

MERRITT COLLEGE INTER-CLUB COUNCIL BYLAWS

Article I: Name of Organization

The name of this organization shall be Merritt College Inter-Club Council beginning August 16, 2019 and shall be abbreviated as I.C.C.

Article II: Purpose of Organization

The purpose of this organization shall be to promote and provide a variety of events and activities where clubs can get involved, as well as recruit new members. Inter-Club Council is designed to regulate, coordinate, while aiding student organizations and clubs in planning their activities and events. Inter-Club Council is also organized to implement programs and services for Merritt College. Participation in Inter-Club Council serves as an excellent resource for sharing student organizations and club information as well as becoming an important part of the Associated Students of Merritt College body.

Article III: Chartering Student Club/Organization & Membership

- A. Any registered student of Merritt College in good standing, enrolled in at least six (6) units may fill out a club charter packet.
- B. Any registered student in Peralta Community College District in good standing, enrolled in at least three (3) units may hold membership in any Merritt College club or organization under the governance of Inter-Club Council.
- C. The student club/organization must have at least ten (10) registered members on the Chartering/Re-Chartering club/organization forms.
- D. The student club/organization must have a Merritt College faculty as their advisor. **To see the role of the club advisor, see Article VI.**
- E. If a student club/organization is in need of storage space for the Fall/Spring semester, they must fill out a locker application form each semester. The Inter-Club Council Chairperson shall make the dates of when to clean out lockers for each semester.
- F. The Executive Board of each club **must attend the Inter-Club Council Orientation** after Chartering/Re-Chartering for that year/semester.
- G. Clubs may charter throughout the academic year, with approval of the A.S.M.C board. ***(For NEW CLUBS ONLY → Closing dates will be determined at the beginning of each term)*** Chartering after the closing date will possibly result in no start-up funds at all.
- H. The club or organization must submit a set of bylaws to Inter-Club Council for approval along with their charter packet. The proposed bylaws must not discriminate

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in its services, activities, or based on race, sexual orientation, age, ancestry, gender, marital status, color, nationality, disability, religious and/or political affiliation.

- I. Inter-Club Council, under the governance of A.S.M.C is subjected to Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964 and 1972. Students who believe they have been discriminated against may file a discrimination complaint with the President of Merritt College, Vice President of Student Services, or the Affirmation Action Officer.
- J. Once a club is chartered, that club will remain chartered throughout the academic year. Re-chartering will occur once a year or if there becomes a new Inter-Club Council Chair.

Article IV: Meetings & Quorum

- A. All Inter-Club Council meetings must comply with The Brown Act contained in section 54950 ET. Seq. of the California Government Code.
- B. All Inter-Club Council meetings must comply with all of Robert Rules of Order.
- C. All Inter-Club Council meetings meet quorum when half of the chartered clubs plus one are present at each meeting.
- D. All regular meetings must have a regular agenda posted in a publicly accessible place, seventy-two (72) hours prior to the meetings start time. Special meeting must be posted twenty-four (24) hours prior to the meeting. Emergency meetings are to be posted one (1) hour prior to the meeting.
- E. The Inter-Club Council Chairperson shall establish the dates and times for all meetings. The availability of the Inter-Club Council members will be considered when deciding meeting dates and times.
- F. All clubs/organizations will appoint a representative along with a replacement representative to attend Inter-Club Council meetings. One of which will be the alternate incase the other cannot make it. There may not be more than one representative per club attending the meeting.
- G. All Inter-Club Council representatives will be a voting member as well as the Club Council Executive Board, excluding the Inter-Club Council Chairperson; unless there is a tie.
- H. Each representative of Inter-Club Council will present an oral report at the beginning of each meeting.

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- I. Each club gets 3 warnings/missed meetings before getting a frozen account. After 2 warnings/missed meetings the club will automatically be placed on probation. Clubs will be contacted by email, and letter to their clubs advisor.

Article V: Roles of Club Council Executive Board

- A. The Inter-Club Council Chairperson may appoint Merritt College students, in good standing, to serve on the Executive Board, with a majority vote (two thirds) by the council. Inter-Club Council Chairperson will oversee the clubs during and after meetings. The President shall be the liaison between ASMC and Inter-Club Council. The Inter-Club Council Chairperson will also plan campus events during the semester, planning ahead of time during the winter/summer breaks. The Chairperson shall also have full access to the Club Council email. The Chairperson's email will be merrittinterclub@gmail.com
- B. Inter-Club Council Vice Chair must attend all meetings. They will run meetings when Club Council President is absent and assist Inter-Club Council Chairperson when needed on all events and meetings. They shall also gather reports and assist clubs as needed after reporting to the Inter-Club Council Chair. The Inter-Club Council Vice Chair shall have full access to their email. The Vice Chair email shall be merrittinterclubvc@gmail.com
- C. Inter-Club Council Secretary will create agenda's and record minutes for all Club Council meetings. The Inter-Club Council Secretary shall also follow Article IV: Item D. They will also be responsible for syncing the Google Calendar and sharing dates with the clubs as well as organizing the email and Google Drive of ICC. The Inter-Club Council Secretary shall have full access to their email. The Inter-Club Council Secretary's email shall be merrittinterclubsecretary@gmail.com
- D. Each Inter-Club Council Executive Board must complete at least 4 hours of office hours in the Room R125.

Article VI: Club Council Advisors

- A. Advisors should be attending all of their respective club meetings, fundraisers, and events throughout the academic semester/year.
- B. Advisors will assist in helping the club set goals, run meetings, organizing fundraisers, and setting up events however not to prevent students from actively leading club as it must be student led.
- C. Advisors may suspend a club after reporting to ICC Chairperson if club is not organized, or fails to uphold the values and integrity of the club.
- D. Advisors will attend a brief orientation on roles and duties of advisor in the beginning of the semester.

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- E. Advisors will attend first and last meeting of club to discuss club goals as well as review the semester and suggest ideas and events to the club. Advisors will also receive the first and last sign-up sheets of clubs to evaluate club membership.
- F. Advisors should make sure club members are not struggling nor are they missing classes or failing academically for putting club ahead of studies.
- G. Advisors are to advise only two (2) clubs throughout each academic semester/year.

Article VII: Club Council Room Rules

- A. Sign in/out of the Club Room. The sheet is in the Club Council room.
- B. The Club Room should be used **ONLY** for club use. No personal business is to be handled in the Club Room.
- C. The Club Room Computer is to be used for club use and may extend towards completing coursework and/or charter packets. Make sure to consult ICC Chair.
- D. All items that are personal or club related items must be put in a locker or neatly stored away when not in use.
- E. Meetings are only allowed to happen in the club room after the club has book the room with the Inter-Club Council executive board.
- F. Clubs are not to use the storage room or any other room in the office to store material unless they have talked to the ICC Chairperson and received approval.
- G. If left messy and unorganized the Club Council Room will be closed early and open later. Clubs must make sure to clean up after themselves.
- H. If one of the Club Council room computers or printers are not working clubs may not fix it themselves but rather alert the ICC Chairperson or VP through email or a note.

Article VIII: Club Events

- A. Clubs are advised to make sure they read the Associated Students of Merritt College Constitution/Bylaws and the Merritt College Inter-Club Council Bylaws to make sure they are in accordance with anything that they do.
- B. All clubs must speak to their advisors about events and club schedule.
- C. Before a club has their event, they must give the Chairperson the event form. They must also spread awareness of event to students through social media or posters at least one week prior to the event.

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- D. When clubs do events if they need anything, they must go to Student Activities & Campus Life and fill out the appropriate form, for that day. If the event is to take place in the student lounge, clubs must fill out a packet 1 month before the event.
- E. Each club must have at least 2 members assisting throughout entire event.
- F. Clubs may have an off-campus event when they have successfully completed 2 on campus events and received approval of ICC Chairperson.
- G. Each club must do two (2) campus events per semester. Violation of the event policy will result in probation or potential removal of the club.
- H. If the event is a fundraiser, all money **MUST** be turned in to the Student Activities & Campus Life for club to get funds deposited into account. If money is not turned in the same day, club will risk not being able to fundraise throughout semester.

Article IX: Budget Request Proposals

- A. Each club must present a completed proposal to the Inter-Club Council before receiving funds from the Associated Students of Merritt College.
- B. After meeting the requirements of the (**Budget Request Checklist**) the club must complete the (**Funding Request Form**) and receive a two-thirds vote for the amount requested.
- C. Each club only has the ability to request funds from ASMC twice a semester (If club is denied that does not count as one). Clubs must also send most knowledgeable person about Budget proposal to ASMC to propose if it is approved by ICC.
- D. Clubs may only be approved to ask for \$500.00 for on campus events and \$1000.00 for Off campus events, uniforms, catering or technical equipment. For exceptions clubs may speak to Inter-Club Council Board.
- E. Clubs must submit proposal at least 3 weeks in advance of off-events, uniforms, catering, or technical equipment needed and 2 weeks for any on campus event activities.

Article X: Removal of Officers

- A. Clubs may vote to remove officer from their position if there is a 2/3 executive board vote and advisor is in agreement with removing officer. If there is a 2/3 vote but advisors does not believe officer should be removed, then the officer will stay in their position.
- B. Clubs may vote to remove any of the following officer; treasurer, secretary, vp, or president.

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- C. An officer may be replaced by next officer in line or voluntary member if they are not fulfilling their duties listed in the club's bylaws or is absent from more than 2 meetings without a contacting anyone or unexcused absence.
- D. It is up to the discretion of the executive board to replace an officer and choose their replacement. The executive board must let members know who the new replacement is once they have voted.

Article XI: Officer Elections, Roles and Responsibilities

- A. All officers must have an executive board meeting in the first month of the semester to align their schedules and goals for the club.
- B. All Club must have a President, Vice President, Treasurer and Secretary by the first month of the semester.
- C. All officers must have a 2/3 vote to be elected into their position. It is up to the club to state in their bylaws the length of time each officer must serve not to exceed 1 year.
- D. All Club presidents and vice presidents (primarily presidents) of clubs must make sure by the beginning semester of their graduation that they choose a club member or Merritt College student to mentor to take over their position. At the end of the semester the club will have a vote to elect the mentee into the position. Charter packets must be adjusted if the mentee is voted to take position of president and/or vice president.
- E. All officers of the clubs must make sure to at least attend one officer training workshop held by the Inter-Club Council to understand the roles and responsibilities of each officer

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With the agreement of the Director of Student Activities & Campus Life **all Articles shall** stay in the Bylaws, until proven otherwise.

X _____

With the agreement of the chartered club in the Inter-Club Council shall stay in the Bylaws, until proven otherwise.

X _____
