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We, the members of the Humanities and Social Sciences Interclub Council-an associated Students, Inc. funding council- establish these bylaws to facilitate communication amongst the various departments and programs associated with the College of Humanities and Social Sciences of California State University, Fullerton, by providing a forum wherein the ideas, feelings and concerns of the students of this educational institution can be voiced.

Article 1 Name and Function

- Section 1** This organization is known as the Humanities and Social Science Inter-Club Council (HSS-ICC) of California State University, Fullerton (CSUF).
- Section 2** The HSS-ICC controls the channeling of Associated Students, Inc. (ASI) funds allocated to the separate Department Associations (DAs) and serves as an instrument of student opinion in all matters pertaining to the students, faculty, and /or University, and provides a forum that enhances students' university experience.
- Clause 1** Ex-officio, non-voting members of the council include the HSS ASI Board of Directors (BOD), the HSS-ICC Chair, Vice-Chair, and Advisor.

Article 2 Membership and Attendance

- Section 1** Membership
- Section 1.1** Membership in this organization is not to be denied to any CSUF student on the basis of race, creed, religion, gender, political affiliation, sexual orientation, or physical disability.
- Section 1.2** All registered Departmental Associates, which are open to all declared majors and minors, are eligible for a seat on the HSS-ICC General Council. Eligibility must remain consistent with other provisions of these bylaws.
- Clause 1** All Departmental Associates must register each academic year with the Student Organization Resource Center (SORC) for university recognition.
- Clause 2** The Council adheres to the definition of department, major, and program as outlined in the CSUF Catalog.

Clause 3 Graduate and undergraduate students can participate in the HSS-ICC as voting representatives.

Clause 4 There may be only one voting member per department.

Subclause 1 The department may elect two alternate Representatives to perform the duties of the voting representative when deemed necessary.

Section 1.3 Student membership is made up exclusively of those who are affiliated with their respective department.

Clause 1 Affiliation means that a student has made a formal declaration according to the CSUF Registrar's record. This requires that any prospective HSS-ICC member be a declared major or minor of the department with which the Departmental Associate is affiliated.

Clause 2 It is the responsibility of the prospective representative's Department Chair to confirm the declaration of major or minor.

Subclause 1 A letter of confirmation and approval by the Department Chair and a copy of the representative's current semester class schedule must be submitted to the HSS-ICC Director of Administration at the beginning of each semester.

Section 1.4 The HSS-ICC General Council has the power to expel representatives and/or Departmental Associates as prescribed in these bylaws.

Section 2 Attendance

Section 2.1 Any representative's first and second absences will be noted in the meeting minutes. At the third absence, a letter will be sent to all departmental student organization presidents and faculty advisors explaining the representative's absences and the potential consequences. The Department whose representatives who miss more than (3) meetings per semester will be immediately suspended.

Clause 1 Suspension of a DA automatically reduces quorum.

Clause 2 Any representative failing to appear at a meeting by roll call will be considered tardy. Three (3) tardies equal one (1) absence. If a representative leaves a meeting before the

agenda sign-up, that representative's attendance will be marked as absence.

Clause 3 Any representative scheduled to review a proposal with the Vice-Chair who fails to appear and does not give prior notification of absence will be considered tardy.

Clause 4 Any Departmental Associate suspended for an attendance violation can be eligible to sign-up for the following week's agenda only **after** having attended three (3) consecutive meetings. After consecutively attending four (4) meeting the Departmental Associate regains all member privileges.

Clause 5 Departments whose representatives decide to become officers for the HSS-ICC will have a three-week grace period, without attendance penalty, to find a new representative.

Subclause 1 Upon suspension, all unspent funds allocated to any Departmental Associate are reverted to the respective budget line items by a majority vote of the Council.

Clause 6 Participation in HSS week by all departmental organizations is mandatory.

Section 2.2 The Council may suspend members for willfully misrepresenting information used to render decisions on financial matters and/or failing to fulfill the conditions for funding.

Clause 1 A Department Associate may be suspended for not turning in completed funding request for three straight requests.

Clause 2 Expulsions or suspensions can take place only after the review of a committee established for this purpose and requires a two-thirds vote.

Clause 3 A Departmental Associate expelled or suspended is reinstated by a two-thirds vote of the Council after the fulfillment of any Council stipulations.

Article 3 Ratification of and Amendments to Bylaws

Section 1 The Council establishes bylaws as necessary for efficient operation.

Section 2 These bylaws shall become effective immediately upon ratification

By a two-thirds vote.

Section 3 Procedures for amending the bylaws shall be as follows:

Clause 1 All amendments to the bylaws must first have a meeting then be discussed.

Clause 2 All changes must pass with a two-thirds vote.

Section 4 All amendments must be presented to the ASI University Affairs Committee.

Article 4 Parliamentary Authority

Section 1 All Council meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revisited*.

Article 5 Elected Officers

Section 1 The officers of the HSS-ICC consist of an elected Chair, and an appointed Director of Administration.

Clause 1 Officers do not have the right to vote.

Clause 2 Officers do have the right to speak and make motions.

Clause 3 Officers must maintain a 2.5 cumulative GPA.

Clause 4 All officers serve a one-year term.

Section 1.1 Selection of Chair and Vice-Chair conforms to the provisions of the following clauses:

Clause 1 Annual nominations open at the meeting three weeks prior to voting.

Clause 2 Public notice of the nomination process is posted one week in advance.

Clause 3 Voting takes place the first week in April of the spring semester.

Clause 4 The Council hears arguments for and against nominees.

Clause 5 Officers are elected by a majority vote.

Section 1.2 The Director of Administration is chosen by the Chair and approved by a Council majority vote.

Section 1.3 If the Chair and Vice-Chair positions are vacant, a special election must occur within three regular meetings following the vacancy.

Clause 1 If the Chair position is vacant, the Vice-Chair assumes responsibilities.

Clause 2 If the Vice-Chair position is vacant, the Chair appoints a Vice-Chair.

Clause 3 In the event of a simultaneous vacancy, the Council elects a temporary Chair and Vice-Chair.

Section 2 Officer's Duties

Section 2.1 Chair

Clause 1 The Chair can call special meetings.

Clause 2 The Chair has check-writing authority.

Clause 3 The Chair must announce all special meetings, or any changes in location or time of meetings thirty-six (24) hours in advance.

Clause 4 The Chair can appoint committees as deemed necessary.

Clause 5 The Chair or designee shall fulfill all ASI obligations and guidelines.

Subclause 1 Must attend ASI Senate meetings every other Thursday.

Subclause 2 Must make sure that someone attends Board of Director meetings Twice a semester as directed by ASI.

Clause 6 The Chair has the option to vote at meetings only to break ties on proposals.

Section 2.2 Vice Chair

Clause 1 The Vice-Chair assumes the Chair's duties when necessary.

- Clause 2** The Vice-Chair meets with representatives to review and approve funding proposals. Proposals are reviewed to make sure that the funds requested are from the proper line item, and to make sure that all required documentation is included with the proposal.
- Clause 3** The Vice-Chair gives a financial report at each meeting.
- Clause 4** The Vice-Chair has check-writing authority.
- Clause 5** The Vice-Chair submits a quarterly financial report to the ASI Board of Directors.
- Clause 6** The Vice-Chair consults with the Chair on the budget proposal for the next year.
- Clause 7** The Vice-Chair presents a recommended budget to the Council for approval and then to ASI.
- Clause 8** The Vice-Chair fulfills all ASI obligations and Guidelines.

Subclause 1 Must attend ASI Senate meetings every other Thursday.

Section 2.3 Director of Administration

- Clause 1** The Director of Administration attends meetings, records minutes, and submits them to the Council for approval.
- Clause 2** The Director of Administration collects representatives' verification documents.
- Clause 3** The Director of Administration keeps an accurate list of registered representative.
- Clause 4** The Director of Administration reports and records attendance as well as vote counts on all proposals at each meeting.
- Clause 5** The Director of Administration maintains weekly agendas and minutes, and posts tem outside the HSS-ICC office after emailing them to the Associated Students Vice-President, the Secretary of the AS Advisor, the HSS ASI Liaison, and the HSS-ICC advisor.
- Clause 6** The Director of Administration collects and files all

proposals, meetings, agendas, voting record sheets, and handouts for council meetings.

Clause 7 The Director of Administration assists the Chair in contacting members for specially-called meetings.

Article 6 Recall of Elected Officers

Section 1 Any officer could be subject to a recall hearing through a petition signed by one-third of representatives.

Section 2 A hearing to review charges is held at the following meeting.

Section 3 The Chair or Vice-Chair is recalled by two-thirds vote.

Section 4 The Associated Students, Inc. Board of Directors is notified in the event of a recall.

Section 5 A special election is then held within two weeks and the elected officer(s) take office immediately. A newly-elected officer's term expires on June 30.

Article 7 Meetings and Quorum

Section 1 The HSS-ICC meets on Fridays from 1-3 p.m. during the academic year, beginning the second week of classes.

Section 2 The general format for all HSS-ICC general and committee meetings are as follows:

1. Call to Order
2. Roll Call
3. Approval of previous meetings minutes
4. Approval of the agenda
5. Approval of the financial statements reported by the Vice-Chair.
6. Reports given by the Chair, Vice-Chair, HSS-ICC advisor, and the ASI Board of Director liaison.
7. Public speakers
8. Old business
9. New business
10. Sign up for next week's agenda
11. Announcements
12. Adjournment

Section 3 HSS-ICC representatives may call a special meeting by submitting a petition signed by one-third of the Council. The

Chair then calls the meeting within forty-eight (48) hours of receiving the petition.

Section 4 A quorum must be present at all meetings.

Clause 1 Quorum is defined as one more than half of the voting membership. New and suspended members shall automatically adjust quorum.

Clause 2 No official business is conduct at the first meeting of each semester.

Section 5 Meetings are open to everyone on the CSUF campus and the general public. Non-members cannot make motions or vote, but may speak during the “public speakers” portion of the agenda.

Article 8 Funding Procedures

Section 1 General procedures for funding from accounts AS (034B)

Clause 1 The HSS-ICC does not fund events that exclude any CSUF students.

Clause 2 Funding requests must further the academic mission of the Department and University.

Clause 3 Funding request must include one letter of recommendation each from the Department Chair and the faculty advisor, in the event that these two positions are occupied by the same person, one letter will suffice.

Clause 4 Funding requests must be approved by the Vice-Chair.

Clause 5 Funding requests need a 51% vote to pass.

Clause 6 Funded projects must acknowledge the financial support for the HSS_ICC and AS, Inc. in all announcements and literature.

Section 1.1 General procedures for Line Item 8074

Clause 1 No retroactive funding requests may be made for line item 8074.

Clause 2 The HSS_ICC does not fund postage.

Clause 3 Printed materials much follow ASI and CSUF printing policies regarding content (Dean of Students Office, TSU 235).

Section 1.1.1 Publication Guidelines

Clause 1 Funding requests for publications must be student-initiated, written by and for students. And their content much be related to the academic mission of the department.

Clause 2 All students of the Department proposing a newsletter must be eligible to submit material for it.

Clause 3 Funding requests must include three itemized estimates and a previously printed publication or examples of submission articles.

Clause 4 The HSS-ICC will pay no more than \$500 per newsletter Department for each semester.

Clause 5 The content of the newsletter must adhere to ASI and University policy.

Clause 6 Funding requests may include cost for printing, typesetting, binding and publicity.

Clause 7 Funding requests must include a timeline.

Section 1.1.2 Speakers (Lectures), Film or Lecture Series, and Symposia Guidelines.

Clause 1 The HSS-ICC does not fund events that

1. Function as a class.
2. Function as a prerequisite for a class.
3. Are not student-initiated and organized.
4. Are not held on the CSUF campus.

Clause 2 Funding request must itemize each speaker's honoraria.

Clause 3 Funding proposal must include the speaker's Curriculum Vita or resume.

Clause 4 No CSUF student can be charged an admission fee.

Clause 5 A verbal acknowledgment of ASI and HSS-ICC funding must be made.

- Clause 6** The speaker must complete a W-9 form. Payments will not be made without complete speaker information.
- Clause 7** All speakers must sign an ASI speaker contract, which must be approved by the ASI/TSU Program Coordinator three weeks prior to the event.
- Clause 8** The HSS-ICC does not fund CSUF faculty or staff.
- Clause 9** An evaluation sheet must be filled in and turned into the HSS-ICC three days after the event.

Section 1.2 General Procedures for Line Item 8077

- Clause 1** Students may attend as non-participants, or may participate as active participants in conferences related to their field of study.
- Clause 2** Proposals for multiple participants attending the same conference must be presented together. Each proposal shall be considered separately.
- Clause 3** The cost for each itemized expense for multiple participants attending the same conference shall not exceed the lowest amount presented in the proposal.
- Clause 4** Non-participants and active participants funded are required to provide a presentation to their academic unit that outlines the conference experience, as well as how the knowledge gained supports the University mission and ASU, and should provide a written summary with information on the day, date and time of the presentation when submitting receipts for reimbursement. The summary will be at least one page long, typed, double-space, with one-inch margins, and a font size no larger than twelve (12) points.

Section 1.2.1 Active Participations

- Clause 1** Active participants are those who present academic or creative work at, or organize conferences related to their majors or minors. A funding request for the latter must include a letter from the President or Chair of the conference outlining the student's role as an organizer.
- Clause 2** Only active participants may request travel expenses as part

of their funding request.

- Clause 3** Funding for active participants is limited to eight (8) individuals per conference.
- Clause 4** Students presenting research must be fully or significantly responsible for the research.
- Clause 5** Proposals requiring funding for active participants must include the following:
1. Written abstract of research.
 2. An agenda showing the name and time slot of the presentation(s), or acceptance verification from conference officials.
 3. Letters as outlined in Article 8, Section 1, Clause 3.
 4. Proposals for airline funding must contain three airline quotes from three (3) different service providers.
 5. One quote for the conference hotel, or three hotel quotes for conferences not held at hotels.
Accommodation request are capped at three nights.
- Clause 6** A signed travel delegate form should be given to the HSS-ICC advisor immediately following the meeting in which the proposal is approved.
- Clause 7** Contact information (name, mailing address, and e-mail address) of each participant should be given to the Vice-Chair immediately following the meeting in which the proposal is presented.
- Clause 8** All original receipts must be handed in to be reimbursed.

Section 1.2.2 Non-participants

- Clause 1** Non-participants are students who attend, but do not present at a conference related to their majors or minors.
- Clause 2** Non-participants may only request reimbursement for registration.
- Clause 3** Proof of registration fee amount, the conference agenda, and letters as outlined in Article 8, Section 11, and Clause 3 should be included in the funding request.
- Clause 4** Students may request up to \$400 funding per conference for non-participants.

Section 1.2.3 Retroactive Request

- Clause 1** Retroactive funding proposals request funding for conferences during the summer or intersession.
- Clause 2** Retroactive funding proposals must be made by the third Council meeting of the semester following break.
- Clause 3** Before leaving for their conferences, students should fill out and sign travel delegate forms. Those who do not sign these forms may not propose retroactive funding request.
- Clause 4** Retroactive funding proposals should be anticipated and must follow all of the guidelines requires of non-participants and active participants. All itemized quotes for travel must be taken for the relevant dates of travel. In addition to the guidelines stated above for participants and non-participants, retroactive proposals should also include the following documents:

Section 1.2.4 Travel Cap

- Clause 1** Participants asking for \$500 or less do not need to show proof of personal contribution. For those asking for more than \$500, you must put in 25% personal contribute of the amount you are asking for.