Representative shall have the final decision.

**2A)** The ICC Chair must approve all actions of the ICC, but in the event the ICC Chair vetoes any action, a simple majority vote of the delegates present may overrule.

**2B)** The ICC Chair and the ICC Senate Representative shall make regular reports to the Associated Student Union Executive Council on acts of the Inter-Club Council.

**2C)** The ICC Senate Representative shall act as a voting member of the Executive Council and represent the interests of the Inter-Club Council.

## **ARTICLE III – CLUB ADVISOR AND CO-ADVISOR**

### **SECTION 1: CLUB ADVISOR RESPONSIBILITIES**

1. Provide guidance to club members and officers
2. Assist club members with paperwork submission
3. Attend all club meetings and events
4. Sign all facility requests and disbursement requests
5. Ensure club officers and members handle funds appropriately
6. Ensure district/college policies and procedures are followed
7. Help mediate problems among club members
8. Enhance students' academic experience
9. Serve as a role model and mentor to students
10. A faculty member can only serve as a club advisor to one club (this includes co-advisors).

## **ARTICLE IV – APPOINTMENT**

### **SECTION 1: APPOINTING ICC SENATE REPRESENTATIVE**

Candidates for the position of Inter-Club Council Senate Representative shall submit an application, be verified for eligibility by the ASU Advisor, and be voted upon at the next official meeting of the ICC. A two-thirds (2/3) vote of Club ICC Representatives present is required for approval. Upon appointment, the ICC Senate Representative will assume their responsibilities at the next official Executive Council meeting.

### **SECTION 2: ICC REPRESENTATIVE TERM**

The ICC Senate Representative shall serve for the duration of the academic school year.

### **SECTION 3: DISCIPLINE COMMITTEE**

There shall be an ICC Discipline Committee consisting of five (5) members, two of whom shall be the ICC Chairperson/ASU Vice-President (non-voting member, unless to break a tie) and the ICC Senate Representative (voting member); and three Club ICC Representatives appointed from and by the ICC.

The committee shall be formed by the end of October with three club ICC Representatives which will be voting members of the committee, and 5 other club ICC Representatives as the alternatives.

In the case both of the ASU Vice-President and ICC Senate Representative are absent, the Chief of Justice shall assume the responsibility of chairing the committee and the ASU President shall assume the responsibility of the ICC Senate Representative. In the case the Chief of Justice is absent, the ASU President, Treasurer will step in and fill in the vacancy in that succession.

Any club or member who is directly involved in the matter cannot be a part of the committee.

### **3A) DISCIPLINE COMMITTEE TERM**

Delegates of the ICC Discipline Committee shall serve for the duration of the academic school year.

## **ARTICLE V - MEETINGS**

### **SECTION 1: OCCURANCE**

The regular meetings of the Inter-Club Council shall be held every other Thursday starting at 1:00 p.m. in the ASU Skybox Conference Room, except on holidays and during final exams. Special meetings may be called by the ICC Chair or by four ICC delegates provided a prior notice of at least 72 hours is given to the Office of Student Life.

### **SECTION 2: QUORUM**

A quorum shall consist of ICC delegates from at least 50% plus one of the chartered clubs. Chartered clubs are defined as those that have met attendance requirements (five officers plus at least five club members) and have submitted all proper documentation as stated in Article V.

### **SECTION 3: MINUTES**

Once the ICC meeting has officially been adjourned, the approved minutes and agenda of the ICC meeting shall be published via the LAVC ASU website.

### **SECTION 4: AMENDMENTS**

Any ICC Delegate may propose an amendment(s) to this constitution. Proposed amendments must be submitted to the ICC Chair through email to be added to the agenda. The amendment(s) shall be posted 72 hours prior to the next ICC meeting where it may be presented.

**4A)** A two-thirds (2/3) approval vote of the total membership of the Council shall be necessary to adopt an amendment.

## ARTICLE VI - CLUB CHARTERING PROCEDURES

### SECTION 1: CHARTERING APPLICATION

Any prospective club with the minimum of 5 (ASO paid) Officers and a faculty advisor, must complete the chartering application forms available online at the LAVC/ASU website.

If at any time there is a change in Club Officers or Club Advisor, the office of Student Life should be notified as soon as possible to update the club roster. The club also needs to resubmit the following forms with the new signatures:

- Club Advisor Acknowledgement Form
- Business Office Card

For the Spring semester, each club (that was chartered in the Fall) must resubmit the Business Office Card to the Office of Student Life by the sixth Thursday at 1 PM.

Office of Student Life email: [asu@lavc.edu](mailto:asu@lavc.edu)

**1A) Tier 1 Club Chartering (ASU Funding):** A minimum of 10 members (5 Officers, 5 non-club officers) are needed to access ASU funding. If your club has more than 10 club members, then all club members must have paid the ASO fee.

**1B) Tier 2 Club Chartering (No ASU Funding):** Chartered clubs with only 5 (ASO paid) Officers will not be able to access ASU funding. If the club would like to request ASU funding, the club will have to meet Tier 1 Club Chartering requirements.

### SECTION 2: CLUB TERM

Upon club chartering, the club will be active (chartered) for the remaining academic year. No recertification will be required.

In the Spring semester, the office will use the roster that was submitted in the Fall to check for ASO payment status in the Spring semester.

### SECTION 3: CLUB ELECTIONS

In order to be chartered, the ICC shall have to have a majority vote (50% plus one).

#### **SECTION 4: CLUB REWARD**

Provided the Executive Council and Finance Committee approve the funds on an annual basis, the clubs that charter annually (Fall Semester) by the stated deadlines below will receive the according reward to their club accounts:

By the third Thursday at 1 PM ---- \$300

By the sixth Thursday at 1 PM ---- \$200

By the eighth Thursday at 1 PM -- \$150

### **ARTICLE VII – CLUB CONCERNS**

If any Club Member have any concerns about any Club Officers and Club Members, they shall follow these steps below:

- 1) Bring the matter to the attention of the Club Advisor.
- 2) If the problem can't be solved, the club member can seek advice from the ASU Advisor and/or the Dean of Student Life.

### **ARTICLE VIII – SUSPENSION / REVOCATION OF CLUBS**

#### **SECTION 1: SUSPENSION**

A club's charter may be suspended for violations of the Standards of Student Conduct, governing rules of the ASU and ICC, and ICC attendance standards (See Bylaws, Article IV, Section 1).

**1A)** A club may be recommended for suspension by any club member, delegate, the ICC Discipline Committee, or ASU Advisor and Dean of Student Life on the grounds cited in Article IV in the ICC Bylaws.

### **ARTICLE IX – FUNCTIONING OF CLUBS**

#### **SECTION 1. CLUB FORMATION**

Each club shall create a constitution and bylaws to govern the operation of the club. These documents shall require a majority vote of approval of active members to become valid. Methods of future amendments must be provided.

**1A)** Each club shall establish an active account with the Business Office by filing a form bearing the signatures of the Club Treasurer, Club President, Faculty Advisor and Dean. All club events must have the Club Advisor present (per Administrative Procedure 5420).



# BYLAWS

## INTER-CLUB COUNCIL

Los Angeles Valley College

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### ARTICLE I - DUTIES OF OFFICERS

**The duties and powers, whether expressed or implied, are stated in Article II of the Inter-Club Council Constitution:**

The ICC Chair shall:

1. Be the ASU Vice-President.
2. Preside over all ICC meetings.
3. Serve as a liaison representing the ICC with the Executive Council.

The ICC Senate Representative shall:

1. Serve as Chair of the ICC in the absence of the ASU Vice-President.
2. Serve as a liaison representing the ICC with the Executive Council.

### ARTICLE II - MEMBERSHIP

#### SECTION 1: MEMBERSHIP

Each club holding membership in the ICC shall appoint or elect an ICC delegate. The alternative ICC delegate must be a club officer. No club may be represented by more than one official delegate in the ICC or on any committee.

**1A)** Each delegate of the ICC shall have one vote in ICC business. The alternate ICC delegate may vote only in the absence of the ICC delegate.

#### SECTION 2: TERM

Appointed and elected Executive Council Board Members cannot hold the following positions in a club: President, Vice President, and ICC Representative. No person shall serve on both the Executive Council and the ICC except for the Executive Council Vice-President and the ICC Senate Representative.

#### SECTION 3: DISCIPLINE COMMITTEE

There shall be an ICC Discipline Committee consisting of five members: two of whom shall be the ASU Vice-President and the ICC Senate Representative (nonvoting); and three club ICC Representatives appointed from and by the ICC.

**3A)** It shall be the duty of the ICC Discipline Committee to investigate all questions dealing with the rights of member clubs; to protect the autonomy of each member club; and, in general, to exercise the supervision over all activities not otherwise specified which concern the relations of the ICC to its members.

## ARTICLE III – CLUB CHARTERING PROCEDURES

### SECTION 1: CLUB CHARTERING APPLICATION

The applicant group shall complete the online chartering application in which shall include:

1. Name of the club.
2. The purpose of the club; i.e., service to students or the college community. The purpose of the club must be educational and contribute to the community. Sororities and fraternities are not permitted.
3. Names, student email address, and phone numbers of the Club Officers and members.
4. The time and place of regular meetings.
5. A copy of the prospective club's constitution, Club Advisor Acknowledgement Form, and Business Office Card.

**1A)** After the application has been reviewed, the ICC Chair shall place it on the agenda for the next ICC meeting. Approval of the club charter shall be by majority vote (50% plus 1) of the Inter-Club Council.

**1B)** A group may function on a provisional basis during the interim period until its formal approval. The representative of the pending club must identify themselves at the beginning of the meeting, has no vote, and may sit at the end of the table if space is available.

**1C)** Attendance of all ICC meetings is required of each club.

**1D)** Upon successful chartering, a club should establish an account with the Business Office bearing the signatures of the club Treasurer, club President, club Advisor and dean. The club may then initiate any fundraising activities by filing proper forms provided at the Office of Student Life. Any funds raised must be deposited with the Business Office within two business days of the fundraising event. All club sponsored events must be attended by the club advisor (per Administrative Procedure 5420).

## ARTICLE IV - SUSPENSIONS

### SECTION 1: REASONS FOR SUSPENSIONS

**1A)** Failure to attend scheduled ICC meetings may result in suspension. Accumulating more than **two (2) unexcused absences** over the course of the academic year (Fall and Spring semesters combined) will be considered grounds for suspension. Each club is allowed one (1) excused absence per semester, which must be recorded with prior notice to the ICC Chair by the club delegate, and the club will not be penalized. The excused absences will not be counted as absent, nor present for the meeting. The ASU Secretary will maintain attendance records and report them to the ICC Chair for enforcement of this policy.

**1B)** Attending less than 50% of a meeting will be counted as an excused absence.

**1C) Willful violation** of the rules which govern student organizations (included ASU and ICC Constitutions and Bylaws, California Education Code, District Board Rules, Administrative Regulations, and the Brown Act.)

## **SECTION 2: PROCEDURE FOR SUSPENSION**

Any club members can recommend suspension of a club to the ICC Chair via email with the proof.

The ICC Chair shall weigh and report violations to the ICC Discipline Committee. The ICC Discipline Committee shall investigate the complaint and make a decision. Notice of any disciplinary decisions by the ICC Discipline Committee must be sent to the Club President and Club Advisor.

**2A)** If the ICC Discipline Committee suspends a club, the club in question has 5 business days to request a hearing as outlined in ARTICLE VI in the ICC Bylaws.

**2B)** After said hearing in which discipline is deemed appropriate, the Council's decision is final. This must be approved by a two-thirds (2/3) vote of the ICC membership. After the decision is made, no further appeal or hearing is accepted.

## **SECTION 3: EFFECT AND DURATION OF SUSPENSION**

Upon suspension of a club's Charter of Operation, said club shall cease to function for the period of the suspension. Notice of said suspension will be sent to Club officers, the Club Advisor, and Dean of Student Life.

During the period of suspension, the affected club shall not be able to use any college facilities, shall not collect any dues, shall not disburse funds, and shall not participate in any campus activities as a club.

## ARTICLE V - REVOCATION OF CHARTER

### SECTION 1:

The refusal of the club to abide by the regulations of the ICC and the rules and procedures stated herein are grounds for charter revocation (ICC Bylaws, Article IV, Section 1).

### SECTION 2:

The procedures listed in Article IV, Section 2 shall apply in considering possible revocation of a club's charter.

**2A)** Any member of the ICC may introduce a motion to recommend the revocation of the charter of Operations for any member club on the grounds cited in Article IV, Section 1 of the ICC Bylaws. The recommendation should be sent to the ASU Vice President, or any member of the ICC Discipline Committee.

**2B)** The ICC Discipline Committee shall investigate the complaint and make a decision. Notice of any disciplinary decisions by the ICC Discipline Committee must be sent to the Club President and Club Advisor. Any decisions made by the ICC Discipline Committee must be approved by a two-thirds (2/3) vote of the Committee.

**2C)** If the ICC Discipline Committee decides to revoke the charter of a club, the club in question has 5 business days to request a hearing as outlined in ARTICLE VI of the ICC Bylaws.

**2D)** After said hearing in which discipline is deemed appropriate, the Council's decision is final. This must be approved by a two-thirds (2/3) vote of the ICC membership. After the decision is made, no further appeal or hearing is accepted.

### SECTION 3:

When a club's charter has been revoked, said club shall cease to exist until the end of the current academic semester (Fall or Spring) and until a new application for charter is submitted.

## ARTICLE VI - HEARING PROCEDURE

### SECTION 1: THE HEARING PROCEDURES FOR THE ASU INTER-CLUB COUNCIL:

Evidence against the club shall be given to the Club President and Advisor at least one week (7 days) prior to the hearing.

**1A)** The ICC Chair shall preside over the hearing. The hearing shall be recorded, and minutes will be kept.

**1B)** A Club President, Vice President, or ICC Representative is required to be present at the hearing, which is during the following scheduled ICC meeting. In the event where none of the above officers can attend hearing, the club president may submit a statement to the ICC Chair. This statement will be presented during the hearing.

If a club requests a hearing but none of the above officers attend and no written statement is submitted, the hearing will be canceled, and the original decision of the ICC Discipline Committee will stand.

**1C)** During the hearing, the evidence against the club will be presented first, followed by the defense or statement from the club.

**1D)** The ICC shall discuss and make a decision based on the provided factual evidence and statement submitted 7 days prior to the meeting. The ICC shall determine the disciplinary action by a two-third (2/3) vote.

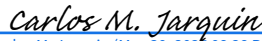
This ICC Constitution and Bylaws were revised by the Inter-Club Council (ICC) in Spring of 2025.

  
Trang Vu (May 30, 2025 08:16 PDT)

Trang Vu, ASU Vice President

05/30/2025

Date

  
Carlos M. Jarquin (May 30, 2025 08:28 PDT)

Carlos Jarquin, ICC Senate Representative

05/30/2025

Date

  
M. Elizabeth Negrete (May 30, 2025 08:41 PDT)

Dr. Negrete, Dean of Student Life

05/30/2025

Date

  
CL Resendez (May 30, 2025 11:07 CDT)

Dr. Resendez, VP of Student Services

05/30/2025

Date



Dr. Barry Gribbons, College President

05/30/2025

Date











# ICC CONSTITUTION and BYLAWS (APPROVED Spring 2025) - Final

Final Audit Report

2025-05-30


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