Inter-Club Council of Napa Valley College

Constitution

Approved by Students
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MISSION STATEMENT

The Inter-Club Council shall address issues concerning student clubs and organizations within Napa Valley College; exercise unity within our constituents; encourage students to go beyond the classroom environment and get involved.

ARTICLE I. DEFINITIONS

1. The name of this student body organization shall be the Inter-Club Council of Napa Valley College, hereafter may be referred to as ICC.
2. The elected or appointed representatives of ICC shall be collectively referred to as the ICC Board.

ARTICLE II. OBJECTIVE

1. To serve as an advocate on issues.
2. To provide a communication network with student clubs and organizations, and to facilitate communication with the administration, the faculty, Student Government and any other recognized Campus personnel.
3. To provide unity within our college community
4. To provide services essential to the development and goals of the established clubs on our campus. This should include, but not limited to conferences, publications, and any other important information.
5. To provide a forum to inform and vote on monetary expenditures concerning Student Clubs and organizations.

ARTICLE III. RULE PRIORITY

1. Rules, laws, policies, or regulations will have precedence in the following order: Federal, State, Local, College, ICC Policy Handbook, ICC Constitution, and ICC Bylaws.
2. All other rules, laws, policies, or regulations adopted by the ICC Board must be subject to this constitution.

ARTICLE IV. CONSTITUTIONALITY

The provisions of the ICC Constitution are legal and constitutional. Any section, sub-section, sentence, clause or phrase that is held to be illegal or unconstitutional will not invalidate the entire document, article or section. It will invalidate only that which is held to be illegal or unconstitutional.

ARTICLE V. CONSTITUENCY

All currently active Napa Valley College student clubs and organizations shall be represented by the ICC Board. All current clubs may fully participate in this organization in accordance with the provisions set forth in our Constitution, Bylaws, and Board Policies.

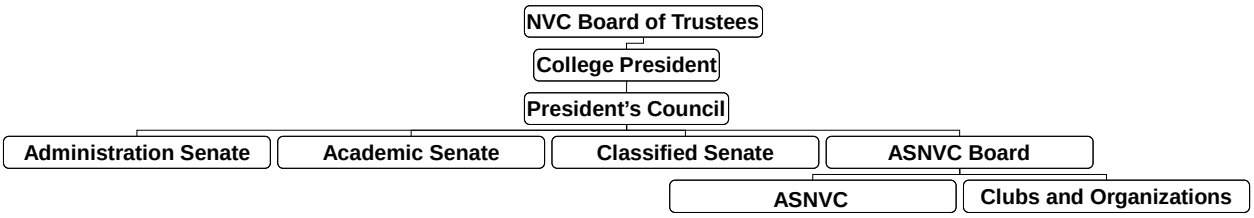
ARTICLE VI. SHARED GOVERNANCE

Section 1: Definition Shared governance is defined as the collaborative participation of appropriate members of the college in planning for the future and developing policies, regulations and recommendations.

Section 2: Groups The four main campus groups that participate in shared governance are:

1. Academic Senate (Faculty)
2. Classified Senate (Staff)
3. Administration Senate (Administrator)
4. Associated Students of Napa Valley College and Inter-Club Council (Students)

Section 3: Hierarchy



ARTICLE VII. ICC BOARD MEMBERSHIP

Section 1. Representatives

1. Members of ICC may serve as representatives of the constituency by being elected to an ICC Board position in the spring semester prior to the academic year of service.
    a. Vacant ICC Board positions after the spring election may be filled through appointment by the ICC Board.
2. The ICC Executive Officers shall consist of: President, Vice President, Club Coordinator, Secretary, Treasurer, Public Relations Manager, and Events Coordinator.
3. The ICC Ex-Officio members shall consist of the Coordinator of Student Life and the Assistant to the Office of Student Life.
    a. The Coordinator of Student Life shall be the ICC Advisor.

Section 2. Academic and Educational Requirements

1. ICC Officers, and the Sergeant at Arms shall continuously meet requirements specified in Education Code 76061:
    a. 'The student shall be enrolled in the community college at the time of election and, throughout his/her term, with a minimum of five semester units, or its equivalent.'
    b. 'The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.'
2. All ICC Board members must be students enrolled in Napa Valley College who:
    a. Holds at least a 2.0 cumulative grade point average (GPA) current to their time of candidacy;
    b. Maintains at least a 2.0 cumulative GPA throughout their term; and
    c. Currently carries an academic load of at least 0.5 units.
3. Academic eligibility will be verified by the ICC Advisor each semester.

Section 3. Student Code of Conduct

ICC Board members are required to follow the NVC Student Code of Conduct and the academic honesty policy at all times.

Section 4. Term of Office

1. Elected ICC Board members shall serve for a term of one year, beginning June 1st of the year elected and ending May 31st of the following year.

2. Appointed ICC Board members shall serve for a term effective upon the date of their appointment and ending May 31st of the same academic school year of the appointment.
3. No student shall serve on the ICC Board for more than three terms as a voting member holding the same office within a five year period.

Section 5. Voting

1. All Executive Officers and Senators shall have one vote and retain the privilege to vote on all ICC matters, except for the President, who will only vote to break a tie.
    a. If the President is also representing a student club or organization they may vote for that group.
2. Non-Voting Officers and Ex-Officio Members shall not have a vote on ICC Board matters, but shall retain the powers and privileges accorded to them by the Office of Student Services.

Section 6. General Obligations

In addition to the specific responsibilities of their individual offices, all ICC Board members must perform the following duties:

1. Attend ICC meetings in accordance with the Bylaws
2. Sign, maintain, and uphold the ICC Constitution.
3. Participate in the mid-semester self-evaluation to the discretion of the ICC Advisor.
4. Observe all policies for all ICC activities.

Section 7. Executive Officer Obligations

Subsection 7.1 - President

1. Shall preside as the chairperson of ICC Board meetings.
2. Shall try to give or cause to give notice of all ICC Board meetings as required by the Brown Act.

Subsection 7.2 - Vice President

1. Shall be the Acting President of the ICC Board in the absence or disability of the President, and, when so acting, shall perform all the obligations and duties, have all the power of, and be subject to all the restrictions of the position.
2. Shall be Interim President in the absence or disability of the President exceeding 30 days, and, when so acting, shall perform all the duties, have all the power of, and be subject to all the restrictions of the position.
3. The Vice President shall serve as the Clubs Coordinator in the event of a vacancy in the position.

Subsection 7.3 Secretary

1. Shall be responsible for the minutes of all ICC Board meetings.
2. In the absence of the President and Vice President, the Secretary shall have all the power of, and be subject to all the restrictions upon the President.

Subsection 7.4 Treasurer

1. Shall be responsible for tracking the financial activities of the ICC Board.

Subsection 7.5 Public Relations Manager

1. Shall be responsible for advertising and/or assisting with the advertisement of approved events, forums and ICC college announcements.
2. Shall update and maintain all ICC internet sites.
3. Shall maintain a calendar of student-related campus events.
4. Shall be responsible for writing press releases.
5. Shall keep or cause to be kept a record of pertinent, ICC public relations' paraphernalia.

Subsection 7.6 Events Coordinator

1. Shall coordinate and staff all ICC events.

Subsection 7.7 Clubs Coordinator

1. Shall be occupied by the Clubs Coordinator of ASNVC and serve as the ICC representative on the ASNVC Board.
2. Shall serve as the liaison between the ASNVC Board and ICC Board.
3. Shall sit on the Elections Committee as the ICC representative.

Section 8. Non-Voting Officer Obligations

Subsection 8.1 Sergeant at Arms

1. Shall try to maintain the order of ICC Board meetings in accordance to the Brown Act and Robert's Rules of Order.
2. Shall continually review ICC policies and practices, including but not limited to the ICC Constitution and Bylaws.

Subsection 8.2 Commissioners

1. Shall execute the duties as prescribed by the ICC Bylaws.

Section 9. ICC Ex-Officio Members

Subsection 9.1 Coordinator of Student Life

1. The Coordinator of Student Life serves as the Advisor to the ICC Board.

Subsection 9.2 Office of Student Life Assistant

1. Shall make recommendations to the ICC Board on matters related to the functions of the Office of Student Life.

ARTICLE VIII. INTER-CLUB COUNCIL

Section 1. The Inter-Club Council

1. The Inter-Club Council, hereafter referred to as the ICC, shall serve as the representative body of student clubs and organizations.
2. The ICC shall act independently of the ASNVC Board.
3. The ASNVC Board shall appropriate funds to the ICC.
4. ICC funds shall not be expropriated by the ASNVC Board without the expressed consent of the ICC.
5. The ICC Board shall draft and approve bylaws to regulate and govern the ICC, but shall not conflict with any of the provisions of this document.

ARTICLE IX. REGULAR ELECTIONS

Section 1. Time and Place

1. Elections shall be held annually in the spring, and the ICC Board must work with the ASNVC Board to approve the official election dates.
    a. Results of each election shall take effect on June 1st of the same year.
2. The elections will take place over a two (2) day period and shall be held in a visible area at all Napa Valley College campuses.
3. The polls must stay open from 9:00 am to 7:00 pm on the determined days of election.
4. Candidacy sign-ups shall begin forty-two (42) calendar days before the start of elections, and shall continue for twenty-eight (28) calendar days. This period may be extended by a 2/3 majority vote of the ICC and ASNVC boards.
5. Students who fail to sign up during this period but wish to run for office and appear on the ballot, must present a petition with at least fifty (50) signatures to the Office of Student Life. The petition period will last for seven (7) calendar days prior to the first day of the election.

Section 2. Supervision

1. The ICC Board will approve the selection made by the ASNVC Board of the members of the Elections Committee no less than six (6) weeks before the general election and two (2) weeks before a special election with the Clubs Coordinator sitting on the committee.
2. Election Commissioners' terms will expire automatically on the announcement of the results, except for the Election Committee chair, whose term will extend for no less than sixty (60) days.
3. The Elections Commissioners shall organize the manning of the polling place(s), and ensure that no candidate unfairly influences the election results.

Section 3. Candidacy

1. Each candidate must complete and submit the election packet to the Elections Committee by the set deadline.
2. Each candidate shall read and sign a copy of the ICC Constitution upon submission of their application for candidacy.
3. Only one position can be applied for at a time.
4. Violations of the Student Code of Conduct or a record of academic dishonesty will render the student ineligible for candidacy.

Section 4. Campaign Regulations

1. Posters or any other visual campaign materials shall not be placed in or on any property which may be damaged in any way by their placement (see College Posting guidelines).
2. Candidates may hand out flyers to students, staff and faculty.
3. Publicity (either on flyers, posters, or internet social networking sites) may not be libelous, contain profanity or be negative towards another candidate, otherwise, candidates will be disqualified.
4. All candidates shall be responsible for the removal of their campaign posters within one-week following the closing of the polls on the last day of voting.
5. Candidate applications should be stamped and the time received posted on the application.

Section 5. Ballots

1. The plurality system shall be used to determine the results of all ICC elections.

2. All names of the candidates on the ballot shall be placed in the order in which they submitted their election packets.
3. The elections shall be by secret ballot. Each voting student shall be accounted for as having voted.
4. A ballot section shall be disqualified if there are more votes marked than vacant seats in that section.

Section 6. Election Results

1. The Elections Commissioners, the Student Life Coordinator, and one non-student employee shall supervise the counting of the ballots on campus, which must be completed by noon of the next class day after the last day of voting.
2. The ballots must be counted, no matter how many candidates are running for each position.
3. Election results should be posted no later than noon the day following elections. Election results shall be posted in at least three places on campus immediately after they are available.
4. In the event of a tie for any office, a run-off election shall be held within ten (10) school days following the initial election. All election regulations stipulated in the Constitution shall also apply to a run-off election.
5. Ballots must be maintained, securely locked by the election committee chair and the ICC Board Advisor for a period no less than sixty (60) days from the start of the election, during which time ballots may be viewed by anyone under the supervision of both the Elections Committee chair and Student Life Coordinator/ASNVC/ICC Advisor.
6. Any and all disputes regarding election outcomes must be directed to the Coordinator of Student Life and Elections Commission chair within thirty (30) days of the election.

Section 7. Appointment

1. Candidates for appointment must attend two (2) ICC Board meetings prior to application for position.
2. Candidates to be appointed to a vacant ICC Board position must submit a completed Vacancy Appointment application to the ICC Advisor prior to the date of the appointment.
3. Candidates to be appointed as commissioners must submit a completed Commissioners application to the ICC Advisor prior to the date of the appointment.
4. The ICC requires three (3) hours of volunteering to be attained by:
    a. Volunteering at campus events.
5. If only one person is being nominated for a position, then a 2/3 majority vote is required from the ICC Board to appoint the candidate.
6. A majority system will be used for new officers. In the event three or more candidates are applying for a single position and none of them receive a majority vote, the 2 candidates receiving the most votes will be the subjects in an immediate run-off vote.
7. The ICC Board shall retain the right to choose to postpone an appointment for up to three (3) regular meetings.

ARTICLE X. SPECIAL ELECTIONS

1. The ICC Board shall have the power to call for special elections in the following cases:
    a. Amendments to the ICC Constitution
    b. Proposed campus policies relevant to Section S: Students of the NVC Board Policies

2. The ICC Board may call for a special election no less than two (2) weeks after a public announcement of the election has been made.

ARTICLE XI. MEETINGS

Section1. Regular Meetings

1. Agendas shall be prepared according to the Brown Act and the most current edition of Robert's Rules of Order.
2. Agendas shall be posted in a public place no later than seventy-two (72) hours prior to the meeting, pursuant to the Brown Act.
3. Copies of the agenda must be available to all members of the ICC Board and public.
4. All meetings of the ICC shall abide by provisions set forth in the Ralph M. Brown Act.

Section 2. Special Meeting

1. Only ICC Board members may request a special meeting.
2. Special Meeting Agendas must be posted publicly no later than twenty-four (24) hours prior to the meeting in accordance with the Brown Act.

ARTICLE XII. OFFICIAL POLICIES

All officially adopted ICC policies, documents and procedures will be registered and filed with the Secretary and ICC Board Advisor after the ICC Board has officially approved them. Any document, policy or procedure not officially approved and registered will be null and void.

ARTICLE XIII. IMPEACHEMENT AND REMOVAL

Section 1. Impeachment/removal from Office

1. Failure to comply to the Student Code of Conduct, ineligibility, malice, misconduct and neglect or dereliction office, may be cause for impeachment or removal from office.
2. Given due cause to impeach, any member of the ICC Board may proceed with the impeachment process as follows:
    a. Shall meet with the Advisor and the President to discuss the concern for wanting to impeach or remove a member.
    b. Shall put on the agenda to request impeachment or removal from office.
    c. The proposal will come up as an 'information item' on the first week, and then may be voted on in the next regular meeting.
    d. The decision to impeach or remove from office shall be decided by a 2/3 vote of the ICC Board.

ARTICLE XIV .RECALL, REFERENDUM AND INITIATIVE

Section 1.Recall Any ICC Board member may be recalled if a petition is signed by no less than five percent (5%) of the student body at the most recent census. Any charges of misconduct or dereliction of duty shall be presented to the Grievance Committee for review and sent to the Elections Committee for the purpose of a special election. An officer shall be recalled if a majority of the votes cast during the election are in the affirmative.

Section 2. Referendum Referenda is the power of the students to approve or reject policies, procedures, and regulations adopted by the ICC Board. A referendum shall be placed on the

ballot of any election if a petition is signed by no less than five percent (5%) of the student body at the most recent census.

Section 3. Initiative An initiative may be placed on the ballot of any election if approved by a two-thirds (2/3) vote of the entire voting membership of the ICC Board or if a petition is signed by no less than five percent (5%) of the student body at the most recent census.

Section 4. Procedure If the above conditions are met for recall or referendum, then a special election shall be called no later than four (4) weeks after the receipt of a valid petition. In the event that a general election is four (4) or fewer weeks away the recall, referendum, or initiative shall be held at the general election.

ARTICLE XV. AMENDMENTS TO THE CONSTITUTION

Section 1. Constitutional Amendments

1. Students wishing to amend sections of the constitution may make those suggestions to the ICC Board.
2. Before an amendment may be put on a ballot, it must be approved by a 2/3 majority of the ICC Board after it has received two readings during two regularly scheduled ICC Board meetings.
3. The ICC Constitution may be amended by a simple majority vote of the total ballots received in a general or special election.

ARTICLE XVI. AMENDMENTS TO BYLAWS

Section 1. Bylaws Amendment

1. The ICC Bylaws may be adopted and amended by a 2/3 majority vote of the ICC board. The proposal shall be voted on at the second reading, held no less than two regularly scheduled meetings after the initial reading.
2. The ICC Bylaws may be adopted and amended by a simple majority vote of the total ballots received in a general or special election.