

ICC Code



Inter-Club Council (ICC) Code

Inter-Club Council (ICC) Mission Statement

We are a self-governing organization created and supported by diverse members of our clubs. We are dedicated to achieving unity through culture, diversity and community through education. We value: equality, friendship, tenacity, and teambuilding. We help shape and model the standards, principles, and guidelines that all clubs follow, and serve as a platform for networking with other clubs and sister colleges. All the while, we adhere to a high level of professionalism that receives the respect and admiration from our peers, faculty and our community.

Inter-Club Council (ICC) Vision Statement

We strive to be a symbol of integrity, pride and culture through a free exchange of ideas while fostering the ideals of acceptance, respect and equality. We imagine an organization that fosters awareness, pride, unity, fairness and responsibility within our community.

Purpose

The purpose of the ICC is to create an inclusive multiracial, multicultural and multilingual climate within the student organization program at DVC and to provide funds for on-campus and/or off-campus events, which serve to help achieve the ICC's mission.

The Name

This organization shall be the Inter Club Council (ICC) and its governing documents hereinafter will be referred to as the ICC CODE.

ARTICLE I. DUTIES AND RESPONSIBILITIES OF ICC

1. Perform all duties and responsibilities as outlined in the ICC Code.
2. Represent all active student clubs and perform duties and responsibilities as necessary to promote the general welfare of Diablo Valley College Student Clubs and/or San Ramon Valley Center clubs.
3. Interpret, review, and enforce the ICC Code.
4. Hold meetings as specified in the ICC Code and post documents of those meetings for public viewing.
5. Publicize and communicate the activities and actions of the ICC.
6. Oversee and be responsible for the expenditures of ICC.
7. Oversee, maintain, and regulate all ICC property and assets.
8. See that a fair and impartial election is held in accordance with the adopted ICC Code and that ethical standards are maintained in all procedures.
9. Oversee activities and programs promoted and/or funded by the ICC.
10. Participate and represent the ICC on ASDVC or DVC college committees when appropriate.
11. Maintain responsibility for approved actions by the ICC.
12. The ICC shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority, or majority, or indigenous group, birth, disability, and sexual orientation or preferences

ARTICLE II. MEMBERSHIP AND DUTIES

Section 1. ICC Officers

A. The ICC Officers are

1. President (elected)
2. Vice President (elected)
3. Commissioner of Finance (elected)
4. Commissioner of Administrative Affairs (elected)
5. Commissioner of Publicity (appointed by ICC President)
6. Commissioner of Activities (appointed by ICC President)
7. Commissioner of Parliamentary Procedure (appointed by ICC President)
8. Commissioner of Historic Record (appointed by ICC President)
9. These officers shall comprise the ICC Executive Board.

B. Membership Requirements for Officers

1. Must be enrolled in at least 5 units at Diablo Valley College and/or San Ramon Valley Center.
2. Must not have a conflicting class schedule with ICC. During the 2008-2009 academic years, the ICC meetings are held from 3:30-5:00pm in the Student Union Conference Room.
3. Must not have three (3) or more absences.
 - i. If any officers leave early 5 times during the official meeting, it will be equivalent to 3 absences.
 - ii. If any officer meets this criteria see article X, all sections may apply.

C. Removal from Officer Positions

1. Failure to comply with the above mentioned requirement will result in the Officer being removed from office. Officers must be confidentially notified within seven (7) business days by, but not necessarily limited to, email, letter, or phone call by Secretary, Student Life Manager or designee.
2. Officers must be confidentially notified and will be given one week to either enroll in 5 units or appeal to the Student Life Manager and/or Dean of Student Life before automatic removal.
 - a. One appeal is permitted.
 - b. Appeals must be submitted in writing to the Student Life Manager and/or Dean of Student Life within three weeks of receiving notification of removal.
 - c. Appeals must be discussed with the Student Life Manager and/or Dean of Student Life by the end of the three-week grace period.
 - d. The decision of the Student Life Manager and/or Dean of Student Life is final.

D. Duties and Responsibilities

1. ICC President

- a. Will be the official spokesperson for the ICC.
- b. Preside over all ICC Meetings.
- c. Submit weekly written business report at each ICC Meeting.
- d. Shall be an authorized and required signer for the accounts assigned by the ICC Finance Code.

Inter-Club Council (ICC) Code

- e. Shall plan, prepare and coordinate the fall retreat with Student Life Manager or designee.
- f. Shall have the authority to review clubs finances.
- g. Chair and attend the weekly Executive Board meetings.
- h. Attend different club meetings during the academic year.
- i. Be available to attend ICC sponsored events.
- j. Serve as an impartial officer in all dealings and procedures of the ICC.
- k. May appoint additional officers deemed necessary to carry out ICC business.
- l. Have a working knowledge of the ICC Codes and Parliamentary Procedure.

2. Vice President

- a. Will be an authorized signer for the accounts assigned by the ICC Finance Code.
- b. Attend the weekly Executive Board meetings.
- c. Shall be vice chair and voting member to the Ways and Means
- d. Attend different club meetings during the academic year.
- e. Serve in the absence of the ICC President.
- f. In the event of a vacant position, the Vice President will fill the position deemed most important until a new officer is elected or appointed
- g. Be available to attend ICC sponsored events.
- h. Serve as an impartial officer in all dealings and procedures of the ICC.
- i. Serve on an ASDVC committee.
- j. Have a working knowledge of the ICC Codes and Parliamentary Procedure.

3. Commissioner of Finance

- a. Be responsible for all ICC financial matters.
- b. Submit weekly written reports at each ICC meeting.
- c. Keep financial records of all ICC finances.
- d. Shall review the ICC Finance Code, identify problems and propose amendments to the ICC President.
- e. Shall Be an authorized signer for the accounts assigned by the ICC Finance Code.
- f. Shall prepare letters of agreement for recipients of ICC-allocated funds and follow up with recipients to ensure compliance with the proposal and deadlines.
- g. Serve in the absence of the ICC President and ICC Vice President.
- h. Attend the weekly Executive Board meetings.
- i. Shall have the authority to review club finances.
- j. Attend different club meetings during the academic year.
- k. Be available to attend ICC sponsored events.
- l. Serve as an impartial officer in all dealings and procedures of the ICC.
- m. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
- n. Serve on an ASDVC committee.

4. Commissioner of Administrative Affairs

- a. Shall be responsible for taking and publishing the minutes for all ICC meetings.
- b. May handle general correspondence under the direction of the ICC Executive Board.
- c. Shall keep ICC attendance records in accordance with the Code.
 - a. Secretary: has the authority to request club minutes within a four (4) day period from any official club meeting time.

Inter-Club Council (ICC) Code

- d. Shall inform the ICC Board and designated Advisor of excessive absences.
- e. Shall report and recommend clubs for removal to the ICC Executive Board.
- f. Attend the weekly Executive Board meetings.
- g. Attend different club meetings during the academic year.
- h. Be available to attend ICC sponsored events.
- i. Serve as an impartial officer in all dealings and procedures of the ICC.
- j. Have a working knowledge of the ICC Code and Parliamentary Procedure.
- k. Serve on an ASDVC committee.

5. Commissioner of Publicity

- a. Be responsible for advertising all ICC sponsored events.
- b. Create a monthly newsletter and submit to the ICC at the end of each month.
- c. Notify school newspaper when events are to ensue.
- d. Attend the weekly Executive Board meetings.
- e. Attend different club meetings during the academic year.
- f. Be available to attend ICC sponsored events.
- g. Serve as an impartial officer in all dealings and procedures of the ICC.
- h. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
- i. Serve on an ASDVC committee.

6. Commissioner of Activities

- a. Responsible for coordinating all ICC sponsored events.
- b. Attend the weekly Executive Board meetings.
- c. Attend different club meetings during the academic year.
- d. Be available to attend ICC sponsored events.
- e. Serve as an impartial officer in all dealings and procedures of the ICC.
- f. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
- g. Serve on an ASDVC committee.

7. Commissioner of Parliamentary Procedure

- a. Advise the presiding officer and ICC Executive Board on questions of the ICC Code, procedures and Roberts Rules of Order, Newly Revised.
- b. Be fair in recognizing the rights and duties of each ICC member.
- c. Shall review the ICC Code, identify problems and propose amendments to the ICC President regarding the Code or ICC policies and procedures.
- d. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
- e. Attend the weekly Executive Board meetings.
- f. Attend different club meetings during the academic year.
- g. Serve in the absence of the ICC President, Vice President and Commissioner of Finance.
- h. Be available to attend ICC sponsored events.
- i. Serve as an impartial officer in all dealings and procedures of the ICC.
- j. Serve on an ASDVC Committee.

8. Commissioner of Historic Record

- a. Shall be responsible for maintaining and recording a photographic history of ICC scheduled events and meetings.
- b. Attend the weekly Executive Board meetings.
- c. Attend different club meetings during the academic year.
- d. Be available to attend ICC sponsored events.
- e. Serve as an impartial officer in all dealings and procedures of the ICC.
- f. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
- g. Serve on an ASDVC committee.

9. Commissioner of Internal Accord

- a. Shall be a medium where ICC members can go and discuss issues they have with other ICC members, the ICC Board, or an ICC Club and to help get their problems or internal disagreements resolved;
- b. Working with the Student Life Manager or designee shall help resolve conflicts between clubs or ICC members related to club/ICC issues;
- c. Working with the Student Life Manager or designee shall help clarify the club's rights according to the ICC Code, and assist the club resolve conflicts once the club has filed a detailed report explaining the problem or concern:
 - i. A club must file complaint within 72 hours of said action
 - ii. Commissioner of Internal Accord will make a detailed report at the Executive board meeting of their independent research.
 - iii. Commissioner of Internal Accord is encouraged to resolve matter at executive board meeting or with Student Life Manager or designee
 - iv. ICC Executives may place a hold inquiry regarding the specifics of the incident until all questions have been resolved
 - v. ICC President will then place said complaint on next week's agenda with a simple majority vote of approval by the Executive Board
 - vi. The Commissioner of Internal Accord will work to resolve the complaint/incident with the Student Life Manager or designee, or other third party, if the complaint/incident involves the Executive Board
 - vii. If the complaint/incident involves the Commissioner of Internal Accord, then another Commissioner will be appointed to research and resolve the problem
- d. Shall chair the Moving Beyond Tolerance committee and/or event;
- e. Shall attend the weekly Executive Board meetings;
- f. Shall be available to attend ICC sponsored events;
- g. Shall serve as an impartial officer in all dealings and procedures of the ICC;
- h. Shall have a working knowledge of the ICC Codes and Parliamentary Procedure;
- i. Shall serve on an ASDVC committee.

Section 2 ICC Representatives

A. The ICC Representatives are:

- 1. A club member elected or appointed by their respective club empowered to represent their club on the ICC.

Inter-Club Council (ICC) Code

2. A club officer listed on the current club Officer Roster may serve as the ICC Representative or alternate.

B. Duties and Responsibilities

1. Be a voting member and attend **all** ICC meetings.
2. The ICC Representative must be present for the duration of the ICC Meeting (see Article III, Section 2).
3. Submit completed Club Update Status Form to the Student Life Office within the first four weeks of fall semester and any time there are any changes.
4. Attend the mandatory ICC Retreats.
5. Submit items for the ICC agenda to the ICC President by the deadline, as needed.
6. Submit written club announcements to the ICC President in advance of the ICC meeting.
7. Report information discussed at the ICC meetings to their respective club.
8. Solicit information from their respective clubs and report it at the ICC meetings.
9. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
10. Represent and vote on behalf of only two (2) clubs at any one (1) ICC meeting.

Section 3 Club Requirements

A. Club Membership Requirements

1. Members must be currently enrolled Diablo Valley College (DVC) or San Ramon Valley Center (SRVC) students.
2. Club officers must have and maintain a minimum 2.0 GPA and be enrolled in at least six units.
3. Clubs shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or indigenous group, birth, disability, and sexual orientation or preferences.

B. Club Duties and Responsibilities

1. Fall Semester: submit their Club Status Update or Application for Campus Club to the Student Life Office by the fourth (4th) week of the semester.
2. Spring Semester: clubs active in the preceding fall semester must submit their club status update to the Student Life Office in the first two weeks of the semester. New or inactive clubs must submit their Application for Campus Club to the Student Life Office by the fourth week of the spring semester.
3. Clubs must not have club meeting time conflict with ICC meetings
4. Have a current Club Status Update form on file in the Student Life Office.
5. Have a copy of their current club constitution on file in the Student Life Office.
 - a. If a club is affiliated with an outside organization, the club must submit a copy of the organization's constitution with their Club Application or Update for review by the Student Life Manager, Student Activities Coordinator, and/or the Dean of Student Life.
 - b. Clubs affiliating with an outside organization must provide a signed letter approving the affiliation, use of the organization's name, logo, etc., by the outside organization.
6. Must hold a minimum of two meetings per month.

Inter-Club Council (ICC) Code

7. Turn in Activity Request Forms and memos in a timely manner (see Article IV, Section 2).
8. Submit funds requests to the ICC President by the deadline (see Article IV, Section 2).
9. Conduct and advertise regularly scheduled club meetings.
10. Maintain information for the club bulletin board.
11. Clubs that meet bi-weekly must submit a copy of club agendas and typed meeting minutes to the Student Life Office by the end of the semester.
 - a. Records and minutes of all club meetings shall be available to the ICC within a four (4) day period from any official club meeting time.
 - b. Clubs who fail to comply and submit club minutes will lose their voting rights at the following meeting after the due date of requested minutes.
 - i. if club fails and continues to be in compliance said club will be placed on the executive agenda to determine the length of probation
12. Have an ICC Representative attend all ICC Meetings.
13. Have no more than 3 absences from ICC meetings during the semester (see Article II, Section 2, E.2 regarding attendance).
14. Participate in a minimum of two (2) club-tabling hours per month in Fall and Spring semesters, for a total of six (6) hours to be completed by the end of each semester.
 - a. ICC sponsored events and all club tabling hours will be posted in the ICC display case throughout the semester by the ICC Commissioner of Publicity.
 - b. A club may forfeit club tabling hours but will not be allowed to petition for funds from ICC or ASDVC.
15. Participate in all Club Days during the designated time.
 - a. Clubs are asked to pre-register with the Student Life Office. Those who do so will receive table decorations.
16. No selling of food allowed unless approved in advance by the Student Life Office. Foods sold must comply with the Food Policy. (See "Student Organization Handbook.")
 - a. Clubs must seek approval from ICC for the selling of objects pertaining to the club. Exceptions are club memberships and club related materials.
17. Club constitutions must adhere to the ICC Codes, ASDVC governing documents, College and District policy, and the California State Education Code.
 - a. Following any changes to ICC Codes and/or guidelines, clubs will have one month within which to submit their revised constitutions to the ICC Executive Board meeting.

Section 5 Club Officers

A. Duties and Responsibilities

1. Have a working knowledge of the ICC Codes and their respective club constitutions.
2. Be an authorized and required signer as designated by their respective club constitutions.
3. Meet regularly with their respective club advisor.
4. Demonstrate financial responsibility for club activities.
5. Ensure all financial liabilities are processed in a timely manner (within one month of the event).

Inter-Club Council (ICC) Code

Section 6 Club Advisors

- A. All Clubs must have a club advisor who is a faculty, staff or administrator at Diablo Valley College or San Ramon Valley Center.
- B. The role of advisor is to:
 1. Serve as the official staff representative of the college.
 2. Work closely with the club to insure a cooperative relationship between the advisor and the club membership.
 3. Help officers to understand and perform their duties.
 4. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
 5. Authorize financial matters in accordance with the California Education Code.
 6. Help students to understand and apply democratic principles within their own organizations and in working with others.
 7. Be present for all official club/ organization meetings and activities (business and social).
 8. Be familiar with and uphold ICC, ASDVC, Student Life Office, College and District policies and procedures related to student organizations.
 9. Be familiar with the ICC Code, ICC Financial Code and club financial process.
 10. Insure that all reasonable steps are taken to insure the safety and welfare of club members.
 11. To sign all club/ organization requisitions for the club/ organizations and to make sure that 1) the student treasurer or (co) president signs it and 2) that the expenditure is correct within all existing policies.
 12. Club advisors may be allowed to withdraw funds from clubs with a written approval of the club president and treasurer.

ARTICLE III MEETINGS

Section 1 ICC Meetings

- A. Regular meetings of the ICC shall be held once a month, in an academic year, as deemed necessary by the ICC President. (Except for holidays)
- B. ICC meetings shall be conducted in accordance with the New and revised edition of ROBERT'S RULES OF ORDER. In the absence of the guidance in the ICC Code, Roberts Rules shall be used.
- C. Quorum for the ICC Meetings shall be established when a simple majority of the ICC Representatives are present. Quorum must be in effect before any action can be voted upon. The following business may take place without quorum:
 1. Call to Order
 2. Roll Call
 3. Club Announcements
 4. Business Reports
 5. Club Status Reports
 6. Guest Speakers
 7. Adjournment

Inter-Club Council (ICC) Code

- D. One (1) club representative may represent their respective club.
- E. Guest Speakers' presentations will be limited to no more than fifteen (15) minutes.
- F. Any ICC member may submit items for the agenda using the appropriate Agenda Item Request Form and submitting it to the ICC President's mailbox or ASDVCICC@dvc.edu email address prior to or at the Executive Board Meeting.
 - 1. Items submitted after the Executive Board Meeting will be considered at the following Executive Board Meeting.
 - 2. The ICC member or club representative must be present at the Executive Board Meeting to explain the item.

Section 2 Attendance Policy – Regular and Special ICC Meetings

- A. At least one (1) appointed 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, at the request of the Advisor or may be called by written request of the majority of the ICC representatives and/or Executive Board members. Twenty-four hours written notice will be provided to all ICC representatives in the event a special meeting is called.
- B. Each person shall represent not more than two (2) organizations at any ICC meeting.
- C. Representatives that miss less than ten (10) minutes will count as a tardy. If a club misses more than ten (10) minutes will count as an absence. If a club leaves before the end of the meeting the club will be considered as absent.
 - 1. A member organization which is absent cannot make, second nor vote on any motion.
 - 2. The member organization may give a report, announcement and/or add to the discussion of a motion.
 - 3. Three (3) tardies are equal to one (1) absence.
- D. The Advisor and the President of the member organization will receive a written notice from the Commissioner of Administrative Affairs after the club's second ICC absence, at least three school days prior to the next ICC meeting.
- E. A member organization that receives three (3) unexcused absences will automatically be placed on probation from the ICC; loss of Privileges include, but are not limited too, disqualification from receiving funds (ICC and ASDVC), forfeiting the right to club space and workroom privileges for the duration of the semester. The ICC may excuse an absence only in case of an emergency or an unusual circumstance

Section 3 ICC Executive Board Meetings

- A. Agenda/Budget Meeting
 - 1. Meet weekly at least 72 business hours before the ICC meeting.
 - 2. Prepare and post the agenda for the ICC meeting.
 - 3. Review budget requests and make recommendations for ICC approval.
 - 4. Review and approve clubs for probation or inactive status.
 - 5. Review ICC procedures and policies and make propose amendments, as needed.
 - 6. Determine schedule for club visitations.

Inter-Club Council (ICC) Code

Section 4 Club Meetings

A. Scheduling

1. Clubs must submit Activities Request Forms to the Student Life Office to schedule meeting facilities at least three work weeks (15 business days) in advance.
2. Official club meetings must be held on the Diablo Valley College and/or San Ramon Valley Center campus to provide open access to all DVC and SRVC students. Off campus meetings will not be recognized as official meetings.
3. All official club actions involving finance decisions must be documented by official club minutes.

ARTICLE IV EVENTS

Section 1 ICC Events

- A. Events and dates for ICC sponsored events will be approved by the Inter Club Council.

Section 2 Club Events

- A. Clubs should submit Activities Request Forms with a memo detailing the event at least three (3) weeks in advance to the Student Life Office.
- B. Events may not be considered unless ICC Funds Request forms are submitted at least three (3) weeks in advance to the ICC Executive Board.
 1. Funds requests must be accompanied by a completed and signed Activity Request Form and memo and/or an approved Activity Request form.
 2. Funds requests must include a detailed budget outlining how funds will be spent on the event.
 - a. Once approved, clubs must adhere strictly to the approved budget.
 - b. Expenditures outside the approved areas will not be reimbursed unless the reallocation is approved by the ICC.
 - c. Requests to reallocate approved funds must be submitted to the ICC Executive Board at least 72 hours in advance of the meeting.
 - d. Requests must be a discussion item one week and an action item at a subsequent meeting.
- C. A preliminary meeting must occur between the club's event organizers and the ICC Advisor when planning events.

ARTICLE V MUTUAL RESPECT

- A. Any activity planned by a club must adhere to the spirit and letter of the ICC Code, and must be in accordance with all local and college regulations.
- B. The ICC and clubs must be mutually respectful of the diversity of our campus when planning events and/or meetings.
- C. Clubs shall not discriminate on the basis of gender, race, color, creed, national origin, religion, sexual orientation, gender identification, and/or physical limitations.
- D. No club shall attend another's meeting with the intent of disrupting the meeting.
- E. Clubs must not disparage other clubs.

Inter-Club Council (ICC) Code

- F. Clubs must also adhere to ASDVC rules and regulations, as specified in the ASDVC's governing documents.
- G. The ICC Mutual Respect Policy is as follows and must be adhered to:
 - 1. All who participate in the Inter Club Council, ICC and/or Club meetings and/or events, or use the Student Union community spaces and resources, must commit to the following:
 - a) Treat others as we would want to be treated: with Respect and Dignity.
 - b) Engage in open dialogue in a civil manner; listen to each others' perspectives and to try to understand.
 - c) Be considerate. Our actions affect others, and other people's feelings are just like our own.
 - d) Respect the diversity of backgrounds, opinions, experiences, concerns and needs of others that share this space.
 - e) Be kind. Remember that other people are as intuitive as you are, and judge you as you do them.
 - f) Ensure open access for all by keeping the doors to shared spaces open.
 - g) Hold meetings/activities in the Club Meeting Room, Conference Room or designated location.
 - h) Use the equipment, space and resources to accomplish ICC or club business only.
 - i) Leave things better than we found them, cleaning up after ourselves and reminding others to do so if they forget.
 - j) Stay focused on finding solutions. There is always a solution to every problem.

ARTICLE VI CLUB SPACE

Section 1 Eligibility

- A. Club space is a privilege designed to promote a place of unity, and workspace for those member organizations officially registered on campus.
- B. Each semester member organizations will be eligible for one (1) club locker on a first-come, first-served basis.
- C. The Club locker and/or use of shared club facilities and resources may be forfeited if not properly used at the discretion of the Student Union Committee or Student Life Office staff.
 - 1. The privileges will be taken away in case of an abuse. Abuse includes, but is not limited to, vandalism, lack of maintenance and lack of cleanliness.
 - 2. Clubs must sign up for their locker in the Student Life Office.
 - 3. There will be a phone provided for the clubs and organizations in the Student Union, which will be permitted to contact on-campus extensions only.
 - 4. Workroom supplies must be properly maintained.
 - 5. There will be computers provided for the clubs and organizations for club business only.

ARTICLE VII CLUB AWARDS

Section 1 Club Event of the Year Award

Inter-Club Council (ICC) Code

- A. Each Spring semester a club will be selected to receive the Club Event Of the Year (C.E.O.Y.) award.
 - 1. The Inter Club Council will nominate clubs for award; Clubs that receives the most nominations will be considered for the award.
 - 2. The ICC Executive Board will review the qualifications of each club, nominate up to four (4) clubs for the award, and present them to the ICC for final selection.
 - 3. The nominations shall be based on: participation in campus activities, attendance at ICC meetings, and support for other clubs and positive exposure to the overall student body.
 - 4. Nominated clubs may give up to a five minute presentation at the ICC meeting explaining their qualifications for the award.
 - 5. Votes shall be cast by one representative of each club present at the ICC meeting.
 - 6. The recipient of the award shall be presented the award at the spring banquet.

ARTICLE VIII PROSPECTIVE CLUBS

Section 1 Starting a Club

- A. Any individual or group wishing to initiate or reactivate an inactive club should procure a "Student Organization Handbook."
- B. Any individual or group wishing to initiate or reactivate an inactive club should meet with the ICC Advisor regarding the necessary process and procedures, requirements for starting or reactivating an inactive club, and the need for the club on campus.
- C. Clubs must adhere to the Club Requirements outlined in Article II, Section 3.

Section 2. Club Approval Process

- A. Clubs Continuing from Previous Semester
 - 1. During the spring semester, clubs continuing from the fall semester will be counted in quorum requirements while the club's Club Status Update is being processed.
 - 2. During the processing period, continuing clubs must attend ICC meetings.
- B. New or Reactivated Clubs
 - 1. New clubs or clubs that were not active the previous semester must attend ICC meetings while their Application for Campus Club is being processed.
 - 2. Clubs being processed must sit in the audience and may not vote (or make motions) until their club receives final approval from the Dean of Student Life or designee.

ARTICLE IX ELECTIONS

Section 1 ICC Officers

- A. Term of office
 - 1. The ICC Officers shall serve for one academic year. The term of office will commence upon election or appointment and conclude by May 31 of each year.
- B. Election Process
 - 1. ICC Officers shall be elected by a simple majority vote of active ICC Representatives present at that ICC Meeting.

Inter-Club Council (ICC) Code

2. In the event that there are three (3) or more candidates and no one person receives a simple majority of votes then the top two (2) candidates will participate in a run-off election. The person receiving a simple majority will be declared the winner.
3. New officers will be sworn in upon completion of elections the same day of elections.
4. ASDVC executive officers are not allowed to run or hold an office on the ICC executive board.
5. ASDVC board members are excluded from the ICC election unless they are the officially listed as the ICC representative of an official Diablo Valley College or San Ramon Valley Center student club.
6. ICC alternates are ineligible to run for an ICC executive positions.

C. Vacancies

1. In the event that any officer resigns or is removed from office, an election will be held within two meeting.
 - a. Nominations will be held at one meeting, followed by an election at the next meeting.
2. The Vice President will fill the vacant position deemed most important until the election or appointment is completed.
3. In the event the Vice Presidency is vacant or the current Vice President is ineligible then the ICC Parliamentarian of Protocol will fill said vacancy.

ARTICLE X DISCIPLINE AND SUSPENSION OF MEMBERS

Section 1 ICC Officers

A. Censure

1. Two thirds of ICC Representatives from all currently recognized student clubs may invoke a censure of any ICC Officer by submitting a Bill of Particulars to the ICC Advisor calling for the ICC Officer's censure.
 - a. The Bill of Particulars must cite the section(s) of the ICC Code(s), ASDVC Governing Document(s), or College/District Regulations that have been violated by the ICC Officer in question.
 - b. The Bill of Particulars must be submitted by the deadline for the Executive Board meeting, in keeping with the Brown Act. A Bill of Particulars submitted after this deadline will be considered at the following ICC Executive Board Meeting.
 - i. If the Bill of Particulars is received prior to the ICC Executive Board meeting, the Officer in question will be notified by the ICC President or Advisor prior to the meeting.
2. The ICC President or Advisor will place the censure proceeding on the ICC agenda for the next regularly scheduled ICC meeting following the ICC Executive Board Meeting at which it was presented.
3. The ICC Advisor shall notify the ICC Officer in question of their right to appear and speak on their own behalf when the agenda item is covered.
4. Discussion must be based upon the grievance filed as per Article X, Section 1, a.
5. Censure of an officer requires a two-thirds (2/3) affirming vote of all ICC representatives based on the number of currently recognized clubs.

Inter-Club Council (ICC) Code

B. Impeachment

1. Two thirds of ICC Representatives from all currently registered student clubs may invoke impeachment proceedings for any ICC Officer by submitting a Bill of Particulars to the ICC Advisor calling for the ICC Officer's removal from their position.
 - a. The Bill of Particulars must cite the section(s) of the ICC Code(s), ASDVC Governing Document(s), or College/District Regulations that have been violated by the ICC Officer in question.
 - b. The Bill of Particulars must be submitted by the deadline for the Executive Board meeting, in keeping with the Brown Act. A Bill of Particulars submitted after this deadline will be considered at the following ICC Executive Board Meeting.
 - i. If the Bill of Particulars is received prior to the ICC Executive Board meeting, the Officer in question will be notified by the ICC President or Advisor prior to the meeting.
2. The ICC President or Advisor will place the impeachment proceeding on the ICC agenda for the next regularly scheduled ICC meeting following the ICC Executive Board Meeting at which it was presented.
3. The ICC Advisor shall notify the ICC Officer in question of their right to appear and speak on their own behalf when the agenda item is covered.
4. Discussion must be based upon the grievance filed as per Article X, Section 1, a.
5. Removal of an officer requires a two-thirds (2/3) affirming vote of all ICC representatives based on the number of currently recognized clubs.
6. Removal of the ICC President requires two-thirds (2/3) affirming vote to recommend to the ASDVC for final approval. The ASDVC will then conduct its own impeachment proceedings.
 - a. Therein, the ASDVC Constitution shall be the document governing the removal of the ICC President.

C. Appeals Process

1. An officer may appeal the ICC's censure or impeachment decision to the ASDVC.
 - a. The censured/impeached officer shall request the appeal be placed on the next ASDVC agenda as a discussion item. Requests are to be submitted to the ASDVC President at least 4 business days in advance of the next ASDVC meeting.
 - b. The officer may present his/her reason(s) for appealing the ICC's decision at the ASDVC meeting.
 - c. An ICC representative may present the ICC's reason(s) for its decision.
 - d. The ASDVC may uphold the ICC's decision, lessen the sanction or overturn the ICC's decision and maintain the officer's good standing.
 - e. All decisions will require a two-thirds (2/3) affirmative vote by the ASDVC.
2. An officer may appeal the ASDVC's decision to the Dean of Student Life.

Inter-Club Council (ICC) Code

- a. The officer in question must submit a written appeal to the Dean of Student Life within one week of the ASDVC's decision.
- b. The appeal should outline the officer's reason(s) for appealing the decision.
- c. The Dean may choose to meet with the officer, ICC advisor, ICC President or designee, and/or ASDVC President or designee.
- d. The Dean's decision is final.

Section 2 Clubs

A. Reprimands

1. A Club will be given written notice, no later than seven (7) business days, of the infraction, when they have failed to fulfill ICC code requirements.

B. Probation

1. Club Probation is the penalty for a club not following the requirements of the ICC.
 1. Clubs may be placed on probation for violations of the ICC Code including, but not limited to absences, tardiness, not participating in club hours, Club day, Mutual Respect policy, Student code of conduct etc.
 2. The probation time period shall be three (3) weeks from the day of the ICC meeting at which a club's probation is announced.
 3. Probation penalties for one (1) violation of ICC Club Requirements.
 - a. Club funds are frozen except to pay outstanding debts for on/off campus bills. Expenses incurred during the month of probation will not be reimbursed.
 - b. Forfeit use of campus facilities except for designated meeting times and space(s).
 - c. Forfeit voting privileges at ICC Meetings.
 - d. Forfeit attendance at any Conference.
 - e. Must attend every ICC Meeting while on probation.
 - f. Not eligible for Club Awards.
 4. Probation penalties for two (2) violations
 - a. The club goes on inactive status (see Article X, Section 2, B)
 5. Termination of Probation
 - a. A club that has met the ICC requirements and has served its three (3) weeks of probation and stays in good standing with the ICC probation will then be terminated.

C. Inactive Status

1. Clubs may request to be made inactive in the event that its members know they cannot meet ICC Club Requirements. Requests to be made inactive shall be in writing or by email or by phone call and by a club advisor or club officer.
2. If a club is on probation and continues to violate ICC Club Requirements it will be placed on inactive status.
 - a. The ICC Officers and/or ICC Advisor will make numerous attempts, both verbally and written, to contact club officers in question and their advisor(s).
3. If the club is determined to be inactive by the ICC Executive Council, it will be announced under Club Status on the ICC Agenda at the next ICC Meeting. As of the meeting at which the club's inactive status is announced, the club will not be

Inter-Club Council (ICC) Code

recognized as an active campus club until it re-petitions the ICC. (See “Student Organization Handbook.”)

- b. The Club President and Club Advisor(s) will be notified in writing of the club’s inactive status and requirements to return to active status.
 - c. Clubs on inactive status may be subject to additional requirements designed to assist the club in being successful. Such requirements may include, but are not limited to: attending workshops to address the club’s issues, having an ICC officer attend their club meetings, monthly meetings with the Student Activities Coordinator, etc.
4. Appealing Inactive Status
- a. If a club feels it has been dealt with unfairly, it has the opportunity to express its grievance at the next ICC Meeting following the announcement placing it on inactive status.
 - i. It will require a two-thirds (2/3) vote of the active clubs’ ICC Representatives present at the ICC Meeting to reinstate the club. Clubs reinstated in this manner shall be on three weeks probation.
 - ii. A club may appeal the ICC’s decision to the ASDVC.
 1. The club shall request the appeal be placed on the next ASDVC agenda as a discussion item. Requests are to be submitted to the ASDVC President at least 4 business days in advance of the next ASDVC meeting.
 2. The club may present its reason(s) for appealing the ICC’s decision at the ASDVC meeting.
 3. The ICC President or designee may present the ICC’s reason(s) for its decision.
 4. The ASDVC may uphold the ICC’s decision, vote to place a club on probation rather than inactive status, or revoke the club’s recognition. All decisions will require a two-thirds (2/3) affirmative vote by the ASDVC for any change to be made.
 5. If the ASDVC upholds or lessens the ICC’s decision, the ASDVC’s decision is final. If the ASDVC votes to revoke a club’s recognition, the decision may be appealed to the Dean of Student Life.
 6. The club president and advisor will be notified of the ASDVC’s decision in writing or via email within 24 hours.
 - a. A written appeal must be submitted to the Dean of Student Life by the club in question within one week of the ASDVC’s decision to revoke recognition.
 - b. The appeal should outline the club’s reason(s) for appealing the decision.
 - c. The Dean may choose to meet with the club representative(s), advisor, ICC President or designee, and/or ASDVC President or designee.
 - d. The Dean’s decision is final.

Inter-Club Council (ICC) Code

5. Clubs on inactive status lose all rights and privileges accorded to campus clubs including, but not limited to use of campus facilities for meetings or events; access to the Club Workroom and Meeting room; access to all club equipment and storage space; access to club funds.
 - a. The ICC shall freeze the account of a club made inactive. The funds will revert to the ICC general funds account if the club remains inactive for a period of two calendar years from the date that club was made or became inactive. Under no circumstances will the funds be returned.

D. Revocation

1. Clubs who have been on probation for 2 semesters, or who have failed to return to active status after being made inactive by the ICC after 2 semesters may have their club recognition revoked. Clubs who voluntarily assume inactive status shall not be subject to revocation based on that status.
2. A club whose recognition is revoked ceases to be recognized as an on-campus club, and all rights and privileges will be immediately withdrawn for one semester.
3. Clubs whose recognition is revoked may apply for recognition after one semester.
 - a. The club president and advisor must meet with the Dean of Student Life and explain how they will address the issues that led to the revocation of the club's recognition.
 - b. Clubs that fail to meet ICC requirements after having their recognition reinstated will be required to have a complete change of club officers in order to continue.

E. Grievances

1. Anyone who feels that a club or club members have violated the Student Code of Conduct are encouraged to file a complaint with the Dean of Student Life.

ARTICLE XI FINANCES AND EQUIPMENT

Section 1 Finances

- A. All ICC/Club money must be deposited with the Student Accounts Office at Diablo Valley College.
- B. All ICC/Club Finances must be transacted in accordance with the Diablo Valley College ICC Financial Code and College/District policy.
- C. Any club willfully and knowingly violating any of the ASDVC/ICC/Club financial procedures shall have their ICC and club funds frozen immediately and the club will be placed on inactive status. If College/District policy and/or the Student Code of Conduct has been violated the student(s) involved will be referred to the Dean of Student Life.

Section 2 Equipment

- A. All clubs must complete a Student Activities Office Equipment Checkout Form in order to use any ICC-owned equipment.
- B. Clubs returning equipment that is damaged or not returning equipment will have the replacement value of the equipment deducted from their club account.

Inter-Club Council (ICC) Code

- C. ICC equipment may be taken off campus for a specified period of time with the stipulation that the club has sufficient funds to cover damage/loss/repair/or replacement. The ICC Officers must approve usage of ICC equipment.
- D. If equipment is not returned or replacement cost paid by the end of the semester, the club will be on probation until item is returned or paid for.

ARTICLE XII AMENDMENTS

Section 1 Amendment Process

- A. All proposed amendments to the ICC Codes shall be in accordance with the following procedure:
 - 1. The ICC Executive Board shall review the Codes, solicit suggestions from the ICC and Clubs, propose amendments, and present their recommendations to the ICC for approval. The proposed amendments shall first appear as a discussion item on the ICC agenda and shall be an action item the subsequent meeting.
 - 2. The ICC shall discuss and review the amendments proposed by the ICC Executive Board.

Section 2 Approval of Amendments

- A. The ICC Codes may be amended by a two-thirds affirmative (2/3) vote of the ICC, with a time period no less than seven (7), but not greater than thirty (30) calendar days between the Discussion and Action items on the ICC Agenda.

ARTICLE XIII RIGHT TO ACT

Section 1 Use of the ICC Name

- A. No ICC Officer, ICC Representative, Club or Club Member has the right to incur any debt, become involved in any business, or speak to any issue under the title or implying the title of ICC in any way unless given full authority to do so by the ICC and the ASDVC.
- B. No Club Officer or Club Member has the right to incur any debt, become involved in any business, or speak to any issue under the title or implying the title of their club in any way unless given full authority to do so by their club.

ARTICLE XIV GLOSSARY

Amendments	A change to the current language of the Code.
Bill of Particulars	A statement detailing the particular reasons or causes for action.
Censure	An expression of strong disapproval or harsh criticism. An official rebuke.
Club Probation	Probation is a status imposed for a specific period of time in which a club must demonstrate its conduct conforms to the ICC Code. Violation of any conditions of the probation may result in more serious action, such as inactive status or revocation.
Club Revocation	Revocation is a status imposed for a semester in which a club is not recognized as a campus organization and therefore have no rights or privileges accorded to a campus organization.
ICC Codes	The governing documents of the ICC.
ICC Executive Board	The ICC officers, both elected and appointed.
Inactive Status	A club that is not currently meeting ICC requirements is deemed inactive

Inter-Club Council (ICC) Code

and loses all rights and privileges accorded to campus clubs including, but not limited to use of campus facilities for meetings or events; access to the Club Workroom and Meeting room; access to all club equipment and storage space; access to club funds..

Quorum	50% plus one of all recognized clubs in attendance shall constitute quorum
Recognized Club	A recognized club has met the requirements of the College and the ICC and may hold meetings on campus, use the DVC name in advertising its events and meetings, may use ASDVC/ICC resources, apply for ASDVC/ICC funds, etc.
Academic Year	September through December and January through May
Simple Majority	50% plus one of recognized clubs present and voting
Super Majority	2/3 of recognized clubs present and voting
Off Campus Events	State conferences, conventions, tournaments or field trips.

ARTICLE XV ENABLING CLAUSE

The Inter Club Council (ICC) Code, as outlined, shall be adopted and become effective upon approval of the ICC Code by the ICC, and the ASDVC.

Adopted By ICC:	February 24, 2006
Adopted By ASDVC:	February 28, 2006