



Constitution

Inter-Club Council
El Camino College

**INTER-CLUB
COUNCIL**

El Camino College

Table of Contents

The Constitution of the Inter-Club Council is ratified by ICC General and organized into the following articles:

<u>Article</u>	<u>Title</u>	<u>Page</u>
1	Name and Composition	3
2	Mission and Vision	3
3	Executive Cabinet	3
4	Commissioners and Appointees	7
5	Clubs	8
6	General Meetings	9
7	General Elections	10
8	By-Laws	11
9	Amendments to the Constitution	11
10	Vacancy of Office	11
11	Authority and Validity of the Constitution	12



The Constitution of the Inter-Club Council outlines the organizational structure and processes to ensure proper governance. All members of the Inter-Club Council must faithfully abide by the Constitution and carry out their duties properly.

The Constitution was last modified **June 2nd, 2025**, by ICC General.

The Constitution of the Inter-Club Council of El Camino College is as follows:

ARTICLE 1: NAME AND COMPOSITION

Section 1 – Name

The name of the organization shall be the Inter-Club Council of El Camino College, herein referred to as the ICC.

Section 2 – Composition of ICC

The ICC shall be composed of an Executive Cabinet and student representatives from campus clubs.

Section 3 – Open Meetings and Transparency

All meetings of the ICC shall be open to the public to encourage transparency and open dialogue except when permissible by the Ralph M. Brown Act.

Section 4 – Terms of Office

Terms of Office for members of the Executive Cabinet shall begin eight (8) calendar days following the conclusion of the Spring Semester and shall end seven (7) calendar days following the conclusion of the Spring Semester of the following year.

ARTICLE 2: MISSION AND VISION

Section 1 – Mission Statement

The Inter-Club Council (ICC) is dedicated to fostering a vibrant and inclusive campus community at El Camino College by supporting, coordinating, and empowering student clubs and organizations. We strive to foster campus connections, promote diversity, and develop leadership skills through engagement and collaboration to enhance student life.

Section 2 – Vision Statement

We envision an El Camino College where every student feels connected, represented, and empowered to pursue their passions and interests through active participation in campus clubs. ICC aims to be the driving force behind a thriving, diverse, and interconnected student community that enriches the college experience.

ARTICLE 3: EXECUTIVE CABINET

Section 1 – Powers

The executive powers and functions of the Inter-Club Council (ICC) shall be vested in the ICC Executive Cabinet.

Section 2 – Composition of the Executive Cabinet

The Executive Cabinet shall be composed of the ICC President, Vice President, Director of Activities, Director of Finance, Director of Diversity, Equity, and Inclusion, Director of Public Relations, Director of Club Support, Director of Administrative Services, and Director of Human Resources.

Section 3 – Responsibilities of the Executive Cabinet

- a. To serve as the student advocate receiving complaints, suggestions, comments, and other input regarding campus clubs;
- b. Must regularly attend all Executive Cabinet meetings, General meetings, and ICC Sanctioned Events;
- c. Uphold and abide by the ICC Constitution and By-Laws;
- d. Serve as a member or co-chair on at least one (1) ICC Committee;

- e. To assist in facilitating the ICC Fall and Spring training sessions for campus clubs
- f. To hold regular office hours, at reasonable times during the day (Monday- Friday, 8:00 a.m.- 9:00 p.m.), for at least one (1) hour every week of a major semester (Fall and Spring).

Section 4 – Officers and their Responsibilities

A. President

1. To serve as the Chief Executive Officer of the ICC and the Chair of the Executive Cabinet;
2. To recommend in conjunction with the Hiring Committee the appointment of Executive Cabinet Members to fill vacancies with the approval of 50%+1 of the Executive Cabinet;
3. To work in conjunction with the Director of Finance to prepare the annual ICC budget proposal to ASO;
4. To sign all legislation as the official signatory and to have co-signature authorization over all budgetary expenditures of the ICC;
5. To provide leadership and direction for the Executive Cabinet;

B. Vice President

1. To serve as the Chair of the ICC General Meeting;
2. To serve as the Chair of the Executive Cabinet in the absence of the President;
3. To assist the President in the staffing of the ICC;
4. To assist in the management and communication of all activities within the ICC;
5. To assume the office of the President in the absence, incapacitation, or resignation of the President;

C. Director of Activities

1. To be responsible for leading the planning and execution of all ICC Sanctioned Events;
2. To provide leadership and direction to the Commissioner(s) of Activities;
3. To provide leadership and direction to all co-chairs planning and executing ICC Sanctioned Events;
4. 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

1. To serve as the Chief Financial Officer of the ICC;
2. To work in conjunction with the President to prepare the annual ICC budget proposal to ASO;
3. To work in conjunction with the President to prepare the annual ICC budget proposal ICC budget to General
4. To oversee all ICC and Club fiscal accounts;
5. To attend all ASO Finance Committee meetings as the ICC's designated representative
6. To be vested the power of signature authority for student club expenditures;
7. To provide leadership and direction to the Commissioner(s) of Finance;
8. To provide leadership and support to club officers submitting ICC Club Support requests;
9. To be responsible for managing all monetary transactions;
10. 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 Diversity, Equity, and Inclusion

1. To be responsible for acting as ICC's liaison and representative to any DEI campus partners;

2. To be responsible for attending all meetings of appropriate DEI campus partner within which ICC holds membership;
3. To be responsible for announcing all appropriate DEI campus initiatives and events to the ICC General as needed;
4. To be responsible for assisting in the organization and promotion of DEI related events;
5. To be responsible for recruiting students to attend the meetings of appropriate DEI campus partners within which ICC holds membership;
6. To provide leadership and support to clubs affiliated with appropriate DEI campus partners;
7. To provide leadership and direction to the Commissioner(s) of Diversity, Equity, and Inclusion;
8. 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

1. To provide leadership regarding all public relations needs of the ICC;
2. To disseminate information about the ICC and facilitate the promotion of activities to the clubs and the student body as needed;
3. To be the designated liaison between the ICC and the student newspaper;
4. To be responsible for maintaining a photographic record of ICC Sanctioned Events;
5. To update and manage the official social media accounts and the official organization management structure of the ICC;
6. 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 Diversity, Equity, and Inclusion.

G. Director of Club Support

1. To be responsible for monitoring and developing written reports pertaining to the active status of clubs;
2. To provide leadership and support to new and continuing clubs;
3. To provide leadership and support to students seeking to establish new clubs;
4. To work in conjunction with the Director of Human Resources to handle any club conduct related issues;
5. 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

1. Advise the Executive Cabinet on questions of the ICC Governing Documents, Roberts Rules of Order
2. To maintain a record of all ICC related files, in addition to fulfilling the requirements of the Central Record Keeping System Bylaw;
3. To be responsible for taking and distributing copies of meeting minutes of ICC General;
4. To maintain and update the ICC home page on the official organization management structure;
5. 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. Director of Human Resources

1. To serve as ICC's chief human resource manager, working to ensure its inclusion and productivity, in addition to being the Chair of the ICC Hiring Committee;
2. To manage the recruitment and interview of all students seeking appointment into ICC;

3. To receive and review all applications for appointment in ICC;
4. To orient all new officers into their new position after appointment;
5. To work in conjunction with the Director of Club Support to handle any club conduct related issues;
6. To assess the productivity and performance of each Director of ICC and present a report to the President at the middle and end of each semester, including any recommended appointments or removals;
7. 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, and Director of Administrative Services.

Section 5 – Selection of Executive Officers

The ICC Executive Officers shall be elected by a plurality of the student body in the general election during the Spring Semester of each academic year.

Section 6 – Qualifications of Executive Officers

All individuals holding office in the ICC Executive Cabinet must maintain the following requirements through the term of their office:

- a. Hold and maintain a minimum of 5 units at El Camino College as defined by California Education Code 76061(a)(1).
- b. Have and maintain a grade point average of 2.0 on a 4.0 scale in all past and present courses as defined by Board Policy 5410.
- c. Have purchased the ASO Benefits Pass for the semesters in which they serve on the Executive Cabinet.

Section 7 – Term of Office of Executive Officers

The Executive Officers of the ICC shall serve one-year terms beginning the fiscal year following the general election held in the Spring Semester of each academic year.

Section 8 – Term Limitations for Executive Officers

- a. Any member of the ICC Executive Cabinet shall only be eligible to serve in their position for one (1) consecutive term and/or one (1) academic year;
- b. Should a member of the ICC Executive Cabinet assume their position mid-term by appointment or through a special election, this section shall not apply, and the individual shall be eligible to run for another consecutive term for their respective position unless the individual would exceed the term limit of three years or six semesters;
- c. All positions within the ICC Executive Cabinet shall have an overarching term limit of three years or six semesters, after which the individual cannot run for or be appointed to a position within the ICC Executive Cabinet.
- d. Should a member of the ICC Executive Cabinet term out of their position while serving, they shall be allowed to complete their term of office and upon the conclusion of their term be deemed ineligible to run for election or be appointed to any position within the ICC Executive Cabinet.

ARTICLE 4: COMMISSIONERS AND APPOINTEES

Section 1 – Appointment

The ICC President shall have the power to appoint, in consultation with the Vice President, and subject to confirmation by a 50%+1 vote of the Executive Cabinet, any member of the student body to serve as a Commissioner to any member of the ICC Executive Cabinet.

Section 2 – Amount of Commissioners

- a. Each member of the ICC Executive Cabinet may have no more than one (1) Commissioners at a time.
- b. In the event circumstances arise necessitating the appointment of more than one (1) Commissioner to any position, the Hiring Committee shall be given the power to add additional positions as necessary.
- c. Any subsequent Commissioners added past the limit of one (1) per position is ineligible to receive a stipend payment.

Section 3 – Responsibilities of Commissioners

- a. Must attend all Executive Cabinet meetings, General meetings, and ICC Sanctioned Events as required;
- b. Uphold and abide by the ICC Constitution and By-Laws;
- c. Serve as a member on at least one (1) ICC Committee;
- d. To assist their director in facilitating the ICC Fall and Spring training sessions for campus clubs;

Section 4 – Commissioners and their Responsibilities

A. Commissioner of Activities

1. Shall attend all ICC General Meetings;
2. Shall vote in ICC General and Executive Cabinet meetings in the absence of the Director of Activities;
3. Shall support and assist the Director of Activities in the planning and execution of ICC Sanctioned Events;
4. Shall perform any duties delegated by the Director of Activities;

B. Commissioner of Finance

1. Shall attend all ICC General Meetings;
2. Shall vote in ICC General and Executive Cabinet meetings in the absence of the Director of Finance
3. Shall perform any duties delegated by the Director of Finance

C. Commissioner of Diversity, Equity, and Inclusion

1. Shall attend all ICC General Meetings
2. Shall vote in ICC General and Executive Cabinet Meetings in the absence of the Director of Diversity, Equity, and Inclusion
3. Shall perform any duties as delegated by the Director of Diversity, Equity, and Inclusion

D. Commissioner of Public Relations

1. Shall attend all ICC General Meetings
2. Shall vote in ICC General and Executive Cabinet Meetings in the absence of the Director of Public Relations
3. Shall perform any duties as delegated by the Director of Public Relations

E. Commissioner of Club Support

1. Shall attend all ICC General Meetings
2. Shall vote in ICC General and Executive Cabinet Meetings in the absence of the Director of Club Support
3. Shall perform any duties as delegated by the Director of Club Support

F. Commissioner of Administrative Services

1. Shall attend all ICC General Meetings
2. Shall be responsible for taking and distributing copies of meeting minutes of ICC General in the absence of the Director of Administrative Services;
3. Shall vote in ICC General and Executive Cabinet Meetings in the absence of the Director of Administrative Services
4. Shall perform any duties as delegated by the Director of Administrative Services

J. Commissioner of Human Resources

1. Shall attend all ICC General Meetings
2. Shall vote in ICC General and Executive Cabinet Meetings in the absence of the Director of Human Resources;
3. Shall vote in ICC General and Executive Cabinet Meetings in the absence of the Director of Human Resources;
4. Shall perform any duties as delegated by the Director of Human Resources

Section 5 – Qualifications of Commissioners

All individuals holding office as a commissioner must maintain the following requirements through the term of their office:

- a. Hold and maintain a minimum of 6 units at El Camino College as defined by California Education Code 76061(a)(1).
- b. Have and maintain a grade point average of 2.0 on a 4.0 scale in all past and present courses as defined by Board Policy 5410.
- c. Have purchased the ASO Benefits Pass for the semesters in which they serve as a commissioner.

ARTICLE 5: CLUBS

Section 1 – Requirements

In order to be recognized as an official, active campus club, a club must meet the following requirements and be registered with the Student Development Office (SDO).

- a. Minimum of 10 current El Camino students interested in membership within the club as defined by Board Policy 5401;
- b. Have a full- or part-time faculty member of El Camino College to be the official Advisor for the club as defined by Board Policy 5401;
- c. Send a representative from their club to all ICC General meetings;
- d. Hold at least one (1) public meeting during the Fall and Spring Semesters;
- e. Utilize a democratic process to elect members of the clubs Executive Cabinet as defined by Board Policy 5401;
- f. Maintain a written constitution outlining the organizational structure, mission, and vision statements of the club;

Additional requirements and processes can be found in the Student Club Handbook.

Section 2 – Club Membership Requirements

In order to be recognized as an official club member a student must meet the following requirements set by the Student Development Office (SDO).

- a. Meet GPA and Unit Requirements as specified by district policy and/or Chancellor's Auxiliary Handbook;

- b. Be currently enrolled as a student at El Camino College;
- c. Be an ASO Benefits Pass holder for the current semester;

Section 3 – Club Executive Cabinet Requirements

In order to be recognized as an official club executive cabinet member a student must meet the following requirements.

- a. Meet GPA and Unit Requirements as specified by district policy and/or Chancellor's Auxiliary Handbook;
- b. Be current enrolled as a student at El Camino College;
- c. Be an ASO Benefits Pass holder for the current semester;
- d. Not have served more than three (3) years as an official club executive cabinet member;

ARTICLE 6: ICC GENERAL MEETINGS

Section 1 – Legislative Powers of ICC General

The legislative powers and functions of the ICC shall be vested in the ICC General meeting.

Section 2 – Composition of ICC General

The ICC General Meeting shall be composed of the ICC Executive Cabinet and one (1) representative from each active campus club.

Section 3 – Responsibilities of Club Representatives

- 1. To serve as their club's liaison and faithfully and accurately represent the best interests of their club;
- 2. Be appointed by the club president as their Club Representative;
- 3. Attend all ICC General Meetings, unless communicated pursuant to (Insert Bylaw);

Section 4 – Powers of ICC General

- 1. To adopt a budget appropriating money for its use and for that of the campus club, as recommended by the ICC Executive Cabinet;
- 2. To override a Presidential veto by a two-thirds vote of all voting members present. The attempt to override may only be attempted once and must occur at the first General meeting following the veto;
- 3. To over-ride an ICC Executive Cabinet decision by a two-thirds vote of voting members present;
- 4. To Sanction Events as official ICC Sanctioned Events
- 5. To ratify all appointments of Executive Cabinet Members and Commissioners of the ICC by a 50%+1 majority vote of the voting members present.

Section 5 – Procedures of the ICC General Meeting

The procedures and practices of the ICC General meeting shall be governed by Robert's Rules of Order (Newly Revised). The ICC Chair presiding over the meeting shall set any additional procedures not defined in any previously mentioned source. The meeting shall be held at regularly scheduled times, as needed, at any time the ICC Executive Cabinet deems necessary. An agenda must be made available 72 hours in advance for regular meetings and 24 hours in advance for emergency meetings.

Section 6 – Open Meetings

All meetings of the ICC General will be open to the public except insofar as they deal with the confirmation, dismissal, or censure of Executive Cabinet Members or Commissioners and other

appointees. The ICC General, upon a two-thirds vote, may recess into a closed session; however, any final vote must be taken publicly (California Government Code Sec. 54957).

Section 7 – Quorum of the ICC General

A quorum necessary to conduct ICC General business shall be defined as 50%+1 of the voting members of ICC General. In the event that a quorum is not present, the ICC General meeting shall conduct business as a committee of the whole, pending final ratification when a quorum is present.

Section 8 – Voting Rights

The right to make motions, second motions, and vote on business of the ICC General Meeting shall be reserved to the following members:

- a. Club Representatives;
- b. Executive Cabinet Members;
- c. The Chair of ICC General only to break a tie vote;
- d. Commissioners of Executive Cabinet Members only in the event of an absence or vacancy of an Executive Cabinet Member

ARTICLE 7: GENERAL ELECTIONS

Section 1 – General Elections

The general election of the ICC shall be held in the second half of the Spring Semester of each academic year.

Section 2 – Voting for Executive Cabinet Members

Any member of the student body of El Camino College may vote for all Executive Cabinet Members of the ICC.

Section 3 – Qualifications of Executive Officers

- a. Any individual seeking election to serve in any ICC Executive Cabinet office must be nominated in ICC General by a voting member, as well as seconded by a voting member to be eligible.
- b. Any individual seeking election to serve as ICC President or ICC Vice President must have at least one semester of participation as a member of a campus club.

Section 4 – Limitations on Nominations for Executive Cabinet

- a. Any individual seeking election may only accept nominations for two positions.
- b. Any individual seeking election may not nominate themselves and must be nominated by another voting member of ICC General.
- c. Any individual who does not abide by the aforementioned policies is subject to disqualification at the discretion of the Elections Committee.

Section 5 – Rules Governing Elections

Additional rules, governing procedures, and processes for the ICC General Election shall be vested in Article 8 of the ICC Bylaws.

ARTICLE 8: BYLAWS

Section 1 – Definition and Description of By-Laws

A By-Law shall be made in reference to and be considered a definite and integral part of the ICC Constitution framework. By-Laws are defined by the Constitution to be those specific sets of procedures and guidelines designed to coordinate the logistics of the ICC.

Section 2 – Validity of By-Laws

The By-Laws of the ICC shall only be valid insofar as they adhere and conform to the ICC Constitution.

Section 3 – Categorizing the By-Laws

The ICC Internal Policy Committee shall have the authority to create a structure for ICC By-Laws to be sorted into, and when necessary, propose amendments to such. This structure and sorting system, and amendments to such shall be approved by the ICC Internal Policy Committee and ICC General.

Section 4 – Creation of By-Laws

By-Laws shall be created when the ICC Internal Policy Committee and ICC General approve legislation by a 50%+1 vote with quorum being present. Passage of such legislation shall become effective after being published for a period of ten (10) days.

Section 5 – Suspension of By-Laws

When deemed necessary, the ICC General shall reserve the right to suspend these aforementioned by-laws with a 2/3rds majority of all voting members.

ARTICLE 9: AMENDMENTS TO THE CONSTITUTION

Section 1 – Amendments

Revisions and articles of amendment to the ICC Constitution may be proposed by a two-thirds (2/3) majority vote of the Executive Cabinet and a formal recommendation by the Internal Policy Committee. Such proposed revisions and articles of amendment shall be submitted as a referendum at the next ICC General Meeting and must be approved by a two-thirds (2/3) vote.

ARTICLE 10: VACANCY OF OFFICE

Section 1 - Vacancy of the Office of ICC President

If, following the general elections held in the spring of each year, the Office of ICC President is not yet filled; a special election will be called to find this officer. During this period of absence, the ICC Vice-President shall serve as the “Acting President.” If a qualified candidate is not found within 45 days after the first day of the fall semester, the ICC Vice-President shall assume the position of ICC President.

Section 2 – President’s Absence

In the event that the ICC President knows he/she shall be absent for an extended period of time the ICC Vice-President shall serve in their absence. The Vice-President will serve as “Acting President”.

Section 3 – Vacancy of Newly Established Offices

The President shall have the responsibility to nominate appointees to fill newly created positions added to the constitution through the amendment process as defined in Article 9, Section 1 of the Constitution.

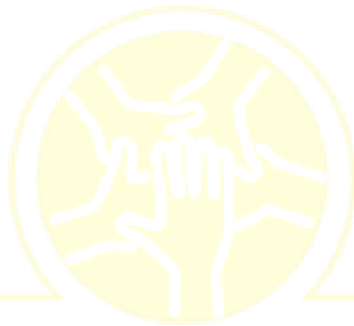
ARTICLE 11: AUTHORITY AND VALIDITY OF THE CONSTITUTION

Section 1 – Authority

The ICC Constitution shall be considered the supreme document of the ICC of El Camino College. Any subordinate documents of the ICC must adhere to the ICC Constitution, or they shall be invalid.

Section 2 - Validity

The validity of this Constitution, and all actions taken by the Agencies and the Officials established herein should depend upon its conformity with relevant sections of the Education Code of the State of California and the policies adopted by the Board of Trustees of El Camino College.



INTER-CLUB COUNCIL

El Camino College