

Humanities and Social Sciences Inter-Club Council

Associated Students, Inc.

California State University, Fullerton

Constitution & Bylaws



**Approved by the General Council of the
Humanities and Social Sciences Inter-Club Council**



We, the members of the Humanities and Social Sciences Inter-Club Council (H&SS ICC), an Associated Students, Inc. (ASI) 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. Any and all concerns not addressed in these bylaws shall adhere to the policies in the ASI Financial Handbook for Student Leaders.

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of this organization shall be " The Humanities and Social Sciences Inter-Club Council (H&SS ICC) at California State University, Fullerton."

Section 2. The purpose of this organization is to control the channeling of ASI funds allocated to the separate Council Representatives and to serve 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.

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: Ex-officio (i.e. non-voting) and Voting.

Section 5. Voting membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton.

Clause 1. Ex-officio, non-voting members of the council include the Humanities & Social Sciences ASI Board of Directors (BOD), the H&SS ICC Chair (President), Vice-Chair (Treasurer), Director of Administration (Secretary), and Advisor.

Clause 2. Voting members of the council include all 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).

Clause 3. Student Membership is made up exclusively of those who are affiliated with their respective department.

Subclause 1. Affiliation means that a student has made a formal declaration according to the CSUF Registrar's record. This requires that any prospective H&SS ICC member be a declared major or minor of the department with which the Council Representatives (CR) is affiliated.

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

Subclause 3. A Representative Contract must be turned in to the H&SS ICC Director of Administration (Secretary) at the beginning of **each** semester.

Clause 4. All matriculated students are eligible to serve as Council Representative (CR).

Section 6. Any registered club can have representation on the H&SS ICC so long as their faculty advisor is within the college. Eligibility must remain consistent with other provisions of these bylaws.

Clause 1. CR's are the liaison between their departments, the H&SS 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. CR's must register each academic year with Student Life and Leadership for university recognition.

Clause 3. The Council adheres to the definition of department, major, and program as outlined in the CSUF Catalog.

Clause 4. Graduate and undergraduate students can participate in the H&SS ICC as voting representatives.

Clause 5. 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 7. Any member may be suspended or expelled from the organization for conduct by which they willfully misrepresented information used to render decisions on financial matters and/or for failing to fulfill the conditions for funding, and/or for failing to meet required attendance policies set in section 7 of this constitution. The offense must be in writing and submitted by a club 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.

- Clause 1.** Council Representatives (CR's) may be suspended for not turning in completed funding requests for three (3) 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 ($\frac{2}{3}$) majority vote.
- Clause 3.** CR's who are expelled or suspended are reinstated by a two-thirds ($\frac{2}{3}$) majority vote of the Council after the fulfillment of any Council stipulations.

Section 8. Attendance and Representation

- Clause 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 miss more than three (3) meetings per semester will be immediately suspended.
- Clause 2.** Any representative failing to appear at a meeting by roll call will be considered tardy. Three (3) tardies are equal to one (1) absence. If a representative leaves a meeting before the agenda sign-up, that representative's attendance will be marked as absent.
- Clause 3.** Any representative scheduled to review a proposal with the Vice-Chair, who fails to appear and does not give a prior notification of absence, will be considered tardy.
- Clause 4.** Any representative that is absent more than three (3) meetings per semester will be suspended from the H&SS ICC. Their suspension will take effect immediately and will remain in place until the conclusion of the following academic year. The suspension will remain unless an appeal is made.
 - Subclause 1.** Upon suspension, all unspent funds allocated to any Council Representative are reverted to the respective budget line items by a majority vote of the council.
 - Subclause 2.** An appeal may be made one time per semester.
 - Subclause 3.** An appeal may be made in two ways. The suspended representative may either write a memorandum to be submitted to the H&SS ICC board for review, or they may give a presentation to the General Council. Both the memorandum and presentation must provide an adequate explanation for the representative's continued absence from the weekly council meetings. Once the council or board accept either of these explanations, the representative must be voted back in with a two-thirds ($\frac{2}{3}$) majority vote.
- Clause 5.** Suspension of a Council Representatives automatically reduces quorum.
- Clause 6.** Departments whose representatives decide to become officers for the H&SS ICC will have a three-week grace period, without attendance penalty, to find a new representative.

Clause 7. Participation in an official, recognized event for HSS Week and HSS Week Resource Fair is mandatory for all departmental organizations.

Subclause 1. An official, recognized event is sponsored by clubs with representation on ICC which occurs during H&SS Week, which may or may not use funding.

Subclause 2. Absence during the HSS Week Resource Fair and/or the lack of an officially recognized club-sponsored event will result in a suspension.

Subclause 3. Following the same procedure articulated above in Clause 4, Subclause 3, the council may lift this suspension.

ARTICLE III. OFFICERS

Section 1. The elected officers of the organization shall be the President (i.e. Chair), 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 June 1st.

Clause 1. Officers do not have the right to vote.

Clause 2. Officers cannot serve as primary or alternate club representatives (i.e. Council Representatives).

Clause 3. Officers **do** have the right to speak and make motions.

Section 2. Powers and Duties of Officers:

Clause 1. 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. This individual is referred to as the Chair of the organization.

Subclause 1. The President/Chair can call special meetings.

Subclause 2. The President/Chair has check-writing authority.

Subclause 3. The President/Chair must announce all special meetings, or any changes in location or time of meetings, thirty-six (36) hours in advance.

Subclause 4. The President/Chair can appoint committees as deemed necessary.

Subclause 5. The President/Chair or designee shall fulfill all ASI obligations and guidelines.

Subclause 5.1. The President/Chair or designee must attend ASI Executive Senate meetings every other Thursday.

Subclause 5.2. The President/Chair or designee must make sure that someone attends Board of Director meetings **twice** a semester as directed by ASI.

Clause 2. 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 1. The Treasurer/Vice-Chair presides at the organization meetings in the absence of the President. They perform all duties assigned by the Chair. They notify all members of organization meetings.

Subclause 2. The Treasurer/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.

Subclause 3. The Treasurer/Vice-Chair gives a financial report at each meeting.

Subclause 4. The Treasurer/Vice-Chair has check-writing authority.

Subclause 5. The Treasurer/Vice-Chair submits a quarterly financial report to the ASI Board of Directors.

Subclause 5.1. In place of a quarterly financial report, as of August, 2014 the Treasurer/Vice-Chair is required to submit an executive senate budget report (ESBR) every month to ASI's VP of Finance.

Subclause 6. The Treasurer/Vice-Chair consults with the Chair on the budget proposal for the next year.

Subclause 7. The Treasurer/Vice-Chair presents a recommended budget to the Council for approval and then to ASI.

Subclause 8. The Treasurer/Vice-Chair fulfills all ASI obligations and guidelines.

Subclause 8.1. The Treasurer/Vice-Chair must attend ASI Executive Senate financial caucus meetings every other Thursday.

Clause 3. The Director of Administration (i.e. Secretary) 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 maintains 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 collects all Council Representative Contracts.
- Subclause 3.** The Director of Administration keeps an accurate list of registered representatives.
- Subclause 4.** The Director of Administration reports and records attendance as well as vote counts on all proposals at each meeting.
- Subclause 5.** The Director of Administration maintains weekly agendas and minutes and sends them to the President for dispersal.
- Subclause 6.** The Director of Administration collects and files all proposals, meetings, agendas, voting record sheets, and handouts for council meetings.
- Subclause 7.** The Director of Administration assists the Chair in contacting members for specially called meetings.
- Subclause 8.** The Director of Administration will present proposals for funding requests on behalf of H&SS students who are not affiliated with a departmental organization in the council. Funding requests are limited to funding from line item 8077 (Travel).

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 Student Representative Student Officers by the CSU Chancellor's Office.
 - Subclause 1.** The Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
 - Subclause 2.** The Officers must maintain a minimum cumulative 2.0 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.

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.

Section 5. Officer financial leadership awards:

Clause 1. Financial leadership awards for the Chair and Vice Chair position are assigned and approved by the Associated Students, Incorporated (ASI) Board of Directors at Cal State Fullerton.

Clause 2. As of Spring 2016, the ASI Board of Directors approved a measure to appropriate funding to all ASI funding councils for the creation of additional leadership roles within each council. Each award may not exceed one thousand (1000) dollars and may not be less than two hundred and fifty (250) dollars.

Clause 3. Each financial leadership award that is awarded to each additional position will be divided in half and each half shall be dispersed at the start of each semester within the academic year.

Clause 4. The financial leadership award for the Director of Administration shall be one thousand (1000) dollars.

Clause 5. Voting members of the Humanities & Social Sciences Inter-Club council may petition to change financial award amounts for the purposes of including additional leadership positions or adjusting leadership responsibilities by a two thirds (2/3) majority vote.

Subclause 1. A petition requires the same number of signatures as the number of representatives required for quorum.

Subclause 2. Upon receiving a mandate by the council in the form of a petition, the council leadership will add the proposed financial leadership award adjustment to the agenda.

Subclause 3. Voting members may only propose financial leadership award adjustments during the fall semester. Approved award adjustments will take effect until the following academic year after June 30th.

ARTICLE IV. MEETINGS

Section 1. Regular meeting are scheduled at 10:00 a.m to 12:00 p.m., every Friday during the academic year, beginning the second week of classes.

Clause 1. No official business is conducted at the first meeting of each semester.

Section 2. Special meetings are called by the President/Chair. H&SS ICC representatives may also call a special meeting by submitting a petition signed by one-third ($\frac{1}{3}$) of the Council. The Chair then calls the meeting within forty eight (48) hours of receiving the petition.

Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership. New and suspended members shall automatically adjust quorum.

Section 4. 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.

Clause 1. Public Speakers must be present at the beginning of the meeting (11:00am).

Clause 2. Public Speakers are granted 10 minutes of speaking time.

Subclause 1. Speaking time may be extended or reduced by a council majority vote.

Section 5. The general format for all H&SS ICC general and committee meetings are as follows:

1. Call to Order
2. Roll Call
3. Approval of previous meeting's minutes
4. Approval of the agenda
5. Public speakers
6. Budget Update
7. Reports given by the Chair, Vice Chair, Director of Administration, H&SS ICC advisor, H&SS Housing and Residence Liaison, and the ASI Board of Directors Liaisons.
8. H&SS Week Committee
9. Old business
10. New business
11. Sign up for next week’s agenda
12. Announcements
13. Adjournment

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.

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 (four (4) weeks prior to voting).

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. All nominees are required to leave the meeting room during discussion of their candidacy.

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 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.

Clause 1. A candidate must receive at least 51% of the votes or if necessary runoff elections will be held.

Section 6. 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.

Clause 1. 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.

Section 6. 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 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. 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 VII. DUES

Section 1. This organization does not accept membership fees. Funding and resources is provided by Associated Students, Incorporated at California State University, Fullerton and/or by student organized fundraising.

Section 2. All money must be deposited into an Associated Students, Incorporated Accounting Office agency account.

ARTICLE VIII. MEMBER FUNDING PROCEDURES

Section 1. General funding procedures.

Clause 1. The H&SS 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. Upon receiving the H&SS ICC's initial sum of money, the Treasure/Vice-Chair will split it into two equal halves. The first half will only be used for the Fall semester and the second half will only be used for the Spring semester.

Subclause 1. Requests for funding for Spring semester events may be taken from the Fall budget when deemed necessary by the Board and General Council. If deemed necessary, the request must pass by majority vote.

Subclause 2. The H&SS ICC will not consider proposals for the Spring until the first week of December.

Clause 4. The order by which proposals will be heard at each meeting will reflect the amount and time each proposal packet is submitted every Tuesday prior to the Friday proposal date.

Subclause 1. Proposals will be presented in the order that they are submitted and any club that has received 10% from line item 8074, contract fees and rentals, per semester will automatically be moved to the back of the order.

Clause 5. Funding requests must include one (1) letter of recommendation with signatures from the Department Chair and the Faculty Advisor. In the event that these two positions are occupied by the same person, one (1) letter will suffice.

- Clause 6.** Funding requests must be approved by the Treasurer/Vice-Chair.
- Clause 7.** Funding requests need a majority vote to pass.
- Clause 8.** Funded projects must acknowledge the financial support of the H&SS ICC and ASI in all announcements and literature.
- Clause 9.** All paperwork is due no later than two (2) weeks after the conclusion of the event or no funding will be received.

Section 2. General procedures for Line Item 8074 - Contracts, Fees & Rentals

- Clause 1.** No retroactive funding requests may be made for line item 8074.
- Clause 2.** The H&SS ICC does not fund postage.
- Clause 3.** Printed materials must follow ASI and CSUF printing policies regarding content (Dean of Students Office, TSU 235).
- Clause 4.** Publication Guidelines
 - Subclause 1.** Funding requests for publications must be student-initiated, written by and for students. And their content must be related to the academic mission of the Department.
 - Subclause 2.** All students of the Department proposing a newsletter must be eligible to submit material for it.
 - Subclause 3.** Funding requests must include three (3) itemized estimates and a previously printed publication or examples of submission articles.
 - Subclause 4.** The H&SS ICC will pay no more than \$500.00 per Department newsletter for each semester.
 - Subclause 5.** The content of the newsletter must adhere to ASI and University policy.
 - Subclause 6.** Funding requests may include cost for printing, typesetting, binding and publicity.
 - Subclause 7.** Funding requests must include a timeline.
- Clause 5.** Speakers (Lectures), Film or Lecture Series, and Symposia Guidelines.
 - Subclause 1.** The H&SS ICC does not fund events that function as a class, a prerequisite for a class, are not student-initiated and organized, or are not held on the CSUF campus.
 - Subclause 2.** Funding requests must itemize each speaker's honoraria.
 - Subclause 3.** Funding proposals must include the speaker's Curriculum Vita or résumé.

- Subclause 4.** No CSUF student can be charged an admission fee.
- Subclause 5.** A verbal acknowledgment of ASI and H&SS ICC funding must be made.
- Subclause 6.** The speaker must complete a W-9 form. Payments will not be made without complete speaker information.
- Subclause 7.** All speakers must sign an ASI Standard Contract Agreement, which must be approved by the ASI/TSU Program Coordinator **three (3) weeks prior** to the event.
- Subclause 8.** The H&SS ICC does not fund CSUF faculty or staff.
- Subclause 9.** An evaluation sheet must be filled in and turned into the H&SS ICC three (3) days after the event.

Section 3. General Procedures for Line Item 8077 - Travel

- 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.** 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 ASI. They 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 (1) page long, typed, double-space, with one-inch margins, and a font size no larger than twelve (12) points.

Section 4. Active Participants

- Clause 1.** Active participants are those who present academic or creative work at, or organize conferences related to their academic or professional development.
- Clause 2.** A funding request for a conference organizer must include a letter from the President or Chair of the conference outlining the student's role as an organizer.
- Clause 3.** Only active participants may request travel expenses as part of their funding request.
- 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 (3) airline quotes from three (3) different service providers.
5. One (1) quote for the conference hotel, or three (3) hotel quotes for conferences not held at hotels. Accommodation requests are capped at three (3) nights.

Clause 6. A signed travel delegate form should be given to the H&SS ICC advisor immediately following the meeting in which the proposal 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.

Clause 9. All students who receive travel funding as an active participant enter a contractual agreement to present their research from the year, at the H&SS Week Symposium.

Subclause 1. Under extenuating circumstances this bylaw may be overridden with a 2/3 vote.

Section 5. Non-participants

Clause 1. Non-participants are students who attend, but do not present at a conference related to their academic or professional development.

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.

Section 6. Retroactive Requests

Clause 1. Retroactive funding proposals are to 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 need to fill out and sign travel delegate forms. Those who do not sign these forms may not propose retroactive funding requests.

Clause 4. Retroactive funding proposals should be anticipated and must follow all of the guidelines required of non-participants and active participants. All itemized quotes for travel must be taken for the relevant dates of travel.

Section 7. Travel Cap

Clause 1. There is a \$500.00 line item 8077 (travel) cap per student, per year.

Clause 2. For a vehicle that is personally operated, as specified by ASI, no less than 25 miles round-trip shall be reimbursed.

Subclause 1. For vehicle reimbursement, travel must originate from campus.

ARTICLE IX. 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.

Clause 1. All changes must pass with a two-thirds ($\frac{2}{3}$) vote.

Clause 2. All amendments must be presented to the ASI University Affairs Committee.

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 X. DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event the "Humanities and Social Sciences Inter-Club Council (H&SS ICC)" 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 XI. RULES OF ORDER

Section 1. The Humanities and Social Sciences Inter-Club Council (H&SS ICC) 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.