

ASUCM By-Laws

Inter-Club Council (ICC) By-Laws

Updated as of April 26, 2017

Purpose: To unite all registered clubs and organizations for the purpose of collaboration and the advancement of club activities and events. To act as a single voice to the University of California, Merced representing and allocating designated funds to all registered clubs and organizations. To promote the longevity, and success of all registered clubs and organizations of the University of California, Merced.

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Article I: Definitions

Section 1: Registered Clubs and Organizations (RCO)

A. Any group whose membership is predominantly composed of University of California, Merced students, faculty, and/or staff, and is registered with the Office of Student Life in order to have access to University facilities and/or resources.

Section 2: ICC Representative

A. Registered ICC member designated by one RCO to represent said RCO. The conglomerate of ICC Representatives shall be referred to as the ICC membership.

Section 3: ICC Proxy

A. Registered ICC substitute member designated by one RCO to represent said RCO in the event that the ICC Representative for said RCO is not present.

Section 4: ICC Advisor

A. The advisor shall be the Office of Student Life RCO director and keeper of all RCO records and information.

Article II: Membership

No membership fees shall be charged to the RCO for joining the ICC. All RCO are capable of becoming members of the ICC throughout the academic year.

Section 1: Membership Procedures

- A. Any RCO wishing to join the ICC must have their ICC Representative and ICC Proxy defined by their constitution and elected or appointed by their official RCO members;
- B. The RCO ICC Representative’s email and ICC Proxy’s email must be emailed to the ASUCM Office within a reasonable time frame of their election or appointment, and their email will be the RCO’s primary contact information for things ICC related;
- C. Only one representative and/or one proxy are eligible to represent each RCO until that RCO has chosen a new representative and/or proxy;
- D. A person is only able to serve as ICC Representative or ICC Proxy for one RCO.

Section 2: Communication of Membership

A. Aside from ICC Meetings, the main form of communication between all ICC Membership shall be through electronic mail of the ICC Officers, ICC Advisor, and ASUCM Office.

Section 3: Membership Restrictions

- A. Members of the ASUCM Senate, Executive, and Court are ineligible to hold a position as ICC Representative or ICC Proxy;
- B. ICC Representatives and ICC Proxies must be full time undergraduate students at the University of California, Merced.

Article III: ICC General Proceedings

Section 1: ICC Meetings

- A. The ICC shall host meetings once a week throughout the academic year, excluding federal holidays as listed on the UC Merced Academic Calendar;
- B. ICC Meeting times shall be decided upon the last meetings of each semester for the upcoming semester;
- C. ICC Meetings can be rescheduled temporarily upon a majority (50% + 1) vote of attending ICC Delegates;
 - 1. Upon reschedule of any meeting temporarily, new times and/or locations must be posted immediately;
- D. ICC Meeting location and time shall be posted on the ICC main website and Proposal Form page and will represent the meeting time and location for the duration of the academic term;
- E. ICC Minutes are to be taken each meeting by the ICC Secretary or any other ICC Representative/ICC Proxy who has been appointed by the ICC Secretary to do so;
- F. All ICC Meetings are limited to a maximum of two hours unless said otherwise by the attending ICC Membership of each meeting through a majority vote (50% + 1);
- G. All ICC meetings and conducted business are to remain open to the public until private session occurs.
 - 1. Proposals will be presented in chronological order of when they're received during public session.
 - 2. During private session, the public will be dismissed and the discussion and voting of each individual proposal will take place, in the chronological order of when they're received, amongst the Delegates, but meeting minutes will still be taken and available to the public.
 - 3. Once voting of all proposals are complete, the ICC Secretary will immediately send out emails to all RCOs whose proposals were seen that day to notify them of their proposal's status (Passed or Unpassed.)

Section 2: ICC Agenda

- A. RCOs on the ICC Agenda shall have the opportunity to present their proposal for no longer than five (5) minutes. After presenting, ICC E-Board and Delegates have five (5) minutes to ask questions of clarification regarding said proposal;
 - 1. If the ICC representative wishes for more time, the ICC Delegates may vote to extend time by a simple majority (50% + 1);
- B. With respect to the efficient use of time that is the trademark of the ICC, the ICC Agenda shall include, but is not limited to, Roll Call, Announcements, Business, Treasury Status, & Adjournment, but ultimately shall be determined at the discretion of the ICC Chair;
- C. In the respect of time, all announcements and statements pertaining to items within Old business and/or New Business shall be withheld until such item is brought up for discussion by the attending ICC Membership.

Section 3: ICC Roster

- A. The ICC Secretary and ICC Advisor shall maintain and hold on file an updated official ICC Roster composed of all registered ICC Representatives and ICC Proxies and the title of the RCO which each of them represent;
 - 1. This roster will be used as the primary contact email between ICC and the RCOs.

Article IV: Inter-Club Council Officers

Section 1: Officers and Delegates

- A. The Officers of the ICC shall be: Chair, Vice-Chair, Treasurer, and Secretary.
- B. Voting Members shall be: ICC Delegates

Section 2: Terms

1. The ICC Officers must be announced to the ASUCM Senate and ASUCM Executive Board at the following ASUCM Senate meeting by the ICC Liaison.
2. The ICC Officers shall be chosen and appointed during before the end of the Spring Semester prior. The appointed members will hold their position through the following school year;

Section 3: Interview and Appointment

- A. An interview and appointment process of ICC Officers and Delegates shall be conducted by the ICC Advisor, any previous ICC Executive Board members, the ASUCM President, the ASUCM Treasurer, and the Budget and Finance Committee Chair; The ICC Advisor shall maintain an updated roster of all ICC Executives and Delegates;

Before the end of the Spring Semester.

- B. The appointed Officers shall conduct interviews for their panel of Delegates during the first 4 weeks of the Fall Semester;
- C. Only full-time undergraduate students are allowed to be candidates for ICC E-Board and Delegate positions;
- D. In the event a Delegate position is made available, special election for that position can be called at the discretion of the ASUCM Senate at any time
 1. In the case that ICC Delegates fall below 50% of the recommended ICC Delegate members as stated in the bylaws, due to the need for more immediate voting bodies, special elections will not be held: instead, ASUCM Senate will call for an action to vote to approve the nominations made by the ASUCM president and the ICC Executive Board.
 - i. The Senate shall not be permitted to appoint more than 50% + 1 of the recommended ICC Delegates for the total board.

Section 4: ICC Chair

- A. The ICC Chair shall preside over all ICC Meetings, generate each meeting's Agenda, and act as the official liaison to the ASUCM Executive Board and ICC Advisor;
 1. The Chair is responsible for ensuring RCOs speak within the appropriate time limits.
- B. The ICC Chair shall oversee and carry out all final decisions made by the ICC.

Section 5: ICC Vice-Chair

- A. The ICC Vice-Chair shall uphold the duties of the ICC Chair whenever the ICC Chair is unable to fulfill them, including overseeing and carrying out all final decisions made by the ICC.

- B. The ICC Vice-Chair shall oversee all publicity and marketing efforts of the ICC. This includes all relevant current media networks available to the RCO's.
- C. The ICC Vice-Chair shall oversee the audits that are being performed by the delegates and communicate the follow-ups and effects of the audits with the ASUCM Treasurer

Section 6: ICC Treasurer

- A. The ICC Treasurer shall oversee that all ICC financial decisions and procedures are in line and not in violation of the ASUCM Constitution, ASUCM Bylaws, University of California, Merced, and the University of California Policies;
 - 1. The ICC Treasurer shall have monthly meetings with the ASUCM Treasurer to discuss any significant information that occurred within ICC's budget.
- B. The ICC Treasurer shall announce an updated ICC financial summary and all account activity during each scheduled meeting of the ICC.

Section 7: ICC Secretary

- A. The ICC Secretary shall hold the responsibilities of generating and distributing the ICC agenda and the ICC Minutes;
- B. The ICC Secretary shall communicate all ICC Minutes within a maximum of 72 hours after every meeting of which they have been recorded;
- C. The ICC Secretary shall give the ASUCM Interns the ICC Agenda and Minutes;
 - 1. The ASUCM Interns shall post all of the ICC Minutes and Agendas to the ASUCM-ICC website;
 - 2. The ICC Minutes shall be posted within three (3) days after the ICC Meetings.

Section 8: ASUCM Senate Liaison

- A. The ASUCM Senate Liaison shall have a seat on the ICC, without a vote;
- B. The failure to attend an ICC Meeting shall act as an absence from an ASUCM Committee Meeting.
- C. All paper votes shall be counted by the ICC Senate Liaison. If the Liaison is not present, the ICC Chair will count all votes.
- D. The ASUCM Senate Liaison shall inform the ASUCM Senate:
 - 1. The number of proposals considered, approved, and denied at the most recent ICC meeting, and the requested funds associated with each.
 - 2. The total amount of funds granted at the most recent ICC meeting, and the total ICC funds remaining for the month.

Section 9: ICC Delegates

- A. ICC Delegates shall number no more than 10 and no less than 7.
- B. The ICC Delegates shall be the voting bodies of Inter-Club Council and are responsible for attending all ICC Meetings.
 - 1. If they cannot attend an ICC Meeting, they are responsible for emailing the Vice-Chair at least 24 hours in advance to notify them of their absence.
- C. ICC Delegates shall be responsible for auditing all ICC funded RCO events (excluding Travel events) by filling out the audit information form.
 - 1. Only one Delegate needs to audit one event.

Section 10: In Case of Vacancies

A. In the case that any ICC E-Board positions are not filled, the E-Board member next-in line of authority can assume the role and responsibilities.

1. ASUCM Interns can also assume the responsibilities of positions not filled.

Article V: Funding Allocations

General Funding for the ICC shall be appropriated from the ASUCM Annual Budget under any line item with the title of Inter Club Council.

Section 1: Funding Limits

A. All allocations shall not exceed a monthly limit of 15% the total amount allocated to ICC by ASUCM Senate (the months in which ICC meets per year);

1. Any amount not used by the end of the current month rolls over and increases next month's cap by that amount;

B. Proposals shall be divided into three categories: a "Big Ticket" fund with 50% of the monthly ICC budget for bills over \$1000, a "Small Ticket" fund of 30% of the monthly ICC budget for bills up to \$1000 or less, and a "Travel" fund of 20% of the monthly ICC budget for no more than \$1000 per proposal.

1. All "big ticket" funds shall be voted on only during the first meeting of each month;
2. Any amount left over in the "big ticket" fund after the first meeting of each month shall go into the small ticket fund for that month;
3. Any travel funding left over at the end of the month shall roll into next month's allocated travel fund.
4. 80% of the travel proposal funds needs to be for explicitly travel-related expenditures as listed in the ASUCM Financial Bylaws.

C. All monies allocated from the ICC shall abide by the same rules and procedures as stated in the ASUCM Financial Bylaws;

D. RCO consisting of only full time graduate students of UCM are ineligible for use of undergraduate funds which are provided to the ICC for distribution.

E. Only RCO's who have been registered clubs or organizations for one academic year may submit proposals; however, these organizations may have a senior organization that has been registered for at least one full academic year co-sign the proposal;

F. Any RCO requesting funding for events in existence of ten or more academic years will be held accountable to create events or activities for student clubs and organizations on the basis of ASUCM's mission statement, and additionally, must verify that their event or activity has scope or vision, or collaboration with other RCO's, or community involvement for proposals exceeding \$1500.

1. RCO's established for ten (10) or more academic years will be required to contribute 10% of the total request stated in the proposal from outside sources;

G. Events cannot be simultaneously funded by ICC Proposals and ASUCM General Fund allocations.

H. The event for the proposal in question must be a minimum of three (3) weeks or twenty-one (21) days after the day of the ICC meeting it'll be presented on.

1. The only exception is for travel reimbursements such as (but not limited to...) gas reimbursement.

I. Any equipment purchased by ICC funding must be open accessible to all student RCOs and the RCO that stores said equipment is responsible for keeping track of where the equipment is and advertising its availability to other RCOs.

Article VI: Voting

The motto on voting, as endorsed by the ICC membership, is stated as: ICC Delegates.

Section 1: Voting Procedures

- A. All votes of approval by the ICC membership shall be achieved through a majority vote (50%+ 1) of attending membership unless stated otherwise in these bylaws;
- B. Only votes made by official ICC membership are considered legal;
- C. ICC membership must be physically present for the entirety of the ICC proposal's presentation and discussion in order to vote on the proposal in question during private session;
- D. Only the ICC Delegates shall have the authority to vote when present at the ICC meeting;
 - 1. The ICC E-Board will be allowed to vote only to break ties.
- E. When voting for big-ticket proposals, ICC Delegates will vote on proposals that do not exceed the monthly big-ticket allocation .

Section 2: ASUCM Presidential Veto

- A. The ASUCM President shall have five (5) business days to act on legislation after it is passed by the ICC, and in the case it should be vetoed, the legislation will be sent to the ASUCM Senate to review the decision.
 - 1. In the event that the ASUCM President does not act on the legislation, it shall be considered a "Pocket approval", and the legislation will continue to be processed.

Article VII: Amending ICC Bylaws

All amendments to the ICC Bylaws require a two-thirds (2/3) vote of the ASUCM Senate for ratification.

Section 1: Amending Procedures

- A. Proposed amendments for the ICC Bylaws shall be reported to all the ICC Officers prior to a Senate vote;
 - 1. The ICC Liaison shall report the opinion of the ICC E-Board and Membership on the proposed amendments to the Senate prior to their vote
- B. Amendments for the ICC Bylaws shall be turned into the ICC Secretary five (5) business days before such amendments are to be communicated by the ICC Secretary in the ICC Agenda;
- C. Amendments for the ICC Bylaws must be reported to all ICC Representatives within one (1) week of being approved by the Senate.