CONSTITUTION OF BUSINESS INTER-CLUB COUNCIL CALIFORNIA STATE UNIVERSITY, FULLERTON

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of this organization shall be the Mihaylo College of Business and Economics (MCBE) Business Inter-Club Council of California State University, Fullerton (CSUF), hereafter known as the BICC.

Section 2. The purpose of this organization is to facilitate greater and improved degrees of communication and cooperation between the student business-related clubs, organizations, associations, societies, and fraternities affiliated with the MCBE. In addition, the BICC shall strive to foster and promote school unity within the entire student body of the MCBE, to facilitate and aid in the continual existence and success of all registered business organizations at CSUF, and to enhance the reputation of this body at CSUF and within the community at large.

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. Voting membership is limited to regularly enrolled (non-extended education) student representatives of active status.

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 three types of membership in the organization: elected, appointed, honorary
Clause 1. Active Status:
1. Any member attending regularly scheduled meetings on a continuous basis shall be active and eligible to vote.
2. Honorary extension toward: Dean and the Assistant Dean for Student Affairs of the MCBE.

Clause 2. Inactive Status:
1. Any member missing two scheduled meetings will lose voting/proposing privileges until active status is reinstated. Active status shall be reinstated once an inactive member has attended two consecutive meetings.
2. In the anticipation of an absence, it is the responsibility of the BICC representative or active member to designate a proxy or replacement member of his/her club to fulfill his/her absence. If this is done, the status is kept active and no voting/proposing privileges will be revoked.
3. Any member missing three scheduled meetings shall become inactive and ineligible to vote or propose for funding for the remainder of the current semester.
4. No organization’s retroactive proposal shall be proposed during the time period of inactive status.

Section 5. Voting membership is limited to regularly enrolled (non-extended education) students. Members are expected to attend all BICC meetings to ensure continuity.

Clause 1. Meeting Absences
1. The first absence will result in and oral and written warning issued to the representative, advisor, and organization’s president about consequences of further absences.
2. The second absence will result in an oral and written notice issued to the representative and organization, notifying that proposing/voting privileges have been suspended for one (1) consecutive week. Attendance during BICC meetings is mandatory during this time.
3. The third absence will result in an oral and written notice to the representative and organization, notifying that proposing/voting privileges have been suspended for the remainder of the semester. Attendance during BICC meetings is mandatory during this time.
4. If any additional absences occur, the BICC will vote to determine the consequences.
5. If any member leaves before the meeting is adjourned, they will be suspended from voting and proposal rights for the next meeting.

Clause 2. Meeting Tardiness
1. An organization will be considered “tardy” and not absent if they arrive during the first ten minutes of the meeting being called to order.
2. If tardy within the first ten minutes of the meeting, voting/proposing privileges will be suspended for that meeting.
3. If tardy 11 minutes or more it will be defined as an absence.
4. Members can re-open roll call to mark “absent” members as “tardy” within the first 10 minutes.
5. Two tardies will count as one absence.

Section 6. Each organization must be recognized every semester within the first three (3) meetings of the BICC.

Clause 1. Registration requirements
1. All BICC Representatives must register with the Executive Vice President of Administration.
2. The representative must provide an updated list of officers with contact information and a tentative list of planned activities for the upcoming year.
3. Failure to register within the given time frame will result in an inactive status for the semester.
4. New clubs in the spring semester must attend two consecutive meetings before proposing.

Section 7. Any member may be suspended or expelled from the organization for conduct contrary to the Business Inter-Club Council. After the offense is submitted to the organization, the offending member has the right to a 24 hour notice of a hearing before his/her peers. The offending member may be expelled if there is a 2/3 affirmative vote.

General members shall consist of one BICC representative for each currently registered MCBE organization. The selection method of this representative shall be at the discretion of the individual organization, and be in effect for an entire academic year.

Clause 1. In anticipation of an absence, the appointed BICC representative will have designated an honorary extension to act in said representative’s place. Sending an alternative representative is allowed. The substitute cannot execute any voting rights for the organization, but can still participate in the Q&A section of proposals.

Section 8. Any general member may be suspended or expelled from the BICC for conduct obviously contrary to the Constitution or for conduct, which impairs the rights of the members to enjoy the benefits of the organization. The complaint must be made in writing and submitted by any member of the BICC. After the complaint is submitted to the organization, the offending member has the right to a 24-hour notice of a hearing before his/her 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.

Section 9. Judiciary Hearing Cases

A. Appeals
1. Must be submitted in writing by the individual appealing the issue at hand to the general membership.
2. All circumstantial evidence or support documents such as witnesses or testimonies must also be presented to the general membership at the time of the hearing. No late submission will be accepted.

B. Impeachment
1. Circumstantial evidence against the officer in question of impeachment must exist and also be presented to the general membership.
2. Any written documents, verbal statements, testimonies and/or records for or against the officer or council members at hand must be presented at the time of the hearing. No late submissions will be accepted. If the individual fails to comply with the above-mentioned rule, the case will be dismissed by the BICC.

C. Criminal
1. All accusations and defenses must be supported by circumstantial evidence. These may include but not be limited to police reports, CSUF campus police reports, witness testimonies or any material handled by the accused at hand.
2. If the BICC deems the case at hand to be out of its jurisdiction, the case must be handed over to the US law for resolution.

Section 10. At all designated judicial hearings, the BICC Executive Board and advisor shall serve as the acting mediators and arbitrators (Note: These individuals at no time will serve as witnesses for the defendant or the accuser).

ARTICLE III. OFFICERS

Section 1. The elected officers of the organization shall be the President and the Vice President of Finance (Treasurer). They, along with the following positions, make up the BICC Executive Board: Vice President of Administration, Vice President of Programs, and Vice President of Public Relations. The elected officers of the BICC shall coordinate the application and selection process of all non-elected officers with the Advisor. A confirmation vote of non-elected officers will be made by the BICC general membership. The term of office for all positions will be one year beginning July 1st.

Section 2. Powers and duties of officers:
Clause 1. President
1. The President shall preside over and attend all meetings of the organization, or if unable to attend, will notify the Executive Vice President of Finance in advance.
2. **S/he 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.**

3. Assist all Executive Board Members in successful completion of their duties.

4. Be the official spokesperson of the organization, representing the policies, views, and opinions of the BICC in its relations with the campus and community at large.

5. Communicate with the ASI by attending the 2 required board reports each semester and attending Executive Senate meetings.

6. Serve on the MCBE Senate as the student representative, or if unable to attend, to delegate a proxy or replacement.

7. Serve on the ASI Executive Senate as the BICC representative, or if unable to attend, to delegate a proxy or replacement.

8. Keep an open line of communication with the Dean and the Assistant Dean for Student Affairs of the MCBE, and the Associated Students, CSUF, Inc. (hereafter known as ASI).

9. Coordinate the schedules of the officers to represent the BICC and MCBE at Student Life Orientation in August.

10. Send out Portal Messages.

Clause 2. Vice President of Finance

1. Attend council meetings.

2. Meet weekly with the Student Life & Leadership Director of ASI.

3. **The Treasurer (VP of Finance) handles all financial affairs and budgeting of the organization. S/he maintains AS Agency Accounts in the organization’s name, which requires signatures of the Treasurer, President and Advisor.**
   a) Prepare a written/verbal summary of BICC funds as necessary or requested by the President or general council.
   b) Discuss and review funding proposals with general members, and approve proposals to be placed on the BICC agenda.
   c) Process reimbursement paperwork.
   d) Shall prepare and present a budget for the BICC to ASI and the Finance Committee.

4. Check for ASI/Mihaylo/BICC logo on sponsored printed materials

Clause 3. Vice President of Administration

1. Attend council meetings

2. Prepare the agendas for BICC meetings.

3. Take notes during BICC meetings and create minutes.

4. Duplicate and distribute agendas, minutes, and other printed materials to the council.

5. Email agendas and minutes to the appropriate on-campus offices per ASI policy.

6. Update club contact information.

7. Create Art Projects/Installations.

8. Order and manage promotional items.
9. Handle any type of interaction with media outlets.

Clause 4. Vice President of Programs
   1. Attend council meetings.
   2. Coordinate all events sponsored by the BICC such as Business Madness Week and Meet the Dean.
   3. Develop an agenda and layout for each event

Clause 5. Vice President of Public Relations
   1. Organize a minimum of one community service event per semester.
   2. Send out Thank-You letters to visiting speakers.
   3. Foster the relationship between the council and Mihaylo faculty
   4. Organize End of the Year Presentations and awards.
   5. Improve retention rates among BICC representatives by decreasing the overall turnoff

Section 3. Officer qualifications:

The President and VP of Finance (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.

Clause 1. Must be a matriculated and regularly enrolled (non-extended education) student in good standing at California State University, Fullerton.

Clause 2. Must not be serving on a Board of Directors of any student organization for the upcoming term desired.

Clause 3. Currently classified as a Pre-Business, Business Major, or Business Minor

Clause 4. Officers must maintain a minimum cumulative 2.0 grade point average each term.

Clause 5. Officers must be in good standing and must not be on probation of any kind.

Clause 6. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per time while holding office.

Clause 7. 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.

Clause 8. Must not serve on any other business club executive board in conjunction with BICC executive board membership in order to prevent bias and maintain separation of duties.

Section 4. Petition by 1/3 of the total number of members is cause for a recall election. The complaint must be stated in writing and submitted by a recognized club member. After the complaint 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.

Section 5. In the event an elected officer is unable to fulfill his/her term of office, there will be a “Special Election.” Any eligible member, including those already holding office, can apply for a vacated officer position.

ARTICLE IV. MEETINGS

Section 1. Regular meetings are scheduled weekly during the academic year.

Section 2. Special meetings are called by an elected officer or by 20% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) notice prior to the Special Meeting time.

Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 50% plus one of the voting memberships.

Section 4. A normal meeting cannot contain proposals exceeding the combination of the following: 3 CFRs, or 2 Travels, or 1 Travel and 2 CFRs. Priority will be given in order of earliest submitted time. Cancellation of proposals after the agenda is sent out will result in penalty.

Section 5. Penalty for proposal cancellation includes no voting privileges for that meeting and after 3 cancellations there will be no proposal privileges for the rest of the semester.

Section 6. Retroactive proposals are allowed for CFRs and Travel but will be of last priority at meetings.

Section 7. Public Speakers have a maximum time of 5 minutes to speak.

Section 8. BICC will provide a maximum reimbursement of 35% of travel proposals.
ARTICLE V. ELECTIONS

Section 1. Paid officers are elected once an academic year. Elections are to be held at least three weeks prior to semester examinations for the following year’s term.

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: Voters will be cast by roll call and counted by the Vice President of Administration.

Clause 1. If the Vice President of Administration is running in an election, another executive board member, chosen at the council’s discretion, will count the votes.

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.

Section 6. A candidate must receive at least 51% of the votes or run off elections will be held.

Section 7. Each registered MCBE organization with voting active status shall have one vote, including all BICC Executive Board members.

Section 8. 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.

Section 9. In the event of a tie, the BICC President’s vote has a weight of two.

ARTICLE VI. ADVISOR

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. The BICC advisor shall consist of a non-elected non-voting permanent position filled by the Assistant Dean for Student Affairs for the MCBE. Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can be an advisor.
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 ⅔ 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 assigned to work with this organization to assist the faculty advisor and the organization.

ARTICLE VII. DUES

Section 1. BICC does not assess membership fees.

Section 2. All money must be deposited into an Associated Students, CSUF, Incorporated accounting office agency account.

ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION

Section 1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before the amendment is voted on.

Section 2. Approval by 2/3 of the voting members present at a regular organization meeting will pass the proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 3. A copy of this constitution/by-law and/or amendments to this constitution must be filed in the Office of Student Life and Leadership at California State University Fullerton every year during registration or within 30 days after any substantive change or amendment.

Section 4. An ad-hoc committee may be formed to review or propose amendments to the constitution. Upon approval by the ad-hoc committee, amendments will be presented to the council for approval.

Section 5. The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor’s Office.

ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS
Section 1. In the event the BICC should become defunct for a period of more than 2 years, all assets will be turned over to the CSU Fullerton Associated Students, CSUF, Inc., to be used to promote student programming on campus.

ARTICLE X. STATEMENT OF AFFILIATION

Section 1. This organization is affiliated with the MCBE and ASI.

Section 2. A copy of any constitution/by-laws/agreements with the University of BICC must be filed in the Office of Student Life & Leadership at CSU Fullerton.

ARTICLE XI. RULES OF ORDER

Section 1. The BICC accepts Robert’s Rules of Order as its rules of order.

Section 2. Any issue not directly written in this document will be resolved by referring to the Roberts Rules of Order.

ARTICLE XII. STIPEND

Section 1. Stipend allocation, other than stipend positions determined by Associated Students Inc., shall be determined by the President and the advisor of the Business Inter-Club Council.

Section 2. The Vice President of Administration shall receive $800 for the year.

Section 3. The Vice President of Programs shall receive $800 for the year.

Section 4. The Vice President of Public Relations shall receive $400 for the year.