

THE INTER-CLUB COUNCIL CONSTITUTION

ARTICLE 1. PURPOSE

The ICC exists as a communication and support link for student clubs and organizations. Its purpose is to help organizations function as vital and productive units and to keep the MBU community informed about the activities of the various organizations. It is the Inter-Club Council's responsibility as a member of the Student Government Association Executive Committee to act as the mediator between all clubs and organizations of the Mary Baldwin Community and the SGA Executive Committee. It is the duty of the Inter-Club Council to refer all issues relating to the entire Mary Baldwin University campus to Senate as well as cooperate beside Senate with campus-wide club concerns that effect the entire student body of MBU. Issues only concerning specific clubs and organizations shall be responded to by the Inter-Club Council.

ARTICLE 2. MEMBERSHIP

INTER-CLUB COUNCIL BOARD

All board members of the Inter-Club Council board are required to have had at least one (1) year of experience as the officer of an active club on campus or currently hold an officer position in an active club on campus. In addition, they will all be expected to:

- A. Uphold all Judicial Board and Honor Council Codes. All code violations have bearing on the ability to effectively hold a leadership position. A student will be terminated from their leadership position if placed on a sanction of disciplinary probation or higher.
- B. Respect all students in actions and words as defined by the MBU code of conduct.
- C. Must attend all Senate sessions as stated in the Student Government Association Contract
- D. Check MBU email daily.
- E. Respond to all emails and phone calls within a timely manner.
- F. Uphold the Mary Baldwin Inclusivity Statement* in both words and actions.
- G. Dress appropriately for all events as defined by the chair of the Board.
- H. Use constructive feedback or comments.
- I. Be attentive to the needs of the students you are serving in regards to the organization's purpose.
- J. Hold organization (including advisor) accountable to all the above.

SECTION 1. Inter-Club Council Chair

The Chair of the Inter-Club Council, who shall be a senior or junior, having experience as a member of the Inter-Club Council for at least one (1) year or otherwise be a student who has held the position of club president for at least one (1) year, and maintain at least a 2.75 or higher cumulative GPA, shall be vested with the following duties:

- A. To call and preside over all meetings of the Inter-Club Council.
- B. To serve as a member of the Executive Committee.
- C. Schedule and coordinate training in the form of In-Services
- D. Attend all SGA Executive Committee meetings.
- E. Attend weekly Senate meetings.
- F. Attend all Inter-Club Council meetings and training.
- G. Hold one on one meetings with the Inter-Club Council Advisor
- H. Must be physically on campus during their elected year of April to April at the advisor's discretion

SECTION 2. Inter-Club Council Vice Chair

The Inter-Club Council Vice Chair shall be a student with either sophomore, junior, or senior status, who maintains a 2.4 GPA throughout their leadership term. The Vice-Chair shall step up when the Chair is absent from meetings, In-Services, and events. The Vice Chair shall be vested with the following duties:

- A. Lead meetings in the absence of the Inter-Club Council Chair
- B. Reserving rooms and helping procure supplies for events
- C. Lead In-Services in the absence of the Inter-Club Council Chair
- D. Assist in planning In-Services
- E. Must attend weekly Senate sessions

SECTION 3. Inter-Club Council Treasurer

The Inter-Club Council Treasurer shall be a student with either sophomore, junior, or senior status, who maintains a 2.4 GPA throughout their leadership term, and will be invested with the following duties:

- A. Keep an organized file for receipts and budgets
- B. Actively participate in submitting budget requests
- C. Keeping track of the Inter-Club Council's budget and spending in a timely and organized manner
- D. Giving a monthly report of all Inter-Club Council spending
- E. Must attend weekly Senate sessions

SECTION 4. Inter-Club Council Secretary

The Inter-Club Council Secretary shall be a student with either sophomore, junior, or senior status, who maintains a 2.4 GPA throughout their leadership term, and will be invested with the following duties:

- A. Recording of the minutes of each meeting and distributing minutes to all board members in a timely manner
- B. Drafting policies
- C. Assisting the Chair in sending e-mails to club officers concerning in-services, events, and policy changes
- D. Maintaining the social media accounts of the Inter-Club Council if the Publicity Coordinator position is left unfilled
- E. Must attend weekly Senate sessions

SECTIONS 5. Inter-Club Council Publicity Coordinator

The Inter-Club Council Publicity Coordinator shall be a student with either sophomore, junior, or senior status, who maintains a 2.4 GPA throughout their leadership term, and will be invested with the following duties:

- A. Maintaining all social media accounts of the Inter-Club Council by posting about events, In-Services, and updates in a timely manner

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A student from any of the Mary Baldwin University-College programs may be appointed to the Inter-Club Council Board at the discretion of the Inter-Club Council Chair, and Advisor.

ARTICLE 3. DUTIES

- A. The Inter-Club Council will coordinate activities of the represented organizations, communicate these efforts to the student body, and work cooperatively with the college administration in planning and scheduling campus events.
- B. The Inter-Club Council will maintain its own handbook in which policies, suggestions, forms, and requirements for club management and activity shall be made available for all club officers to view and abide by.
- C. The Inter-Club Council shall approve all club related constitution changes that are required of the Inter-Club Council handbook. The ICC shall also be responsible for responding to club issues in the form of dialogues, policies, and open discussions in the form of an In-Service
- D. The Inter-Club Council is to listen to all club and organization concerns that pertain to its purpose, such as:
 1. Conflicts between officers

2. Concerns with the Handbook
 3. Constitutional changes that are in accordance with the handbook
 4. The inactivity of clubs
- E. The Inter-Club Council does NOT have the power to approve the recognition of clubs and organizations, as well as the reinstatement. The approval for recognition of a club and reinstatement must go before Senate in order for a club to receive SAF funding.

Mary Baldwin Inclusivity Statement:

We, the Community of Mary Baldwin University, strive to celebrate humanity in all its wondrous and complex variation. Because we value diversity, it is our mission to sustain a community where all may flourish. We are safe to embrace our shared experiences and our differences. To this end, we treat all with respect and compassion.