

# Policy Manual of the Inter-Organizational Council Of Oxnard College



# Inter-Organizational Council of Oxnard College Policy

## Purpose

- A) The Inter-Organizational Council (IOC) will be the representative body to coordinate inter-club activities and funds, promote communication and cooperation among clubs on campus. The IOC will be composed of voting representatives from each club representing cultural, ethnicity, religious, educational, honorary, philanthropic and social interest. The Inter-Organizational Council will be recognized as the Inter-Organizational Council, IOC Council, or I.O.C. This shall serve, as the representative of all chartered clubs on campus to the O.C. Senate, henceforth, will be recognized as such.

## Article I

### Officers

#### Section 1: Chairperson, Vice-chairperson, Secretary, and Treasurer.

- A. The officers of the IOC shall be elected by the IOC representatives. The IOC officers may not be a voting member of the O.C. Student Association other than IOC chair, carry a minimum of 5 units and not be on academic or progress probation. They must maintain a G.P.A of 2.0 or higher.

#### Section 2: Duties

##### A. Chairperson/parliamentarian

1. The parliamentarian of O.C. will act as chairperson/parliamentarian at all IOC meetings. The chairperson/parliamentarian shall not vote on the IOC business unless a tie vote has occurred and in that case, the chairperson shall cast the deciding vote. He/she shall be responsible for the order of the IOC meeting to insure they are conducted in accordance with Robert's Rules of Order.

##### B. Vice Chairperson

1. The vice-chairperson shall assume the duties of the chairperson/parliamentarian at during his/her absence. He/she shall assist in preparing the agenda for IOC meetings. The vice chairperson has voting power but shall not vote on IOC business when acting as chairperson, in conjunction with IOC secretary and treasurer shall be responsible for IOC financial and fund raising activities.

##### C. Secretary

1. The secretary shall take accurate and complete minutes of all meetings or shall arrange to have a replacement should he/she not be able to attend a meeting.

#### D. Treasurer

1. The treasurer shall be responsible for all funds submitted to the IOC advisor, in conjunction with the chairperson and treasurer, shall meet once a month to discuss and plan the financial needs and directives of the IOC. The treasurer shall be responsible for the receipt and deposit of all funds generated by the IOC. The treasurer shall report to the IOC at least once per month to give a report on the statement of financial position.

E. All officers of the IOC shall meet regularly to prepare agendas for upcoming meetings and shall be available to provide special assistance to all chartered clubs on campus.

F. The IOC chairperson or vice-chairperson will agree to meet with the IOC advisor, OC student body president to for an executive board which shall meet once per month.

G. The IOC chairperson shall appoint other officers as required. The officers shall be voted in with a simple majority vote of those representatives present at the meeting at which the appointment is made.

### Section 3: Election of officers

#### A. Terms of Office

1. Elections of the officers shall be held by the fourth week of the fall semester. Officers shall be elected by a simple majority present at the meeting. New officers shall begin their term by the fifth week of the fall semester.

#### B. Election Process

1. Voting shall be held by majority ballot. Absentee ballots shall not be cast. Only IOC representatives who are present at the election meeting shall vote.
2. In the event that there are three or more candidates and no one person received a simple majority of votes, the top two candidates shall participate in a runoff election.
3. If a tie-breaking vote is still necessary, IOC chairperson shall cast the deciding vote.

#### C. Resignation of Officers

1. In the event that an officer resigns, the nomination shall be held at the next meeting to fill the vacancy and elections will be at the next meeting after the nomination.
2. All officer resignations will be submitted in writing to IOC advisor, chairperson, and vice chairperson.

## Article II

## Representatives

### Section 1: Representatives

- A. The personal appointed IOC representative by a club shall not represent more than one club during his/her term of officiate IOC meetings. The term of office shall be determined by the club itself. An alternate may fill in on approval only, or letter of proxy, (Signed letter of intent).
- B. The IOC representative may not be the advisor of the club. Each club shall have only one (1) voting member present at the IOC table.

## Article III

### Meetings and Procedures

#### Section 1: Club meetings

- A. Clubs will need to announce when their meetings are by posting notices at least one (1) week in advance.
- B. No club members shall attend another's meeting with the intent of disrupting the meeting. If the intent can be proven, the offending club shall be subject to IOC sanctions. Cases involving individual day or evening students of OC shall be referred for action to the IOC advisor.

#### Section 2: IOC Meeting Procedures

- A. IOC meetings will be held no less than (2) times a month. Absences will be excused with proper notification in advance. Two (2) unexcused absences will be permitted per semester. Three (3) unexcused absences is grounds for one-month probation. Four (4) unexcused absences is cause for revocation of charter. After the second absence, absentee clubs must arrange to meet with IOC advisor, club advisor, and IOC officers to evaluate club status.
  - 1. There shall be hearing on the clubs financial report and clubs roster at the next scheduled IOC meeting regarding the status of a club.
  - 2. If it is found that there is no structure (governing body and/ or membership to a club), then the IOC shall have the power to rescind the charter of the club by a simple majority of the clubs present. The club in question forfeits their vote in this election, at which time the club's account shall merge with the central IOC account until such club is reestablished under an approved charter and constitution with similar mission as preexisting club.

#### Section 3: Voting

- A. Each club will have one (1) vote on all IOC matters.

- B. Voting on IOC matters will be permitted to the club representatives who are present at the IOC meeting in which the matter is brought up.
- C. Secret ballots will be done on matters involving IOC officers, recognition of new clubs, fines, special allocations and suspension of charters.
- D. Meeting will be conducted under the provisions of Robert's Rules of Order.

#### Section 4: Mandatory Club Day

- A. A Club Day will be held at least twice per semester. All chartered clubs on campus are required to participate in this event.
- B. There will be a \$20.00 fine for any club that fails to clean up their assigned area at club day.
- C. If a club finds that they will be absent on Club Day, they must submit a letter of explanation to the IOC advisor and IOC chair one (1) week before Club Day. Clubs must notify IOC before selling any items for fund-raising purposes. Violations of Sec4.C shall be subject to IOC sanctions.

#### Section 5: Club Probation

- A. Club probation is penalty for not participating in the mandatory requirements of the IOC.
- B. A club will be subject to probation due to the following:
  - 1. Failure to submit a copy of their constitution, "Request for Active Status" form and signature card to the Student Activities Office within six (6) weeks of inception.
  - 2. Failure to participate in Club Day.
  - 3. Failure to notify IOC one (1) week before fund raising activities as to time, location, sale items, required facilities, or as waived by expedite form.
- C. Probation period shall be two (2) months from the day of the meeting at which the club is placed on probation.
- D. Probation penalties:
  - 1. Club funds are frozen except for payment of outstanding debts.
  - 2. Use of all campus facilities except for designed meeting rooms is forfeited.
  - 3. Voting power at IOC meeting is forfeited.
- E. Probation penalties for two (2) violations of Part B above:
  - 1. The club goes on inactive status (See Article VII, Sections 12).

- F. IOC will not be able to change the status of a club on probation unless approved by a simple majority vote of the IOC representatives at the meeting. Clubs may request a hearing at an IOC meeting by notifying the IOC chairperson. The club will be placed on the agenda of the next regularly scheduled IOC meeting.

## **Article IV**

### Club Membership

#### Section 1: Membership

- A. Membership in all chartered clubs will be composed of students currently enrolled at Oxnard College.

#### Section 2: Discrimination

- A. Clubs shall not discriminate on the basis of sex, race, color, creed, national origin, religion, sexual preference, or physical limitation.

## **Article V**

### Eligibility for Club Officers/ Club Members

#### Section 1: Club Officers

- A. Only students at OC carrying a minimum of five (5) units and hold an accumulative GPA of 2.0 or higher are eligible to hold any appointed position or elected office in an approved club.

#### Section 2: Club Members

- A. All club members must be current OC students.
- B. Clubs can have honorary members, which shall not vote on club business issues, yet may voice elected opinion.

#### Section 3: Probation and Officers

- A. Students on academic or progress probation shall not be eligible to hold IOC executive office.
- B. No students that have been impeached from either the ASG or IOC shall serve on the executive board of the IOC or any campus organization club. Ever!

## **Article VI**

### Activities

#### Section 1: Advisors

- A. All clubs must have at least one (1) advisor as defined in the club policy.
- B. College requires that advisors be aware of events sponsored by the club. This includes in attendance at off campus activities as well.

## **Article VII**

### Judicial Power of IOC

#### Section 1: Inactive Status

- A. The IOC shall have the power to revoke the charter of an inactive club with a simple majority vote of the members present at the IOC meeting. As of that date, the club is no longer a club on campus until it is recognized and petitions the IOC as if it were a new club. However, those clubs will not receive a \$50.00 start up “new club policy”. If a club feels that it has been dealt with unfairly, it has the right to express its grievance at the next IOC meeting. For the clubs grievance is valid, it will require a simple majority vote of the members present to reinstate the club. IOC will instate a code committee to convene and review the club’s request to return active status. Vice-chair will head committee, unless related.

#### Section 2: Club Accounts

- A. The IOC has the authority to freeze the account of a club voted inactive. The funds will revert to the IOC General Fund if the club remains inactive for a period of one (1) calendar year from the date the club was voted inactive. Funds shall not be returned for one semester and four (4) weeks.

## **Article VIII**

### New Clubs

#### Section 1: Starting of a New Club

- A. Any individual or group wishing to initiate a club shall register their intent with the Student Activities Office and with the IOC chairperson who will provide them with necessary assistance in scheduling of meetings, drafting a constitution, and financial guidance.

#### Section 2: Constitutional Approval

- A. Every new club must file a proposed written constitution with the Student Activities Office within six (6) weeks after the date of its first meeting. This constitution must be in accordance with the IOC and the ASG constitution.
  - 1. The process for constitutional approval of a new club will be as follows:
    - a. First week: Announcements and introduction of constitution.

- b. Second week: Questions and answers by club(s) voting of new club charter.

## **Article IX**

### Finances

#### Section 1: Club/IOC Finances

- A. All clubs/IOC monies must be deposited with the cashier in the Student Business Office, within 72 hours of organization activity.
- B. All club/IOC finances must be transacted in accordance with the Oxnard College IOC financial code.

#### Section 2: Special Allocations

- A. Clubs may petition for special allocations of IOC funds and may be awarded by simple majority vote of clubs present at the meeting.
- B. A written request for special allocations and a presentation must be given at the first meeting. At the following meeting, a discussion will be held and then a vote taken. The request must be approved by a majority vote at the IOC meeting. Upon approval of the request, the money shall be deposited into the club's account within one (1) week.

## **Article X**

### Ratification of Constitution

#### Section 1: Ratification

- A. This code and any amendments shall become effective when approved by simple majority vote of all active organizations (at time of vote) that use members in good standing of the IOC.
- B. This code and any amendments shall be reviewed annually for revision purposes by a subcommittee who shall report suggested revisions to the constitution and will be approved by a simple majority.