

# Inter Club Council Bylaws

## Article I. Changing the by-laws

- I.01. The by-laws may be changed by a 2/3 vote of the ICC, once quorum is met.
- I.02. Changes to the by-laws must be finalized at one meeting and voted on at the next.
- 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. Funding

### II.01. The Proposal

#### II.01. Section A. A recognized club may receive from the ICC the following types of funds:

- A.01. Community Activity Funds: May be used for activities that are free for all MPC Students with a cap of \$400 per club per semester. These funds cannot be used for fundraising or club equipment. These funds cannot be used to purchase individual items for club members (i.e; awards, certificates, gifts or stoles). Clubs will be allowed to use this fund for as many activities as desired while under the cap of \$400 per semester. Any donations to be made on behalf of student organizations must be made from the Community Activity Funds. All Community activity proposals must be accompanied by an event flyer for promotional purposes.
- A.02. Club Activity Funds: May be used for activities the benefit members as it relates to the club with a cap of \$300 per club per semester. These funds may be used for: field trips, retreats, events for club members only, awards, certificates, etc. These funds cannot be used for fundraisers.
- A.03. Club Equipment and Supply Funds: May be used for equipment and supplies for club members with a cap of \$400 per club per semester. These funds can be used to purchase canopies, t-shirts, banners, marketing materials, web design, mailers, etc. These funds may not be used for fundraisers.
- A.04. 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 and retreats. 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.

A.05. Startup Funds: An amount of \$50 will be transferred to new clubs when they meet ICC attendance requirements. A club may only receive this money once and ICC attendance requirements do apply.

A.06. Seed Money Fund: Seed money may be used to purchase supplies needed for fundraising (i.e.; food, prizes for drawings, etc.) Multiple proposals may be submitted with a cap of \$300 per club per semester. Seed Money can only be used for fundraising efforts. All proceeds from the fundraiser must be deposited into the club account in Fiscal Services immediately after the event.

A.07. ICC funds may not be used to pay any type of membership dues.

II.01. Section B. Clubs shall write a proposal in the following way

B.01. The proposal must include a detailed and itemized budget.

B.02. Funding categories that are being drawn from must be listed on the proposal.

B.03. Vendor contact information and prices for each item including tax must be included.

B.04. Funding for "Miscellaneous" Items that are more than %10 of the budget will not be considered, and may void the proposal.

II.01. Section C. Clubs must submit the proposal

C.01. In digital format to:

a) The ICC chair

b) ICC Secretary

c) Advisor

C.02. The proposal shall include a detailed description of the activity; listing the purpose of the activity, as well as time, date, and expected attendance, as outlined in II.01 Section B.

II.01. Section D. Getting ICC Approval

D.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 tabled until the next meeting. The second absence of the club during presentation of their proposal will strike that item from the agenda.

D.02. All proposals should 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. No other attachments will be received by the ICC.

D.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.

D.04. Emergency Action Items may be placed on the agenda as an Emergency Action item or a Discussion Item may be moved to an Emergency Action Item.

- a) For the first meeting of a semester
- b) In extreme situations that prevented normal school attendance for the majority of students
- c) If no chair is available to run the meeting with no willing substitutes of the following:
  - i) ICC Secretary
  - ii) ICC Treasurer
  - iii) Director of Activities.

D.05. 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

## II.01. Section E. Receiving the Money

E.01. The ICC can distribute funds in three ways pending appropriate paperwork being completed and approved by the ICC:

- a) A check may be written to the club advisor, club member, or to the vendor before the activity as an “advance.”
- b) A club advisor or club member may submit the check requisition as a “reimbursement” after the activity provided that all original copies of receipts are submitted.

E.02. Any unspent funds/materials must be returned to the ICC.

E.03. Receipts not turned in within four weeks of the activity will not be paid.

#### II.01. Section F. Evaluation

F.01. Give a written summary evaluation report at an ICC meeting that takes place during the next two weeks following the activity.

F.02. All evaluations must be submitted to the ICC in a digital format before the chair-designated deadline for submission to be put on an agenda.

F.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
- e) If an evaluation has not been turned in after one (1) month following the event or funding having been granted, whichever is later, the club cannot request any additional funding.

#### Article III. Inactive Student Organizations

III.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, at the discretion of the ICC with a 2/3 vote.