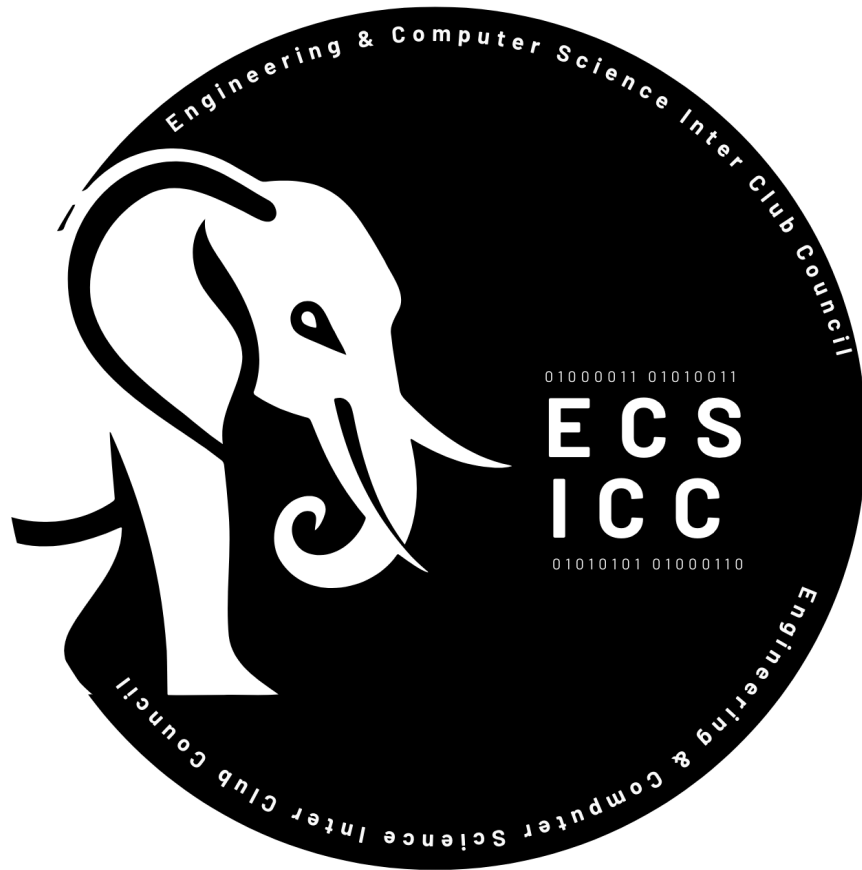


Engineering & Computer Science Inter-Club Council

Constitution & By-Laws

Official Logo:



ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

1. The name of this organization shall be “The Engineering and Computer- Science Inter-Club Council” abbreviated as “ECS-ICC”.
2. The purpose of this organization is to utilize funds allocated by Associated Students, Inc. (ASI) through democratic means for the purpose of enriching the experience of Engineering & Computer-Science students, through the student clubs themselves, and with the assistance of Administration and Faculty.
3. ECS- ICC will serve as the College of Engineering and Computer Science student leadership body. They will be responsible for the planning and implementing of activities that enrich the ECS student experience.

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

1. Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.
2. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.
3. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.
4. There shall be two types of membership in the organization: voting and associate.
5. In order for an ICC Representative to have voting rights, voting membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton. Non-voting members include public speakers, executive officers, faculty and staff.
6. Each organization can only have one ICC Representative. No two organizations can have the same ICC Representative. Each organization can bring any number of associates to a meeting but can only have one ICC Representative (voter). Each ICC Representative must be chosen at the start of the meeting. One Vote per registered club on all voting for ECS – ICC.

7. Any eligible CSU Fullerton student who joins the organization roster on TitanLink shall be a voting member upon acceptance of membership by the organization. Any eligible non- CSU Fullerton student who completes a membership form shall be an associate member upon submitting a membership form with the organization. A non-CSU Fullerton student can not be a voting member.
 8. Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization, for conduct that impairs the rights of the members to enjoy the benefits of the organization, or any violations of the Student Code of Conduct. The offense must be in writing and submitted by an organization member. After the offense is submitted to the organization, the offending member has the right to a 24-hour notice of a hearing before their peers at a regular meeting and the offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present.
 9. If any member of the Student Organization's leadership becomes aware of a member's actions and/or behaviors that violates the organization's mission, purpose, and/or procedures, then organization leadership is encouraged to contact the Office of Student Life and Leadership. Prior to any disciplinary measures being taken by the organization, leadership (or board members) must remember that decisions regarding membership should not be made unilaterally and must be reported to Student Life and Leadership for guidance and support.
 - a. Student Life & Leadership (SLL) Reporting TitanLink Form: <https://fullerton.campuslabs.com/engage/submitter/form/start/638805>. Once submitted, a professional staff member from SLL will schedule a meeting to discuss the situation.
 - b. If a member violates the university's Code of Conduct (click [here](#) to review university policies), then please report the situation to the Office of Student Conduct.
Student Conduct Online Reporting: https://cm.maxient.com/reportingform.php?CSUFullerton&layout_id=2.
 - c. If a member violates policies related to Title IX (Click [here](#) for more information about Title IX), then please report the situation to Title IX & Gender Equity.
Title IX Online Reporting: <https://www.fullerton.edu/titleix/process/online.php>
- Once the offense has been properly vetted through the appropriate channels, and further action is not required from Student Life and Leadership, Title IX, and/or Student Conduct, the violation can be resolved within the club/organization.

ARTICLE III. OFFICERS

SECTION 1

The elected officers of the organization shall be the President, Vice President, Treasurer, Secretary and other officers as necessary. The term of office will be one year beginning July 1st.

SECTION 2

1. Powers and Duties of Officers:

1. Each officer is to be elected by the voting members.
2. In the event of a vacancy, duties are to be fulfilled by the remaining officers.
3. Officers are to submit an annual budget to ASI, report to ASI Executive Senate meetings, and report to ASI Board of Directors meetings when required.
4. Officers shall maintain the organization logo, website, and office.
5. Officers shall plan and facilitate inter-club events.

2. The President/Chair Shall:

The President shall preside at all meetings of the organization. They shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. They have further powers and duties as prescribed by the organization.

1. Conduct general meetings.
2. Prepare and post meeting agendas.
3. Update members on upcoming events and opportunities.
4. Have authorization to sign off Check Requisition Forms.
5. Meet regularly with the Office of Programs Support Director.
6. Go over all of the by-laws on the first meeting.

3. The Vice-Chair Shall:

The Vice President presides at the organization meetings in the absence of the President. They perform all duties assigned by the President. They notify all members of organization meetings. The Vice President takes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. They are responsible for all organization correspondence and keep copies of all correspondence on file. They act as historian and maintain all records of the organization.

1. Conduct general meetings in the absence of the President/Chair.
2. Present budget reports in the absence of the Treasurer/Financial Officer.
3. Prepare and post Meeting Minutes, filing them with appropriate

parties as required by ASI.

4. Enforce Roberts Rules of Order.
5. Keep a written and/or photographic history of inter-club events.
6. Shall receive a stipend of \$500

4. The Treasurer/Financial Officer Shall:

The Treasurer handles all Treasurer/Financial Officer affairs and budgeting of the organization. They maintain AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President and Advisor. All disbursements for more than \$50 require a majority vote approval of the organization.

1. Take Meeting Minutes in the absence of the Vice-Chair.
2. Handle all financial affairs and budgeting for the organization. They shall maintain the accounts provided by ASI for the organization.
3. Handle purchases of supplies and materials for meetings, the office, and inter-club events.
4. Provide members with updates on member-controlled accounts.
5. Have authorization to sign off Check Requisition Forms.
6. Meet Weekly with the Office of Leadership and Program Development Director.
7. Shall process all check requests in 10 days of receiving them from a club, for both travel and projects.
8. When receiving paper work from the students the Treasurer/Financial Officer should go over the paper work with the person that turned it in and email the President and ICC rep with the name of the student and paperwork that was not turned in to process the check request, CC the student and ICC President/Chair.

5. The Vice Treasurer Shall:

The Vice Treasurer presides at the organization meetings in the absence of the Treasurer. They perform all duties assigned by the Treasurer.

1. Collection or organization of financial paperwork
2. Assist in preparation of check requests for approval by Chair or The Treasurer.
3. Assist with correspondence between ECS-ICC and council members.
4. Shall receive a stipend of \$500

6. The Events Coordinator shall:

1. Be responsible for planning ECS-ICC events sponsored by the college in which s/he shall have responsibilities including, but is not limited to: reservations, catering, rentals, decorations, invitee

lists and event budgets.

2. Act as the main point of contact before, during, and after the event takes place.
3. Act as the President/Chair of any event planning committee needed for the planning of an event.
4. Work with other members of the executive staff to ensure a successful event
5. Coordinate any community service that ECS-ICC chooses to conduct.
6. Shall receive a stipend of \$500

7. The Social Media Coordinator shall:

1. Be responsible for making social media posts for events.
2. Act as the main point of contact before, during, and after the event takes place regarding social media.
3. Work with other members of the executive staff to ensure social media is up to date.
4. Takes photos of participants during the event.
5. Works on creating all graphics and flyers for ECS ICC events.
6. Shall receive a stipend of \$500

SECTION 3. Officer qualifications (President and Treasurer only):

Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Representative Student Officers by the CSU Chancellor's Office.

1. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
2. Officers must maintain a minimum cumulative 2.0 grade point average each term.
3. Officers must be in good standing and must not be on probation of any kind.
4. Undergraduates are required to earn six semester units per term while holding office.
5. Graduate and credential students must earn three semester units per term while holding office.
6. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.

SECTION 4. In the event an elected officer is unable to fulfill their term of office, there will be a "Special Election." Any eligible member, including those already holding office, can be nominated for a vacated officer position.

1. A vacancy election is held as follows:
 - a. During regular meetings, the remaining officers and/or Advisor shall petition the council for candidates.
 - b. Any candidates shall be placed on the agenda for the next meeting. During the next meeting, they shall be allowed to speak or present for no more than 10 minutes, after which there shall be a vote.
 - c. A candidate must receive the majority of votes out of a pool of candidates in order to be elected. If there is a tie, the officers will elect from the two top-most tied candidates.

SECTION 5. Petition by 1/3 of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". Recall requires an affirmative vote of 2/3 of the total voting membership.

ARTICLE IV. MEETINGS

SECTION 1. Regular meetings are scheduled at least bi-monthly during the academic year. Meeting dates and times are to be voted on for the entire year during the first meeting of the year.

SECTION 2. Agendas shall be posted no later than 72 hours prior to meeting. Minutes shall be made available no later than 1 week after meeting.

SECTION 3. Special meetings are called by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time. Special meetings are highly discouraged.

SECTION 4. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership and at least two officers must be present.

SECTION 5. Voting is based on simple-majority (51%), super-majority (2/3), or unanimity (100%), depending on what is specified in this constitution and by-laws. A lack of specification indicates a simple-majority vote.

ARTICLE V. ELECTIONS

SECTION 1. Officers are elected once an academic year. Elections are held at the end of each academic year for the following year's term during the second-to-last scheduled meeting of the year.

SECTION 2. At least one week's notice will be provided for any meeting at which an election is held.

SECTION 3. The voting period will be open for at least one meeting.

SECTION 4. Votes will be cast by secret ballot or via the TitanLink elections feature and counted by an unbiased committee.

SECTION 5. Results of elections must be noted in the minutes and made available to the student organization members no later than 1 week post-election.

SECTION 6. A candidate must receive the majority of votes out of a pool of candidates in order to be elected. If necessary runoff elections will be held. If there is a tie, the officers will elect from the two top-most tied candidates.

SECTION 7. Nominations take place during the third-to last scheduled meeting of the year. Nominees may either be self-nominated or may be nominated by a voting member. Immediately before the election takes place, nominees are allowed to give at most a ten 10 minute speech or presentation.

ARTICLE VI. ADVISORS

SECTION 1. Advisor(s) of the student organization are required to meet the minimum requirements established by the CSU Chancellor's Office which includes trainings assigned by the Office of Student Life & Leadership

SECTION 2. Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as a non-voting advisor to this organization.

SECTION 3. The advisor(s) will serve a term of one academic year and is selected during registration of the organization pending approval by the Office of Student Life & Leadership.

SECTION 4. The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting or at the discretion of the University.

SECTION 5. The Assistant Director of Academic Inter-Club Councils from the Office of Student Life & Leadership may be assigned to work with this organization to assist the advisor(s) and the organization.

ARTICLE VII. DUES

SECTION 1. As an ICC the ECS ICC does not assess membership fees.

SECTION 2. All money must be deposited into an Associated Students, Incorporated Accounting Office Agency account. (The University does not recognize off-campus bank accounts for student organizations at CSU Fullerton.)

ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION

SECTION 1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

SECTION 2. Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

SECTION 3. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at CSU Fullerton every year during registration or within 30 days after any substantive change or amendment.

SECTION 4. The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor's Office

ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event the "Engineering and Computer-Science Inter-Club Council" should become defunct for a period of more than 2 years, all assets will be turned over to the CSU Fullerton Associated Students, Inc., to be used to promote student programming (Events) on campus.

ARTICLE X. RULES OF ORDER

Section 1. The "Engineering and Computer-Science Inter-Club Council" accepts "Robert's Rules of Order" (newly revised) as its Rules of Order.

Section 2. Any issue not directly written in this document will be resolved by referring to the Rules of Order.

ARTICLE XI. BY-LAWS

1. It is the role and responsibility of the ICC representatives in attendance of ECS-ICC meetings to relay any and all information to advisors and presidents of their respective organizations.

2. All appropriate paperwork should be filed with appropriate parties before traveling.
3. Proposals must be submitted to the Treasurer/Financial Officer no later than 8 calendar days prior to the meeting so that they may review the proposal for compliance and recommend changes.
4. Presentations are to be conducted professionally and must include a slideshow. Delegate contract Form Executive Senate Travel Request and Active travel proof is due on the day of the presentation. Article XI section 14 and 15 Apply.
5. A represented organization shall be suspended per unexcused absence. Suspension is the revocation of rights specified in this constitution, specifically the right to vote and the right to propose business. Each meeting attended with suspended rights shall negate each unexcused absence. Absences may be excused by informing the President/Chair or member of the ECS-ICC Board prior to meeting.
 - 5a. Every student has taken on the role and responsibility of representing their organization, therefore, being on time is very important. Each meeting that a representative is late will be marked as a tardy, and three tardies will count as one absence.
 - 5b. For the 1st missed meeting the student organization in question will receive a warning. The 2nd absence will result in a revocation of voting privileges. The 3rd absence will result in a 25% funding deduction from all proposal from the concurrent academic year. The 4th absence will create grounds for expulsion for the remainder of the semester by a Super-Majority Vote. Clubs can be readmitted in the Spring semester by a Super-Majority Vote.
 - 5c. Attendance records must be reported on the meeting agendas and minutes.
6. Organizations are expected to participate in all Engineering and Computer Science events and activities during the fiscal year. Participation includes becoming part of planning and having representation for the club in the following events that ECS holds throughout the year. If the organization fails to participate in any activity, event or ICC meeting they will be penalized 5% off any current or future proposals. Attendance and participation will be recorded and applied to these policies for the fiscal year only.
 1. Guaranteed to Happen Events:
 - ECS Welcome Back in the Fall Semester
 - ECS Week
 2. Possible other events (At least four other than the two above should happen):
 - Participation in the annual Pumpkin Launch during the Fall Semester

- Professor for a Day
- Event with the Dean at the end of Fall and Spring
- Welcome to CSUF Day

7. Capping Policies:

Travel expenditures of the current year or more per person can only be reimbursed at 75% of the principle. Do not submit more than of the current year or more per person unless you have at least the current year worth of expenditures per person as you will receive less than the current year reimbursement per person if you do so. Article XI section 14 and 15 Apply.

1. A "cap" is defined as the money-in-line-item divided by the number of clubs wishing to use funds from the line-item rounded to the nearest 100 dollars. Caps are to be established at the second meeting of the year.
 2. Funding at or above 3 caps requires a unanimous vote, funding at or above 2 caps requires a super-majority vote, funding at or above 1 cap requires a majority vote. Cap voting only takes place after the presentation if a proposal is above 1 cap limit. A proposal that does not get enough cap votes may be revised or withdrawn during the same meeting. If revised, a motion can be made to approve it in the same meeting.
 3. Line item transfers will be done during the spring semester only.
8. Organizations are to provide the Treasurer/Financial Officer with a packet of receipts and one-page-summaries (including CWID), with each receipt having no alterations to the original copies. This packet is to be turned in no later than 10 business days after returning from travel. Failure to factor in budgeted amount, travel limits, or caps will leave reimbursement to the discretion of the Treasurer/Financial Officer.
9. Organizations are to present a report to the council no later than 2 meetings after returning from travel. Failure to do so will prevent the organization from making any further proposals until a report is presented. Please contact the President/Chair or Vice-Chair to be placed on the agenda.
10. Funding from the 8074 account may only be used for projects which have a definite plan and conclusion. Failure to conclude a plan may limit future funding for the particular project. Supplies or equipment may not be purchased for ongoing meetings or projects, except in conjunction with specific objectives. Funds may be used to purchase comestibles for college-wide events put on by an organization. However, funding cannot be used for personal or commercial use.
11. Rules and regulations not specified by the constitution and by-laws are at the discretion of the officers.

12. The rules and regulations set forth by ASI and University supersede the rules and regulations specified by this organization and are to be modified in compliance with ASI and University rules and regulations should any conflicts arise.
13. The Inter Club Council will follow all budget policies in the Associated Students Budget Handbook of the latest edition.
14. Active travel is any person that is presenting, volunteering, required to attend and or competing will be eligible for the current year travel expenses per person per fiscal year. Proof is required, example of proof is a document saying that you were accepted to compete, volunteer or present from the conference or organization. Proof will be turned into the Treasurer/Financial Officer a week before travel with the Delegate contract form. The name and CWID of the Student must be present on the form.
15. Inactive travel is any person that is attending the conference and if they did not attend it would not change the schedule, events, competition and or activities of the event that they are receiving funding to travel to. The Student will be eligible for the current year inactive travel expenses per person per fiscal year.
16. Clubs are required to submit all documents to the Treasurer/Financial Officer ten business days after returning from travel. All original Boarding passes printed by the airline are required. If you do not have them to be turned in ten business days after you return from travel this will delay your refund.
17. As a student that is traveling with funding from ASI it is the ESC-Board job to turn in all required document to the respective club president.
18. The club president is responsible for turning in all required documents within ten business days of returning from travel
19. Should a single ECS student requires funding to go to any event or convention related to ECS; they must propose needed funding for the event or convention and get a simple-majority (51%) vote from the clubs.
20. Only 10% of total funding can go to single student events. After that it will be that required unanimity (100%) vote from all clubs.
21. Any requirements put on clubs for reimbursement and funding will also apply to single ECS student events or conventions.
22. Should the clubs finish their 90% share; the remaining 10% or less of single ECS student share will be used for club funding. Should a single ECS student requires funding to go to any event or convention related to ECS they must get unanimity (100%) vote from all clubs.

23. After each vote, the officers must show the outcomes of the vote to the quorum.
24. Each ICC representative or the ICC representative's club members has the right to request to see the outcome of each vote after the voting process has ended; not before.
25. The ICC representative can only request the current year's vote outcome; should it be the year before, it may not be available, and current ICC officers will not be held accountable for missing the previous year's voting outcomes.
26. Except for all voting outcomes before 4/12/24, all other voting outcomes of each year must be available to the ICC representative or the ICC representative's club members for the year.