

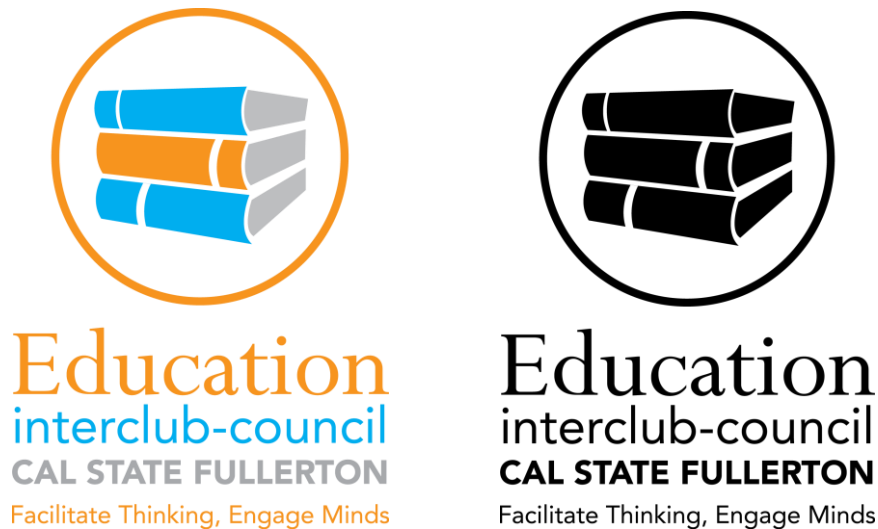
CONSTITUTION OF THE EDUCATION INTER-CLUB COUNCIL AT CALIFORNIA STATE UNIVERSITY, FULLERTON

ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of this organization shall be the Education Inter-Club Council of the Associated Students Inc. (ASI), California State University, Fullerton, hereafter referred to as EICC.

Section 2. The official slogan of this organization shall be, “Facilitate Thinking, Engage Minds.”

Section 3. The official logo of this organization shall be the following:



Section 4. The purpose of this organization is to provide opportunities for association interaction between the students in the College of Education, and the faculty and administration of the College of Education, act as a funding body for clubs and organizations within the College of Education, and serve as an advisory board to the Assistant Dean of Student Affairs for the College of Education.

ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND MEANS OF 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 students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU students.
- Section 3.** There shall be two types of membership in the EICC: voting, non-voting (including honorary).
- Section 4.** Voting membership is limited to regularly enrolled (non-extended education) students at California State University Fullerton.
- Section 5.** Any regularly enrolled CSUF student who is a member of any organization, which is part of EICC as well.
- Section 6.** Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense must be in writing and submitted by a club member. After the offense is submitted to the organization, the offending member has the right to a 24 hour notice of a hearing before 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

ARTICLE III: OFFICERS

- Section 1.** The elected officers of this organization shall be the Chair, Vice Chair, the Director of Administration, the Director of Event Planning and the Director of Public Relations
- Section 2.** The term of office is one year, beginning July 1st of every year.
- Section 3.** Officer qualifications (President (chair) and Treasurer (vice chair) only): Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office.
- a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
 - b. Officers must maintain a minimum cumulative 2.0 grade point average each term.
 - c. Officers must be in good standing and must not be on probation of any kind.
 - d. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.

e. 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 3 revised 12/10 percent of the units required for the graduate credential objective, whichever is greater

Section 4. Powers and Duties of Officers

- Clause 1** a. The Chair shall preside over all meetings of the organization. He/she 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. He/she will approve the previous meeting's minutes and all agendas.
- Clause 2** The Vice Chair presides over the meetings of the organization in the absence of the Chair. He/she performs all duties assigned by the Chair. He/she notifies all members of the organization's meetings. He/she shall manage all funds of EICC and act as a liaison between the Executive Staff of ASI & EICC representatives regarding all financial issues. The Vice Chair shall report financial data, distribute financial reports to EICC delegates at each general council meeting provide twice yearly reports to the ASI Board of Directors, Assistant Dean, and copy the ICC members upon request. It is the responsibility of the Vice Chair to insure that all EICC funding is in compliance with ASI bylaws, policy statements, and fiscal policies.
- Clause 3** The Director of Administration shall maintain a file of attendance, quorum, agendas, minutes, and all relevant information to EICC. He/she shall take minutes and distribute minutes of the previous meeting to EICC delegates at each General Council Meeting. He/she will also prepare the upcoming meeting's agenda.
- Clause 4** The Director of Event Planning is responsible for the planning of EICC events and service projects. This includes, but is not limited to: reservations, catering, rentals, decorations, invitee lists and event budgets. He/she serves as the primary contact before, during and after the event takes place. The Director of Event Planning can serve as the Chair of an event planning sub-council if needed and approved by the Chair. He/she is expected to work with other members in the EICC Executive Board to ensure a successful event. He/she shall also work with the event planning coordinators from each of the clubs/organizations that fall under the EICC to assist with the planning of their events.
- Clause 5** The Director of Public Relations is responsible for updating and maintaining all social media of the organization and the CSUF website page for EICC. He/she will manage the design and ordering of marketing/promotional items. In partnership with the Director of Administration, prepares EICC Executive Board business cards. The Director of Public Relations can serve as the Chair of a communication sub-council if needed and approved by the Chair. The Director of Public Relations will work closely with the Director of Event Planning to market events hosted by the organization. Throughout the year, he/she will serve as the liaison for outside organizations to ensure and enhance communication.

Clause 6 All officers except the chair are voting members unless a vote is in relation to a proposal of their own. The Chair can only vote in the event of a tie.

Section 5. Officer Qualifications

Clause 1 All officers must be regularly enrolled students in good standing at CSU Fullerton. All officers who are undergraduates must maintain a minimum g.p.a. of 2.0, and be enrolled in a minimum of six (6) units, unless the officer is a graduate student, in which case the minimum number of units shall be three (3), and the minimum g.p.a is 3.0.

Clause 2 All officers must be an active member of the College of Education and/or a member of a club that is part of the EICC.

ARTICLE IV: ELECTIONS

Section 1. Officers are regularly elected once per academic year. Elections are held at the second to last scheduled meeting of the academic year, at which time the members shall nominate and vote for a Chair, Vice Chair, Director of Administration, Director of Event Planning and Director of Public Relations for the following year and be announced at the last scheduled meeting of the academic year. The Chair shall announce any appointments to other positions as they are filled.

Section 2. Petition by two-thirds 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 shall be conducted as a special election. Recall requires an affirmative vote of two-thirds of the total voting membership.

Section 3. If any position is vacant at the start of the term or if any elected officer is unable to fulfill his/her term of office the Chair shall appoint a replacement to fill their position. Any eligible member, including those already holding elected or appointed offices within the EICC, shall be eligible to serve in an elective office.

Section 4. A candidate must receive at least 51% of the votes or if necessary run off elections will be held. Votes will be cast by secret ballot and counted by an unbiased student.

Section 5. At least one week's notice will be provided for any meeting at which an election is held.

Section 6. No person who is concurrently serving as a member of the Associated Students Board of Directors, or as a member of the Associated Students Executive Staff, as defined in the Associated Students Bylaws, shall be eligible to serve as Chair, Vice Chair, or Director of Administration of EICC.

ARTICLE V: MEMBER ASSOCIATIONS

- Section 1.** Any student-run organization, which exists either within the subject matter covered by the College of Education or whose main purpose focusses around education of any nature, and officially recognized by Student Life and Leadership Office, shall be eligible for membership.
- Section 2.** Any organization which is requesting admission to EICC shall submit a written request, which shall include the name and purpose of their organization, the contact information for their primary officer(s), and the meeting time and location for that association. The application shall be turned in to the Assistant Dean for the College of Education.
- Section 3.** The Chair shall review the request for membership into EICC, and may admit such groups upon completed written request, and verification that the group is in line with the purpose of the EICC.
- Section 4.** All groups admitted to EICC shall be entitled and *required* to select a member of their organization to serve as an EICC Liaison, to represent their organization, in whatever manner that their Constitution and/or bylaws may provide for them to do so. The EICC Liaison for each is the sole representative for their organization at EICC meetings.
- Section 5.** Any group that is not represented at two regularly scheduled EICC meetings during the same semester shall be automatically suspended. Suspended groups shall not be eligible to make motions, vote, or receive funding until the suspension is ended by the EICC by a majority vote. Suspension of a group shall automatically reduce quorum, and any unspent funds allocated to a suspended group shall be frozen until the suspension is lifted.
- Section 6.** In the event of a suspension, the Vice Chair shall notify the Chair and the Advisor of the suspended group in writing, and announce the suspension to the other member associations at the conclusion of the first meeting at which the suspension has gone into effect.

ARTICLE VI: MEETINGS

- Section 1.** Regular meetings are scheduled at least twice a month during the academic year, vacations excluded. No meetings shall be scheduled during finals week.
- Section 2.** Special meetings are called by the Chair of the council, or by petition of 50% of the EICC voting members. All members must be given a minimum of three (3) business days notice prior to the Special Meeting time.
- Section 3.** Business cannot be conducted unless a quorum of the membership is present. Quorum shall be defined as a simple majority of the EICC including officers.
- Section 4.** The first meeting of fall and spring semesters shall occur no later than the second Friday of the semester.

ARTICLE VII: ADVISORS

Section 1. The Assistant Dean of Student Affairs for the College of Education shall serve as the advisor to EDUCATION ICC.

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION

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

Section 2. Approval of two-thirds of the members shall be sufficient to pass the amendment. Any amendment so passed shall be effective immediately upon approval by ASI, unless otherwise stated in the text of the amendment.

Section 3. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Dean of Student Office at CSUF Fullerton every 2 years or within 90 days after any substantive change or amendment.

Section 4. After approval of any amendments to the Constitution, a copy of any and all changes shall be submitted to the Associated Students, Inc. for confirmation that the changes do neither contradict nor in any way violate the official policies of Associated Students, Inc. Any changes made shall not take effect for at least seven days after the relevant Associated Students, Inc. committees have seen the changes made.

ARTICLE IX: DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event that this organization should become defunct, all monies remaining shall be returned to Associated Students, Inc.

ARTICLE X: RULES OF ORDER

Section 1. The association accepts Roberts Rules of Order (newly revised) as its rules of order.

Section 2. The Association shall have on file a Constitution. Amendments of the Constitution shall require a two-thirds affirmative vote of the EICC voting members. The bylaws shall supersede all other rules, except for the Constitution. No bylaw which directly contradicts the Constitution shall be enforced.

Section 3. The bylaws may be suspended, if necessary in order to conduct business on a single specific issue, by a two-thirds vote of the EICC. The Constitution, however, may never be suspended.

Section 4. Any issue not directly written in this document will be resolved by referring to the bylaws. If the bylaws do not resolve the issue, then the issue will be resolved by referring to the Rules of Order.

ARTICLE XI: BYLAWS

1 Council Composition.

- 1.1 The voting membership of the EICC shall consist of one delegate from each of the Organizations listed in the EICC Official Roster as well as the EICC Executive Board officers.
- 1.2 Any additional organizations, which meet the conditions of Article IV of the Constitution, shall be added to the EICC Official Roster. A motion to approve a new organization's membership, or to suspend an existing membership, shall be treated as equivalent to a motion to amend the bylaws.
- 1.3 The Advisor shall serve as Parliamentarian of the Association, and shall be empowered to rule on matters of interpretation of these bylaws and the Constitution. The Advisor's ruling may be overridden by a two-thirds majority of the EICC.
- 1.4 The EICC ASI Board of Directors members shall not be considered when computing quorum and do not have the power to vote on any motion.

2 EICC Officers.

- 2.1 The Chair, Vice Chair, Director of Administration, Director of Event Planning and/or the Director of Public Relations may be removed from their positions by a two-thirds affirmative vote of the EICC voting members, if good cause for removal is shown. In the event of such an action, replacements for any vacated offices shall be elected. The former Chair, Vice Chair, Director of Administration, Director of Event Planning and/or the Director of Public Relations shall remain voting members of the EICC.
- 2.2 The holder of other EICC Offices, exclusive of Executive Board members, may be removed from office by a simple majority vote of the EICC.
 - 2.2.1 In the event that any officer, including the Chair, Vice Chair, Director of Administration, Director of Event Planning and/or the Director of Public Relations, shall be sole representative of a group subject to suspension under the Constitution (Article IV, Section 5), the person acting as Chair for the meeting at which suspension has automatically gone into effect shall have authority to rule that the absent officer has forfeited their office. This ruling may be appealed and overruled by a two-thirds vote of the EICC. § 2.2.1 supersedes § 2.1.
- 2.3 A member of the EICC may be removed from the Council of EICC only by the Organization's which sent that Council member, and only by the rules set forth in the Constitution and/or by-laws of that Organization.

- 2.4 Any group, which has been suspended, shall have no authority to make motions, or vote on any matter before the Council, until the suspension has been lifted.
 - 2.4.1 Suspension may be lifted by the Council by a majority vote of the active member organizations. Upon being reinstated, the group shall, at that meeting, continue to have neither a vote nor ability to make motions, however they shall be permitted to request addition to the following meeting's agenda. At the beginning of the following meeting, that group shall resume full membership status, with voting and motion making authority.
 - 2.4.2 The Council may excuse any absence for the current meeting by majority vote. Excused absences shall not count towards suspension.
 - 2.4.3 Groups, which have previously been suspended and reinstated, shall be automatically placed on probationary status. The Chair shall have authority to re-suspend any group on probation after any absence.
 - 2.4.4 Neither Article IV, Section 5 of the constitution, nor By-Laws §2.4 through § 2.4.3 shall be interpreted to allow for the suspension of any ex-officio officer.

3 Agenda.

- 3.1 The Agenda for all EICC meetings shall consist of the following:
 - 3.1.1 CALL TO ORDER
 - 3.1.2 ROLL CALL
 - 3.1.3 APPROVAL OF AGENDA
 - 3.1.4 APPROVAL OF MINUTES (if applicable)
 - 3.1.5 REPORTS (Chair, Vice Chair, Director of Administration, Director of Event Planning, Director of Public Relations, Advisor, ASI BOD Representatives)
 - 3.1.6 OLD BUSINESS
 - 3.1.7 NEW BUSINESS
 - 3.1.8 MEMBERS PRIVILEGE
 - 3.1.9 ADJOURNMENT
- 3.2 The Agenda must be publicly posted at least three (3) full days before a meeting is to occur. At least two (2) of these days must be days during which classes are held, unless the agenda is for the first official meeting of the year.
 - 3.2.1 A copy of the Agenda will be distributed via email to each EICC member.
 - 3.2.2 A copy shall be posted in a conspicuous place in the College of Education office at this time, if such a place is available.
- 3.3 Any items to be added to the Agenda must be added at least seven (7) calendar days before the meeting is to occur. Reservations for agenda addition should be made clear

through one of the voting or ex-officio members of the Council, who shall then inform the Chair.

3.4 It shall be the responsibility of the Director of Administration to prepare the agenda, and ensure that the Agenda requirements listed herein are complied with.

3.5 Types of Business (Old, New)

3.5.1 Business on the Agenda shall have three types: Discussion, Action, and Disbursement.

3.5.2 Discussion items shall be those on which EICC may render an opinion, but not a binding ruling, on any matter, which affects EICC, or its member associations. Any Association member may bring discussion items.

3.5.3 Action items shall be those on which EICC shall render a decision on a matter that affects either EICC, or its member associations. Action items shall not include funding. Action items may be brought by any Association member, but must be sponsored by a voting or an ex-officio member of the Council. Unless otherwise stipulated, Action items shall require a majority vote for passage.

3.5.4 Disbursement items shall be those under which EICC is requested to fund a program, event, or other miscellaneous activity. Disbursement requests may be brought by any organization member, but must be sponsored by a voting or an ex-officio member of the EICC. Unless otherwise stipulated, disbursement items shall require a majority vote for passage. All approved disbursement requests are required to comply fully with the EICC bylaws; failure to do so may result in a demand that the funds allocated be returned in full.

4 Ex-officio members.

4.1 The Advisor to EICC shall be considered an ex-officio member of the Council, with neither a vote in either the Council or in Councils, nor ability to make or second motions, nor eligibility to be elected Chair or Vice Chair. The advisor shall act, however, as a member of the Council in all other functions.

4.1.1 Notwithstanding the above clause, the Advisor shall serve as Acting Chair for Parliamentary Procedure purposes, whenever there is a simultaneous vacancy in the Chair and Vice Chair positions. The Advisor shall immediately call for nominations for the position of Chair, and step down from the Chair as soon as the Council elects a new Chair.

4.2 The College of Education representatives to the Associated Students Board of Directors, shall serve as ex-officio members of the Council, with all powers of a Council member, exclusive of voting in the Council and eligibility to be Chair or Vice Chair. They shall have full voting rights, however, while serving on councils.

- 4.2.1 If the EICC Chair becomes an ASI Officer, the Vice Chair shall immediately and automatically assume the position of Chair, and a new Vice Chair shall be elected.
- 4.2.2 If the Vice Chair becomes an ASI Officer, a new Vice Chair shall be appointed by the Chair.
- 4.2.3 If the Chair and Vice Chair both become ASI officers simultaneously, the Advisor shall temporarily act as Chair, under the provisions of §4.1.1.
- 4.3 The Council shall have authority to designate additional ex-officio officers, as necessary, by amending the bylaws.

5. Selection of Council Members.

- 5.1 Each Member Organization shall designate a member to serve on the EICC as a liaison, in any manner that is chosen by that group, as long as the method employed is compliant with the rules of that group.
- 5.2 The Chair (or equivalent) of each member Organization shall certify, in writing, that:
 - 5.2.1. The EICC member has been duly appointed or elected by the member association.
 - 5.2.2 The delegate selected is a member in good standing of the organization they are representing.
- 5.3 Each organization may designate Alternate Representatives, who may sit in for the regular representative whenever necessary.
- 5.4 In the event that multiple Member Organizations of EICC select the same individual to represent them on the Council, and no alternate representative is present from the organizations involved, such a representative shall be denoted as representing multiple organizations.
 - 5.4.1 In no event, however, shall any one member of the Council be permitted to cast more than one vote on any issue, proposal, or motion, nor may the same person second a motion that they have themselves made.
 - 5.4.2 In the event of such a situation, the total Council membership shall be reduced, for purposes of establishing quorum.
- 5.5 In no event shall a Member Organization appoint a person who is not a member in good standing of their Organization to represent them on the Council.

6 Funding procedures and requirements.

- 6.1 EICC shall not fund events designed to exclude or hinder the attendance of any or all interested CSUF students.
 - 6.1.1 To receive funding, any project sponsored by a member organization must have the approval of the membership of said member organization, and must exhibit significant correlation to the academic mission of the requesting organization, and must be significantly and primarily organized and implemented by students.
- 6.2 To receive funding, any project sponsored by a member organization must, in all announcements and literature acknowledges the financial support of EICC and the Associate Students, Inc. in accordance with ASI policy #30. Failure to adhere to ASI policy #30 will jeopardize future EICC funding.
- 6.3 Under no circumstances shall EICC fund the following items: advertisement of club meeting times, postage, or travel expenses from any private student residence to CSU Fullerton.
- 6.4 For all items related to any cost for which multiple vendors are available (i.e. airfare, hotel costs, printing and advertising expenses.), at least three (3) competitive bids shall be included in the proposal. The Finance Council may waive this requirement if, and only if, alternate vendors either do not exist, or would impose an unrealistic burden on the proposal (i.e. speaker honoraria, products distributed or services provided by only one or two vendors in the local region.).
- 6.5 Retroactive Funding
 - 6.5.1 A retroactive funding proposal shall require a two-thirds vote of the Council.
 - 6.5.2 A retroactive funding proposal indicates that an event for which funds are being requested occurred prior to the Council meeting at which the proposal is being presented.
 - 6.5.2.1 A proposal pertaining to an event or other encumbrance of funds which occurs during the semester must be presented to the Council by the third meeting following the date of the event to be eligible for funding.
 - 6.5.2.2 To be eligible for funding, proposals for events must occur during the proper CSUF academic calendar. Summer events (those occurring after June 30th) shall be considered part of the fall semester. A proposal pertaining to an event or other encumbrance of funds which occurs between semesters (the inter-session between fall and spring semesters) must be presented before the Council by the third General Council meeting of the semester following the break to be eligible for funding.
 - 6.5.2.3 All receipts to be turned in for proof of used monies have to be original itemized receipts and turned in two (2) weeks from the proposal being

approved or two (2) weeks after the event occurs, whichever is later. For all events occurring at the end of the school year (before June 30th), receipts must be turned in before the fiscal year ends (June 30th). Any receipts that are not turned in after these deadlines will not receive funding.

6.5.2.4 Retroactive funding proposals must have acknowledged EICC and ASI in accordance with the Constitution and applicable EICC and A.S.I by-laws; otherwise, they shall automatically be ineligible for funding.

6.5.2.5 The member organization requesting retroactive funding must provide evidence validating the event (program agenda, fee receipts, and applicable expenses).

6.6 ASI Line Item 8051; Printing & Advertising (e.g. Newsletters, Publications, Promotions)

6.6.1 Any printed materials must follow existing ASI and CSUF printing policies regarding content (questions regarding appropriate content may be directed to the ASI/TSU Program Coordinator, located in TSU 269, or the Dean of Students Office, located in TSU 235).

6.6.2 All printed materials must acknowledge the Associated Students, Inc. and EICC in accordance with applicable Bylaws (se ASI policy #30)

6.6.3 Newsletter Guidelines

6.6.3.1 These monies are used to fund themselves for member associations. Journals are funded in accordance with publications guidelines and programs for events are funded in accordance with promotions guidelines.

6.6.3.2 The newsletter must be student initiated; its content must be related to the academic mission of the association requesting funding.

6.6.3.3 All students within EDUCATION must be eligible to submit material for the newsletter, with the sole exception that a journal may be designated as either undergraduate only, or graduate only, without being considered a violation of this clause.

6.6.3.4 A maximum of one (1) newsletter per member association per semester will be funded.

6.6.3.5 EICC will pay no more than \$100 per newsletter per semester.

6.6.3.6 The newsletter must follow EICC estimates policy.

6.6.3.7 The content of the newsletter must follow existing ASI and University policies.

6.6.3.8 Funds shall only be encumbered during the semester the newsletter is printed.

6.6.4 Promotions Guidelines

6.6.4.1 These monies enable member associations to promote their lecture events, conferences or other unique academic events/activities. Event programs can be funded with these monies.

6.6.4.2 Costs should include all taxes and layout charges.

6.6.4.3 Optional material (e.g. flyers, banners, posters etc.) must be taken down within ten (10) days after the event, in accordance with current University Guidelines (check with the Dean of Students Office for current policy).

6.6.5 Publications Guidelines

6.6.5.1 These monies provide funding for the production of academic and scholarly journals. Publications must be written by and for students.

6.6.5.2 Budget for journals may include:

6.6.5.2.1 Cost of Printing

6.6.5.2.2 Typesetting costs

6.6.5.2.3 Binding, cutting, collating, or folding costs

6.6.5.2.4 Publicity expenses

6.6.5.3 The member Association receiving publication funding **MUST** establish and keep on file with EICC a time line of any publication project.

6.7 ASI Line Item 8074; Contracts, Fees, Rentals

6.7.1 Lecture, Lecture Series, & Symposia Guidelines

6.7.1.1 This line item provides member associations the opportunity to sponsor speakers on campus. There are three basic formats which apply:

6.7.1.1.1 Lectures: a single speaker lecturing on a single topic.

6.7.1.1.2 Symposia: several speakers lecturing on a predetermined theme over a one to five day interval. Each speaker gives a

different lecture, but they all make references to the symposium's theme.

- 6.7.1.1.3 Lecture Series: a series of lectures sponsored over a period of time (either one semester or two semesters). Each lecture can be an independent topic or all lectures can be related in some way.
- 6.7.1.2 EICC shall not fund lecture, lecture series, or symposia proposals for events that:
 - 6.7.1.2.1 Function as a class for a department,
 - 6.7.1.2.2 Are required to be attended by members of a student group as part of a class,
 - 6.7.1.2.3 Functions as a prerequisite for a class,
 - 6.7.1.2.4 Are not significantly and primarily initiated, organized and implemented by students, or,
 - 6.7.1.2.5 Are not held on the CSUF campus.
- 6.7.1.3 Funding proposals for each individual speaker's honoraria shall be made separately.
- 6.7.1.4 When negotiating with a speaker, he/she may quote a fee for services, which is called an "honoraria." Whatever costs the speaker must incur to speak at CSU Fullerton should be included in the negotiated honoraria.
 - 6.7.1.4.1 EICC does not pay for such costs at travel, duplication, parking, etc. directly. Therefore, the full honoraria requested is paid as a fee for whatever purpose the speaker chooses.
- 6.7.1.5 EICC does not fund honoraria for CSU Fullerton faculty or staff.
- 6.7.1.6 The lecture, lecture series, or symposium must be held on campus and at a time convenient to most of the campus community. If there are any questions about "event planning" talk to Dean of Students Office personnel, someone in the University Conference Center, located in TSU 121, or the EICC advisor/Assistant Dean.
- 6.7.1.7 No CSUF student shall be charged an admission fee.

- 6.7.1.8 At some point either before or immediately after the lecture, a verbal acknowledgment of ASI and EICC funding must be made. All printed publicity must also acknowledge ASI and EICC funding. Failure to do so will not only place their future funding proposals in jeopardy, but will also jeopardize EICC funding for the following academic year (see ASI policy #30).
- 6.7.1.9 When filling out a check request for payment to the speaker his/her social security number must also be included. Payments will not be made without complete speaker information.
- 6.7.1.10 All speakers must sign an ASI speaker contract, which must be approved by the ASI/TSU Program Coordinator and the ASI Executive Director prior to the engagement.

6.8 ASI Line Item 8077; Travel & Conferences

6.8.1 General Definitions

- 6.8.1.1 The funds available under ASI Line Item 8077, Travel and Conference, shall be granted exclusively for transportation, accommodation, and registration expenses. EICC shall not fund any personal expenses such as, but not limited to, room service, non-conference meals, telephone calls, etc., which may be incurred in addition to the aforementioned expenses. All expenses included in any proposal must include quotes or receipts at the time of presentation to EICC.

6.8.2 Types of Proposals

- 6.8.2.1 There are two types of proposals that may be submitted under this line item: Active Participant and Non-Participant.

- 6.8.2.2 Active Participants shall be defined as being actively involved in the following:

- 6.8.2.2.1 A presentation by the student of academic research, evaluated in context of his/her major or minor. The student(s) presenting the research must be fully or significantly responsible for the research.

- 6.8.2.2.2 Organization of a conference related to the student's major or minor. To receive funding as an organizer, the student must present a letter from the President or Chair of the conference describing the student's role as an organizer.

6.8.2.3 A Non-Participant shall be defined as a student attending a conference, but not directly participating in the presentation of academic research or material.

6.8.3 Proposal Requirements and Limitations

6.8.3.1 Proposals requesting funding for active participants include:

6.8.3.1.1 Written abstract of the research

6.8.3.1.2 An agenda showing the name and time slot of the participant(s) presentation or verification from the conference officials that the student(s) have been accepted to do the presentation

6.8.3.1.3 A letter of confirmation of the research project from the conference attendee's Department Chair and/or the Faculty Research advisor.

6.8.3.1.4 Students shall prepare a small presentation explaining the funding they are asking for, the event they are attending, why they would like to attend, and prepare for any questions from the Council. Students shall be in attendance at the EICC meeting during which their proposal is voted on unless provided an excused absence, to be approved by the Chair, Vice Chair and Director of Administration.

6.8.3.2 Students receiving funding as active participants must present either a short seminar or a written report to the Council outlining their presentation, before the end of the semester following the end of the conference. Students that receive EICC funds for conference fees as a non-participant must give a presentation (oral or written) to the Council, which outlines information gathered at the conference that is pertinent to their major/minor.

6.8.3.3 Students may provide a letter of recommendation from a CSUF faculty member or department advisor describing the student's qualifications in order to receive funding for active participant conference expenses.

6.8.3.3.1 Any late registration fees shall not be paid for by EICC.

6.8.3.4 The maximum amount of funding per conference will not exceed \$500.00 per person. No more than five non-participants shall be funded for the same conference.

6.8.3.5 All receipts to be turned in for proof of used monies have to be original itemized receipts and turned in two (2) weeks from the proposal being approved or two (2) weeks after the event occurs, whichever is later. For all events occurring at the end of

the school year (before June 30th), receipts must be turned in before the fiscal year ends (June 30th). Any receipts that are not turned in after these deadlines will not receive funding.

6.8.3.6 Proposals must be submitted to the Vice Chair no later than two weeks prior to a Council meeting.

6.8.4 Transportation and Accommodations

6.8.4.1 Transportation expenses shall include airline, shuttle, ferry and taxi expenses to and from the official event exclusively. Any other transportation expenses incurred shall be deemed personal expenses. Proposal including funding for airline travel must include quotes from at least three different airlines

6.8.4.2 Accommodation expenses shall be limited to the cost of room rental exclusively. Multiple hotel occupancy must be included on the submitted proposal. Proposals must include quotes from three different hotels.

6.8.4.3 Any travel issue not addressed here shall be resolved by referring to the Associated Students Annual Fiscal Budget and the budget policies therein.

6.9 ASI. Line Items 8170, 8270, 9070; Officer Grants and Compensation

6.9.1 Each EICC officer (Chair, Vice Chair, Director of Administration) shall be permitted one (1) free unexcused absence per year, which shall not count towards the deduction of received grants. If the Council chooses to excuse the absence, the free absence shall not be considered to have been used. The free absence shall still count as an unexcused absence for the group(s), which that officer represents, unless an alternate is present at the meeting to represent that group(s).

6.9.2 For each unexcused absence beyond the first per year, the absent officer shall forfeit a prorated portion of their grant for that time period. The unspent portion of the grant shall be reallocated via line-item transfer to general disbursements travel line item 8077.

6.9.3 In the event of an extended vacancy in a granted position, the person or persons who are performing the duties of the vacated office shall be eligible to receive the grant for that position, in addition to any other grants which that person may be receiving.

6.9.4 Grant disbursement does not require approval by the Council.

7 Other Committees.

- 7.1 A special committee may be created by the Chair with the consent of a majority of the Committee. The minimum size for a special committee shall be three members, and quorum shall be a simple majority. Special committees shall be created only to address a specific question in detail, and then report their findings and recommendations to the Committee.
 - 7.1.1 Ex-officio members (with the exception of the Advisor), the EICC chair, and the EICC Vice Chair, shall be eligible to serve on such committees as normal voting members.
 - 7.1.2 Either the Chair, Vice Chair, Director of Administration, Director of Event Planning and/or the Director of Public Relations of EICC shall serve as Chair of any Special Committee that is formed.
 - 7.1.3 All Special Committees shall expire whenever their work is completed, or the semester has ended.
- 7.2 Standing Committees shall be created by the Council, whenever necessary, by amending the bylaws. All Standing Councils shall require a minimum membership of five persons; at least a majority of which must be regular voting members of the Council. Quorum for Standing Committees shall be a majority of the Committee membership.
 - 7.2.1 Either the Chair, Vice Chair, Director of Administration, Director of Event Planning and/or the Director of Public Relations of EICC shall serve on all Standing Committees.
 - 7.2.2 Ex-officio members of the Committee, and non-members of the Committee, may be appointed to serve on Standing Committees, but may not be selected as the Chair of such committees.
 - 7.2.3 The Chair of EICC shall appoint an eligible member of the Committee to serve as Chair for the Standing Committee.
 - 7.2.4 All Committee appointments shall expire at the end of the spring semester.
 - 7.2.5 In the event a committee has specific rules listed in the bylaws that contradict §8.2, the specific committee rules shall supersede §8.2.
- 7.3 Joint Committees shall be defined as a committee of any other organization to which EICC is entitled to send one or more delegates to. This shall include the ASI Research Grant Committee, and the AS Executive Senate.
 - 7.3.1 All appointments to Joint Committees from EICC shall be made by the Chair, who may appoint him/himself..

7.3.2 Appointments to Joint Committees shall expire at the end of the semester.

7.4 The Committee of the Whole shall be composed of all members of the EICC Council, and shall meet whenever quorum is not reached for a regularly scheduled meeting. The EICC Chair shall serve as Chair for this Committee.

7.4.1 The Committee of the Whole shall not be empowered to amend or suspend the bylaws or Constitution, nor shall it be empowered to consider Disbursement or Action items on the Agenda. All such items shall automatically be placed on the next regular meeting agenda, under the same category of business. (i.e. new business remains new.)

7.4.2 Quorum for the Committee of the Whole shall be fixed at three persons.

8 Miscellaneous (Definitions, Terminology, and By-laws).

8.1 The term “Chair,” when made in direct reference to EICC, shall be interpreted to mean “President.”

8.2 The terms “Vice Chair” and “Treasurer,” when made in direct reference to EICC, shall be interpreted to mean “Vice President.”

8.3 The Definition of “AS Officer” shall be interpreted to be any person who currently serves in any of the following offices, regardless of whether they were elected or appointed to the position.

8.3.1 Member of the ASI Board of Directors, either from the College of Education, or from another college.

8.3.2 Any Executive Officer, as defined in the ASI Bylaws.

8.4 The term “Club Officers,” when made in direct reference to EICC, shall be interpreted to include only the Chair, Vice Chair, Director of Administration, Director of Event Planning and the Director of Public Relations.

8.5 In the event of insertions and/or deletions from either the bylaws or the Constitution that alter the numeric reference to other clauses, or to an amended clause, the references to these sections in the Constitution and Bylaws must also be amended at the same time, in such a manner that maintains as closely as possible the original meaning of any and all otherwise un-amended clauses.

8.6 References to ASI Policy #30 shall be interpreted to refer to the ASI Policy Statement that lists the requirement of acknowledgement of Associated Students, Inc. in all publicity directed towards an event paid for by ASI funds. This interpretation shall persist, regardless of any renumbering of policy statements ASI may choose to enact. The actual text of the statement shall be kept on file in the EICC office for reference purposes.

