

# **ICC BY-LAWS**

## **SECTION 1: INTER-CLUB COUNCIL MEMBERSHIP**

- A. The Interclub Council will be made up of the ICC Cabinet and an ICC Representative from each official El Camino Club

## **SECTION 2: ICC REPRESENTATIVES**

- A. Each member club or organization shall appoint an ICC representative, and an alternate ICC representative to represent their respective club during their status as an official ICC Club.
- B. The alternate ICC representative officer position is optional and it is at the discretion of each club/organization as whether or not to fill this position.
- C. Club representative and alternate are to remain in their position, and view their position, as a semester long responsibility with the opportunity to serve multiple semesters.
- D. The ICC Representative/alternate representative shall act as a voting member of ICC and represent the interests of their respective club at ICC Meetings.
- E. Each club is allotted only one vote for any one voting item during ICC General Meetings
- F. The alternate ICC representative shall attend ICC meetings when the primary ICC representative is not available to attend.
- G. No one person may concurrently represent more than one club or organization as ICC representative and/or alternate ICC representative.
- H. In the case of a representative deciding to leave or is removed the alternate is the one to replace them as the ICC representative.
- I. The ICC representative and alternate position may only be changed by the club if either position is vacant or a new semester begins (must be changed within 3 weeks from the first day of classes)
- J. At least (1) appointed ICC Representative of each member organization shall attend, and be on time, for all regular and special meetings
  - 1. Standing meetings of the ICC are considered regular meetings.
  - 2. Special meetings may be called by the ICC President, Advisor or may be called by written request of a simple majority of ICC representatives and/or ICC Cabinet members. Twenty-four hours written notice will be provided to all ICC representatives in the event a special meeting is called
- K. Representatives that miss less than fifteen (15) minutes without proper prior notice will count as tardy. If a club misses more than fifteen (15) minutes without proper prior notice it will count as unexcused absence

1. A member organization which is absent cannot make, second nor vote on any motion.
  2. Proper notice is to be defined as providing an email, to, at least, the I.C.C. President and Director of Administrative Services no later than 12 hours prior to the ICC general meeting. A notice given after this deadline must be an emergency situation.
  3. Emergency situations are defined as situations in which extraordinary or catastrophic events have occurred either physically, mentally, or emotionally. Including but not limited to: medical emergencies, family emergencies, etc. Each I.C.C. Representative is granted a maximum of 3 emergency absences per semester
  4. The member organization may give a report, announcement and/or add to the discussion of a motion.
  5. Three (3) tardies are equal to one (1) absence.
- L. The ICC Advisor and ICC President of the member organization will receive an email notice from the Director of Administrative Services after the club's second ICC absence, at least three school days prior to the next ICC meeting.
- M. Each ICC Representative is allowed 3 excused absences before they will be considered an inactive club for the following semester. After your second absence your club account is frozen for the remainder of the semester. Unexcused absences (absences without proper notice) and their respective consequence are subject to review by the Director of Club Support.

### **SECTION 3: CLUB REQUIREMENTS**

- A. All clubs are required to read and abide by the most current Student Organization Handbook and Finance Handbook
- B. Each club shall attend 85% all regular meetings (standing meetings of the ICC are considered regular meetings)
- C. All club Presidents, Treasurers, and ICC Representatives must hold a current and valid ASB sticker to be formally recognized in the ICC
- D. Club President, ICC representative (alternative representative), and Treasurer are required to attend ICC Fall and Spring training sessions conducted by the ICC VP and Director of Club Support Any infringements of college regulations, the Student Organization Handbooks, or Finance Handbook on the part of organizations or any individual member or members of an organization are subject to review of the Student Development Office and any consequences or sanctions are at the discretion of the Student Development Office.
- E. All those who participate in the ICC or club sponsored events or activities, must commit to the following:
  1. Treat others as we would want to be treated; with respect and dignity.
  2. Engage in open dialogue in a civil manner; listen to the perspectives of others to better understand their situation
  3. Be considerate of others with your actions as a person and a club representative
  4. Respect the diverse backgrounds, opinions, experiences, concerns and needs of

others that share the space

5. Be kind. Remember that other people are as intuitive as you are, and judge you as you do them
6. Hold meetings/activities in the accessible areas for all students

7. Use the club equipment, club space and resources to accomplish ICC or club business only
  8. Leave things better than we found them, cleaning up after ourselves and reminding others to do if they forget
  9. Stay focused on finding solutions rather than creating more problems
- F. No one person may hold more than one ICC Representative Roles, Club President Roles, or Club Treasurer roles
- G. Clubs are able to hold regular meetings in the Fall, Winter, Spring and Summer sessions. Refer to ICC Constitution for how many meetings per academic semester.

#### **SECTION 4: ACTIVE STATUS**

- A An ACTIVE club is defined as a club that has had one or more volunteers participating in at least three I.C.C. activities, functions, and/or committees of the previous or current semester. Further, it is the responsibility of the clubs to keep a list of their participation in I.C.C. events.
- B For NEW CLUB STATUS, refer to Section II-A, pp. 3 & 4 of the Club Handbook.
- C New and reactivated clubs are to be considered ACTIVE clubs upon approval.
- D The I.C.C. Cabinet Meetings shall review all new club constitutions, and lists of members, before the approval of I.C.C. The ten charter members of a new club must be currently enrolled students at El Camino College and have a current ECC Student I.D. card and ASB sticker.
- E A report will be filed by the ICC cabinet on at the end of each semester determining the status of all ACTIVE and INACTIVE clubs.

#### **SECTION 5: ICC CABINET MEMBERSHIP**

- A The Cabinet of ICC shall consist of the following members:
- i. President
  - ii. Vice President
  - iii. Director of Activities
  - iv. Director of Finance
  - v. Director of Equity, Diversity, and Inclusion
  - vi. Director of Public Relations
  - vii. Director of Club Support
  - viii. Director of Administrative Services
  - ix. Historian
  - x. Student Senate Representative

#### **SECTION 6: COMMISSIONERS**

- A The Officers of ICC shall consist of the following members.
- i. Commissioner of Activities
  - ii. Commissioner of Finance
  - iii. Commissioner of Public Relations
  - iv. Commissioner of Club Support
  - v. Commissioner of Administrative Services

vi. Commissioner of Equity, Diversity, and Inclusion

### **SECTION 7: DUTIES AND CRITERIA OF THE CABINET**

The duties of the below-noted elected officers are to abide by the Inter-Club Council Constitution; to attend all I.C.C. General and Cabinet Meetings; and to hold a valid E.C.C. Student Photo I.D. Card with an ASB sticker. Moreover, the below-noted elected officers must be currently enrolled in and complete a minimum of five (5) units for each term of service (a minimum of 3 units for students who are differently-abled students in conjunction with the Special Resource Center or counselor guidelines), and maintain a minimum cumulative and minimum semester GPA of 2.0 each term of service. Furthermore, the below-noted elected officers at the time of election may not exceed five (5) semesters or three (3) academic years of service in student government, I.C.C. or as a club president. All Cabinet members must co-chair at least one event each semester.

All ICC Directors are required to have a bi-weekly 1:1 meeting with their respective commissioner(s). All ICC Directors along with the current ICC President are required to participate in appointing the respective commissioner(s).

In addition, the below-noted elected officers shall include the President, whose duties are more fully described as follows:

**a. President**

- i. To serve as the Chief Executive Officer of the ICC;
- ii. To serve as the Chair of the Executive Cabinet and General Council;
- iii. To recommend the appointment of Executive Cabinet Members;
- iv. To work in conjunction with the Director of Finance to prepare the annual ICC budget proposal to ASO finance;

- v. To sign all legislation as the official signatory and to have co-signature authorization over all budgetary expenditures of the ICC;
- vi. To provide leadership and direction for the Executive Cabinet;
- vii. To provide leadership and support for all club presidents and ICC representatives;
- viii. Shall only vote to break ties;
- ix. Shall officially declare the ineligibility of an officer, elected or appointed.

**b. Vice President**

- i. To serve as the Chair of the Executive Cabinet and General Council in the absence of the President;
- ii. To assist the President in the staffing of the ICC;
- iii. To assist in the management and communication of all activities within the ICC;
- iv. To assume the office of the President in the absence, incapacitation, or resignation of the President;

**c. Director of Activities**

- i. To be responsible for leading the organization of ICC Events;
- ii. To be responsible for coordinating on-campus and off-campus organization for activities aimed at Community Donations;
- iii. To recommend the appointment of Chairperson(s) for ICC events;
- iv. To provide leadership and direction to the Commissioner of Activities;
- v. To provide leadership and direction to all co-chairs organizing ICC events;
- vi. To assume the office of the President in the absence, incapacitation, or resignation of both the President and the Vice President.

**d. Director of Finance**

- i. To serve as the Chief Financial Officer of the ICC and the Chair of the ICC Finance Committee;
- ii. To work in conjunction with the President to prepare the annual ICC budget proposal to ASO;
- iii. To collaborate with ASO Director of Finance to oversee ICC and club accounts and attend the ASO Finance committee as needed;
- iv. To be vested the power of signature authority for student club expenditures;
- v. To provide leadership and direction to the Commissioner of Finance;
- vi. To provide leadership and support to club officers when submitting ICC budget requests;
- vii. To be responsible for managing all monetary transactions;
- viii. To be responsible for overseeing the preparation and the submission of the ICC budget to General;
- ix. To be responsible for explaining the ICC budget request process to the ICC General Council each major semester;
- x. To assume the office of the President in the absence, incapacitation, or resignation of the President, the Vice President and the Director of Activities.

**e. Director of Equity, Diversity, and Inclusion**

- i. To be responsible for acting as ICC's liaison and representative to any EDI Campus Organizations;



- ii. To be responsible for attending all meetings of appropriate EDI campus organizations that ICC holds membership, and must notify the ICC President if unable to attend;
- iii. To be responsible for announcing all appropriate EDI campus initiatives and events to the ICC General Council every week;
- iv. To be responsible for assisting in the organization and promotion of EDI events;
- v. To be responsible for recruiting students to attend the meetings of appropriate EDI campus organizations that ICC holds membership;
- vi. To provide leadership and support to clubs affiliated with appropriate EDI campus initiatives and events to the ICC General Council every week;
- vii. To provide leadership and direction to the Commissioner of Equity, Diversity and Inclusion;
- viii. To assume the office of the President in the absence, incapacitation, or resignation of the President, the Vice President, the Director of Activities and the Director of Finance.

**f. Director of Public Relations**

- i. To provide leadership regarding all public relations activities;
- ii. To disseminate information about the ICC and its activities to the clubs and the student body;
- iii. To be the direct liaison between the ICC, ASO, and the college's public relations officer;
- iv. To assume the office of the President in the absence, incapacitation, or resignation of the President, the Vice President, the Director of Activities, the Director of Finance and the Director of Equity, Diversity and Inclusion.

**g. Director of Club Support**

- i. To oversee the review of all new club constitutions and the list of charter members for approval of the Inter-Club Council;
- ii. To be responsible for the monitoring and developing written reports pertaining to the active status of clubs;
- iii. To record the attendance of club representatives at the ICC General Council meetings;
- iv. To provide leadership and support to new and continuing clubs;
- v. To assume the office of the President in the absence, incapacitation, or resignation of the President, the Vice President, the Director of Activities, the Director of Finance, the Director of Equity, Diversity and Inclusion and the Director of Public Relations.

**h. Director of Administrative Services**

- i. To be responsible for creating the agenda for all ICC meetings;
- ii. Advise the presiding Cabinet and ICC General Members on questions of the ICC Code, procedures and Roberts Rules of Order or New Constitutional/By-Law Revisions
- iii. To be responsible for recording and distributing copies of the minutes;
- iv. To maintain and update the ICC General Council Portal on Engage;
- v. To assume the office of the President in the absence, incapacitation, or resignation of both the President, the Vice President, the Director of Activities, the Director of Finance, the Director of Equity, Diversity and Inclusion, the Director of Public Relations and the Director of Club Support.

**i. Historian**

- i. To be responsible for maintaining and recording a photographic history of ICC events;
- ii. To be responsible for maintaining and recording a photographic history of club events;
- iii. To work in conjunction with the Director of Public Relations to update the official social media accounts and the website of the ICC;
- iv. To assume the office of the President in the absence, incapacitation, or resignation of the President, the Vice President, the Director of Activities, the Director of Finance, the Director of Equity, Diversity and Inclusion, the Director of Public Relations, the Director of Club Support and the Director of Administrative Services.

**j. Student Senate Representative**

- i. To be responsible for acting as the liaison between the ICC and the Associated Students Organization;
- ii. To make reports during ICC meetings on behalf of the Associated Students Organization;
- iii. To be responsible for attending all Senate and ICC meetings and if they are unable to attend, they must notify the President;
- iv. To assume the office of the President in the absence, incapacitation, or resignation of the President, the Vice President, the Director of Activities, the Director of Finance, the Director of Equity, Diversity and Inclusion, the Director of Public Relations, the Director of Club Support, the Director of Administrative Services and the Historian.

- B. No elected or appointed officer of this ICC shall hold two cabinet offices at the same time. This includes serving as a cabinet officer or ICC Representative for a campus club (as recognized by Inter-Club Council) or campus organization.

**SECTION 8: DUTIES AND CRITERIA OF THE COMMISSIONERS**

- A. The duties of the below-noted elected officers are to abide by the Inter-Club Council Constitution; to attend all ICC General and Cabinet Meetings; and to hold a valid E.C.C. Student Photo I.D. Card with an ASB sticker. Moreover, the below-noted elected officers must be currently enrolled in and complete a minimum of five (5) units for each term of service (a minimum of 3 units for students who are differently-abled students in conjunction with the Special Resource Center or counselor guidelines) and maintain a minimum cumulative and minimum semester GPA of 2.0 each term of service. Furthermore, the below-noted elected officers at the time of election may not exceed five (5) semesters or three (3) academic years of service in student government, ICC, or as a club president.

- B. Listed below are the duties of all Commissioners:

- i. All Commissioners have the duty of attending all meetings respectfully.
- ii. Commissioners do not have the ability to vote during I.C.C. Cabinet meetings, and may only vote during ICC General meetings on behalf of the club(s) of which they are the indicated I.C.C. Representative.
- iii. Commissioners may take on the duties of their respective Director if said Director is absent or unable to attend.

## **SECTION 9: REMOVAL FROM OFFICE/ABSENCE POLICY**

- A. The officers and/or members of I.C.C. are subject to a vote of no confidence or motion of censure. Prior to the vote being taken, there shall be a call for pro and con discussion regarding this motion. In the case of a successful vote of no confidence (which shall be a 2/3 majority vote) the person holding office will be removed from their position currently held.
- B. Repeated, unexcused absences by an ICC Cabinet member or an I.C.C. Officer at three (3) or more ICC General meetings and/or Cabinet meetings without proper notice is subject to a vote of no confidence or motion of censure
- C. Repeated, unexcused absences by an ICC Cabinet member or an I.C.C. Officer at three (3) or more ICC events without proper notice are subject to a vote of no confidence or motion of censure.
- D. Proper notice is to be defined as providing a written or digital, text-based message, to, at least, the ICC. President and ICC Vice President no later than 12 hours prior to a cabinet or general meeting or ICC Event. A notice given after this deadline must be an emergency situation.
- E. Emergency situations are defined as situations in which extraordinary or catastrophic events have occurred either physically, mentally, or emotionally. Including but not limited to: medical emergencies, family emergencies, etc. Each I.C.C. Cabinet Member and Officer is granted a maximum of 3 emergency absences per semester.
- F. Any ICC Cabinet Member or Commissioner, appointed or elected, that does not abide by and/or comply with the Constitution of the Inter-Club Council of El Camino College, and repeatedly so, is subject to a vote of no confidence or motion of censure.
- G. Any ICC Cabinet Member or Commissioner, appointed or elected, that fails or refuses to faithfully perform the duties as ascribed by the constitution, by the ICC President, or by the current advisors the officer is subject to a vote of no confidence or motion of censure by the current I.C.C. President and taken before the council for further consideration and voting.
- H. A motion of censure is defined as an expression of strong disapproval or harsh criticism. In parliamentary procedure, it is a debatable main motion that could adopted by a majority vote. This does not warrant a removal of office.
- I. A vote of no confidence is defined as a vote showing that a majority does not support the delegate holding office or the governing body as a whole. A 2/3 majority vote warrants a removal of office.
- J. Each Cabinet member & Commissioner of ICC shall attend, and be on time, for all regular and special meetings
  - Standing meetings of the ICC are considered regular meetings.
  - Special meetings may be called by the ICC President, Advisor or may be called by written request of a simple majority of ICC representatives and/or ICC Cabinet members. Twenty-four hours written notice will be provided to all ICC Cabinet Members and ICC Representatives in the event a special meeting is called

Cabinet Members & Commissioners that miss less than fifteen (15) minutes without proper prior notice will count as tardy. If a Cabinet Member or Commissioner misses more than fifteen (15) minutes without proper prior notice it will count as an unexcused absence

- A Cabinet Member which is absent cannot make, second nor vote on any motion.
- Proper notice is to be defined as providing an email, to, at least, the I.C.C. President, Director of Administrative Services, and ICC Advisor no later than 12 hours prior to the ICC general & Cabinet meeting. A notice given after this deadline must be an emergency situation.
- Emergency situations are defined as situations in which extraordinary or catastrophic events have occurred either physically, mentally, or emotionally. Including but not limited to: medical emergencies, family emergencies, etc. Each I.C.C. Representative is granted a maximum of 3 emergency absences per semester

- The Cabinet Member or Commissioner may give a report, announcement and/or add to the discussion of a motion.
  - Three (3) tardies are equal to one (1) absence.
- K The ICC Advisor and ICC President of the member organization will receive an email notice from the Director of Administrative Services after the club's second ICC absence, at least three school days prior to the next ICC meeting.
- L Each Cabinet Member and Commissioner shall attend 85% of all regular meetings
- M Each Cabinet Member and Commissioner is allowed 3 excused absences at ICC Cabinet/General Meetings before they will be subject to a vote of no confidence and possible removal from the Inter-Club Council.

#### **SECTION 10: PROCESS FOR FILING A VACANT OFFICE**

- A If the vacant position is that of an ICC Director or the ICC Secretary, the assigned Commissioner or Assistant Secretary under the aforementioned, respective Director shall inherit the roles and responsibilities of the vacant office until the end of the term.
- B A special interview process may be held in the Fall, Winter, Spring, or summer semesters to fill any unoccupied positions. When Vacant, the position(s) of Directors and Commissioners may be appointed by the President or Vice President.

C If the vacant position is not that of an ICC Director, or a corresponding Commissioner does not exist, enact the following procedure:

- a Nominations may be made up to and including the next I.C.C. meeting following the vacancy.
- b The vote to fill the vacancy will not be held until the next I.C.C. meeting following the vacancy.

### SECTION 11: ELECTIONS

A The Elections Committee will be made up of the Student Activities Advisor and two current ICC Cabinet Members who are not running in the ICC Election

- a The committee will conduct the election
- b Adhere to democratic principles to ensure a fair election for all candidates involved
- c Results will be certified by the Student Activities Advisor and candidates screened for eligibility by the Student

### Development Office (SDO)

- B Candidates for I.C.C. President must:
  - a Be a member of a recognized club on campus.
  - b Have served for at least one semester as a club representative to I.C.C., Club President, or currently serving the I.C.C. Cabinet
- C Candidates for I.C.C. Vice President must:
  - a Be a member of a recognized club on campus.
  - b Have served for at least one semester as a club representative to I.C.C., Club President, or currently serving the I.C.C. Cabinet
- D The President shall be elected by the I.C.C. A timeline will be set by the I.C.C Elections Committee. The committee will hold nominations two weeks before the election, set a month before the final I.C.C. meeting of the academic year.
- E The Vice President shall be elected by I.C.C. The committee will hold nominations two weeks before the election, set a month before the final I.C.C. meeting of the academic year. If the Vice President position remains vacant after ICC elections, then the ICC President shall be vested the power to appoint an ICC Vice President.
- F Each Club must select one representative to vote on their behalf, either the Club President or ICC Rep. If you're an ICC representative for multiple clubs, you may only vote once. Each club must select a different representative for any club votes to be considered.
- G In the case of a tie for any ICC Cabinet Position, a special election meeting may be held to break the tie and complete the election process. The candidate(s) shall be elected by a simple majority vote (50%+1) during the special election.
- H A special interview process may be held in the Fall, Winter, Spring, or summer semesters to fill any unoccupied

positions. When Vacant, the position(s) of Directors and Commissioners may be appointed by the President or Vice President.

**SECTION 12: COMMITTEE CREATION**

- A All I.C.C. Cabinet members may establish committees to assist in the planning or accomplishment of I.C.C. Activities and/or events.
- B Any committee created must be approved by Cabinet by at least a two-thirds majority vote.

**SECTION 13: FINANCE COMMITTEE**

- A. The ICC Finance Committee shall consider and act upon all financial matters dealing with the distribution of ICC funds when required to do so under the financial procedures of the Inter-Club Council.

### **I - FINANCE COMMITTEE MEMBERSHIP**

The ICC Finance Committee shall hereby consist of:

- A. **Voting Members:** ICC Director of Finance, ICC Director of Activities, ICC Director of Club Support, Director of Equity Diversity & Inclusion, Student Senate Representative, Club Treasurers\*, SDO Accounting Assistant, and Student-At-Large.
- B. **Alternate Voting Members:** ICC Commissioner of Finance, ICC Commissioner of Activities, ICC Commissioner of Club Support, ICC Commissioner of Equity, Diversity & Inclusion, ASO President, and Club Presidents/Vice Presidents.
- C. **Support Membership:** SDO Director of Student Development and ICC Advisors. \*

\*Note: Each Club Treasurer shall only vote once on behalf of one club.

\*Note: Advisory Vote will only serve as a tie-breaker vote, and it shall not be utilized otherwise.

### **II- FINANCE COMMITTEE POLICIES AND PROCEDURES**

- A. All expenditures and monetary distributions must be approved by ICC following the approval of the ICC Finance Committee by a  $\frac{2}{3}$  majority vote.
- B. Each ACTIVE club, as defined in Article II Section 4, is eligible to request funds from the ICC Club Support Account. Each NEW CLUB is able to request funds from the ICC Club Support Account of up to \$500 within their first semester of activation.
- C. Each registered, INACTIVE club is eligible to request funds from the ICC Club Support Account within a \$500 limit for the following semester if they attend every General ICC Meeting of the current semester. Each Club requesting funding will be required to state their inactive status at the time of the request.
- D. All budget requests must be made at least 4 weeks prior to the purpose of the requested funds.
- E. Any Club Support Account Funds or ICC Funding are subjected to a two-semester use (including the approved semester), if the money is not used by the end of the following semester in which it was approved then the money is returned to the ICC Club Support Account.
- F. Clubs will be notified at the start of their final semester to use ICC approved club support funds. Clubs will also be notified a month before the semester ends at which point the ICC approved club support funds will be returned if not used by the last day of classes.

### **III. ICC FINANCE COMMITTEE QUORUM**

- A. At least a simple majority (50% + 1) of all current and registered voting ICC Finance Committee members must be present to conduct business legally.



- E. Each NEW CLUB is entitled to funds from the Club Support Account up to \$500. Each ACTIVE club, as defined in Article II Section 3, is eligible to request funds from I.C.C. Club Support Account. Each registered, INACTIVE club is eligible to request funds from I.C.C. Club Support Account within a \$500 limit for the semester if they attend every General ICC Meeting of the current semester. Each Club requesting funding will be required to state their inactive status at the time of the request.
- F. All budget requests must be made at least 2 weeks in advance to the I.C.C. Cabinet Meetings, prior to the purpose of the budget requests.

#### **IV. DUTIES OF THE CABINET REGARDING FUND REQUESTS.**

- A. I.C.C. shall initiate or alter any projects by a 2/3 majority vote, according to the I.C.C. budget.
- B. All expenditures and loans must be approved by I.C.C. at the meeting following the official request to the I.C.C. Cabinet Meetings.

#### **V. INACTIVITY OF A CLUB**

- A. Upon declaring a club charter registered, but INACTIVE, a limit of \$500 per semester of funding from the I.C.C. budget will be placed. When said charter is reinstated, the limit will be removed upon approval of the I.C.C. Cabinet Meetings and I.C.C.

#### **Section 13: MONTHLY CLUB REPORTS**

Each club shall report to ICC Director of Club Support, monthly, on designated dates about the following topics:

- What the club has done in previous month and what it is planning to do.
- The status of the club budget including income and expenditures over the previous month and plans to use any Approved Club Support Funds within the Club's Respective Account (this part of the report will also be given to the Director of Finance)
- The number of active members, including a roster of names.
- The topics that have been covered at club meetings in the previous month.

#### **Section 14: ICC CABINET STIPENDS**

##### **A. ICC Stipend Purpose**

1. Stipends are considered an effective way of ensuring accountability by position for the Inter-Club Council.
2. Stipends are a form of scholarship that are merit-based, but non-restrictive to spending only on academic items.
3. Stipends are permitted, per California Ed Code, Section 66016.3 - Rights of students to serve in student government and receive grants, scholarships fee waivers, or reimbursement for expenses

## **B. ICC Stipend Accounting Procedure**

1. ICC Stipends will be paid from the Associated Students Organization Fund 72 – Revenue from Student Representation Fee.

i. This is permitted via California Community Colleges Chancellor's Office Memorandum ESS 22-300-006 (May 3, 2022).

2. Stipends will be paid out each semester (Fall and Spring) after the final class of the semester period, or earlier at the discretion of the Advisor of ICC.

3. Stipends will be submitted for all qualified students (see below) by the Student Development Office to the Fiscal Office of El Camino College.

4. Stipends are considered taxable income by the Internal Revenue Service, only at a threshold of over \$600.00 per year.

5. Stipends will not be paid out to any, and all, members of ICC (or any other student paid from Fund 72) if one or more of the following apply:

i. Funding for Fund 72 drops 50% or more from the previous year.

ii. Full Time Equivalency Student Enrollment (FTES) falls over 20% from a previous year-over-year comparison.

iii. Upon consultation with the ASO President, the ASO Vice President, the Director of Student Development and the SDO Advisors, it is deemed that the operational goals for Fund 72 don't allow for stipends in a given year.

a. For this to apply, a 2/3 vote of the voting majority of senate will be required.

## **C. ICC Stipend Amounts**

1. ICC Stipend amounts, per semester, are as follows:

i. ICC Cabinet-Level Position - \$350

ii. Commissioners - \$150

## **D. ICC Stipend Evaluation Process**

1. At the end of each semester, the Advisor of ICC will distribute a self-evaluation to each member and request a full attendance report from the Director of Administrative Services and the ICC President.

2. Upon receiving the reports, the Student Activities Advisors of Student Development and the Director of Student Development will determine all stipend amounts for each member.

3. Evaluation processes will be made public to the Senate and approved by them before implementation for the current academic year.

4. Stipends can be deducted at the discretion of the advisors based on a holistic evaluation as submitted

5. Stipends will also be prorated based on ICC Start Date.

i. For this process, the ICC Start Date in any given year will be the start date of office after election, typically the first Monday after El Camino College Commencement of any given year.

A. When an organization and individual invites outside guests to social functions, that organization and individuals are responsible for the conduct of guests.

**SECTION 16: COLLEGE REGULATIONS**

A. Serious infringements of college regulations on the part of organizations or any individual member or members of an organization may be subject to a review by the A.S.O. Judiciary Committee.

