

ICC MASTER PLAN

SUPREME COUNCIL

The Supreme Council of the Associated Students of Pasadena City College, in collaboration with members of the Inter-Club Council, club officers, and the ASPCC in general, presents this set of proposed changes to the operation of the Inter-Club Council. It is recommended that the Inter-Club Council pass them in their entirety after a close examination of their contents. Taken as a whole, this document and the recommendations contained within will be the first step taken by the Associated Students of Pasadena City College to make significant improvements to the ICC's operation.

These changes encompass:

- ICC Bylaw amendments
- Creation of Policy and Procedure documents for the ICC
- Definitions of and clarification of club chartering
- Modifications to funding arrangements
- Modifications to service hours arrangements
- Modernization of procedures and traditions
- A framework for continuous ICC improvement

The goal of this plan is to:

- Create a simple and easy-to-understand process for chartering clubs
- Promote a collaborative and engaging environment for clubs with the ICC
- Expand the remit and purview of ICC committees to take a more direct part in the ICC
- Encourage inter-club cooperation both within and without the ICC proper
- Fix problems, inconsistencies, and issues that have arisen over time
- Create new frameworks for activities that have previously run on uncertain tradition

The Supreme Council is presenting this plan after two months of work by the ICC Review Committee. This group was established by the Supreme Council in December 2011 and consisted of Justices, ICC Representatives and the Vice President for Internal Affairs. Their sole purpose was to examine and analyze the workings of the ICC and makes suggestions for changes in any area it felt appropriate. The product of those meetings is this document.

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BYLAW AMENDMENTS

The last major update of the ICC Bylaws took place in the spring of 2011 when the Supreme Council took on the task of updating the format of the Bylaws to current standards while modifying elements of them to ensure compliance with the ASPCC Constitution. Much of the actual content of the bylaws remained intact, with the exception of some provisions related to attendance policies. Prior to this date the last major overhaul of the ICC governing documents was done in the 1990s.

This plan presents ICC Bylaw amendments to the ASPCC for approval. The actual changes being presented are contained in Appendix A.

In summary:

- Article I: Clarified language. Added an amendments section.
- Article II: Clarified language specifically relating to simple majority versus “50% + 1.”
- Article III: Clarified language. Added ICC Secretary section.
- Article IV: Guaranteed right to vote to ICC Representatives. Grammar changes.
- Article V: Added attendance policy for winter intercessions. Clarified and defined a Representative being absent versus tardy. Added clause that states two tardies equals one absence. (Art V, S.1(D)). Moved section on de-chartering to another area.
- Article VI: Removed the distinction between active and inactive clubs. Clubs are now either chartered or not chartered. Clarified club definition. Expanded on and clarified de-chartering process under Section 3.
- Article VII: Moved items on temporary committees to top. Added clause on how committee chairs are chosen. Added an attendance policy for each standing committee. Expanded the membership of the Service Projects Committee from 3-5 to 5-7. Expanded the charge of the Special Events Committee.
- Article VIII: Changed funding obligations. (See Funding and Service Hours)

POLICY AND PROCEDURES

The Inter-Club Council has currently one Policy and Procedure on file with the ASPCC. This is Executive Board Policy 402, which deals directly with the method in which ICC funding is allocated on a semester basis. Many areas of the ICC's important functions such as chartering, service hours and required paperwork have developed by means of tradition passed down from each Vice President for Internal Affairs to the next. This has led to a growth of practice that has changed from the original intent while also creating confusion for each Vice President for Internal Affairs who must quickly determine which practices are the correct ones to follow and then make the best of any that conflict with each other.

The committee believes that codifying many of the important functions of the ICC is an important step in this process and to that end is suggesting the creation of ICC Policies and Procedures that will fulfill this need. To enact some of the changes presented in this report, this plan presents several pre-prepared ICC policies.

If adopted, the breakdown for ICC Policies and Procedures shall be:

- Policy I-1xx – Chartering, Meetings, etc.,
- Policy I-2xx – Funding
- Policy I-3xx – Service Hours
- Policy I-4xx – Misc.

The addition of “I-” before each number denotes that the policy relates to the Inter-Club Council. Unlike the ICC Bylaws, ICC policies can be amended and changed with action taken only by the ICC, with one or two notable exceptions – policies that relate directly to funding must also be approved by the Executive Board as they are ultimately the body which approves and disburses funding to clubs.

The ICC is being asked to approve the following policies as part of the initial ICC Master Plan:

- I-100 – Chartering
- I-101 – Quorum and Meetings
- I-200 – ICC Funding (Former Policy 402)
- I-201 – ICC Funding Criteria (Codified Current)
- I-202 – Funding Cycles

The ICC Review Subcommittee, is still in the process of preparing policies in the following areas:

- I-300 – Service Hours Criteria
- I-301 – Service Hours Appeals Process
- I-401 – ICC Secretary Hiring

FUNDING AND SERVICE HOUR OBLIGATIONS

Given the high number of clubs asking for funding amounts far greater than \$2,000, the current funding arrangement was deemed to not be satisfying the need. Under the current system, a club would owe the same number of service hours to the ICC for requesting \$2,000 as a club requesting \$10,000: 125 hours. The challenge the Supreme Council faced was solving this disparity while not discouraging clubs from requesting large numbers of service hours. The solution presents itself in the form of an amendment to Article VIII of the ICC Bylaws:

“The service hour obligation shall be five (5) hours for every \$100 or fraction thereof to a maximum obligation of two hundred (200) hours.”

The cap of 200 hours being the maximum obligation has been decided as the most reasonable figure to compensate for the drastically increased amount of funding available. This was considered by the Supreme Council to be achievable by the vast majority of clubs that would be requesting funding that leads into the 200+ hour range.

With the addition of Policy I-202, “Funding Cycles,” the ASPCC will be able to allocate more funding to clubs for more events during the academic year. This should spread out the funding needs and service hour obligations, though service hour obligations will continue to be determined based on a full semester performance of service hours.

Current policy 402 (renumbered to I-200) addresses the expanded opportunities for funding, and allows for funding cycles beyond the two main semesters that currently all funding is limited to. The amendments to new-number I-200 ensure that funding is available for the maximum period of the academic calendar as is allowed.

Funding cycles will allow for funding to take place before main semesters begin, at the beginning of main semesters, and also later during a main semester if the Vice President for Internal Affairs determines that A) funding is available for such a subsequent round and B) there is enough need or demand for subsequent funding rounds.

In summary:

- Changes to Policy 402 (Renumbered I-200) aim to create a more improved ICC Funding Process.
- Changes to the Service Hour Obligations rules under Article VIII give a more expanded spread of service hour requirements for clubs requesting varying amounts of funding.
- ICC funding will move from being on a purely fall-spring schedule to being done in funding cycles.

FUNDING AND SERVICE HOUR (S.H.) OBLIGATION TABLES

<i>Requested Funding</i>	<i>S.H. Currently Owed</i>	<i>S.H. Now Owed</i>
\$99	5	5
\$100	15	5
\$200	15	10
\$300	25	15
\$400	25	20
\$500	35	25
\$600	35	30
\$700	45	35
\$800	45	40
\$900	45	45
\$1,000	60	50
\$1,100	60	55
\$1,200	75	60
\$1,300	75	65
\$1,400	75	70
\$1,500	100	75
\$1,600	100	80
\$1,700	100	85
\$1,800	100	90
\$1,900	100	95
\$2,000	125	100
\$2,100	125	105
\$2,200	125	110
\$2,300	125	115
\$2,400	125	120
\$2,500	125	125
\$2,600	125	130
\$2,700	125	135
\$2,800	125	140
\$2,900	125	145
\$3,000	125	150
\$3,100	125	155
\$3,200	125	160
\$3,300	125	165
\$3,400	125	170
\$3,500	125	175
\$3,600	125	180
\$3,700	125	185
\$3,800	125	190
\$3,900	125	195
\$4,000	125	200
\$4,000+	125	200

ATTENDANCE AND QUORUM

The Inter-Club Council has traditionally always had problems with attendance and quorum. Given the large number of clubs, ensuring that ICC Representatives turn up has been essential to giving the ICC quorum for its meetings at any given time. From the administrative point of view it has often been difficult, year to year, to determine which clubs constitute quorum for the first couple of meetings of the Inter-Club Council in the academic year. The committee believes that, by a set of several measures combined, several of these problems will be solved.

- New Policy I-101 further determines the quorum requirements beyond those already set by the ICC Bylaws, especially for the first meeting of the new academic year.
- Rolling chartering, introduced in I-100, ensures that some returning clubs from the previous academic year remain in existence for the following academic year to provide that consistency.
- ICC improvements that the Supreme Council is advocating outside of its main area of remit, such as paperwork simplification, improved use of technology, etc., will assist in making a welcoming environment for club reps to encourage attendance at the ICC.
- Changes to the Service Hours policies are also intended to encourage inter-club cooperation and, by extension, participation within the Inter-Club Council itself.

This plan opts to increase the latitude available for absences during semesters by introducing the concept of tardies to the Inter-Club Council. An ICC Representative that is present for at least half of the scheduled meeting time but who misses either the roll call or signout time will have a recorded tardy. Two tardies will equal one absence. Three absences is grounds for club de-chartering. Under the prior system, there was no option for tardies – if an ICC Representative was absent for the first or last ten minutes of the meeting, that Representative was considered absent and that counted towards the club's absence allowance.

There has been some debate over the need to have an attendance policy at all for the ICC. While the committee understands the idea that an attendance policy can seem somewhat restrictive, it must also be understood that at a majority of ICC meetings quorum is barely being obtained. Without an attendance policy to compel ICC Representative attendance, the fear is that quorum will become an even larger problem than it is now. Also, the goal of ICC meetings is to provide ICC Representatives with information that should be taken back to their respective clubs, whether out of procedural necessity or informatives such as eligible service projects. Finally, ICC meetings are the primary method in which clubs communicate with each other about the events they are having. The importance of attendance at ICC meetings cannot be overstressed.

COMMITTEES

The Inter-Club Council has three major committees which oversees the main basic functions of the ICC:

- Funding
- Service Projects
- Special Events

No changes are being made to the Funding Committee at this time. Changes in the ICC Bylaws contained in this packet would extend the membership of the Service Projects committee to range from 5-7 ICC Representatives, and Special Events will soon be required to prepare at least three events each semester. Previously, no such quantifiable limit was placed on the Special Events Committee.

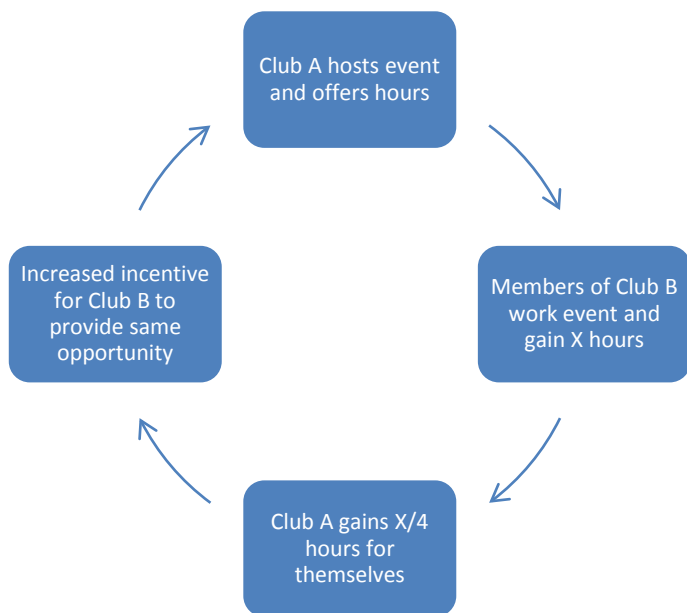
An attendance policy has also been added for each ICC Committee. In exchange for the addition of this attendance policy, the committee is working through currently pending I-300 to guarantee the provision of service hours to ICC Representatives for service on ICC committees.

SERVICE HOURS

Service hours are the currency of clubs at PCC. Funding operates on a credit system; clubs are given money up front in anticipation of their successfully completing a set service hour obligation. The number of service hours varies depending on the amount of funding requested. The Supreme Council has noticed that service hour completion is one of the most contentious areas of the ICC to date. Deadlines often sail by with none but a few clubs turning in the required paperwork, resulting in a moving deadline. This gives some clubs that wait to complete their paperwork an unfair time advantage to completion compared to those clubs which complete paperwork on time. Clubs often find themselves without the full set of submitted hours approved, which brings conflict between the club and the ICC Service Projects committee. The committee, for their part, has an incredibly tough job balancing equity for all clubs and adherence to the service hour requirements with understanding and compassion for clubs who aren't in sync with the process from the beginning.

One of the major changes to service hour obligations came in Spring 2011. Prior to then, any club that didn't complete its service hour obligations were punished with access to no funding the next semester. Whether a club completed 5 out of 125, or 124 out of 125, the rule was very clear. The change to this allowed for clubs to apply for funding the next semester even if their service hour obligations weren't met but at a reduced level tied to the funding tiers. So if a club completed 50 service hours, they would be able to request funding the next semester up to the 50 hour service hour obligation tier. Under the new funding arrangement, this would give a club a maximum of \$1,000 available to the club. A club that completes its full service hour obligation continues to not have any funding cap the following semester. This system of funding based on proportion of completed obligation will continue under this ICC plan.

We want to make sure that clubs have the opportunity to get those service hours. **Therefore we are proposing that any club which holds an event which other clubs gain hours for will gain a quarter of those hours for their own club, rounded up to the nearest hour**, provided that the event is approved for such by the Service Projects Committee.



The Supreme Council continues to be concerned about the massive elasticity in deadlines for submission of Service Hours. This is an area that the Supreme Council’s ICC Review Committee will continue examining in its work to develop service hour policies.

In summary:

- Service hours policy is being drafted which will clarify who sets deadlines, how deadlines are set and how they are

extended.

- A service hours appeals process is being developed which will clearly outline how clubs appeal service hour determinations.
- A process of replicated hours will be instituted for clubs that offer other clubs opportunities to gain services hours.

PAPERWORK

ICC Packets contain many different pieces of paperwork that ICC Representatives need to navigate in order to complete their obligations. Oftentimes Representatives require several one-to-one discussions with the VP for Internal Affairs in order to complete paperwork correctly and, as of right now, clubs must submit a new ICC packet in some form each semester regardless of their status.

This plan hopes to assist in addressing this problem in the following ways:

- Rolling chartering will decrease the amount of paperwork needed by clubs each semester. Clubs will only be required to turn in change of officers forms, funding forms or service hour forms to the ICC each semester.
- Guides will be created to assist clubs in navigating the forms that are required by the ICC.
- The ICC Review Committee will work with the other ICC committees and the VP for Internal Affairs to improve the clarity and accessibility of ICC paperwork. This will include moving towards technology-based solutions as appropriate and possible.

MOVING FORWARD

This plan is just the first in steps moving the ICC forward to an efficient, collaborative and welcoming environment for ICC officers, ICC Representatives, club officers and members alike. Much more work is yet to be done, but the passage of this plan would represent the biggest step in achieving the goals set out by the plan above.

Next Steps

The Supreme Council presents this plan for consideration and vote by the Inter-Club Council and the Executive Board of the ASPCC. To move forward, a 2/3 affirmative vote of those present at the meeting is required for passage of these items.

Phase Two

The next phase of this ICC Master Plan will be to return several items to the ICC Review Committee for further consideration. This shall encompass the following items:

- Service Hours Policies
- Paperwork Modifications
- Other miscellaneous policies
- Examination of the success of phase one (the changes contained in this plan)

Conclusion

The Supreme Council firmly believes that the passage of this plan is important to the improvement of the Inter-Club Council. Given that, we strongly urge the ASPCC to accept the proposals contained in this plan.

APPENDIX I

PROPOSED AMENDMENTS TO INTER-CLUB COUNCIL BYLAWS

APPENDIX II

PROPOSED POLICIES AND PROCEDURES, I-100, I-101, I-200, I-201, I-202