

DIABLO VALLEY COLLEGE

Inter-Club Council Code



Inter-Club Council (ICC) Code

Inter-Club Council (ICC) Mission Statement

We are a self-governing sub-body of the Associated Students of Diablo Valley College (ASDVC) created and supported by diverse members of our clubs. We are dedicated to achieving unity through learning outcomes, culture, diversity, and community in collaboration with DVC clubs. We value equality, friendship, tenacity, and team-building. 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. As an ASDVC affiliated body, we adhere to a high level of professionalism within our weekly ICC meetings and club interactions to ensure efficiency and equal representation.

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 the DVC club community.

Purpose

The purpose of the ICC is to create an inclusive, multiracial, and multicultural 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.

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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. Interpret, review, and enforce the ICC Code.
3. Hold meetings as specified in the ICC Code and post documents of those meetings for public viewing.
4. Publicize and communicate the activities and actions of the ICC.
5. Oversee and be responsible for the expenditures of ICC.
6. Oversee, maintain, and regulate all ICC property and assets.
7. 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.
8. Oversee activities and programs proposed to and/or funded by the ICC.
9. Participate and represent the ICC on ASDVC or DVC college committees when appropriate.
10. Maintain responsibility for approved actions by the ICC.
11. 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

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ARTICLE II. MEMBERSHIP AND DUTIES

Section 1. ICC Officers

A. The ICC Officers

1. Chair (elected)
2. Vice Chair (elected)
3. Commissioner of Finance (elected)
4. Commissioner of Administrative Affairs (elected)
5. Commissioner of Activities (elected)
6. Commissioner of Parliamentary Procedure (appointed by ICC Chair)
7. Commissioner of Publicity & Historic Record (elected)
8. Commissioner of Web Operations (elected)
9. Commissioner of Internal Accord (appointed by ICC Chair)

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 and have a 2.0 grade point average.
2. Must not have a conflicting class schedule with the ICC meetings or the Executive Officer meetings. Check with the Student Life Office to find out the ICC meeting times for the current semester. Check with the ICC Chair to find out the time of the Executive meetings for the current semester. All Officers must attend the full duration of executive meetings.
3. Must not have three (3) or more absences.
4. Must conduct themselves in a professional manner and abide by all rules and regulations, including fulfilling their role and responsibility.

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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 ICC chair.
 - a. One appeal is permitted.
 - b. Appeals must be submitted in writing to the Student Life Manager and ICC chair within three weeks of receiving notification of removal.
 - c. Appeals must be discussed with the Student Life Manager and ICC executives.
 - d. The decision of the Student Life Manager and ICC executive board is final.

D. Duties and Responsibilities

1. ICC Chair

- a. Must be a current ASDVC board member
- b. Shall be the official spokesperson for the ICC.
- c. Preside over all ICC meetings.
- d. Shall be an authorized and required signer for the accounts assigned by the ICC Finance 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. Shall make an effort to attend ICC sponsored events.
- j. Serve as an impartial officer in all dealings and procedures of the ICC.
- k. May appoint additional officers and created committees deemed necessary to carry out ICC business.
- l. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
- m. In the event of a vacancy, the ASDVC President, or his/her appointee, shall assume the temporary position of ICC Chair until one is elected.

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2. Vice Chair

- 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 or designation of the ICC Chair.
- f. In the event of a vacant position, the Vice Chair will fill the position deemed most important until a new officer is elected or appointed
- g. Under the supervision of the Student Life Manager or designee shall help resolve conflicts between clubs or ICC members related to club/ICC issues.
- h. Under the supervision of the Student Life Manager or designee shall help safeguard clubs rights if and only if a club files a detailed report explaining and providing evidence that their rights have been infringed by the ICC Board, ICC club (s), and/or ICC member (s):
 - i. A club must file complaint within 72 hours of said action
 - ii. Vice Chair will make a detailed report at the Executive board meeting of their independent research.
 - iii. The Vice Chair 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 Chair will then place said complaint on next week's agenda with a simple majority
- i. Be available to attend ICC sponsored events.
- j. Serve as an impartial officer in all dealings and procedures of the ICC.
- k. Have a working knowledge of the ICC Codes and Parliamentary Procedure.

3. Commissioner of Finance

- a. Be responsible for all ICC financial matters.
- b. Keep financial records of all ICC finances.
- c. Shall review the ICC Finance Code, identify problems and propose amendments to the ICC Chair.

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- d. Shall be an authorized signer for the accounts assigned by the ICC Finance Code.
- e. Shall prepare letters of agreement for recipients of ICC allocated funds and follow up with recipients to ensure compliance with the proposal and deadlines.
- f. Attend the weekly Executive Board meetings.
- g. Shall have the authority to review club finances.
- 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. Have a working knowledge of the ICC Codes and Parliamentary Procedure.

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.
- d. Secretary: has the authority to request club minutes within a four (4) day period from any official club meeting time.
- e. Shall inform the ICC Board and designated Advisor of excessive absences.
- f. Shall report and recommend clubs for removal to the ICC Executive Board.
- g. 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. Have a working knowledge of the ICC Code and Parliamentary Procedure.

5. Commissioner of Activities

- a. Responsible for coordinating all ICC related 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.

6. 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 Chair regarding the Code or ICC policies and procedures.

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- 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 Chair, Vice Chair 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.

7. Commissioner of Publicity & Historic Record

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

8. Commissioner of Web Operations

- a. Shall be responsible for managing and keeping current the ICC website. Shall attend the weekly executive board meetings.
- b. Shall have working knowledge of ICC code and Parliamentary Procedure.
- c. Shall give suggestions to the ICC to improve the web site to create a more efficient and productive web site.
- d. Shall attend different club meetings during the academic year.
- e. Shall work with the commissioner of Historic record to put club pictures on the ICC web site.
- f. Shall work with the Secretary to post minutes on the ICC website.
- g. Shall serve as an impartial officer in all dealings and procedures of the ICC.

9. Commissioner of Internal Accord:

- a. Shall be a medium where ICC members can go and discuss issues they have with other ICC members to resolve internal disagreement.
- b. Shall create an annual interpersonal communications event.
- c. Under the supervision of the Student Life Manager or designee, shall help resolve conflicts between clubs or ICC members related to club/ICC issues.
 - i. A club must file complaint within 72 hours of alleged action.

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- ii. Commissioner of Internal Accord will make a detailed report at the Executive board meeting of their findings.
 - iii. Commissioner of Internal Accord is encouraged to resolve matter at executive board meeting or with Student Life Manager or designee.
- d. Shall attend the weekly Executive Board meetings.
 - e. Shall be available to attend ICC sponsored events.
 - f. Shall serve as an impartial officer in all dealings and procedures of the ICC.
 - g. Shall have a working knowledge of the ICC Codes and Parliamentary Procedure.

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.
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 Chair by the deadline, as needed.
6. Submit written club announcements to the ICC Chair 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. May represent up to two (2) clubs, however may only have one (1) vote.

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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 five 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 general or executive club meeting time conflicts 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.

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6. Must hold a minimum of two meetings per month.
7. Turn in Activity Request Forms and memos in a timely manner (see Article IV, Section 2).
8. Submit funds requests to the ICC by the deadline (see Article IV, Section 2).
9. Conduct and advertise regularly scheduled club meetings.
10. 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 incompliant, said club will be placed on the executive agenda to determine the length of probation
11. Have an ICC Representative attend all ICC meetings.
12. Have no more than 3 absences from ICC meetings during the semester (see Article II, Section 2, E.2 regarding attendance).
13. Participate and report to the Commissioner of Administrative Affairs a minimum of two (2) club-tabling hours per month in the Fall and Spring semesters, for a total of six (6) hours to be completed by the end of each semester.
 - a. A club may forfeit club tabling hours but will not be allowed to petition for funds from ICC or ASDVC.
14. Attempt to participate in all Club Days during the designated time.
 - a. Clubs are required to register with the Student Life Office for those who wish to receive tables and/or table decorations.
15. No selling of food shall be allowed unless approved in advance by the Student Life Office.

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Food 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.
16. Club constitutions must adhere to the ICC Codes, ASDVC governing documents, College and District policy, and the California State Education Code.
17. 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 4 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. Communicate regularly with advisors during general and executive meetings.
4. Demonstrate financial responsibility for club activities.
5. Ensure all financial liabilities are processed in a timely manner (within one month of the event).

Section 5 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.

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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.
13. Club advisors shall be present to simply *advise*, not make official club decisions.

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ARTICLE III MEETINGS

Section 1 ICC Meetings

- A. Regular meetings of the ICC shall be held weekly, in an academic year, as deemed necessary by the ICC Chair. (Except for holidays)
- B. ICC meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised. In the absence of the guidance in the ICC Code, Robert's 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 operations may take place without quorum:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Club Announcements
 - 4. Officers & Advisor Reports
 - 5. Club Status Reports
 - 6. Public Forum
 - 7. Adjournment

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 Chair, 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.

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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.

A member organization that receives three (3) unexcused absences will be subject to probation from the ICC; loss of Privileges includes, but are not limited to, disqualification from receiving funds (ICC and ASDVC), forfeiting the right to club space and workroom privileges for the duration of the semester. The ICC board shall decide on the appropriate action(s) to take.

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Section 3 ICC Executive Board Meetings

- A. By the authority of the ICC Chair, an executive meeting can be called, in which all ICC officers must be present. These meetings must be public and in accordance with all relevant laws.

Section 4 Club Meetings

A. Scheduling

1. 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.
2. 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 two (2) weeks in advance to the Student Life Office. However, events that fall into one of the following categories require paperwork to be submitted four (4) weeks in advance:
 1. Food Handling
 2. ASDVC Funds Request
 3. Facilities Request/Large-Scale Events
 4. Off-Campus Events Requiring Accommodation
- B. Events may not be considered unless ICC Funds Request forms are submitted at least four (4) weeks in advance to the ICC Executive Board (if requiring funds).
 1. Funds requests must be accompanied by a completed and signed Activity Request Form and memo and/or an approved Activity Request form.

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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.

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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 other club meetings with the intent of disrupting the meeting.
- E. Clubs must not disparage other clubs.
- F. Clubs must also adhere to ASDVC rules and regulations, as specified in ASDVC's governing documents.
- G. The ICC Mutual Respect Policy is as follows and must be adhered to:
 - 1. All those who participate in the ICC or club sponsored events or activities, 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 the perspectives of others to better understand their situation.
 - c) Be considerate of others with your actions as a person and a club representative
 - d) Respect the diversity of backgrounds, opinions, experiences, concerns and needs of others that share the space.
 - e) Be kind. Remember that other people are as intuitive as you are, and judge you as you do them.
 - f) Ensure equal access for all by keeping the doors to shared spaces open.

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- 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 rather than creating more problems

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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 drawer on a first-come, first-served basis and may request for one from the Student Life Office.
- C. The club drawer 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.
 - 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.

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ARTICLE VII CLUB AWARDS

Section 1 Club Event of the Year Award

- 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.

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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.

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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 31st 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.

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.

2. New officers will be sworn in upon completion of elections the same day of elections.
3. ASDVC Executive officers cannot simultaneously serve as an ICC Executive Officer; aside from the ICC Chair.
4. ASDVC board members cannot serve as an ICC Executive Officer unless they are officially listed as the ICC representative of an official Diablo Valley College or San Ramon Valley Center student club.
5. ICC alternates are ineligible to run for an ICC executive position.

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 Chair will fill the vacant position deemed most important until the election or appointment is completed.

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3. In the event the Vice Chair is vacant or the current Vice Chair is ineligible, then the ICC Commissioner of Parliamentary Procedure will fill said vacancy.

ARTICLE X DISCIPLINE AND SUSPENSION OF MEMBERS

Section 1 ICC Officers and Representatives

A. Censure

1. Representatives from all currently recognized student clubs may invoke a censure of any ICC Officer or club representative by calling for a vote of censure. A vote of two-thirds (2/3) affirming is required to censure a member of the ICC.
 - a. A vote of censure lasts whatever duration is decided upon and approved, or until the body votes to remove censure by a two-thirds (2/3) affirming vote.
 - b. Those censured cannot participate in ICC discussions, but may still vote.
 - c. Censure is reserved for those creating unnecessary, unwarranted interruptions in the meeting and/or disturbing the orderly flow of business.

B. Impeachment

1. Two thirds of ICC Representatives from all currently registered student clubs may invoke impeachment proceedings for any ICC Officer by calling for a vote of impeachment.
 - a. The party calling for impeachment must give a summary of reasons as to why an impeachment proceeding should occur.
 - b. Discussion must then take place for at least 15 minutes, or until no party wishes to speak
 - c. A vote to proceed with impeachment will then take place, requiring two-thirds (2/3) affirming.
 - d. The impeachment proceeding shall then be placed on the following ICC agenda, however said party must be notified 7 days in advance.
 - e. During the next meeting, the impeachment shall be the first item of action addressed. During this time, the party calling for the impeachment shall address the board as to their reasons for calling for such action. The party being impeached shall then have an opportunity to address the board. Finally, an open discussion shall

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take place in which both parties may be asked questions by the general board.

- f. Following an open discussion by the ICC board, a vote shall take place in which two-thirds (2/3) affirming shall be required to remove said officer from his/her position.
 - i. If the party being impeached is the ICC chair, a subsequent discussion and vote of two-thirds (2/3) affirming shall be required by the ASDVC.

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

Inter-Club Council (ICC) Code

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.

- a. Clubs may be placed on probation for violations of the ICC Code including, but not limited to absences, tardiness, not participating in club tabling hours, Mutual Respect policy, Student code of conduct etc. A club may only be placed on probation by a two-thirds (2/3) affirming vote by the ICC Board.
- b. The probation time period shall be three (3) weeks from the day of the ICC meeting at which a club's probation is announced.
- c. Probation penalties for one (1) violation of ICC Club Requirements.
 - i. 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.
 - ii. Forfeit use of campus facilities except for designated meeting times and space(s).
 - iii. Forfeit voting privileges at ICC Meetings.
 - iv. Forfeit attendance at any Conference.
 - v. Must attend every ICC Meeting while on probation.
 - vi. Not eligible for Club Awards.
- d. Probation penalties for two (2) violations ICC Club Requirements.
 - i. The club goes on inactive status (see Article X, Section 2, B)
- e. Termination of Probation

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.

Inter-Club Council (ICC) Code

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 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 (3) weeks probation.
 - ii. A club may appeal the ICC's decision to the ASDVC.

Inter-Club Council (ICC) Code

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 four (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 Chair 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 Chair or designee, and/or ASDVC President or designee.
 - d. The Dean's decision is final.
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

Inter-Club Council (ICC) Code

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 is encouraged to file a complaint with the Dean of Student Life.

Inter-Club Council (ICC) Code

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.
- 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.

Inter-Club Council (ICC) Code

Section 2 Approval of Amendments

- A. The proposed ICC Code amendments may be sent to ASDVC for approval 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 (e.g. discussion one week, voting the following week.)
- B. A subsequent affirming vote of a simple majority is required by the ASDVC for the changes to become final; only 1 meeting is required for ASDVC to approve the amendments. Changes to the ICC constitution brought about by ASDVC do not require a vote by ICC.
 - 1. The ASDVC can amend the ICC code by an affirming vote of a simple majority. The amendments do not need to be approved by the ICC.

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.
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.

Inter-Club Council (ICC) Code

ICC Code	The governing document 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 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
Revised by ICC:	May 2, 2013 November 13, 2014 May 5, 2016
Revision approved by ASDVC:	May 7, 2013 November 18, 2014 May 10, 2016

Inter-Club Council (ICC) Code



Inter-Club Council Finance Code

TABLE OF CONTENT

SECTION	CONTENT
I	Objectives
II	ICC Budget
III	Eligibility
IV	Allocation Procedures
V	Expenditures or Changes to Allocations
VI	Funds from Inactive Clubs
VII	Reserve Account
VIII	Amendments
IX	Definitions

Inter-Club Council (ICC) Code

I. OBJECTIVES

This Financial Code is established to define policies and procedures for approving and expending funds under the control of Diablo Valley College Inter Club Council (ICC), to ensure that all financial transactions are made in the best interests of the clubs and in accordance with all pertinent Associated Student of Diablo Valley College (ASDVC), State, and District Financial regulations. The ICC Finance Code is a sub-section of the ICC code.

The Diablo Valley College Student Life Office will handle all club financial transactions. Off-campus bank accounts are illegal according to the California Education Code.

II. ICC BUDGET

1. The budget shall be broken into three parts: club events, ASDVC attended Federal/State conferences such as ASACC and SSSCC, CCCSAA, and retreat fund.
2. The *Club Event* budget will be broken into two parts, fifty percent (50%) will be used for events held during the Fall semester, and fifty percent (50%) will be used for events held during the Spring semester. The amount left from the Fall budget will be transferred to the Spring semester. Funds for the Spring semester events may be allocated in the Fall semester and will be counted as a Spring semester allotment.
3. To access reserves, see article VII.
4. ICC will allocate 2000 dollars to send ICC representatives to Federal or State Level conference attended by ASDVC board members and officially approved by ASDVC board such as ASACC and SSSCC.
 - A. ICC member who desires to attend conference shall demonstrate knowledge and understanding of issue(s), which are discussed at ASACC and/or SSSCC conferences.

Inter-Club Council (ICC) Code

- B.** This shall be demonstrated by giving a presentation about these issue(s) to the ICC board prior to the approval vote.

 - C.** Candidates are required to write essay(s); ICC executive board shall decide questions for essay(s). These questions shall include but are not limited to questions ASDVC requires its members to write. The ICC executive board shall have the power to ask any additional questions.

 - D.** The ICC board shall take a vote to approve any candidate; simple majority is required for approval.

 - E.** If there are more candidates than money allocated, additional funds could be requested from ASDVC.

 - F.** If there are more candidates than money allocated, each candidate is required to give a speech, write an essay, and give a presentation to the ICC board. The ICC board shall decide who will attend the conference by simple majority vote.

 - G.** ASDVC members are excluded from attending ASDVC sponsored conferences as representatives of ICC.
5. \$1500 dollars shall be allocated for the ICC retreats during Fall and Spring semesters. The amounts are \$750 dollars for each retreat. No vote is required for this item.
- A.** If a retreat costs more than \$750 dollars, request for additional money will go through normal process of approval by the ICC board, not to exceed \$850 per retreat.

Inter-Club Council (ICC) Code

B. Retreat funds not used during their respective fall and spring semesters may be used for ICC related expenditures for the remaining academic year.

C. Fall Retreat shall take place no later than October 15th; if fall retreat takes place later than October 15th no funds shall be allocated from ICC budget. Spring Retreat shall be held no later than April 1st; if spring retreat takes place after April 1st no funds shall be allocated from ICC budget.

6. \$1500 dollars shall be allocated for the ICC executive team builder during Fall and Spring semesters. The amount left from Fall retreat will be transferred towards the conference fund. No vote is required for this item.

III. ELIGIBILITY

1. All clubs, except those currently inactive or on probation, according to the ICC Code, are eligible for funds from ICC and/or ASDVC.

2. Special Allocations

- A. Only new clubs and/or clubs that are in the process of reactivating are eligible for special allocations (see IV-2).

3. Any club violating the ICC Code and/or ASDVC/ICC Financial Code guidelines shall have its club account and all pending funds requests frozen immediately.

Inter-Club Council (ICC) Code

4. Official club events that have been approved and sponsored by ICC/ASDVC funds cannot be used for the purchase of but not limited to: tobacco, alcohol, and illegal substances/drugs. Furthermore, participants cannot be under the influence of alcohol and/or illegal substances/drugs.
 - A. If such violations occur, reimbursements will be reviewed on a case-by-case basis by the ICC advisor, Student Union Manager, and Dean of Student Life.
5. ICC funds are only applicable for on-campus official club events, field trips, tournaments, club materials and/or State recognized conferences.
6. ICC will not reimburse, nor allocate any funds for promotional material of any kind. If the club feels promotional materials are essential, they have the burden of proof. A super majority will be required from the ICC board for final decision.
7. Clubs who need start-up money to hold a fundraiser may petition the ICC for a loan not to exceed \$300 per fundraiser. The Student Life Office must approve the fundraiser.
 - A. If the club makes a profit or breaks even on the fundraiser, the loan must be repaid to the ICC within two (2) weeks of the fundraiser.
 - B. If the club sustains a loss on the fundraiser, it does not have to repay the loan to the ICC.
 - C. Club must explain in writing why loss happened and what went wrong. The ICC board will assess if the club should repay the money back to ICC.
 - D. The club will be placed as an action item the following week to discuss possible financial repercussions against the club by the ICC board. See section 3 sub point B.
 - E. The club's funds requesting status will be limited to 100 dollars for the semester.
 - F. A two-thirds vote will be needed to rescind funding status to normal.

Inter-Club Council (ICC) Code

8. Food money allocations for field trips shall not exceed the maximum amount of 150 dollars per 10 students and one advisor. ICC will not allocate more than 150 dollars for food for **ANY field trip**; if additional funds for food are desired, the club could request funds from ASDVC.
9. Clubs financed by ICC are required to take pictures of the event(s); which they were financed to do/attend.
 - A. Pictures **MUST** be given/presented either in a digital or hard copy format, to the ICC President, ICC Historian, or Student Life Office designee, no later than one week from the time the event took place.
 - B. If pictures were not submitted in a timely manner, the club will not be reimbursed until pictures are given to the ICC President, ICC Historian, or Student Life Office designee.

IV. ALLOCATION PROCEDURES

1. All allocations are subject to the following:
 - A. The maximum amount requested from the ICC for each activity cannot exceed \$1,500. If additional funds are desired, the club can petition the ASDVC.
 - B. Mileage will be reimbursed according to the current district reimbursement rate. Only mileage for conferences and tournaments will be reimbursed. Mileage reimbursements will only be allocated for club members who are current registered students at DVC, and advisors who are currently full time employees of DVC.
 - C. Meals for individuals participating in conferences and/or tournaments that are not covered in the registration or any other fees will be reimbursed at the ASDVC food rates.

Inter-Club Council (ICC) Code

- D. To ensure that ICC's limited funds are disbursed in the best interests of the DVC student body, preference will be given to, but not limited to, clubs who adhere to the following criteria: (not all criteria may apply):
- i. Clubs must attend all ICC meetings
 - ii. Clubs must attend ICC retreat each semester or equivalent make up sessions to be eligible for ICC funds.
 - iii. Club events that directly benefit a greater number of students over events benefiting a limited number of students
 - iv. Club events enhancing the reputation of Diablo Valley College
 - v. Proposals that have been submitted well in advance before the event, allowing the board more time for thoughtful consideration
 - vi. Clubs who have conducted fundraising and have exhausted all other resources
 - vii. Clubs who have Student learning outcomes incorporated in club event and/or activities
- E. The commissioner of Finance and the ICC President may view all petitioning club account(s) to verify the financial status of the club.
- F. A copy of each of the following forms must be filled out and submitted to the ICC Commissioner of Finance or the ICC President and the Student Activities Coordinator four (4) weeks before the event and at least 72 hours before the next ICC Ways and Means Committee (WMC) meeting:
- i. Activities Request Form

Inter-Club Council (ICC) Code

- ii. Detailed Budget
 - iii. ICC Funds Request form (including the requested memo)
 - iv. Any other forms that may be needed by the Office of Student Life
 - v. A map print-out of the starting and ending destination point for conferences and/or tournaments only.
- G. The ICC President must notify the Commissioner of Finance about funds request prior to meeting at which they are discussed.
- H. The Commissioner of Finance must keep a record of all funds requests that have been submitted and/or approved by the ICC.
2. Intentional misrepresentation of information, including withholding pertinent information, may result in disqualification of the club from future funds requests for the rest of the academic year.
 3. After all paperwork is submitted, the funds request will appear as a discussion item at the WMC meeting and as an action item at the following ICC meeting. If the WMC fails to meet quorum, all funds requests will be heard as a discussion item at the ICC meeting and then as an action item during the following week's ICC meeting.

V. EXPENDITURES OR CHANGES TO ALLOCATIONS

1. All financial transactions will be made through the Student Life Office.
2. Clubs that receive a grant or loan from the ICC, the reimbursements will be paid directly out of the ICC account. Funds will NOT be transferred into the club account. Funds that are not spent on the approved activity remain in the ICC account.
3. Once the ICC has approved the funds, the club president and the club advisor must sign and submit the "ASDVC/ICC Funds Agreement" before reimbursements or payments will be made.

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4. In order to be reimbursed, expenditures must be made according to the detailed budget submitted and approved by the ICC.
5. If the club wishes to reallocate approved funds, a new detailed budget must be submitted to the ICC President at least 72 hours before the ICC meeting. It will be placed on the agenda as an action item and must be approved by a super-majority vote.
6. Appropriate documentation on all reimbursements for funds already spent must be submitted to the Student Life Office no later than two (2) weeks after the event. All reimbursement requests must be submitted prior to the end of the fiscal year (June 30). An ASDVC Reimbursement Form must be submitted along with the following documentation:
 - A. A copy of the approved detailed budget
 - B. A copy of the club's minutes which approve the expenditure/reimbursement (if the club's funds are to pay for the expenditure)
 - C. All original receipts and/or invoices and/or sales agreement for each person that needs reimbursement
 - D. On your reimbursement form, remarks should include: club name, event name, event date, and if ICC or ASDVC allocated funds, please specify the meeting date in which the action item was approved.
7. Amounts that exceed the approved detailed budget will not be reimbursed unless approved by the ICC.
8. Allow 10 business days for processing of a check for reimbursement or payment.
9. For depositing collected funds see "The Student Organization Handbook."

Inter-Club Council (ICC) Code

VI. FUNDS FROM INACTIVE CLUBS

1. Funds from clubs that have been on inactive status for at least two consecutive academic years (fall and spring semesters of two academic years) will revert to the ICC reserve account in the fifth semester for allocation per this Code.
2. Students who reactivate a club within four semesters of the onset of inactive status will retain the funds in the club's account under the following conditions:
 - A. The reactivated club's basic mission and goals remain consistent with those stated in the inactive club's last constitution.
 - B. The ICC President in consultation with the ICC Advisor will determine this. In the case of a disagreement, the Dean of Student Life will make the final determination.
 - C. The club meets the requirements stated in the ICC Code.

VII. RESERVE ACCOUNT

1. All funds that are collected from inactive clubs will be placed in a reserve account.
2. The ICC may access account under the following conditions:
 - A. Must exhaust all ASDVC allocated funds for that semester.
 - B. The executive board will make a recommendation to ICC via supermajority. A supermajority is required by the ICC board for accessing the reserve account.
 - C. The ICC may take out up to 8% for the reserve account per semester.

Inter-Club Council (ICC) Code

IX. DEFINITIONS

TERM	DEFINITION
Super majority	2/3 vote
Simple majority	50% + 1 vote
Events	Need to have an activities request form and a memo, please see Student Hand Book and ICC Code
Materials	Items that are used for club events cannot be the following: refreshments, promotional and/or edible items. Examples: equipment, sound systems
Academic year	Fall and Spring Semester only
Promotional Materials	Any materials used to promote the club that are, but not limited to: fliers, posters, banners.
Mileage Reimbursement	Reimbursements will only be given to drivers (club members) that transport only club member, currently registered DVC students, or club advisors, in accordance with district standards.