

BRONX COMMUNITY COLLEGE
OFFICE OF STUDENT LIFE
INTER-ORGANIZATIONAL COUNCIL

A HANDBOOK FOR CLUBS
&
COLLEGE-WIDE ORGANIZATIONS

Student club and organization officers are responsible for the following the rules and regulations pertaining to student activities as provided by the Inter-Organization Council (I.O.C.). This handbook should be used as a constant reference to make sure the appropriate rules are being followed when making decisions concerning the expenditure of student activities fees or submitting the appropriate forms when planning an event.

The staff in the Office of Student Life is always there to assist you with any questions you might have. Don't be a stranger and feel free to stop by anytime as we are there to help you with your planning and make sure your club or organization functions at its best.

The Office of Student Life is an excellent resource for students who want to learn about a variety of interesting programs, activities and opportunities. It is the one-stop-shop for information about upcoming academic and social events, leadership opportunities, scholarships and much more. The Student Life staff will assist you in all aspects of campus life at Bronx Community College.

LOCATION

RBSC room 309
Phone: 718-289-5194/5962
Fax : 718-289-6021

HOURS OF OPERATION

Monday 9am – 5pm
Tuesday 9am – 5pm
Wednesday 9am – 5pm
Thursday 9am – 5pm
Friday 9am – 5pm

INTER-ORGANIZATIONAL COUNCIL

Purpose:

The Inter-Organization Council (I.O.C.) will be concerned with the welfare and governance of all student clubs and college wide organizations except Student Government Association (S.G.A.) which functions at Bronx Community College (B.C.C.). 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.

Application for Charter and Application for Recertification:

When ten students for clubs or fifteen students for college-wide organizations with a mutual interest decide to form a union, they must also apply for a charter in order to be recognized by the Inter-Organizational Council and Bronx Community College. This also applies to organizations that have been inactive for two or more years. Clubs/organizations may apply to join the I.O.C. in the fall or spring semesters. All chartered clubs/organizations – other than those who join during **spring** – **are required** to recertify their membership in the I.O.C. every spring semester. Both the Application for Charter and Application for Recertification are available in the I.O.C. Office (R.B.S.C., 309). The applications can also be printed from the Office of Student Life web page. All requirements and qualifications for membership in the I.O.C. are listed and described on the charter application form.

Minimum Academic Requirements:

Membership in clubs and college-wide organizations is open to all students currently registered at Bronx Community College. Five executive members are required to have a functional club/organization. Note that a student may NOT hold dual executive positions in the same club/college-wide organization. All club officers must have earned a minimum of six credits, including remedial courses, with a cumulative grade point average of 2.00. All college-wide organization officers must have earned a minimum of twelve credits, including remedial courses, with a cumulative grade point average of 2.00.

ROLES AND RESPONSIBILITIES

Elected officers of a student club and college wide organization require strong leadership skills. Accepting a leadership role at Bronx Community College is an opportunity to develop various skills that contribute to your overall success. Please take your role and responsibilities seriously. However, your role as an officer does NOT supersede your academic obligations. Executive officers must meet and maintain minimum academic qualifications.

President:

The President's main purpose is to ensure the smooth and effective running of the club/organization and facilitate the realization of its mission and goals as outlined in the organization's constitution. The President plays a key role in building collaborations with other clubs, organizations, and departments both on and off campus. A main function of the President is to work with the Treasurer and Faculty Advisor to plan the organization's budget for the fiscal year. Other major responsibilities include participating in college committees, assisting with club/organization recruitment, and planning events.

Vice-President:

In the absence of the President, the Vice-President will assume the role and responsibilities of the President. The Vice-President is an advisor to the President; they will work in concert to advance the organization's mission and goals. The Vice-President is the principal spokesperson for the club/organization, as directed by the President.

Treasurer:

The Treasurer is responsible for the funds of the organization. In addition to the President and Faculty Advisor, the Treasurer helps to prepare the organization's budget for the fiscal year. The Treasurer keeps track of the organization's earnings and expenditures. Preparing and planning the organization's budget is a major responsibility of both the Treasurer and President with direction from the Faculty Advisor.

Secretary:

According to *Robert's Rules in Plain English*, the secretary is responsible for the minutes of an organization. Minutes are a written record of the meeting. Accurate minutes are of vital importance as they constitute the permanent record of proposals, decisions, and reports of the members of the executive board. Minutes should be written as concisely as possible.

I.O.C. Representative:

The I.O.C. representative is the nexus between a club/college-wide organization and the Inter-Organizational Council. The I.O.C. Representative is the only voting member on the Inter-Organizational Council, therefore she/he is required to attend all monthly meetings. The I.O.C. Representative is responsible for keeping his/her club/college-wide organization informed of current I.O.C. discussion and informs the I.O.C. of upcoming club/organization activities. Every club must have an I.O.C Representative and an alternate I.O.C. Representative who will attend monthly meetings. Lack of representation at more than 1 monthly I.O.C. meeting, will result in part of the organization's funds being frozen.

FACULTY ADVISER'S RESPONSIBILITIES

1. 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.
2. 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.
3. To require adherence to Board of Trustees Bylaws and College Regulations as to the aims and practices of organization, their charters, budgeting and activities. (Bylaws available in the Office of Student Life).
4. To protect the safety and security of student participation.
5. To encourage student participation to gain useful and valuable experience, but not at the expense or jeopardy of academic responsibilities and standing.
6. To help students foster good public and human relations.
7. 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.

EVENT PLANNING

Club sponsored activities should advance the goals and mission of the club/organization. Ideally, to plan an event, you must start work several months in advance of the scheduled date. Many preparations go into planning, organizing, and completing an event.

The following checklist is helpful for keeping track of event objectives and goals:

Sample Event Planning Check-List

Event Type	<i>Workshop, Lecture, Fund-Raiser, Dance, Movie, etc.</i>
Event Topic/Theme	<i>What is the subject or issue the activity will address? How does the topic relate to the goals and mission of the club/college-wide organization?</i>
Event Date(s)	<i>What date is ideal for your event? Consider event theme and other activities on campus the date you desire.</i>
Event Time(s)	<i>What time is ideal for your event? Consider your target population's availability and other competing activities scheduled at the same time.</i>
Competing Event(s)	<i>Inevitably other activities will be scheduled on campus for the date and time you desire for your event. To increase the success of your event, learn what else is happening on campus. Check calendars on the college website at (www.bcc.cuny.edu). How can you collaborate?</i>
Desired Location(s)	<i>Consider how many guests you expect and event type. The desired location for an event is limited by space availability. Plan ahead and submit the completed Space Reservation Form(s) to the I.O.C. Office (R.B.S.C. 309). Be prepared to requests alternate space and dates.</i>
Space Reservation	<i>Space Reservation is a major part of event planning. Space Reservation Forms must be submitted much in advance of the event date. The type and size of an event will impact how much advance notice is required.</i>
Budget	<i>Budget requests are submitted each fall semester for the fiscal year. Allocate monies as needed for club/organization activities. Note that budgets must be formally approved before they can be used. In addition, both a Disbursement Order Form(s) and a detailed invoice from the vendor are required for expenditures. Spending prior to formal budget approval is not permitted and may not be paid.</i>
Forms <ul style="list-style-type: none"> • <i>Space Reservation</i> • <i>Disbursement Order</i> • <i>Personal Services Agreement</i> • <i>Insurance</i> 	<p><u>Space Reservation</u> – Used to reserve space and other equipment for any activity requiring use of campus facilities. Forms in RBSC, 309.</p> <p><u>Disbursement Order</u> – Used to request payment, for approved expenditures, from club's/organization's accounts.</p> <p><u>Personal services agreement</u> – A standard “contract” required of all outside groups performing services for your event.</p> <p><u>Insurance</u> - Insurance is required of all outside groups performing services for your event. Insurance can be obtained by the vendor through any insurance broker. The broker must provide a million dollar rider for the date or dates of the event, and the form is to be made out to Bronx Community College.</p>
Targeted Population	<i>Who are the people you want to target for the event? Aim your marketing and advertisement at your target population.</i>
Expected Attendance	<i>Forecast expected attendance at events based on event type, promotion and advertising efforts, target population, date and time of event. You'll be better prepared to accommodate any audience if you can estimate the turnout with some accuracy.</i>
Collaboration(s)	<i>Partnering with other clubs, offices and departments will increase the success of your project – expenses and responsibilities can be shared. The monthly I.O.C. meetings are the ideal venue to get support from other clubs and college-wide organizations with similar interests.</i>

Resource(s)	<i>Consider additional sources of information pertinent to the event. For example, professors, counselors, websites, articles, books, etc.</i>
Role/Responsibilities	<i>Everyone involved in the project should have a role and clearly defined responsibilities. Team-work is essential for successful completion of a project. Have periodic meetings where each team or individual has the opportunity to give status reports. Work to meet deadlines.</i>
Equipment/Materials	<i>Don't forget the details! Most events require the use of equipment (i.e. microphone, screen, chairs etc.) Be sure to include the materials you'll need in the Space Reservation Form.</i>
Facilities Meeting	<i>Usually required to review the details for large events needing significant set-up. Contact the IOC Office (RBSC 309) to set-up a facilities meeting.</i>
Refreshments	<i>Will you serve refreshments? Consider the type and duration of event, and the number of participants. Will the budget cover refreshments? Note, home-cooked meals are not allowed. Refreshments can be purchased from the cafeteria with advance notice. All purchases require formal approval, completed Disbursement Order Form(s) and detailed invoice from vendor.</i>
Advertising & Promotion	<i>Publicizing the event is the only way to encourage participation. The Communicator (CO 605) is a great way to promote an activity on campus. Other ways to promote an event include posting flyers and posters – these materials must be approved for posting in the Office of Student Life (R.B.S.C. 102). Please post materials according to the campus posting policy.</i>
Duplicating	<i>The college offers black and white duplicating at no cost to official organizations of the college. Color copying is also offered, at cost.</i>

CAMPUS POSTING GUIDELINES

All items to be posted anywhere on campus, with the exception of departmental bulletin boards, must first be approved by the Director of Student Life or his/her designee. Submit one original poster and/or flyer for review. You may duplicate the approved material before posting. No more than 30 approved posters will be stamped in one day for any one event. Approval or recommended corrections for posters and flyers are provided within 24 hours or by 11:00 a.m. on the next business day.

Materials to be posted must include the following information: Event type (lecture, workshop); event location; date and time; sponsor(s); sponsor's contact information; correct spelling, grammar and punctuation.

Material should be posted only in appropriately designated areas. Posting on windows or walls is not allowed anywhere on the campus; improperly posted will be removed.

SPACE RESERVATION GUIDELINES

A request for space is a formal process that must be completed well in advance of an event. The type of event and target population will factor into the timing of space requests. Usually, large events, like dances, fairs and lectures require space reservation at least 6 months in advance. A minimum of 8 weeks is appropriate for smaller events planned in the Student Center, such as meetings and workshops.

You should reserve space with the I.O.C. Office Manager in the R.B.S.C., 309, for all events in the Student Center. The I.O.C. Office Manager will contact the Director for Events Management Services for space availability on campus. However, bear in mind that space here is at a premium, and other people reserve space a often times one year in advance. Hence, it is important that you:

1. Do not assume that you are allowed use of space on campus until it has been formally approved for the activity. Space is not approved until all paperwork and facilities meetings (for large events) are complete.
2. Do not assume that the space you want is always available – plan for alternate space options, dates and times.
3. Plan thoroughly and request space within the suggested time frame.
4. Complete Space Reservation Forms. Write clearly and be sure that floor plans are concise and clearly indicate placement of materials requested.
5. **Note:** Events after normal business hours may have associated costs.

Space Reservation forms must be completed for any space requests, large or small.

Large Events: (parties, fairs)

You must fill out a space reservation form, devise floor plans, and submit both to the I.O.C. Office Manger in R.B.S.C., room 309. Forms will be sent to the Events Management Services Office for approval, prior to a facilities meeting, where they will be reviewed. Representatives of Physical Plant Services, Audio Visual Services, Public Safety, and the Club that is promoting the event should be present. Please be prompt at these meetings. The details of your event will be discussed here. **DO NOT SEND OUT FLYERS, POSTCARDS OR POSTERS PRIOR TO THIS MEETING.**

Small Events: (workshops, meetings) – *requiring minimal set-up*

Most club events are considered “small events”. In these instances, facilities meetings are not necessarily required, but the space reservation procedures and documents are required. They will go through the same process, minus the meeting.

FINANCIAL GUIDELINES

How does a Club/College-Wide Organization get access to a budget?

An Application for Charter, including budget request forms, must be completed and submitted to the IOC office in the Roscoe Brown Student Center, room 309. The forms are available both in the IOC office and online: www.bcc.cuny.edu. The completed Application for Charter will be considered for approval by the Student Government Association, Inter-Organizational Council and Committee on Student Activities. Upon their approval, Chartered clubs/organizations will be eligible for a base budget currently \$1000.00 (subject to change). Clubs/organizations requesting funds over the current base budget will have to make a presentation to the Budget Committee. Be advised that clubs/organizations can have their budget frozen if IOC representatives miss monthly meetings. Also, note that expenditures made prior to Budget Committee approval will NOT be reimbursed.

Where can we pick-up the Application for Charter and the Budget Request Forms?

Budget Request forms are available in the IOC Office, located in the Roscoe Brown Student Center, Room 309 and online at www.bcc.cuny.edu/studentlife.

Who prepares the budget request?

With input and approval of the respective student club the Treasurer, President and Faculty Advisor work together to prepare the budget request for the fiscal year (fall-spring). Consider the club's/organization's goals and mission when preparing the budget request forms. Ask yourself: how does this purchase advance the mission of the organization?

What is the procedure for submitting a budget request?

Pick-up or print a copy of the Application for Charter and the Budget Request forms from the IOC Office in RBSC, room 309 or online: www.bcc.cuny.edu/studentlife. The current club Treasurer, President and Faculty Advisor work together to prepare the annual budget request (consider the club's/organization's goals and mission when preparing the budget). Make copies of the completed Charter Application and Budget Request forms for your files and return the originals to the IOC office. Submit the completed budget forms to the IOC in RBSC 309.

When do we submit the club's/organization's budget request?

Budget Request forms are prepared and submitted at the start of each fall semester for the fiscal year. Clubs/organizations joining the IOC during the spring semester will complete the Budget Request forms for the spring semester only, then again in the fall for the fiscal year.

When can we begin using money from the approved club/organization budget?

Monies approved for the organization's expenditures may be used as soon as you receive written notification by the IOC Office. Budgets must first be formally approved by the Budget Committee.

If the budget is not used during the fiscal year for which it was approved, will it roll-over to the next fiscal year?

No, unused portions of approved budgets that are not used during the fiscal year for which it was approved will go back into the BCC Association Inc. account.

What is the procedure for accessing the club's/organization's approved budget?

Please be advised that we use a "cash-less" system for purchasing. Funds are debited from club's accounts upon verification of services/products received. The club's President and Treasurer are accountable for tracking the group's expenditures and being aware of the available budget balance.

For purchases: Request a Purchase Order (PO) form via email from manny.lopez@bcc.cuny.edu. Complete and submit the PO form to Manny Lopez via email or hard-copy. The IOC office will order items requested by student clubs. Upon receipt of item/s and/or service/s a Disbursement Order form will be forwarded for the club's/organization's President, Treasurer and Faculty Advisor signature.

How can we change our original budget request?

Monies can only be used for expenditures that have been formally requested and approved by the Budget Committee. In other words, if a club has \$100 approved for refreshments and \$0 approved for travel, the approved \$100 for refreshments cannot be used for travel unless the money is reallocated. To change an original budget request 1) a completed Budget Modification form must be retrieved from and submitted to the IOC office and 2) the Budget Committee must approve the new request. Remember that expenditures made prior to Budget Committee approval will NOT be reimbursed.

Where does the money for club/college-wide organization budgets come from?

The money comes from the student activity fees you pay to the college when you pay your tuition for the semester. Student activity fees are also used in part for athletic programs, cultural and social activities, stipends for student leaders, enhancement of the college environment and other student services that add or supplement those provided by the university.

GUIDELINES FOR PURCHASING REFRESHMENTS

Purchasing refreshments from Au Bon Pain at Bronx Community College is simple. At least two (2) weeks prior to an event email manny.lopez@bcc.cuny.edu the following: items to be purchased, quantity, date, time and location of event. To facilitate payment for the refreshments ordered be prepared to provide a meeting agenda, promotional flier and sign-in sheet.

Currently the College is in contract with Au Bon Pain for food services. Note the details below for off campus catering.

1. Au Bon Pain/University Healthy Choice must have first right of refusal in regards to all food orders or catering service.
2. If Au Bon Pain refuses the order/service the next vendor's prices must be a minimum of 10% less than the prices of Au Bon Pain.
3. If order/service is over \$5,000 requesting department must supply specifications for contract to Purchasing
4. If order is under \$5,000 it is the responsibility of the requesting department to obtain prices from Au Bon Pain and a minimum of three quotes from other food vendors. These quotes must be turned over to Purchasing for price comparison and evaluation.
5. All vendors must be licensed and said license must be supplied to the Office of Purchasing.
6. All vendors must possess a valid and current Health Department Certificate and supply said certificate to the Office of Purchasing.
7. All vendors must supply a completed Substitute W9 (Form can be obtained from Purchasing).
8. The Requesting department must place a requisition into the eProcurement system. The requisition must receive all necessary approvals before a purchase/contract will be issued to the successful vendor. Please note vendor cannot start service and will not be paid until a purchase order or executed contract has been issued.

I.O.C. CONSTITUTION

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 instituted against his/her club/college wide organization.

- a. If an I.O.C. representative is absent form 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 meeting 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

GLOSSARY OF TERMS

Application for Charter: A completed Application for Charter is required of all student groups that desire membership in the Inter-Organizational Council (IOC). New student clubs and college-wide organizations must submit the Application for Charter to the I.O.C. Office no later than (60) days from the beginning of the current semester.

Application for Recertification: A completed Application for Recertification is required of all returning student clubs and college-wide organizations in order to remain in good standing with the Inter-Organizational Council (IOC). Completed Applications for Recertification must be submitted no later than (45) days from the beginning of the current semester.

Budget: An itemized summary of estimated or intended expenditures for the fiscal year based on the intended activities of a student organization. Chartered organizations are entitled to a standard budget to support the activities and events that advance their mission and goals.

Budget Modification Form: This form is used to request monies be reallocated from one budget line to another. This is usually done when there are sufficient monies in one or more approved budget lines that are needed to cover the cost of a proposed expenditure for a line that is not adequately funded.

Charter: The approval from Student Government Association, Inter-Organizational Council, and Student Activities (Life) Committee for students to establish clubs and college-wide organizations at Bronx Community College.

Club: A group of 10 or more students and an Instructional Staff Advisor, organized for a common purpose, that have successfully joined the Inter-Organizational Council after submitting both the Application for Charter and Budget Request Forms. A club requires 5 executive officers – President, Vice President, Treasurer, Secretary and IOC Representative. Officers of the club must have earned a minimum of 6 credits, including remedial courses, and have a 2.50 index.

College-Wide Organization: A group of 15 or more students and an Instructional Staff Advisor, organized for a common purpose, that have successfully joined the Inter-Organizational Council after submitting both the Application for Charter and Budget Request Forms. The organization must have been a chartered organization under the Inter-Organizational Council for at least two (2) years in order to file for college wide status. A college-wide organization requires 5 executive officers – President, Vice President, Treasurer, Secretary and IOC Representative. Officers of the organization must have earned a minimum of 12 credits, including remedial courses, and have a 2.0 index. The organization must have been a chartered organization under the Inter-Organizational Council for two (2) years in order to file for college wide status.

Disbursement Order Form: The form is used to access the approved budgets of chartered student organizations needing to purchase services or products from outside vendors or the BCC college cafeteria.

Executive Officer: A person responsible for the performance of duties involved in running an organization. Each club and college-wide organization has 5 executive officers. There is an academic eligibility requirement to serve as an executive officer of a student organization. The

executive officers for college-wide organizations must have earned a minimum of 12 credits, including remedial courses, and have a 2.50 index. The executive officers for clubs must have earned a minimum of 6 credits, including remedial courses, and have a 2.0 index. Students may not serve in multiple executive officer roles.

Facilities Meeting: A meeting usually scheduled prior to large events on the college campus where representatives of Physical Plant Services, Audio Visual Services, Public Safety, and the club that is promoting the event should be present to confirm the details of the activity.

In-good-standing: Means that a club or a college-wide organization has followed all procedures as stipulated by the Inter-Organizational Council. The organization has fulfilled all charter requirements; has an active membership; has a representative in the I.O.C. who attends meetings regularly and has an Instructional Staff Advisor.

Inter-Organizational Council (IOC): The Inter-Organization Council is a body of students representing every chartered club and college-wide organization at B.C.C. The I.O.C. will be concerned with the welfare and governance of all student clubs and college wide organizations except the Student Government Association which functions at Bronx Community College.

Organization: A group of people organized for a particular purpose. Often times, in this handbook, the word organization will be used in place of club or college-wide organization.

Personal Services Agreement: A standard contract required of outside groups performing services for an event at Bronx Community College.

Student Government Association (SGA): A Student Government Association is a body of students who are elected by their peers and serve on a type of council that advises the education administration on matters affecting students and desires which the student body wishes to see come about.