

# Inter Club Council Bylaws

## **Article I.Changing the by-laws**

- Article I.01** The by-laws may be changed by a 2/3 vote of the ICC, once quorum is met.
- Article I.02** Changes to the by-laws must be finalized at one meeting and voted on at the next.
- Article I.03** If more changes are proposed at the meeting where the vote is to take place then the vote must be postponed until the next meeting.

## **Article II.The Proposal**

- Article II.01** A recognized club may receive from the ICC the following types of funds:
- (a) Community Activity Funds: May be used for activities that are free for all MPC students with a cap of 3 activities per semester. Exceptions to this are participation in Lobo Day and the Thanksgiving Feast. The maximum amount allowed to be requested will be \$500. These funds may not be used to fundraise for any MPC club. All equipment and supplies purchased for a community activity will become the property of the ICC and shall be returned to the ICC following the activity.
  - (b) Club Activity Funds: May be used for activities that benefit club members with a cap of \$400 per club for each activity. Each Club will be allowed 3 Club Activities per semester. When Club Activity Funds are used for food there is a cap of \$10 per person per day. These funds may not be used to raise funds for any Club. All equipment and supplies purchased for a club activity will become the property of the ICC and shall be returned to the ICC following the activity.
  - (c) Club Equipment and Supply Funds: May be used for equipment and supplies that are to be shared by club members. There is a Club Equipment and Supply Funds cap of \$350per club per semester. These funds may not be used for fundraisers.
  - (d) ICC Equipment and Supply Funds: may be used for equipment and supplies that are shared by all clubs. These funds may also be used to purchase food for ICC meetings. There is no funding cap in ICC Equipment and Supply Funds. Items proposed in this category require a 2/3 majority vote in order to be passed.
  - (e) Conference Funds may be used to attend one conference per semester with a

cap of \$1000 per conference. Funds may be spent on registration, lodging (may be paid up to 50% or \$100 per person per night, whichever is less), and transportation (will be paid in accordance with the current Federal Reimbursement Rate). Food will be reimbursed at a rate of \$25 per person per day. The proposal must be accompanied with a copy of a promotional flyer for the conference. The club cannot be cosponsored by other clubs in order to receive more funding. The club's Advisor must be present during travel and conference.

- (f) Startup Funds: An amount of \$200 will be transferred to new clubs when they attend their first ICC meeting. A club may only receive this money once and ICC attendance requirements do not apply.
- (g) Seed Money may be used to purchase supplies for a fundraiser with a cap of \$200 per club per semester.

**Article II.02** The proposal must include a detailed and itemized budget. Funding categories that are being drawn from must be listed on the proposal. Also included must be any vendor contact information and prices for each item including tax. Funding for "Miscellaneous" Items will not be considered, and may void the proposal.

**Article II.03** The proposal must include a detailed description of the activity; listing the purpose of the activity, as well as time, date, and expected attendance.

**Article II.04** ICC funds may not be used to pay any type of membership dues.

### **Article III. Getting ICC Approval**

**Article III.01** A club representative must be present at all of the ICC meetings when the proposal is presented to answer questions. Absence at the meeting when the proposal is submitted will result in the proposal being struck from the agenda, and must be resubmitted.

**Article III.02** All proposals, except Emergency Action Items, must be presented to the ICC at least two weeks in advance of the activity. It is best to start the proposal process at least one month before the date of the activity. Emergency Action Items (see section 5) may be submitted to the chair no later than 24 hours before the meeting. No other attachments will be received by the ICC.

**Article III.03** All proposals will be placed on the agenda initially as a Discussion Item. After discussion, if the proposal is to move forward, it must be moved to an Action Item to be voted on at the next meeting. Moving a Discussion Item to an Action Item requires a majority vote of the ICC.

**Article III.04** In situations of extreme necessity, a Discussion Item may be moved to an Emergency Action Item.

**Article III.05** Emergency Action items are defined as a proposal having information obtained after the Thursday submission deadline. Extreme circumstances are including but not limited to power outages, school closures, or if the ICC Chair is unavailable with no willing substitutes (VP of Activities, Treasurer, Communications officer, or secretary). Emergency items will only be considered by the council at the discretion of the ICC Chair.

**Article III.06** The funding proposal will be considered using the following criteria:

- (a) Accessibility
- (b) Number of students effected
- (c) Past collaboration with other groups
- (d) Past participation in ICC events
- (e) Detailed comparative analysis of budgeted items

#### **Article IV.Receiving the Money**

**Article IV.01** With the exception of Startup Funds, the ICC will not transfer funds to a club account.

**Article IV.02** The ICC can distribute funds in two ways pending appropriate paperwork being completed and approved by the ICC:

- (a) A check may be written to the vendor or the club advisor before the activity.
- (b) A club or club member may be reimbursed after the activity provided that all original copies of receipts are submitted.

**Article IV.03** Any unspent funds/materials must be returned to the ICC.

**Article IV.04** Receipts not turned in within six weeks of the activity will not be paid.

#### **Article V.Evaluation**

**Article V.01** Give a written summary evaluation report at the ICC meeting that takes place during the week following the activity.

**Article V.02** A club may not ask for more funding from the ICC until the summary evaluation report is given.

**Article V.03** The summary evaluation report should include but is not limited to the following:

- (a) A summary of all funds spent, in the same amount of detail as when originally submitted.
- (b) If appropriate, provide a report of workshops or presentations attending by members.
- (c) Number of participants
- (d) Summary of overall effectiveness of the activity

#### **Article VI. Inactive Student Organizations**

**Article VI.01** Any student organization that remains inactive for two consecutive semesters shall have any and all funding/materials in their account/possession transferred to the ICC.

\*Final revision Dec 2, 2008 by the ICC ad-hoc Constitution and Bylaws Committee. Revisions made by William James Ryan Manel, Sarab Sarabi, Lenz Elliot, Norma Dunipace, Amy Swank, and Jared Osterman.

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