

Bronx Community College The City University of New York

Ratified May 1981

Amended April 2004

The Inter-Organization Council (I.O.C.)

CONSTITUTION AND BYLAWS

ARTICLE I – NAME

The name of this body will be the Inter-Organization Council (I.O.C.) of the Bronx Community College of the City University of New York.

ARTICLE II – PURPOSE

The Inter-Organization Council will be concerned with the welfare and governance of all student clubs and college wide organizations (hereinafter referred to as student organizations) except Student Government Association which functions at Bronx Community College. The I.O.C. will interpret and uphold the regulations pertaining to these organizations as set down by the Bronx Community College Governance Plan, through the Student and Faculty Committee on Student Activities, and as set forth in Article 15 of the Bylaws of the Board of Trustees of The City University of New York. (The documents mentioned in this Article are available in the Office of the Vice President for Student Development, and the Office of Student Activities.)

ARTICLE III – SPECIFIC FUNCTIONS

Sec. 1:

- a. **ORGANIZATION CHARTERS:** In accordance with the policies and procedures regarding club/college wide organization charters, the I.O.C. will be responsible for reviewing and recommending to the Student Activities Committee such new student groups as qualify for an I.O.C. Charter; to submit a list of newly funded clubs/college wide organizations to the Office of Student Activities and Student Government for their records. No club/college wide organization charter or application for charter will be accepted after 60 days from the beginning of the semester. Any club/college wide organization re-charter or application for charter submitted after 60 days will be accepted for the next semester.
- b. **BUDGET:** Through its Budget Committee, the I.O.C. will review the proposed annual budget of each I.O.C. member-group and make the initial recommendation

for the allocation of student organization funds. The monies to be allocated will come through the recommendation of the Finance Committee. Any club/college wide organization that submits a budget in the spring semester will be given one half the amounts given yearly.

- c. **CLUB/COLLEGE WIDE ORGANIZATION GUIDELINES:** The I.O.C., in cooperation with the Office of Student Activities, will establish a manual of procedural guidelines for the proper and smooth functioning of member groups. The manual will contain information regarding club/college wide organization chartering and re-chartering, officers' responsibilities, event planning guidelines, etc. This manual will be distributed to all member groups for their use in effective functioning on this campus.
- d. **CO-SPONSORED ACTIVITIES:** The I.O.C. will encourage and provide assistance to member groups who desire to co-sponsor activities of common or related interest.
- e. **WORKSHOPS AND SEMINARS:** In cooperation with the Office of Student Activities, the I.O.C. will plan, develop, and coordinate special programs (workshops and seminars), which will provide the member groups, and the student body at-large, with information and experience related to the needs of organization work and procedures, i.e., leadership training, fund raising, officers' orientation, meeting procedures, program planning, etc.
- f. **CALENDAR OF EVENTS AND CLEARING HOUSE:** The Office of Student Activities and the I.O.C. will act as a clearing house for scheduling programs and activities of member groups. A master calendar of events will be maintained in the Office of Student Activities.

Sec. 2: Additional specific functions may be undertaken as the needs arise, as recommended and determined by the members or officers of the I.O.C.

ARTICLE IV – MEMBERSHIP

The Inter-Organization Council will be composed of the following members:

- a. **GROUP REPRESENTATIVES:** One elected or appointed regular representative from each chartered student organization at the Bronx Community College will be a member of the I.O.C. The regular representative must be a member-in-good standing with a currently chartered student organization at this college.
 - 1) This representative will have the responsibility to represent his/her particular club/college wide organization at all meetings. This person can participate in all discussions and vote on all issues.

- 2) The name of the regular representative of a group will be submitted by that member group to the Recording Secretary of the I.O.C. at the time of chartering/re-chartering.
 - 3) The representative is required to attend all meeting of the I.O.C.
- b. ALTERNATES: Each chartered member group will be entitled to have one alternate representative. The alternate should be encouraged to attend all meetings along with the regular representative.
- 1) The alternate will be able to vote on the business before the I.O.C. if the regular representative is not present.
 - 2) The alternate may participate in the discussion during the I.O.C. meeting.
 - 3) The name of the alternate must be submitted by the member group to the Recording Secretary of the I.O.C. at the time of chartering/re-chartering.
- c. RESPONSIBILITIES AND VOTING: Each member group of the I.O.C. is expected to keep current records of its activities and advise the I.O.C. of future planned activities. The regular representative and the alternate must be familiar with the I.O.C. Constitution and Bylaws.
- 1) The representative or alternate is responsible for keeping his/her club/college wide organization informed of current I.O.C. discussions/business.
 - 2) Each currently chartered member group is entitled to one vote, through its official representative, in the I.O.C.
- d. INSTRUCTIONAL STAFF ADVISERS: All members of the Bronx Community College instructional staff are eligible to be a student club, college wide organization or I.O.C. adviser. All other employees working at Bronx Community College are eligible to petition the Student Activities Committee for approval as a student club adviser. Each club will elect an adviser at the first meeting held at the beginning of each academic year. As per Article XIII (g), the instructional staff adviser for each college wide organization will be selected by the personnel and budget committee of the supervising academic department. Students may submit to the department personnel and budget committee nominations for instructional staff adviser.
- 1) Club/College Wide Organization Adviser's Responsibilities:
 - a. To offer students an opportunity to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed activities: social, recreational, intellectual, cultural, or athletic.

- b. To help students formulate and pursue clear aims through bylaws, so that the club/college wide organization may operate for the welfare of all its members.
 - c. To require adherence to Board of Trustees Bylaws and College Regulation as to the aims and practices of organization, their charters, budgeting and activities. (Bylaws available in the Office of Student Activities).
 - d. To protect the safety and security of student participation.
 - e. To encourage student participation to gain useful and valuable experience, but not at the expense or jeopardy of academic responsibilities and standing.
 - f. To help students foster good public and human relations.
 - g. To help students achieve the highest moral, intellectual and social standards of which they are capable, in their best interest and those of the college.
- 2) I.O.C. Adviser: one Instructional Staff Adviser will be elected each year by the members of the I.O.C. to serve on the I.O.C. Executive Board.
- a. When an Instructional Staff member is elected to an advisory post he/she will cease to represent an individual group, and for the duration of his/her term he/she will represent the entire I.O.C. and assist in the work of the I.O.C. and all member groups.
 - b. Any full time Instructional Staff member can serve as the I.O.C. adviser.
 - c. The I.O.C. Adviser will be a regular member of the I.O.C. having the privileges of participation in discussion and the right to vote. The I.O.C. Adviser will have one vote.
 - d. The presence and active participation of the I.O.C. Adviser is urged. His/her attendance at all meeting of the I.O.C. is strongly recommended.
- 3) Restriction on I.O.C. Adviser: The person who holds the position of Director of Student Activities cannot run for the position of Instructional Staff Adviser to the I.O.C.

ARTICLE V – OFFICERS

Sec. 1: The elected Executive Board of the Inter-Organization Council will consist of:

- a. Chairperson: This person will be the presiding officer of the I.O.C. meeting. This officer will be elected from among the fifteen (15) senators by the I.O.C. General Assembly plus one (1) representative from each athletic team within the Athletic Association as per the Student Government Association (SGA) Constitution Sec. 6.1. The I.O.C. General Assembly consists of the representatives from each chartered student organization. The election for the

I.O.C. Chairperson will take place on the same day as the Student Government Association Executive Board election.

- 1) The Chairperson will act as the official spokesperson of the I.O.C. when necessary.
 - 2) The Chairperson will guide the I.O.C. in the interests of its member and in accordance with the Constitution and Bylaws of the SGA and I.O.C. This officer will be responsible for the smooth and proper functioning of the I.O.C.
 - 3) This officer will assume office by May 31st. All other officers will be elected during the fall semester.
- b. Vice Chairperson: This officer will assume the duties of the Chairperson when the Chairperson is absent or unable to perform his/her duties.
- 1) The Vice Chairperson will be an assistant to the Chairperson and will assume all responsibilities assigned to that office by the Chairperson or the membership.
 - 2) The Vice Chairperson will be the Parliamentarian of the I.O.C.
 - 3) The Vice Chairperson will chair the Standing Committee on Charters.
- c. Secretary: The Secretary will maintain a complete, accurate, and permanent record of I.O.C. business concerning its internal affairs. These records will include: minutes of all I.O.C. regular and special meetings, a record of current membership, names and addresses of representatives and alternates, and a file of past/current records of the I.O.C., etc.
- 1) The Secretary will duplicate the minutes of each I.O.C. meeting (regular and special meetings) and circulate these copies to all members in good standing, to Instructional Staff Advisers, to all organization presidents.
 - 2) Copies of the minutes of each meeting will be distributed within ten (10) days after each meeting.
 - 3) The Secretary will handle all official correspondence from the I.O.C. and will maintain an up-to-date record (directory) of names and addresses of the member groups, their officers and representatives.
- d. Treasurer: The Treasurer will be responsible for handling the finances of the I.O.C. in accordance with the guidelines of the Student Government Association Executive Board, the B.C.C. Association, Inc. and the Bylaws of the Board of Trustees of The City University of New York.

- 1) The Treasurer will maintain a complete, accurate record of all transactions and reports, as necessary, to the I.O.C.
- 2) The Treasurer will chair the Standing Committee on Budgets.

Sec. 2: The procedure for electing I.O.C. officers will be as follows:

- a. DATE: Elections for officers except the Chairperson will be held at the first meeting of the fall semester.
- b. NOMINATIONS: Nominations for all officers will be made from the floor.
- c. QUALIFICATIONS: A candidate for an office must meet the following requirements:
 - 1) Be a member in good standing of a student club/college wide organization at Bronx Community College currently chartered by the I.O.C., for at least one semester.
 - 2) Be willing to relinquish his/her position as a club/college wide organization representative in order to assume an I.O.C. post.
 - 3) Must have earned a minimum of six college credits, with a cumulative grade point average of 2.00.
- d. BALLOTING: Voting will be conducted by secret ballot. A majority vote of the members present is required for election to an office.

Sec. 3: The I.O.C. Adviser will be elected at the same meeting that the officers are elected.

Sec. 4: TERM OF OFFICE: The term of office for the elected officers and Instructional Staff Adviser will be one academic year, September to June. Their terms will end on the last day of the academic year in accordance with the official calendar of the College.

Sec. 5: REPRESENTATION: A student representative who is elected to the Executive Board of the I.O.C. will cease to represent, in the I.O.C., the particular organization which he/she originally represented for the period of his/her office.

- a. An officer of the I.O.C. will represent the I.O.C. at-large and will be responsible to the members of the I.O.C.
- b. Officers will assume the responsibilities of their office and will be accountable to the I.O.C.

Sec. 6: Each elected officer of the I.O.C. will be entitled to one vote in the I.O.C.

ARTICLE VI – MEETINGS

Sec. 1: DATES: A regular meeting of the I.O.C. will be held once every month of the academic year.

The day (dates) and time of regular meetings will be determined by the members (representatives and officers) at the first meeting of each semester.

A calendar of regular meeting dates will be established at the first meeting and distributed to each student organization and Instructional Staff Adviser.

Sec. 2: SPECIAL MEETINGS: A special meeting may be called when deemed necessary by (a) any I.O.C. Executive Board member; (b) then members of the I.O.C. who request such a meeting through a letter or petition; or (c) the Director of Student Activities.

Sec. 3: BUSINESS: Official business of the I.O.C. may be transacted only if a quorum is present at a regular or special meeting.

Sec. 4: ANNOUNCEMENTS: Announcements and reminders of regular and special meetings should be sent out by the Secretary at least ten (10) days in advance of the date.

Sec. 5: PLACE: All meetings will be held in, Roscoe C. Brown Student Center, Room 308, unless otherwise noted or posted.

Sec. 6: ATTENDANCE: Representatives are required to attend all meetings. If an I.O.C. representative is absent from two (2) consecutive meetings, a penalty will be instituted against his/her club/college wide organization.

- a. If an I.O.C. representative is absent from one meeting, a letter of warning will be sent to the club President and Instructional Staff Adviser. The second meeting missed, the club's budget will be frozen by 30% and will remain frozen for 30 days. Attendance at the next scheduled meeting will result in the funds being restored.
- b. If additional meetings are not attended by an organization's representative, further disciplinary action will be taken by the officers of the I.O.C.

ARTICLE VII – QUORUM

Sec. 1: A quorum will consist of a majority of the total membership. (The total

membership includes: One representative from each currently chartered student organization: the elected officers of the I.O.C. and the Instructional Staff Adviser).

Sec. 2: No regular or special meetings may be held unless a quorum is present.

Sec. 3: If a quorum is not present, the group may discuss matters of mutual concern but no official business may be transacted. Such a meeting is considered informal and unofficial and no record needs to be maintained.

ARTICLE VIII – CHARTERS

Sec. 1: **NEW CHARTERS:** In accordance with the policies and procedures of the I.O.C., application for a student organization charter and subsequent membership in the I.O.C. will require the following:

- a. A student organization desiring membership in the I.O.C. will apply for a charter from the I.O.C. Office; will receive all necessary materials and application from that Office and obtain any needed assistance from I.O.C. officers and advisers.
- b. The application for a charter and a copy of the new group's bylaws will be submitted to the I.O.C.
- c. The Standing Committee on Charters, composed of two I.O.C. representatives, the I.O.C. Adviser, the Student Activities Assistant Director, and chaired by the Vice-Chairperson, will review the applicant's materials and determine the qualifications and meeting of the requirements of the applying group. The Committee will report and recommend to the I.O.C. members, at a business meeting, the disposition of the application. When necessary, the Committee should assist the applying group to correct errors or omissions in their documents in order that they may qualify for a charter.
- d. All requirements and qualifications for membership in the I.O.C. are listed and described on the charter application form. All club officers must have earned a minimum of six credits, including remedial courses, with a cumulative grade point average of 2.00.
- e. Applications for Charters will be presented by this Committee to the members of the I.O.C. for their approval or rejection.
- f. All new charters must be approved by the I.O.C. before recommendation is made to the Student Activities Committee.

- g. A majority vote of the members present at a regular or special meeting is required for the granting of a Charter and membership in the I.O.C.
- h. Following approval by the I.O.C. and Student Government Association, the Charter application is forwarded and submitted to the Student and Faculty Committee on Student Activities for final approval.

Sec. 2: RENEWAL OF CHARTERS: Each semester a student organization is required to renew its membership in the I.O.C. This is done by submitting the necessary forms which are available in the I.O.C. office. These charter renewal forms must be submitted no later than forty five (45) days from the beginning of each semester. Unless a group has renewed its Charter each semester, it is not considered in-good-standing with the I.O.C.

A student organization, once chartered, maintains its membership in the I.O.C. by fulfilling the above requirement.

Student Organizations (members of the I.O.C.) are required to file a copy of their bylaws with the I.O.C. each time the bylaws are amended or revised.

Sec. 3: RE-INSTATEMENT: A student organization that has been inactive for one or more semesters should consult with the I.O.C. Office for instructions on how to reinstate their membership in the I.O.C.

Sec. 4: APPEALS: A student organization denied chartering by the Standing Committee on Charter has a right to appeal the denial to the Student Activities Committee. The decision of the Student Activities Committee will be ratified by the Senate.

ARTICLE IX – STANDING COMMITTEES

The following Standing Committees will be formed at the second meeting of each semester:

Sec. 1: EXECUTIVE COMMITTEE: The chairperson, Vice Chairperson, Secretary, Treasurer, and the I.O.C. Adviser, will constitute the Executive Committee.

Sec. 2: CHARTER REVIEW COMMITTEE: This committee will meet as needed to review new applications from student organizations. The committee will report regularly to the I.O.C. members and recommend new Charters. The Vice-Chairperson of the I.O.C. will act as chairperson of this committee.

Sec. 3: BUDGET COMMITTEE: This committee will be composed of two (2) I.O.C. representatives, the I.O.C. Adviser, and chaired by the Treasurer. The Student Activities Director will serve ex-officio. This committee will review and make all initial recommendations for the allocation of student organization funds. Each student organization will submit by the scheduled date its proposed budget for the

following academic year. This committee will study the budgets and make appropriate recommendations to the Student Association Executive Board and to the B.C.C. Association, Inc. This committee will be chaired by the Treasurer of the I.O.C.

Sec. 4: SPECIAL PROGRAMS COMMITTEE: Each semester a committee will be formed to consider the special workshops or seminars that should be planned and presented in keeping with the interests and needs of the I.O.C. and the students at B.C.C.

ARTICLE X – ORDER OF BUSINESS

Sec. 1: The agenda of regular meetings of the I.O.C. will follow this order:

1. Call to order by the Chairperson
2. Roll call or attendance
3. Announcements; Introduction of new members; Introduction of guests or visitors
4. Approval of the Minutes of the previous meeting
5. Reports from the Officers
6. Reports from the Standing Committees
7. Completion of old business (left over from previous meetings)
8. New business
9. Special program (Optional)
10. Guest speaker (Optional)
11. Announcements from the floor (from members or visitors)
12. Adjournment

Sec. 2: The order of business (agenda) of a meeting may be modified by majority vote of the members present.

Sec. 3: Any member may submit to the Secretary or to the Chairperson a topic to be placed on the agenda of a particular meeting. For proper handling, topics for I.O.C. consideration should be submitted in writing five (5) days before a meeting is to take place.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The Inter-Organization Council (I.O.C.) will conduct its business in accordance with the parliamentary authority of Robert's Rules of Order (Latest Edition).

ARTICLE XII – AMENDMENTS

- Sec. 1: Proposed amendments to the Constitution and Bylaws of the I.O.C. must be announced and circulated in writing to all the members-in-good standing of the I.O.C. at least ten (10) business days prior to the consideration of the amendment at an I.O.C. meeting.
- Sec 2: An amendment must be approved by a two-thirds (2/3) majority of the total membership of the I.O.C. (The total membership of the I.O.C. will be determined by the number of chartered student organizations in-good-standing with the I.O.C. on the date of consideration of proposed amendment, plus the officers and adviser of the I.O.C.).

ARTICLE XII – REQUIREMENTS FOR COLLEGE-WIDE ORGANIZATIONS

- a. The organization's purpose as stated in the constitution must be specific in terms of how it meets the criteria of service to the college at large, as evidenced by a targeted audience that is campus wide and includes activities/events which are of benefit to the entire campus community. A college wide organization must operate under the auspices of an academic department.
- b. Procedures for chartering for a college wide organization will generally follow those provided in Article VIII. Where there is a conflict between Article VIII and Article XIII, the provisions of Article XIII will control.
- c. The organization must have 15 current members at the time of filing for college-wide status.
- d. The organization must submit a calendar of activities/events/projects for the academic year to be submitted to the Secretary of the Student Activities Committee.
- e. Officers of the organization must have earned a minimum of 12 credits, including remedial courses, and have a 2.0 index.
- f. The organization must have been a chartered organization under the Inter-Organizational Council for two (2) years.
- g. Since these organizations require expertise in their respective area, the instructional staff adviser will be selected by the personnel and budget committee of the supervising academic department. Students may submit to the department personnel and budget committee nominations for instructional staff adviser.

- h. The request for chartering must be presented by two officers; the instructional staff adviser must attend at least one of the meetings addressing the request for a charter.
- i. College wide organization status does not confer additional budgetary finding. Budget requests must be submitted to the Bronx Community College, Inc. Budget Committee.

AMENDMENTS APPROVED BY THE	
INTER ORGANIZATIONAL COUNCIL	MARCH 25, 2004
STUDENT ACTIVITIES COMMITTEE	MARCH 25, 2004
COLLEGE SENATE	APRIL 1, 2004