



Inter-Club Council Guidelines

Associated Student Council of City College of San Francisco
Ocean Campus

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associated



students

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The Inter-Club Council Guidelines

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Revised on May 2nd, 2018

ARTICLE I. INTER-CLUB COUNCIL ORGANIZATION

Section 1: Organization Name

The name of this organization shall be the Inter-Club Council of the Associated Student Council of City College of San Francisco - Ocean Campus, hereafter referred to as the Inter-Club Council or ICC.

Section 2: Purpose

The Inter-Club Council is recognized by the Associated Student Council-Ocean (ASCO) to facilitate the voice of clubs through communication, leadership, and advocacy.

Section 3: Requirements

Clubs must have at least seven (7) regular members, three (3) club officers and one faculty/administrator advisor who is currently enrolled/working at City College Of San Francisco, Ocean Campus.

Section 4: Responsibilities

- A. ICC shall hold regular, open, and publicized meetings throughout the Academic Year.
- B. Shall comply with ASCO Financial guidelines.
- C. Shall be responsible for all final decisions made by the recognized clubs including but not limited to club budget approvals, ICC Finance Committee appointments, workgroup creation and any and all ICC documents.

ARTICLE II. INTER-CLUB COUNCIL MEMBERSHIP

Section 1: Vice President of the Inter-Club Council

- A. Shall chair all ICC meetings or designate a chair that is an ASCO officer. The designated chair must be well versed in parliamentary procedures and have a working knowledge of current topic of ICC.
- B. Shall inform the ASCO of all club decisions made by the ICC.
- C. Shall ensure that all club officers and members are aware of and adhere to the ICC Guidelines.
- D. Shall ensure that all allocated funds are processed appropriately to proper accounts within 10 days of ASCO approval.
- E. Shall have the authority to implement all penalties with the approval of the ICC Finance Committee and the Dean of Student Activities for any non-compliance of the ICC Guidelines.
- F. Shall conduct thorough orientation sessions for all new club officers including ICC Guidelines, parliamentary procedure, event planning, financial matters, service hours, meeting attendance, fundraising, posting guidelines, and explanation of the Financial Guidelines for the management of ASCO Funds.

Section 2: ICC Assistants/Senators

- A. Shall assist the Vice-President of ICC with all ICC responsibilities.
- B. Shall be a regular voting member in the ICC, ICC Committee and ICC Finance Committee.
- C. In the absence of the ASCO Secretary, shall take minutes at all ICC meetings, and ensure that they are appropriately posted and distributed.

- D. In the absence of the VP of ICC, shall chair the ICC meetings, conduct orientations, and in the absence of a secretary, designate a member to take minutes.

Section 3: Club Officers

- A. Each club shall elect or appoint no fewer than three officers: President, Treasurer and ICC Representative and/or ICC Rep. Alternative.
- B. All club officers, President, Treasurer, ICC Representative, and ICC Rep. Alternative must be enrolled in at least five (5) credit units at Ocean Campus and maintain a 2.0 GPA throughout their term determined by each club.
- C. A student can serve as President, Treasurer, or a ICC Representative of only one club.
- D. Club officers shall attend ICC trainings that includes, but is not limited to, parliamentary procedures, event planning, financial matters, and meeting attendance.
- E. The VP of ICC and the Dean of Student Activities must be notified in writing whenever a new club officer is elected or a new advisor is appointed.
 - I. The new officer is required to schedule a meeting with the VP of ICC to change paperwork signatures and receive proper club training.
 - II. The new advisor must schedule an appointment with the Dean of Student Activities.
 - III. The club must submit an updated version of the online e-packet reflecting the changes to the position. Only when all the conditions have been formally recognized may the changes be official.

Section 4: Club President

- A. Shall be responsible for facilitating all club functions and actions.
- B. Shall preside over all required ICC paperwork.
- C. Shall be held accountable for any violations of the ICC Guidelines committed by the club.

Section 5: Club Treasurer

- A. Shall keep all records of club's funds as detailed in the ASCO Financial Guidelines.
- B. Shall be responsible for all club's financial paperwork and adhere to submission by deadlines.

Section 6: Club ICC Representative

- A. Shall be a voting member in the ICC meetings.
- B. Shall be present at all ICC meetings representing their respective clubs and notify the designated Alternate ICC Representative and the VP of ICC by 12 pm on Monday before the ICC meeting in case of an absence.
- C. Shall announce their club's activities and concerns to ICC General Council.

Section 7: Club ICC Representative Alternate

- A. An alternate is a trained member of the club of record. They are to attend ICC general meeting in the absence of the ICC representative.
- B. There shall be no more than one alternate per recognized club. In the case where a club does not have a trained Alternate, the club's President or Treasurer can act as the Alternate as long as the VP of ICC has been informed prior to the meeting. An alternate shall not sit in place of the ICC representative more than five times in a semester.

ARTICLE III. CLUB RECOGNITION

Section 1: Recognition

- A. All clubs shall complete the following to be recognized by ASCO:
 - I. The President, Treasurer, ICC Representative and/or Alternate ICC Representative shall attend a mandatory training with the VP of ICC. Schedules for trainings will be posted at the beginning of each semester on the CCSF Website.
 - II. Club advisors shall complete an online training.
 - III. Shall submit a completed ICC Club hard packet which contains the following forms: Club Advisor Contract, Signature Card, and Cash Advance Contract.
 - IV. Shall submit an online e-packet.
 - V. Shall designate a club representative to attend the ASCO meeting for official club recognition.
- B. If a club has been previously recognized in the Fall semester, only a resubmission of the E-Packet is needed for the Spring Semester. Once a club is ready to be recognized, a club representative shall be present at the ASCO meeting to read the mission statement.

Section 2: Base Allocation

- A. In the Fall and Spring semester, clubs shall receive a \$200 base allocation by completing all club recognition forms at the end of fourth week of the semester. In order to receive the \$100 base allocation, the recognition process must be completed by the end of the sixth week of the semester.
- B. Clubs from other CCSF campuses and centers may be recognized as an Ocean Campus clubs with a 25% reduced allocation, considering all ICC Guidelines are being followed. The clubs from other campuses and centers shall be recognized only if the Associated Students Council of that campus or center has not been elected or does not have accessible funds.

Section 3: Requirements

- A. All clubs shall be open to all students of City College of San Francisco.
- B. All clubs shall have at least seven (7) members and three (3) officers that are currently enrolled in City College of San Francisco.
- C. All clubs shall have a faculty advisor that is currently employed by City College of San Francisco.
- D. Service hours must be submitted to the VP of ICC by the Friday of the 15th week of the semester.

ARTICLE IV. MEETINGS

Section 1: Rules and Procedure

All meetings held by the ICC shall be conducted according to the current edition of *Robert's Rules of Order* and abide to the provisions of *Ralph M. Brown Act*. To conduct business in an ASCO meeting or committee, quorum shall consist of a simple majority of voting representatives and one advisor.

Section 2: Inter-Club Council

- A. Shall meet on a weekly basis to discuss items that include, but are not limited to, approval of additional allocations, changes to the budget, and events.
- B. Shall serve as a forum to promote student engagement, discuss club issues or concerns, and advocate for clubs and students.
- C. In addition to the Vice President of ICC and the ICC assistant(s), the Inter-Club Council shall be comprised of ICC representatives from every recognized club.

Section 3: Inter-Club Committee

- A. Shall be responsible for discussing all matters pertaining to the management and operation of internal structure of ICC including, research, event planning, outreach, and ICC paperwork update.
- B. Shall meet on a biweekly basis.
- C. Shall be comprised of the Vice President of Inter-Club Council and the ICC assistant(s). Club representatives may appoint themselves to the committee as well for service hours.

Section 4: Inter-Club Council Finance Committee

- A. In addition to the Vice President of ICC, the Inter-Club Council Finance Committee shall be comprised of the VP of Finance, and three appointed club representatives from the Inter-Club Council.
- B. Shall maintain and review all ICC financial matters which include but are not limited to the ICC budget, additional allocation form, matching funds, and campus-wide event funds.
- C. Shall have the final vote on all ICC club financial penalties.
- D. All recommendations from the ICC Finance Committee shall be voted on by the ICC.
- E. If any of the members who miss the ICC Finance Committee with 3 unexcused shall be automatically removed by the VP of ICC.

Section 5: Attendance

- A. Trained ICC representative or the designated Alternates shall be allowed to represent and vote on ICC matters.
- B. Clubs absences shall be defined as having no official club representation of record present at the ICC General Meeting per semester.
 - I. Clubs with two unexcused absences shall be issued a warning.
 - II. Clubs with three unexcused absences shall receive a 20% reduction in base allocation. Each subsequent semester in which a club continues to have three or more unexcused absences, an additional 10% reduction to the base allocation will be applied until a club maintains minimum attendance for a semester, as required by the ICC Guidelines.
 - III. Club with more than five unexcused absences in a semester shall have their club accounts frozen by a 2/3 vote of the ICC Finance Committee until the club attends 3 consecutive ICC meetings. Accounts can also be unfrozen by establishing an open line of communication with the VP of ICC and making an appeal to the ICC Finance Committee.

Section 6: Late Policy

- A. Clubs representatives shall be considered late after Twenty-five (25) minutes have elapsed since the call to order of the ICC General Meeting. All club representatives are required to sign in at the time they walk in.
- B. Clubs that have five (5) or more consecutive late marks will be subject to a twenty percent (20%) reduction of the base allocation for next semester.

ARTICLE V. USE OF ICC FUNDS AND ACCOUNT MANAGEMENT

Section 1: Use of Club Funds

- A. All funds used for performance shall be limited to:
 - I. A maximum of \$500 shall be paid for all performances per event.
 - II. A maximum of \$300 per performing group and a maximum of \$100 per performer.
 - III. A maximum of \$50 per student performer.
 - IV. Any exceptions to the above must be approved by a 2/3 majority vote of the ICC.
- B. All expenditures for food shall be limited to:
 - I. A maximum of \$300 may be spent on food by a club, except if used for fundraising purposes.
 - II. A maximum of \$20 per person for all meals including breakfast, lunch or dinner.
 - III. A maximum of \$30 per day and per person for all meals during any club conferences and field trips.
- C. All funds used for speakers shall be limited to:
 - I. A maximum of \$200 honorarium shall be given to speakers.

Section 2: Additional Allocation Proposals

- A. Additional Allocation Proposals shall be used to request either:
 - I. Matching Funds which shall include, but are not limited to, events, field trips, and conferences. Clubs must fundraise the whole amount of the money that is being requested.
 - II. Campus Wide Events Funds shall be used for an on-campus event sponsored by a club, outside of a regular meeting or fundraiser.
- B. Additional Allocation Proposals shall be approved by completing the following:
 - I. Detailed event outline and budget which shall include all sources of income and expenses.
 - II. Minutes from a club meeting with all club members final votes.
 - III. Signatures by the Club President, Treasurer, and Advisor.
 - IV. Submission to the ICC Finance Committee shall be at least twenty-one (21) days prior to the event, to obtain a recommendation.
 - V. The ICC Finance recommendation on the proposal shall be presented at the ICC meeting for a final vote. The club representative must present the proposal to the ICC.
 - VI. Submission after the deadline may only receive a maximum 75% of the requested amount.
- C. Clubs shall not receive more than \$500 of additional allocation per semester.

Section 3: Penalties

- A. Infractions of the ICC Guidelines may result in any of the following:
 - I. A reduction of the base allocation.
 - II. Freezing of club accounts.
 - III. Freezing of club activity.
 - IV. Club suspension.
- B. Clubs that fail to complete their service hours from the previous semester or violate the late policy shall receive twenty percent (20%) reduction from the base allocation for the following semester.

- C. Clubs that have three or more absences at ICC meetings shall receive a 20% reduction in base allocation. An additional 10% reduction to the base allocation that shall be applied until a club maintains minimum attendance for a semester, as required by the ICC Guidelines.
- D. Violations of ASCO Financial Guidelines shall result in any of the following:
 - I. Meeting with VP of ICC and the Dean of Student Activities.
 - II. Freezing of club account
 - III. \$50 reduction of base allocation per semester, at most.
- E. All penalties that include reduction of base allocations shall accumulate. For example, if a club fails to meet service hours and violates the late policy then that club is subject to a 40% reduction in base allocation.
- F. All penalties shall be voted by the ICC Finance Committee by the end of each semester or the beginning of the following semester to be implemented for the upcoming semester.
 - I. In the absence of an ICC Finance Committee, the penalties shall be voted by the General Council.

Section 4: Rules for Club Accounts

- A. No club shall open an off-campus bank account.
- B. No club shall transfer funds from one club to another unless they are sponsoring a collaborative event.
- C. All club accounts shall roll over only fundraised funds by clubs, not from the initial ICC allocation.
- D. All clubs inactive for up to 2 years (4 semesters) shall have all funds in their account transferred to the ICC.

Section 5: Freezing of Club Accounts

- A. An individual club account can only be frozen by the a 2/3rds vote in the ICC Finance Committee.
- B. Club accounts may be frozen by any of the following.
 - I. Borrowed ASCO or student activities property and have not returned and/or cleaned after an event.
 - II. Any infraction of guidelines including ICC Guidelines, Posting Guidelines, Financial Guidelines, Student Code of Conduct, etc.
- C. A written warning will be submitted to the club officers and advisor if a club account shall be subjected to being frozen.
- D. Accounts can be unfrozen by making an appeal to the ICC Finance Committee.

ARTICLE VI. SERVICE HOURS

Section 1: Purpose

Service hours are an opportunity for clubs to contribute to the community by volunteering and helping organizations within and/or outside CCSF.

Section 2: Clubs Responsibility

- A. Clubs are required to complete a minimum of 20 service hours in order to ensure that clubs are involved on campus and are giving back to the community. Clubs are responsible for completing this minimum requirement by one of the following:
 - I. Twenty (20) hours of service work

- II. Ten (10) hours of service work and one (1) campus wide event.
- III. Two (2) campus wide events.

B. Clubs are required to complete their service hours requirement no later than the Friday of the 15th week of each academic semester and must submit them via the Service Hours Form with the relevant proof to the VP of ICC by the deadline.

Section 3: Inter-Club Council Responsibility

- A. Vice President of Inter-Club Council is responsible for
 - I. Receiving all service hours forms submitted by the clubs. If the VP is unavailable, the forms are to be placed in the VP of ICC's mailbox in Student Union 209.
 - II. Informing the clubs in regards of their service hours deadlines.

Section 4: Process

- A. Clubs are required to provide relevant proof of all campus wide events, on campus and off campus volunteer work, and ASCO events and meetings attended with the Service Hours Form by the deadline. Following are examples of acceptable service hours:
 - I. Associate Students Council Events
 - II. Campus-Wide Events organized by clubs
 - III. Volunteering at events organized by student organizations on campus
 - IV. Volunteering at Resource Centers and other organizations on campus
 - V. Off-Campus volunteering events
 - VI. Associated Student Council/Committee meetings, including AS General Council meeting and/or any Committees under the ASCO
- B. Following events will not be counted as service hours:
 - I. ICC General Council meeting
 - II. Volunteering at mandatory events (e.g., Unity Day and Frisco Day)
 - III. Regular club meetings and officer meetings
 - IV. Attendance of Associate Students Council committee meetings if a student is an officer of ASC-Ocean
 - V. Club Fundraisers
 - VI. Service hours that club members have used to fulfill pre-existing club requirements. For example, some clubs mandate their members to complete 15 hours of service each semester. These hours will not be included in totals for ICC, only as part of club membership. Such clubs shall only submit the hours completed by the recognized and regular club officers.

Section 5: Penalties

Clubs that fail to complete the minimum 20 service hours required will be penalized by receiving a 20% deduction in their base allocation in the following semester, as per the Inter-Club Council Guidelines.

ARTICLE VII. ICC CHAMPIONSHIP

Section 1: Purpose

All clubs will compete in a friendly contest to complete the most service hours that benefit the Associated Students. The winner will receive the Undisputed ICC Championship Belt.

Section 2: Rules

- A. Only clubs that have been recognized by the ASCO are eligible for the contest.
- B. The winner will be chosen based upon which club has earned the most service hours during the semester.
- C. Service hours include but are not limited to ASCO Events, Campus wide events, and volunteering on or off campus. Refer to Article VI Service Hours for further information.
- E. The prize will be kept in the Associated Student Council of Ocean's office until the winning club requests to have it.
 - I. The winning club officers may check out the belt by signing on the check out sheet with the VP of ICC.
- F. The deadline for ICC Championship will be the same as the Service Hours deadlines and all clubs are required and encouraged to do and submit maximum Service Hours.

Section 3: Prize

- A. The club that earns the most service hours will be deemed the Champion of the Clubs.
- B. End of the year celebration/lunch/party in honor of the winning club.
- C. An exclusive in the following semester's first ASCO Newsletter of the following semester.
- D. The championship belt will be handed to the winning club and will remain in the club's possession until a new champion is declared in the following semester.

Section 4: Retribution

- A. If the prize is damaged or lost during the time it is in the possession of a club:
 - I. The club will be required to use their own funds to replace the belt with the approval of the ICC
 - II. The club may also have their club accounts frozen.

ARTICLE VIII. MLK OFFICE SPACE

Section 1: Purpose

The MLK Center Rooms F and G are a place for students involved in clubs at CCSF to gather, plan, organize, and socialize. Active clubs share office space, computers, phone lines and file cabinets. Club office space allocation shall be determined by a 2/3 majority vote of the ICC, and must follow procedures as set forth by the ICC.

Section 2: Requirements

Clubs must write a formal proposal and bring it to the ICC in order to access and use the space, and must have a 2/3 majority vote of those present at the meeting to have access to the space. Clubs that fail use the MLK

office space on a regular basis, maintain the space properly, receive more than three written complaints, and/or store illegal or hazardous materials in the club office such as drugs, alcohol, firearms, or flammable substances shall lose access to the space and be subject to removal as a club.

ARTICLE IX. AMENDMENTS AND RATIFICATIONS

Section 1: Amendments

Proposed amendments to the ICC Guidelines shall require a majority of those present in the ASCO General meeting. Amendments shall be submitted to the Inter-Club Council before it can be considered and submitted for a vote at the meeting of the ICC and ASCO General meetings. All and any amendments shall be voted and passed by a 2/3 vote at the ICC and ASCO general meetings after first and final readings at both councils meetings respectively. Amendment to these Guideline shall take effect at the beginning of the subsequent term unless otherwise directed by the ASC Ocean.

Section 2: Ratification

Proposed ratification to the ICC Guidelines shall require a two-third votes of those present in the ICC Meeting. Once it passess through ICC, it shall be taken to the Associated Student Council Ocean meeting and shall require a 2/3 votes of those present. Ratifications shall be submitted to the ICC Committee before it could be considered and submitted for a vote at the meeting of the ASCO and ICC General meetings. Any ratification to this Guideline shall take effect at the beginning of the subsequent term unless otherwise directed by the ASC Ocean.