

**STUDENT ORGANIZATIONS ACCESSING RESOURCES**  
**SOAR-CICC**  
**COMMUNICATIONS INTERCLUB COUNCIL**  
Associated Students, CSUF, Incorporated  
California State University, Fullerton - College of Communications

**Article I: Name and Purpose**

Section 1        The name of this organization shall be Student Organizations Accessing Resources – Communications InterClub Council, hereafter known as SOAR-CICC.

Section 2 Purposes

Clause 1        The purpose of SOAR-CICC is to facilitate greater and improved degrees of communication and cooperation between the student clubs and organizations within the California State University, Fullerton (CSUF) College of Communications.

Clause 2        SOAR-CICC shall strive to foster and promote school unity among the student body within the College of Communications as well as facilitate and aid the continual success of all Communication clubs and organizations at CSUF.

Clause 3        SOAR-CICC shall act as an agency body for funding events for clubs and organizations within the College of Communications.

Clause 4        SOAR-CICC shall serve as an Advisory Board to the Assistant Dean of Student Affairs for the College of Communications.

**Article II: Membership**

Section 1        Membership in this organization shall not be denied to any CSUF student on the basis of race, creed, religion, gender, political affiliation, sexual orientation, or physical handicap.

Section 2        Membership privileges shall be defined as counting towards quorum, the ability to make or second motions, the ability to vote, and to present allocation requests.

Section 3        The voting membership of SOAR-CICC shall consist of one delegate from each of the clubs and organizations approved by the university, on record with the Director of Administration.

Clause 1        The President (or an equivalent officer) of each club and organization shall certify that his or her SOAR-CICC representative and alternate have been duly appointed or elected and that the representative is a member in good standing.

Subclause 1     Each club and organization may designate an alternate representative who may sit in for the regular representative whenever necessary and retain all member privileges.

Subclause 2     Persons who have not been certified by their club or organization’s President (or an equivalent officer) shall not have member privileges.

- Clause 2 Non-Communication majors may serve as representatives for a club or organization as long as he or she is listed as a member in the club or organization.
- Clause 3 A motion to suspend a club or organization's membership for a reason other than Article III Section 1 shall require a  $\frac{2}{3}$  vote.
- Subclause 1 Penalty and reinstatement of suspended member privileges will be subject to discretion of the council using  $\frac{2}{3}$  vote.

#### Section 4 Ex-officio Members

- Clause 1 Ex-officio members consist of the SOAR-CICC Executive Board, Associated Students Incorporated (ASI) representatives of the College of Communications, and Chair (or Chair's designee) of the ASI Board of Directors.
- Clause 2 Ex-officio members can only make or second motions. No ex-officio member can vote or count towards quorum.

#### Section 5 Advisor and Co-Advisor

- Clause 1 SOAR-CICC advisors shall consist of a non-elected permanent position filled by the Assistant Dean of Student Affairs for the College of Communications and an active Graduate Assistant working in the College of Communications.
- Clause 2 SOAR-CICC advisors shall have no membership privileges.

### **Article III: Attendance**

- Section 1 Any SOAR-CICC representative with two (2) consecutive unexcused absences or a total of three (3) absences (excused/unexcused) per semester shall be immediately and automatically suspended.
- Clause 1 Excused absences consist of those reported to any Executive Board member prior to the Call of Order of the missed meeting.
- Clause 2 Suspension is defined as the loss of member privileges.
- Clause 3 Upon suspension, all unspent funds allocated to the SOAR-CICC club or organization shall be reverted to the respective SOAR-CICC budget line items.
- Clause 4 Any SOAR-CICC member suspended for an attendance violation, after having attended two (2) consecutive SOAR-CICC General Council meetings, shall regain all member privileges.

### **Article IV: Officers**

- Section 1 The elected officers of SOAR-CICC shall be known as the Executive Board and shall consist of the Chair, Vice-Chair, and Director of Administration. The officers shall not hold representative positions in any of the various College of Communication clubs or organizations and shall not hold an officer position within ASI.
- Clause 1 Elections for the Executive Board shall be held three meetings before the end of the spring semester.
- Clause 2 Executive Board officers shall be elected by a simple majority vote.

## Section 2 Terms of Office

Clause 1 Term of office shall be from July 1 to June 30 of the following year.

## Section 3 Removal of Officers

Clause 1 Any Executive Board officer may be removed from his or her position by a  $\frac{2}{3}$  vote.

Clause 2 In the event that an elected officer is unable to fulfill his or her term of office, a "Special Election" shall be held to fill the vacancy with the exception of the Chair position.

Subclause 1 In the event that the Chair is unable to fulfill his or her term of office, the Vice-Chair will assume the position of Chair and a new Vice-Chair shall be elected.

## Section 4 Officer Qualifications

Clause 1 Undergraduate students must earn six (6) semester units of credit per term while holding office. Graduate student officers must earn three (3) semester units of credit per term while holding office.

Clause 2 All candidates, officers, and appointees must be in good standing, must not be on academic probation, and must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF at the end of the semester prior to taking office and during their tenure. Failure to maintain these requirements will result in immediate ineligibility.

Clause 3 An officer must be either majoring or minoring in the College of Communications.

## Section 5 Power and Duties of Officers

### Section 5.1 Chair

Clause 1 The Chair shall serve as Parliamentarian of SOAR-CICC and shall be empowered to rule on matters of interpretation of the bylaws.

Clause 2 The Chair's ruling may be overridden by a  $\frac{2}{3}$  vote of representatives.

Clause 3 The Chair shall prepare the agenda for each general council meeting.

Subclause 1 The Chair shall send the agenda (via e-mail) to the SOAR-CICC General Council and to ASI, and shall make the agenda available on the SOAR-CICC website.

Clause 4 The Chair shall be responsible for attending all Executive Senate and assigned Board of Director meetings and shall prepare reports in compliance with ASI policy statement #31.

### Section 5.2 Vice-Chair

Clause 1 The Vice-Chair shall fulfill all duties of the Chair in the event that the Chair is unable to do so.

Clause 2 The Vice-Chair shall manage all funds of SOAR-CICC.

- Clause 3 The Vice-Chair shall serve as a liaison between the Executive Board and SOAR-CICC representatives regarding all financial issues.
- Clause 4 The Vice-Chair shall distribute financial reports to SOAR-CICC delegates at each General Council meeting and upon request.
- Clause 5 The Vice-Chair shall coordinate and Chair the finance committee when needed.
- Clause 6 It is the responsibility of the Vice-Chair to ensure that all SOAR-CICC funding is in compliance with ASI bylaws, policy statements, and fiscal policies.

Section 5.3 Director of Administration

- Clause 1 The Director of Administration shall maintain a file of agendas, minutes, and all relevant information to SOAR-CICC (hardcopy and electronic back-ups).
- Clause 2 The Director of Administration shall take minutes and shall distribute minutes of the previous meeting(s) to SOAR-CICC delegates at each General Council meeting and upon request.
- Clause 3 The Director of Administration shall work with the Chair in maintaining the SOAR-CICC website and shall make the SOAR-CICC minutes available for download.

Sub Clause 1 Website training shall begin prior to taking office for the next year's term.

- Clause 4 The Director of Administration shall maintain an updated contact information roster for the entire SOAR-CICC.

**Article V: Meetings and Agendas**

Section 1 Regular meetings shall be scheduled weekly during the academic year.

Section 2 Business cannot be conducted unless a quorum of representatives is present.

- Clause 1 Quorum shall be defined as a simple majority of representatives.

Section 3 The agenda for SOAR-CICC meetings shall consist of, but is not limited to, the following:

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Public Speakers
5. Time Certain
6. Unfinished Business
7. Old Business
8. New Business
9. Reports/Information Exchange
10. Adjournment

- Clause 1 The agenda must be publicly posted at least three (3) full calendar days before a meeting occurs.

Subclause 1 The SOAR-CICC website shall serve as a public posting area for SOAR-CICC agendas.

- Clause 2 A copy of the agenda must be distributed to each SOAR-CICC representative, advisor, ex-officio member, ASI Vice President, and ASI Office of Program Support.
- Clause 3 A copy of the agenda shall be posted on the outside of the Advisor's office.
- Clause 4 Any items to be added to the agenda must be added before the agenda is posted. Placed items on the agenda shall be done by informing the Chair, and subject to approval of the agenda.
- Clause 5 The Chair may enforce a fifteen (15) minute maximum time limit on the public speakers section of the agenda, unless the council waives this limit by simple majority vote.
- Clause 6 Business on the agenda shall be classified as either discussion or action.
- Subclause 1 Discussion items shall be those on which SOAR-CICC may render an opinion, but not a binding ruling on any matter which affects SOAR-CICC or its member organization.
- Subclause 2 Action items shall be those on which SOAR-CICC is requested to fund a program, event, or other miscellaneous activity. Action items may be brought by an organization member, but must be sponsored by a voting or ex-officio member, unless otherwise stipulated. Action items shall require a simple majority vote for passage. All approved action items are required to comply with SOAR-CICC bylaws and ASI bylaws. Action items shall also be those on which SOAR-CICC shall render a decision that affects SOAR-CICC and its function and/or composition.
- Clause 7 Each agenda item shall have a small description of no more than twenty (20) words describing the item.
- Clause 8 Any unprepared agenda item shall be tabled until sufficient documentation is provided.

## **Article VI: Committees**

- Section 1 With consent of a simple majority of the SOAR-CICC representatives, the Chair may create a committee. The minimum size for a special committee shall be three (3) representatives with quorum being a simple majority. Committees shall be created only to address a specific question or process in detail and then report their findings and recommendations to the General Council.
- Clause 1 Advisors shall be eligible to serve on such committees as regular voting members.
- Clause 2 An Executive Board officer must serve as Chair of any committee that is formed.
- Clause 3 All special committees shall expire whenever their work is completed or semester has ended.

## **Article VII: Funding**

- Section 1 To receive funding, any proposal sponsored by a member organization must be approved by the 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.

Clause 1 To receive funding, any proposal sponsored by a member organization must, in all announcements and literature, acknowledge the financial support of SOAR-CICC and ASI in accordance with ASI policy #30. Failure to adhere to ASI policy #30 will jeopardize future funding by SOAR-CICC.

Clause 2 For all items related to any cost from which multiple vendors are available (i.e. airfare, hotel cost, printing and advertising expenses) at least three (3) competitive bids shall be included in the proposal. SOAR-CICC or the finance committee may waive this requirement if, and only if, alternate vendors do not exist or it 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.)

Subclause 1 The cost of each itemized expense for multiple participants attending the same conference shall not exceed the lowest amount presented in the proposal, unless otherwise mandated by the sponsoring event with sufficient documentation or at the discretion of SOAR-CICC.

## Section 2 Travel and Conferences

Clause 1 These monies are used for students wishing to attend and/or participate in conferences that are directly related to their field of study. There are two types of proposals that can be submitted under this line item: Active Participation and Non-Active Participation.

Clause 2 For all off-campus travel activities, ASI paperwork must be submitted to the Assistant Dean of the College of Communications prior to departure. Refer to the ASI Financial Handbook for Student Leaders for more details.

### Section 2.1 Active Participation

Clause 1 Active Participation shall be defined as **ONE** of the following:

Subclause 1 Presentation by the student of academic research or creative work evaluated in the context of his or her major or minor.

Subclause 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.

Subclause 3 The student presenting the research must be fully or significantly responsible for the research.

Subclause 4 Volunteer status shall be considered Active Participation pending sufficient documentation.

Clause 2 Proposals requesting funding for Active Participants shall include all that apply

Subclause 1 Written outline of the research.

Subclause 2 An agenda showing the name and the time slot of the participant's presentation or verification from conference officials that the student has agreed to give a presentation.

Subclause 3 A letter of confirmation of the research project from the Department Chair and the Faculty Research Advisor of the student.

- Subclause 4      Proposals for airline travel must be accompanied by quotes from three (3) different service providers.
  
- Subclause 5      Proposals for accommodation expenses must include quotes from three (3) different hotels. If there is an official conference hotel, then only one (1) quote is required, unless the hotel quote exceeds \$100.00 per night single occupancy. With extenuating circumstances, judgment will be up to the council's discretion.
  
- Subclause 6      Funding for groups of Active Participants shall normally be limited to four (4) individuals, unless the entire group is requesting funding solely for registration fees. In this event, funding shall be limited to no more than \$100 per student not to exceed \$1000.00 for the entire group.
  
- Clause 3           Funding will be made available for travel expenses only for a student actively participating in a conference.
  - Subclause 1      Partial to full travel expenses and registration fees can be funded up to the established ASI limits.

## Section 2.2 Non-Active Participation

- Clause 1           A Non-Active Participant is defined as a student attending a conference, but is not directly participating in the presentation of academic research or material.
  
- Clause 2           Only registration fees shall be funded for a student attending a conference as a Non-Active Participant. Any student who is attending a conference related to his or her academic mission can qualify for registration fee funding.
  
- Clause 3           Proof of the registration fee and an agenda of the conference must be presented to the SOAR-CICC General Council when making funding requests.
  
- Clause 4           The maximum amount of Non-Active Participant conference funding per conference shall not exceed \$400 for all Non-Active Participants attending as a group.

## Section 3 Retroactive Funding

- Clause 1           A retroactive funding proposal should indicate that the event must have occurred **prior** to the SOAR-CICC General Council meeting at which the proposal is being presented.
  - Subclause 1      A proposal pertaining to an event or other encumbrance of funds, which occurs during the semester, must be presented to the SOAR-CICC General Council no later than four (4) weeks following the date of the event to be eligible for SOAR-CICC funding.
  
  - Subclause 2      To be eligible for retroactive funding, a proposal for an event must be presented during the fall or spring semester. Summer events (those occurring after June 30th) shall be considered part of the fall semester. Intersession events shall be considered part of the spring semester. A proposal pertaining to an event or other encumbrance of funds which occurs between semesters (during intersession or summer) must be presented to SOAR-CICC by the third General Council meeting of the semester following the break to be eligible for funding.

Subclause 3 Retroactive funding proposals must have acknowledged SOAR-CICC and ASI in accordance with Article VII, Section 1, Clause 1; otherwise, the proposal is considered ineligible for funding.

Subclause 4 The student or member organization requesting retroactive funding must provide evidence validating the event including, but not limited to: program agenda, original fee receipts, flight boarding passes, and applicable expenses.

Clause 2 Retroactive funding proposals shall require a simple majority vote to pass.

#### Section 4 Presentations

Clause 1 At least one (1) representative that receives SOAR-CICC funding for a conference, irrespective of their participation, must give a presentation to the SOAR-CICC General Council.

Clause 2 Each student who receives SOAR-CICC funding for a conference must submit a 350 words report outlining their research (if applicable) and their experience at the conference within ten (10) business days after the conference's end date.

Subclause 1 A 350 words report must follow the guidelines set forth by ASI (i.e. one inch margins, 12 point Times New Roman font, 350 words minimum).

#### Section 5 AS Line Item #8077

Clause 1 AS line item #8077 entails: travel, registration fees, hotel, airfare, transportation. Refer to the ASI Financial Handbook for Student Leaders for more details.

#### Section 6 AS Line Item #8074

Clause 1 AS line item #8074 entails: contracts, fees, rentals, printing & advertising

Subclause 1 Any printed materials must follow existing ASI and CSUF printing policies.

Subclause 2 All printed materials must acknowledge ASI and SOAR-CICC in accordance with Article VII, Section 1, Clause 1 of the SOAR-CICC bylaws.

#### Section 7 International Travel

Clause 1 All international travel requests must first be reviewed by the ASI Finance Committee and Board of Directors.

#### Section 8 Off-Campus Requests

Clause 1 All off-campus requests must be approved by the ASI Finance Committee and ASI Board of Directors before the SOAR-CICC General Council can take action.

### **Article VIII: Amendments and Ratification**

Section 1 Proposed bylaw amendments or changes must be presented in writing to the SOAR-CICC General Council as a discussion item, one (1) meeting before the proposed amendment can be voted on.

- Section 2 A  $\frac{2}{3}$  vote is needed to approve proposed amendments after which amendments become effective immediately unless otherwise stipulated.
- Section 3 All amendments to SOAR-CICC bylaws must be in compliance with ASI bylaws policy statements and fiscal policies and must be approved by the ASI University Affairs Committee.
- Section 4 A printed version of the SOAR-CICC bylaws must be filed with the Dean of Students Office and must be updated as often as changes are made.