

Inter-Club Council Constitution
Mary Baldwin College
Updated 02/02/10

Article 1: Name

The name of the organization shall be the Inter-Club Council (ICC) of Mary Baldwin College.

Article 2: Purpose

The purpose of this organization shall be to coordinate activities of the represented clubs and organizations, communicate these efforts to the student body, and work cooperatively with the college administration in planning and scheduling campus events.

Article 3: Membership

1. All clubs and organizations receiving funding from the SAF shall be members of the Inter-Club Council.
2. The membership of the 75% organizations is limited to the Executive Committee, Senate, Inter-Club Council, Baldwin Program Board, Honor Council, Judicial Board, Residence Hall Association, and Student Advocates.
3. The membership of the 25% clubs vary each year by the active involvement of the club leaders, but a club may become active at any time during the academic year.

Article 4: Qualifications of Executive Board

1. Chairwoman
 - a. The Chairwoman must be a junior or senior in good standing with the college having served as a President or Treasurer of an active club or organization for one full academic year.
 - b. The Chairwoman must maintain a 2.75 cumulative GPA and meet all requirements stated in the SGA Constitution.
2. Vice Chairwoman
 - a. The Vice Chairwoman must be a sophomore, junior or senior in good standing with the college having served as a club or organization officer for one full academic year.
 - b. The Vice Chairwoman must maintain a 2.4 cumulative GPA and meet all requirements stated in the SGA Constitution.
3. Secretary
 - a. The Secretary must be a sophomore, junior or senior in good standing with the college.
 - b. The Secretary must maintain a 2.4 cumulative GPA and meet all requirements stated in the SGA Constitution.
4. Treasurer
 - a. The Treasurer must be a sophomore, junior or senior in good standing with the college.
 - b. The Treasurer must maintain a 2.4 cumulative GPA and meet all requirements stated in the SGA Constitution.
5. Advisor
 - a. The Advisor will be appointed by the Executive Director of Student Life.

Article 5: Responsibilities of Executive Board

1. Chairwoman
 - a. Call and preside over the meetings of Inter-Club Council
 - b. Oversee the operations of the organization
 - c. Ensure that allocations are addressed properly throughout the entire academic year
 - d. Schedule and coordinate ICC spring, fall and winter training
 - e. Serve as a member of the SGA Executive Committee
 - f. Attend all SGA Executive Committee meetings
 - g. Attend all ICC-sponsored events
 - h. Attend weekly Senate meetings
 - i. Attend all ICC meetings
 - j. Serve as the official representative of ICC to the campus and local community

2. Vice Chairwoman
 - a. Create publicity for all ICC-sponsored events
 - b. Assist Chairwoman with coordinating ICC spring, fall and winter training
 - c. In the absence of a Chairwoman, oversee the operations of ICC
 - d. In the absence of a Secretary, oversee note-taking for all ICC meetings
 - e. Ensure that club and organization programming needs are addressed properly
 - f. Attend all ICC meetings
 - g. Attend all ICC-sponsored events

3. Secretary
 - a. Type, copy and distribute agendas for all ICC meetings
 - b. Record minutes at all ICC meetings and distribute through campus email
 - c. Track attendance at all ICC meetings and sponsored events
 - d. Submit space reservations and physical plant requests for all ICC-sponsored events
 - e. Coordinate master calendar of ICC-sponsored events
 - f. Attend all ICC meetings
 - g. Attend all ICC-sponsored events

4. Treasurer
 - a. Serves as the internal accountant of ICC and keep open communication with SGA Treasurer
 - b. Support fiscal operations of the organization in consultation with the Advisor
 - c. Report monthly to the Chairwoman with regard to financial matters of the organization
 - d. Prepare annual appropriations budget for ICC
 - e. Attend all ICC meetings
 - f. Attend all ICC-sponsored events

5. Advisor
 - a. Approve and monitor ICC expenditures and contracts
 - b. Act on behalf of MBC in the case of accident, injury, or disciplinary situation at any ICC-sponsored event
 - c. Attend all ICC meetings
 - d. Attend all ICC-sponsored events or appoint proxy

Article 8: Meetings of the Organization

1. The organization shall meet monthly at the discretion of the Inter-Club Council Chairwoman.

2. If an organization is not represented by at least one club or organization officer at one or more ICC meetings, the staff advisor to the Inter-Club council reserves the right to refer the club or organization to Senate for status review.

Article 9: Election and Application Process

1. Executive Board
 - a. The Chairwoman shall be elected in SGA Slate 1 Elections. The Chairwoman must be a junior or senior in good standing with the college having served as a President or Treasurer of an active club or organization for one full academic year.
 - b. The Vice Chairwoman shall be appointed by the SGA Treasurer and the Director of Student Events through an application and interview process. The Vice Chairwoman must be a sophomore, junior or senior in good standing with the college having served as a club or organization officer for one full academic year. The appointment will need approval from the SGA Executive Committee.
 - c. The Secretary shall be appointed by the SGA Treasurer and the Director of Student Events through an application and interview process. The Secretary must be a sophomore, junior or senior in good standing with the college having served as a club or organization officer for one full academic year. The appointment will need approval from the SGA Executive Committee.
 - d. The Treasurer shall be appointed by the SGA Treasurer and the Director of Student Events through an application and interview process. The Treasurer must be a sophomore, junior or senior in good standing with the college having served as a club or organization officer for one full academic year. The appointment will need approval from the SGA Executive Committee.

Article 10: Removal from Office

1. Removal of any elected ICC office shall be carried out in accordance with the SGA Constitution.
2. Any member of the ICC may be removed from office if she fails to meet any of the responsibilities of her office or if she violates any Honor Council or Judicial Board code.

Article 12: Constitutional Changes

1. Constitutional changes must be approved by a majority vote ICC.
2. Constitutional changes must be ratified by a majority vote of Senate.