

## **Inter-Club Council Board (ICCB) By-Laws**

### **I. ICCB Mission Statement**

The Inter-Club Council Board (ICCB) is a standing committee of the Student Government Association (SGA). As a guiding body for student organizations under the SGA, this committee looks to ensure equal opportunities for all student organizations involved in planning campus and community events. The purpose of this committee is to promote, facilitate and supplement funding for student organizations wishing to host events for the UIS community. The ICCB encourages its student organizations to plan activities that promote diversity, learning, community awareness, and civic engagement.

### **II. ICCB Membership, Duties, and Eligibility**

#### **A. Membership and Duties**

1. Membership to the Inter-Club Council Board shall be comprised of the following:
  - a. Chair
  - b. Vice-Chair (Treasurer of the SGA)
  - c. Treasurer
  - d. Board Members (8)
  - e. Advisor
2. Duties
  - a. Chair: The chair of ICCB shall be nominated by the Vice President of the SGA and confirmed by the SGA. The chair will then appoint a Treasurer and additional committee members with an effort to represent a diverse group of students. The chair must schedule all meetings for the academic year. The chair will conduct all meetings, ensure that ICCB adheres to all regulations, and serve as a tie-breaker.
  - b. Vice-Chair: The position of Vice-Chair of ICCB will be filled by the Treasurer of the SGA. The Vice-Chair is required to attend all ICCB meetings. The Vice-Chair should work with the Treasurer of ICCB to track account payments and allocations with the Office of Student Life. When acting as Chair, the Vice-Chair will have no vote except in the event of a tie.
  - c. Treasurer: The Treasurer shall attend all meetings of the ICCB and keep close track of all money allocations to student organizations. The Treasurer shall keep records of every expense and allocation and shall work with the Vice-Chair to track account payments and allocations with the Office of Student Life. The Treasurer is a voting member.
  - d. Board members (8): Board members must attend all meetings of the ICCB. The Board members shall participate in discussion of all funding requests and vote on requests.
  - e. Advisor: The Advisor may be a faculty, staff, or a GA. The advisor is a non-voting member.

#### **B. Eligibility**

1. In order to be eligible for a position on the ICCB you must adhere to the following requirements:

- a. Any member of the ICCB must be a currently enrolled undergraduate or graduate student at UIS.
  - b. Any member of the ICCB must not show preference in discussion or decision of funding requests based on race, gender, religion, sexual orientation, political ideology, academic affiliation, etc.
  - c. Any member of the ICCB is expected to commit to serve for the entire academic year
2. Attendance is required at every ICCB meeting
    - a. An absence will be deemed excused or unexcused by a majority vote of the board members. To be excused, an absence must be made known to the Chair no later than one (1) week before the said meeting. The board members will judge emergency absences (ie: family, health, and transportation) on a case by case basis.
    - b. No board member shall have more than two (2) unexcused absence over the academic school year. If any member of the ICCB is unexcused from two (2) meetings, they will be notified by the Chair of their absences and their eligibility for removal if they are unexcused a third time. Due process will be given.

### **III. Funding Process**

- A. Eligibility—In order to be eligible to receive funding from ICCB, student organizations must meet the following criteria:
  1. The student organization must be recognized by the Office of Student Life and ICCB by completing the following
    - a. Complete an organization registration form or renewal form for returning organizations in accordance with Student Life policies.
    - b. Must be in accordance with the ICCB requirements listed below
  2. One member of the student organization must attend the Student Organization President Workshop which shall serve as ICCB orientation.
    - a. Any club unable to have a member attend the Student Organization President Workshop must make special arrangements to receive the information provided at the workshop.
- B. Process—Once an organization is registered, certain procedures must be followed in order to receive funding:
  1. To receive funding the student organization should submit a completed funding request form to the Office of Student Life prior to each board meeting on a date determined by the chair at the beginning of each academic year.
    - a. The funding request form must outline the expected cost and impact of the event.
    - b. The ICCB will not review requests submitted after the deadline.
  2. A member of the student organization must be present at the ICCB meeting at which their request will be considered in order to receive funding.

- a. Board Members cannot present or vote on a request for a club they are a member of but they may still participate in the discussion
3. After receiving funding, the student organization must complete and submit a program report within 10 business days after the event. Student organizations will not be eligible to receive additional funding until the previous program report is completed.

C. Policies

1. The ICCB will not fund more than 25% of total cost up to \$3.75 per unit of apparel items such as t-shirts, sweatshirts, hats, etc.
2. Requests over \$500 must be turned in at least four weeks prior to the event. The request must also be accompanied by a written explanation of how the event will impact the UIS community.
3. The fundraising efforts of Student Organizations will be considered when making funding decisions.
4. Start-up funds for student organization fundraising will be available, with a cap of \$50 per request. This money must be reimbursed to the ICCB within thirty (30) days of the fundraising event or the student organization will not receive further funding.
5. ICCB quorum shall be 2/3 of ICCB board members present at a funding meeting, with a minimum of five voting members present.
6. A simple majority is required to pass a vote. Roll-call votes are available at any time upon request of a board member.
7. ICCB meetings shall be held at least once a month during each semester with a minimum of four meetings during a semester excluding summer term.
8. Meeting dates will be set at the beginning of the semester by the ICCB Chair. Changes to the meeting schedule may be made with student body notification ten (7 10) days prior to the planned meeting.
9. The ICCB must retain at least 50% of the ICCB budgeted amount (Organization Line Item) for use in the Spring semester.
10. Student funds must be used for student organizations only and are not for the personal use of ICCB or SGA.
11. The chair must set a time-frame at the beginning of the academic year stating how long each student organization has to turn in receipts for reimbursement for events. Receipts turned in after the deadline will not be reimbursed.
12. The board will determine an allocation limit per club at the beginning of the semester by looking at the following criteria:
  - a. Number of student organizations registered
  - b. ICCB budget for the year
  - c. Any other relevant factors
13. Requests that meet all eligibility requirements under the ICCB By-Laws, but for which a quorum of voting ICCB members does not exist, will be presented to the Student Government Association for approval.

#### **IV. Appeals Process**

- A. An organization dissatisfied with ICCB decisions must first, upon submitting a written appeal, return to the next regular meeting of the ICCB for reconsideration of the matter in question. If again dissatisfied with the ICCB decision, they may make, within ten (10) business days, a written appeal delivered to Student Life to be submitted to the Student Government Association (SGA).
- B. The SGA shall then deal with the appeal at their next regularly scheduled meeting. An ICCB representative shall be present at the meeting to explain ICCB's decision. The decision of the SGA shall be final and subject to ICCB, Student Life, and University policies.

#### **V. Amendments**

- A. Any member of ICCB may offer, in writing, a proposed amendment to the ICCB By-Laws by submitting it to the board as a whole five days before the next regular meeting.
- B. All proposed amendments must receive a two-thirds majority of the ICCB members present and voting.
- C. The chair is responsible for informing the SGA of amendments proposed to the by-laws in a timely manner.
- D. Amendments will go into effect the semester following their approval by both ICCB and SGA unless otherwise stated.
- E. As a standing committee of SGA, ICCB By-Laws must be approved by the SGA.

#### **VI. Resignation/Removal/Replacement of Board Members**

- A. Disciplinary action may be taken against any elected or appointed board member of the ICCB.
- B. Charges may be brought against any elected or appointed official by any member of the board who is able to show just cause for removal according to ICCB bylaws set within the University of Illinois at Springfield Student Government Association Constitution and the University of Illinois at Springfield Student Rights and Policies. The ICCB, along with the director of Student Life and the Vice-President of SGA shall hear the charges from the plaintiff(s).
  - a. The member being charged shall be allowed an opportunity to respond to any charges brought against him/her.
  - b. A three-fourths majority vote of all voting ICCB members in secret ballot shall be necessary to remove the officer from office.
  - c. Decisions may be appealed with the judiciary board of the SGA
- C. In the event of a board member not adhering to the attendance policy, removal process will go into effect.
- D. In the event of resignation or cause of removal of an ICCB Member, the Chair will accept applications for a two week period. At the closure of the two week period, the Chair will appoint a new ICCB Member to complete the academic year.