



Associated Students, CSUF, Incorporated  
California State University, Fullerton – College of Communications

**ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION**

- Section 1.** The name of this organization shall be "Communications Inter-Club Council."
- Section 2.** The purpose of this organization is to provide opportunities for association and interaction with the faculty and administration at CSU Fullerton
- Clause 1.** The purpose of CICC is to facilitate greater and improved degrees of communication and cooperation between the student clubs and organizations within the California State University, Fullerton (CSUF) College of Communications.
- Clause 2.** CICC shall strive to foster and promote school unity among the student body within the College of Communications (CCOM) as well as facilitate and aid the continual success of all Communications students and/or clubs and organizations at CSUF.
- Clause 3.** CICC shall act as an agency body for funding events for clubs and organizations within the College of Communications.
- Clause 4.** CICC shall act as an agency body for funding individual students who seek funding to support activities directly related to their major in the College of Communications.
- Clause 5.** CICC shall serve as an Advisory Board to the Assistant Dean for Student Affairs for the College of Communications.

**ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

- Section 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.
- Section 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.
- Section 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.
- Section 4.** There shall be two types of membership in the organization: Voting and Ex-officio (i.e. non-voting).
- Section 5.** Voting membership is limited to regularly enrolled (non-extended education) Students at California State University, Fullerton
- Clause 1.** Voting members of the council include each of the Council Representatives (CRs).

- Subclause 1.** Eligible Cal State Fullerton students who are chosen to represent their respective club shall be referred to as Council Representatives (CRs).
- Subclause 2.** All matriculated students are eligible to serve as Council Representative (CRs).
- Subclause 3.** CRs are the liaison between their departments, the CCOM ICC, and vice versa. As such, it is their responsibility to inform both parties of any stipulations, policy & bylaw requirements, events, and changes in either organization.

**Clause 2.** All groups admitted to CICC shall be entitled and required to select a CICC Representative (CR) to represent their association, in whatever manner that their Constitution and/or by-laws may provide for. In the absence of any clause addressing this issue in the member association's rules, the President (or equivalent) of that association shall have sole appointment authority to name the representative.

**Clause 3.** Each club and organization may designate an alternate representative who may sit in for the regular representative whenever necessary.

**Subclause 1.** Persons who have not been certified as an officer or alternate representative of a club or organization by the President (or an equivalent officer) shall not have member privileges.

**Subclause 2.** There may only be one voting member per club/organization.

**Subclause 3.** Non-College of Communications majors may serve as representative for a club or organization as long as they are listed as a member in the club or organization.

**Clause 4.** Members-at-Large shall be appointed by the Assistant Dean for the College of Communications. Those appointed shall not hold representative or executive board member positions in any of the various College of Communication clubs and organizations and shall not hold an officer position within ASI.

**Subclause 1.** Ideally, 3 to 5 Members-at-Large will serve on the College of Communications Inter-Club Council per semester.

**Subclause 2.** Non-College of Communications *majors* may serve as Members-at-Large as long as they are listed as a member in a College of Communications club or organization.

**Subclause 3.** Members-at-Large have voting rights and can make and second a motion.

**Section 6.** Ex-officio, non-voting members of the council include the College of Communications (CCOM) ASI Board of Directors (BOD), the CCOM Chair (President), Vice-Chair (Treasurer), Director of Administration (Secretary), Director of Productions, Director of Communications, and Advisor.

**Clause 1.** Ex-Officio members can only make or second motions. No Ex-Officio member can vote, except as referenced Article IV, Section 7, or count towards quorum.

**Section 7.** **The CCOM-ICC Advisor shall consist of a non-elected permanent position held by the Assistant Dean of Student Affairs for the College of Communications.**

**Clause 1.** The CCOM-ICC Advisor serves as a guide/coach and shall have no membership privileges.

**Section 8.** 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](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.

**Section 9.** Any organization which is requesting membership to CICC shall submit a written request, which shall include the name and purpose of their organization, the contact information for their primary officer (s) and the meeting time and location for that association. The application shall be turned in to the chair of CICC.

**Section 10.** The council of CICC shall review the request for membership, and may admit such groups upon completed written request, and verification that the group meets the academic mission of CICC.

**Clause 1.** The organization requesting membership to CICC shall present to the council on why they would like to become members of CICC and requires a 2/3 majority vote by the council for admittance to CICC.

### **ARTICLE III. OFFICERS**

**Section 1.** The elected officers of the organization shall be the President (i.e. Chair), Vice President/Treasurer (i.e. Vice Chair), Secretary (i.e. Director of Administration), and other officers as necessary. The term of office will be one year beginning July 1st.

**Clause 1.** Term of office shall be from July 1 to June 30 of the following year, allowing for planning retreats in the summer and the Vice-Chair of Finance to process all financial documents.

**Section 2.** Powers and Duties of Officers:

**Clause 1.** The President (i.e. Chair) 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.

**Subclause 1.** The Chair shall serve as Parliamentarian of CICC and shall be empowered to rule on matters of interpretation of the bylaws.

**Subclause 2.** The Chair's ruling may be overridden by a  $\frac{2}{3}$  vote.

**Subclause 3.** The Chair shall prepare the agenda for each general council meeting.

**Subclause 4.** The Chair shall send the agenda (via e-mail) to the CICC General Council and to ASI, and shall make the agenda available on the CICC website at least 72 hours prior to the meeting.

**Subclause 5.** The Chair shall be responsible for attending all Executive Senate, assigned Board of Directors meetings, and shall prepare reports in compliance with ASI policies. The Vice Chair may also attend in the absence of the Chair.

**Subclause 6.** The Chair shall collaborate with the Vice Chair to develop and submit the Annual Budget Request for the following academic year.

**Clause 2.** The Vice President/Treasurer (i.e. Vice Chair) 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.

**Subclause 1.** **The Treasurer handles all financial 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. This individual is referred to as the Vice-Chair of the organization.

**Subclause 2.** The Vice-Chair shall keep detailed records (separate budget spreadsheet) of all financial transactions made by the CICC Council and Executive Board.

**Subclause 3.** The Vice-Chair shall keep the Budget Report updated on a weekly basis. Upon request, the Vice Chair must present the Budget Report to CICC Council, CICC Executive Board and ASI, Vice President of Finance for purposes of the Financial Caucus.

**Subclause 4.** The Vice-Chair shall keep Travel Cap Records of all students who travel using ASI funding through CICC. This record/spreadsheet must be kept in accordance with ASI policy.

**Subclause 5.** The Vice-Chair shall serve as a liaison between the Executive Board and CICC representatives regarding all financial issues.

**Subclause 6.** The Vice-Chair shall distribute financial reports to CICC delegates at each General Council meeting and an itemized

spreadsheet for each E-Board meeting.

- Subclause 7.** The Vice-Chair shall coordinate reimbursements in a timely manner so as not to disadvantage students in the college, upon receiving all necessary documentation in a timely manner.
- Subclause 8.** The Vice-Chair shall collaborate with the President (Chair) to develop and submit the Annual Budget Request for the following academic year.
- Subclause 9.** The Vice-Chair shall be responsible for attending the mandatory Budget Request orientation to ensure that CICC will be allowed by ASI to submit a Budget Request for the next year.
- Subclause 10.** The Vice-Chair shall be responsible for presenting an Annual Budget Request at the ASI Budget Hearing. It is the responsibility of the Vice Chair to advocate for the next year on behalf of CICC.
- Subclause 11.** It is the responsibility of the Vice-Chair to ensure that all CICC funding is in compliance with ASI bylaws, policy statements, and fiscal policies.

**Clause 3.** The Secretary (i.e. Director of Administration) 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 the historian and maintain all records of the organization.

- Subclause 1.** The Director of Administration attends meetings, records minutes, and submits them to the Council for approval.
- Subclause 2.** The Director of Administration keeps an accurate list of registered CRs.
- Subclause 3.** The Director of Administration reports and records attendance as well as vote counts on all proposals at each meeting.
- Subclause 4.** The Director of Administration shall make the meeting minutes to the public available a minimum of 72 hours after the approval of the meeting minutes.
- Subclause 5.** The Director of Administration may introduce a funding proposal motion on behalf of a student who is not affiliated with a CCOM department or organization in the council.

**Clause 4.** The Director of Productions manages technical devices during CICC council meetings, and ensure all technical devices are working properly prior to the start of the meeting.

- Subclause 1.** Maintain CICC Titanium Community folders, TitanLink updates, and CR access to both online communities.
- Subclause 2.** Oversee the execution of special events sponsored by the ICC, such as Meet the Deans and CommUNITY Mixer, etc.

**Subclause 3.** Develop an agenda and layout for each event in collaboration with event partners.

**Clause 5.** The Director of Communications shall maintain the CICC social media accounts, including Facebook, Twitter and Instagram, and make relevant updates on a weekly basis.

**Subclause 1.** The Director of Communications shall be in charge of events, more specifically the publicity, promotion and advertising, in collaboration with Director of Productions.

**Subclause 2.** The Director of Communications will handle any video and photography needs throughout the year they serve.

**Subclause 3.** The Director of Communications will send thank you letters to visiting speakers.

**Clause 5.** Each Officer shall maintain a “legacy notebook” throughout the year consisting of important documents relevant to their position. This resource (hardcopy and/or electronic file) will serve as a resource for the incoming E-Board.

**Clause 6.** **In the event in which 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.

**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.**

**Subclause 1. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.**

**Subclause 2. Officers must maintain a minimum cumulative 2.5 grade point average each term.**

**Subclause 3. Officers must be in good standing and must not be on probation of any kind.**

**Subclause 4. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.**

**Subclause 5. 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**

**Clause 2.** Undergraduate students must earn six (6) semester units of credit per term while holding office. Graduate student officers must earn three (3) semester units of credit per term while holding office.

**Clause 3.** All candidates, officers, and appointees must be in good standing, must not be on academic probation, and must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF at the end of the semester prior to taking office and during their tenure. Failure to maintain these requirements will result in immediate ineligibility.

**Clause 4.** An officer must be a College of Communications major or minor.

#### **ARTICLE IV. ELECTIONS**

- Section 1.** **Officers are elected** once an academic year. **Elections are held in the spring semester** each academic year for the following year's term.
- 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 and close at the adjournment of the meeting.
- Section 4.** **Votes will be cast** by secret ballot or via the TitanLink elections feature **and counted** by an unbiased non-ICC affiliated person(s) or 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** a majority of the votes or if necessary runoff elections will be held.
- Section 7.** Each registered CCOM representative and Member-at-Large with voting active status shall have one vote. Each CICC Executive Board members have voting rights during an election.
- Section 8.** **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.**
- Section 9.** In the event of a tie, the CICC Chair's vote has a weight of two.
- Section 10.** If the President, Treasurer, and Director of Administration positions are vacant, a special election must occur within three (3) regular meetings following the vacancy.
- Clause 1.** If the President/Chair position is vacant, the Treasurer/Vice-Chair assumes responsibilities.
- Clause 2.** If the Treasurer/Vice-Chair position is vacant, the President/Chair appoints a Treasurer/Vice-Chair.
- Clause 3.** If the Director of Administration position is vacant the President/Chair (elected or interim) appoints a Director of Administration.
- Clause 4.** In the event of a simultaneous vacancy, the Council elects a temporary Chair, Vice Chair, and Director of Administration.

#### **ARTICLE V. 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.** A staff member from the Office of Student Life & Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the advisor(s) and the organization.

#### **ARTICLE VI. DUES**

- Section 1.** The Communications Inter-Club Council does not require dues for membership. 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 VII. ATTENDANCE**

- Section 1.** Any CICC club representative or member-at-large with three (3) absences per semester shall be immediately and automatically suspended. At the third absence, a letter will be sent to the student organization president and faculty advisor explaining the representative's absences and the potential consequences.
- Clause 1.** Excused absences consist of those reported to the Director of Administration at least one (1) hour prior to the missed meeting.
- Clause 2.** Attendance is defined by being present at Roll Call. Not being present for Roll Call is defined as tardy.
- Clause 3.** Tardiness is defined by not informing the Director of Administration at least 15 minutes prior to Roll Call. Three tardies per semester will count as one absence.
- Sub Clause 1.** It is business courtesy to alert the Director of Administration of late arrival.
- Clause 4.** Early departure from the General Council meeting will result in a tardy.
- Clause 5.** All CICC CRs and Members-at-Large informing the Director of Administration about an absence or tardy must do so in writing via email and/or text message.
- Clause 6.** Suspension is defined as the loss of member privileges (voting rights and the opportunity to submit a proposal).
- Clause 7.** Upon suspension, all unspent funds allocated to the CICC club or organization shall be reverted to the respective CICC budget line items by a majority vote of the council.



**Subclause 1.** Members-at-Large are subject to the same suspension penalties as CICC clubs or organizations.

**Subclause 2.** If a CICC club or organization representative is near suspension, the Director of Administration will contact the club or organization representative, the President, and Adviser.

**Clause 8.** A CICC member suspended for an attendance violation shall regain all member privileges after having attended two (2) consecutive CICC General Council meetings.

## **ARTICLE VIII. MEETINGS AND AGENDAS**

**Section 1.** Regular meetings shall be scheduled weekly during the academic year.

**Section 2.** Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as simple majority of voting council members (50% of voting members plus one (1)).

**Section 3.** The agenda for CICC meetings shall consist of, but is not limited to, the following:

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Public Speakers
5. Financial Report
6. Time Certain
7. Unfinished Business
8. Old Business
9. New Business
10. Reports/ Action Items
11. Adjournment

**Clause 1.** The agenda must be posted publicly at least 72 hours (excluding weekends and holidays) before a meeting.

**Subclause 1.** The CICC website shall serve as a public posting area for CICC agendas.

**Clause 2.** A copy of the agenda must be distributed to each CICC representative, advisor, ex-officio member, ASI Vice President, and ASI Office of Program Support.

**Clause 4.** Any items to be added to the agenda must be added before the agenda is posted and any changes be made before the approval by the council. Placing items on the agenda shall be done by informing the Chair, by the Chair's designated deadline, and subject to approval of the agenda.

**Clause 5.** The Chair may enforce a fifteen (15) minute maximum time limit on the public speakers section of the agenda, unless the council waives this limit by simple majority vote.

**Clause 6.** Business on the agenda shall be classified as either discussion or action.

**Subclause 1.** Discussion items shall be those on which CICC may render an opinion, but not a binding ruling on any matter which affects CICC or its member organization.

**Subclause 2.** Action items shall be those on which CICC is requested to fund a program, event, or other miscellaneous activity. Action items may be brought by an organization member, but must be sponsored by a voting or ex-officio member, unless otherwise stipulated. Action items shall require a simple majority vote for passage. All approved action items are required to comply with CICC bylaws and ASI bylaws. Action items shall also be those on which CICC shall render a decision that affects CICC and its function and/or composition.

**Clause 7.** Each agenda item shall have a small description of no more than twenty (20) words describing the item. If the agenda item is a proposal requesting funding the requested amount must be included in the description.

**Clause 8.** Any unprepared agenda item shall be tabled until sufficient documentation is provided.

**Section 4.** 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.

#### **ARTICLE IX. COMMITTEES**

**Section 1.** With consent of a simple majority of the CICC representatives, the Chair may create a committee. The minimum size for a special committee shall be five (5) representatives with quorum being a simple majority. Committees shall be created only to address a specific question or process in detail and then report their findings and recommendations to the General Council.

**Clause 1.** Advisors shall be eligible to serve on such committees as regular voting members. **Clause 2.** An Executive Board officer may serve as Chair of any committee that is formed.

**Clause 3.** All special committees shall expire whenever their work is completed or semester has ended.

#### **ARTICLE X. FUNDING**

**Section 1.** To receive funding, any proposal sponsored by a member organization must be approved by the organization and must exhibit significant correlation to the academic mission of the requesting organization and must be significantly and primarily organized and implemented by students.

**Clause 1.** To receive funding, any proposal sponsored by a member organization must, in all announcements and literature, acknowledge the financial support of CICC and ASI in accordance with ASI policies on all announcements and literature. Failure to adhere to ASI policies will jeopardize future funding by CICC.

**Clause 2.** For all items related to any cost from which multiple vendors are available (i.e. airfare, hotel cost, printing and advertising expenses) at least three (3) competitive bids shall be included in the proposal. CICC or the finance committee may waive this requirement if, and only if, alternate vendors do not exist or it would impose an unrealistic burden on the proposal (i.e. speaker honoraria, products distributed or services provided by only

one or two vendors in the local region).

**Clause 3.** Students unaffiliated with a CCOM college-based student organization will have their funding proposal motion introduced by the Director of Administration.

**Clause 4.** The student seeking funds is expected to present in person.

## **Section 2. Contracts, Fees and Rentals**

**Clause 1.** ASI line item #8074 entails: contracts, fees, and rentals.

**Subclause 1.** Any printed promotional event materials must follow existing ASI and CSUF printing policies and acknowledge ASI and CICC.

**Clause 2.** In the event that a general council meeting is cancelled due to no quorum, any agenda items already on the agenda for that cancelled meeting will not be considered retroactive funding. This includes ASI line item # 8077.

**Clause 3.** In compliance with ASI funding policies, the CICC does not fund programs connected to a course or academic requirement.

**Clause 4.** If an organization/club has membership status in more than one ICC, it may request funding from multiple ICCs in which they maintain membership. However, per ASI policy, the organization/club cannot seek funding for the same item from the numerous ICCs.

## **Section 3. Travel and Conferences**

**Clause 1.** ASI line item #8077 entails: travel, registration fees, hotel, airfare, transportation. Refer to the ASI Financial Handbook for Student Leaders for more details.

**Subclause 1.** No individual may receive more than \$500 (non-active participation) for travel per fiscal year. (Refer to current ASI Financial Handbook for special circumstance and/or procedures for exceptions regarding amounts for active and non-active participation)

**Clause 2.** These monies are used for clubs/organizations and students wishing to attend and/or participate in conferences and travel opportunities that are directly related to their field of study.

**Clause 3.** There are two types of proposals that can be submitted under this line item: Active Participation and Non-Active Participation.

**Clause 4.** Students not affiliated with a CCOM college-based club may only request funds for professional development travel request (line item 8077 - Travel).

**Clause 3.** If an individual CCOM student wishes to request funds, and they are a double major (outside of CCOM), CICC will require the student to report whether they will or have requested funds from another academic college ICC. However, per the ASI policy, the student cannot seek funding for the same item from the numerous ICCs. In support of transparency practices, CICC will share with the secondary ICC any approved financing by CICC. ASI monitors allocated funds to prevent participants from exceeding allocation caps.

**Clause 4.** For all off-campus travel activities, ASI paperwork must be reviewed and approved by the CICC Vice-Chair of Finance at least a week prior to departure and must be submitted to the Assistant Dean's Office in the College of Communications.

**Subclause 1.** Refer to ASI Financial Handbook for Student Leaders for more details.

**Subclause 2.** Students who are traveling by personal or rental vehicle must pass the university's defensive driving on-line class. Please contact ASI Leader & Program Development (TSU, ROOM 269, 657-278-7736) for more information.

### **Section 3.1 Active Participation**

**Clause 1.** Active Participation shall be defined as **ONE** of the following:

**Subclause 1.** Presentation by the student of academic research or creative work evaluated in the context of they/theirs major or minor.

**Subclause 2.** The organization of a conference related to the student's major or minor. To receive funding as an organizer, the student must present a letter from the President or Chair of the conference describing the student's role as an organizer.

**Subclause 4.** Volunteer status shall be considered Active Participation pending sufficient documentation.

**Clause 2.** Proposals requesting funding for Active Participants shall include all items that apply:

**Subclause 1.** Written outline of the research

**Subclause 2.** An agenda showing the name and the time slot of the participant's presentation or verification from conference officials that the student has agreed to give a presentation.

**Subclause 3.** A letter of confirmation of the research project from the Department Chair and the Faculty Research Advisor of the student.

**Subclause 4.** Proposals for airline travel must be accompanied by three (3) different quotes.

**Subclause 5.** Proposals for accommodation expenses must include quotes from three (3) hotels. If there is an official conference hotel, then only one (1) quote is required, unless the hotel quote exceeds \$100.00 per night single occupancy. With extenuating circumstances, judgment will be up to the council's discretion.

**Subclause 6.** Funding for groups of Active Participants shall normally be limited to four (4) individuals, unless the entire group is requesting funding solely for registration fees. In this event, funding shall ordinarily be limited to no more than \$100 per student not to exceed \$1000.00 for the entire group.

**Clause 3.** Funding will be made available for travel expenses only for a student actively participating in a conference.

**Subclause 1.** Partial to full travel expenses and registration fees can be funded up to the

established ASI limits.

### Section 3.2 Non-Active Participation

- Clause 1.** A Non-Active Participant is defined as a student attending a conference, but is not directly participating in the presentation of academic research or material.
- Clause 2.** Only registration fees shall be funded for a student attending a conference as a Non-Active Participant. Any student who is attending a conference related to they/theirs academic mission can qualify for registration fee funding.
- Clause 3.** Proof of the registration fee and an agenda of the conference must be presented to the CICC General Council when making funding requests.
- Clause 4.** The maximum amount of Non-Active Participant conference funding per conference shall not exceed ASI limits for all Non-Active Participants attending as a group.

### Section 4. Retroactive Funding

- Clause 1.** Only events occurring during the winter and summer intersessions are eligible for retroactive funding.
- Clause 2.** A retroactive funding proposal should indicate that the event must have occurred **prior** to the CICC General Council meeting at which the proposal is being presented.
  - Subclause 1.** To be eligible for retroactive funding, a proposal for an event must be presented during the fall or spring semester. Summer events (those occurring after June 30th) shall be considered part of the fall semester. Intersession events shall be considered part of the spring semester. A proposal pertaining to an event or other encumbrance of funds which occurs between semesters (during intersession or summer) must be presented to CICC by the third General Council meeting of the semester following the break to be eligible for funding.
  - Subclause 2.** Retroactive funding proposals must have acknowledged CICC and ASI policies; otherwise, the proposal is considered ineligible for funding.
  - Subclause 3.** The student or member organization requesting retroactive funding must provide evidence validating the event including, but not limited to: program agenda, original fee receipts, flight boarding passes, and applicable expenses.
- Clause 3.** Retroactive funding proposals shall require a simple majority vote to pass.

### Section 6 Off-Campus Requests

- Clause 1.** The Vice President and BOD Vice Chair/Treasurer **can approve** off-campus events if they are within **15** miles of campus and their budget is within a \$5000 limit, which must be approved 4 weeks in advance.
  - Subclause 1.** Refer to ASI policies for further instructions.

## ARTICLE XI. PRESENTATIONS

- Section 1.** At least one (1) representative that receives CICC funding for a conference, irrespective of their participation, must give a presentation to the CICC General Council.
- Section 2.** Each student who receives CICC funding for a conference must submit a one (1) page report outlining their research (if applicable) and their experience at the conference within ten (10) business days after the conference's end date.
- Section 3.** A student who seeks funding and is not affiliated with a CCOM college-based club must present in person.
  - Subclause 1.** In the event of retroactive funding for line item #8077, the presentation must be submitted within ten (10) business days after the conference proposal approval.
  - Subclause 2.** A one-page report must follow the guidelines set forth by ASI (i.e. one inch margins, 12 point Times New Roman font, 350 words minimum).

**ARTICLE XII. 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 XIII. DISBURSAL OF ORGANIZATION ASSETS ARTICLE SECTION 1**

- Section 1.** In the event the Communications 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 on campus.

**ARTICLE XIV. RULES OF ORDER ARTICLE SECTIONS 1 AND 2**

- Section 1.** The CICC accepts "Roberts 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.