

HHD-ICC Constitution



Associated Students, Incorporated
California State University, Fullerton
College of Health and Human Development

ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of this organization shall be the Health and Human Development Inter-Club Council, hereafter referred to as HHD-ICC.

Section 2. The purpose of the HHD-ICC 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 Health and Human Development.

Clause 1. HHD-ICC will strive to foster and promote school unity among the student body within the College of Health and Human Development as well as facilitate and aid the continual success of all Health and Human Development clubs and organizations at CSUF.

Clause 2. HHD-ICC shall act as an agency body for funding events and travel for clubs, organizations and students within the College of Health and Human Development.

Clause 3. HHD-ICC shall serve as an advisory board to the Deans of the College of Health and Human Development.

ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership in the organization shall be open to all those regularly-enrolled CSUF 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 CSUF base on 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) CSUF students who are currently enrolled in at least one class with a maximum of twenty (20) percent of the members who are not CSUF students.

Section 4. There shall be two type of membership in the organization: voting and ex-officio.

Section 5. Voting membership is limited to regularly enrolled (non-extended education) students at CSUF.

Clause 1. Membership privileges shall be defined as counting towards quorum, the ability to make or second motions, and the ability to vote.

Clause 2. The voting membership of HHD-ICC shall consist of one delegate from each of the HHD affiliated clubs and organizations recognized by the University (Student Life & Leadership Office).

Clause 3. The Chair (or an equivalent officer) of each club and organization shall certify that his or her HHD-ICC representative and alternate have been duly appointed or elected and that the representative is a member in good standing.

Clause 4. Each club and organization may designate an alternate representative who may sit in for the regular representative whenever necessary.

Sub-Clause 1. Persons who have not been certified as an officer or alternate representative of a club or organization by the President (or an equivalent officer) shall not have member privileges.

Sub-Clause 2. Non-Health and Human Development majors may serve as representatives for a club or organization as long as s/he is listed as a member in the club or organization.

Clause 5. Members-at-Large shall be appointed by the Assistant Dean for the College of Health and Human Development, those appointed must not be serving as an executive officer of any student club/organization within the college.

Sub-Clause 1. Ideally, 3 to 5 Members-at-Large will serve on the Health and Human Development Council per semester and will consist of a diverse group of students from all backgrounds.

Sub-Clause 2. Non-Health and Human Development *majors* may serve as Members-at-Large for a club or organization as long as s/he is listed as a member in a Health and Human Development club or organization.

Section 6. Ex-Officio Members

Clause 1. Ex-Officio members consist of the HHD-ICC Executive Board and representatives of Associative Students Incorporated (ASI) Board of Directors of the College of Health and Human Development, Assistant Dean, and graduate assistant.

Clause 2. Ex-Officio members can only make or second motions. No Ex-Officio member can vote or count towards quorum.

Section 7. Advisor

Clause 1. The HHD-ICC Advisor shall consist of a non-elected permanent position held by the Assistant Dean of Student Affairs for the College of Health and Human Development.

Clause 2. The HHD-ICC Advisor serves as a guide/coach and shall have no membership privileges.

Section 8. Any member may be suspended or expelled from the organization for the conduct obviously contrary to the Constitution of the HHD-ICC 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 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 by the voting members present.

ARTICLE III: OFFICERS

Section 1. The elected officers of the HHD-ICC shall be known as the Executive Board and shall consist of the Chair, Vice Chair, Director of Administration, Director of Event-Planning, Director of

Public Relations, and the ASI Board of Directors College representatives. The term of office will be one year, beginning July 1 and ending June 1.

Section 2. Powers and Duties of Officers:

Clause 1. The Chair shall preside at all meetings of the organization. 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. The Chair prepares and distributes the agenda for each General Council Meeting and Executive Board Meeting and will forward them to the Advisor for approval prior to the distribution to the Council. The chair attends all Executive Senate Meetings and prepares all reports in compliance with ASI policies.

Clause 2. The Vice Chair of Finance presides at the organization's meetings in the absence of the Chair. S/he performs all duties assigned to the Chair.

Clause 3. The Vice Chair of Finance handles all financial affairs and budgeting of the organization. S/he distributes the ASI Executive Senate Budget report at each General Council Meeting and provides twice yearly reports to the ASI Board of Directors, ASI Executive Senate Finance Caucus, and ICC Advisor. S/he maintains AS Agency Accounts in the organization's name, which requires signatures from the Vice-Chair, Chair, and Advisor. S/he discusses agency account monthly ledger with Executive Board and advisor. This ledger is reconciled with the HHD-ICC budget tracking spreadsheet to maintain an accurate, reliable funding report on a monthly basis.

Clause 4. The Director of Administration takes Meeting Minutes at all meetings of the organization, sends Minutes to the Advisor for approval, posts Minutes according to ASI policy, and then submits required copies to all Council members. S/he maintains a record of attendance and quorum. S/he is responsible for tracking all organization participation, correspondence, and maintains ICC documents in binder and on a flashdrive. S/he acts as historian and maintains all records of the organization. In partnership with the Director of Public Relations, prepares Executive Board business cards. Coordinate the completion of all Executive Board legacy binders at the end of the academic year.

Clause 5. The Director of Event Planning is responsible for the planning of HHD-ICC events sponsored by the College. The process includes, but is not limited to: reservations, catering, rentals, decorations, invitee lists and event budgets. S/he serves as the primary contact before, during and after the event takes place. The Director of Event Planning serves as the Chair of any event planning committee. S/he is expected to work with other members in the Executive Board to ensure a successful event. S/he will also coordinate the community service events sponsored by the HHD-ICC.

Clause 6. The Director of Public Relations is responsible for updating all social media of the organization, including: Facebook, Instagram, and the CSUF website page. S/he will manage the design and ordering of marketing/promotional items, and HHD-ICC apparel. In partnership with the Director of Administration, prepares Executive Board business cards. The Director of Public Relations will work closely with the Director of Event Planning to market events hosted by the organization. Throughout the year, s/he will serve as the liaison for outside organizations to ensure and enhance communication.

Section 3. Officer Qualifications (Chair, Vice Chair & Director of Administration only):

Clause 1. The Chair and Vice Chair of the HHD-ICC are required to meet the minimum GPA requirements established for Minor Student Representative Student Officers by the CSU Chancellors office.

- a. Officers must be matriculated and enrolled (non-extended education) at CSUF.
- b. Officers must maintain a minimum total 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 officers 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 percent of the units required for the graduate/credential objective, whichever is greater

Clause 2. An officer must be a declared Major or Minor in the College of Health and Human Development.

Section 4. Petition by 1/3 of the total number of member is cause for a recall election. (See Article II, Section 8 for procedure). 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 in which 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 be nominated for a vacated officer position.

ARTICLE IV: MEETINGS AND AGENDAS

Section 1. Regular Meetings are scheduled on a weekly basis during the academic year.

Section 2. Special Meetings are called by an elective officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) 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 51% of the voting membership.

Section 4. The agenda for HHD-ICC Meetings shall consist of, but is not limited to, the following:

- a. Call to Order/Roll Call
- b. Approval of Minutes
- c. Public Speakers
- d. Time Certain
- e. Financial Report
- f. Unfinished Business
- g. Old Business
- h. New Business
- i. Reports
- j. Members Privileges
- k. Adjournment

Section 5. The Agenda must be publicly posted at least three (3) full business days before a Meeting occurs. Any items to be added to the Agenda must be added 96 hours before the Meeting. The Chair shall post on the HHD-ICC bulletin board according to ASI policy.

Clause 1. A copy of the agenda must be distributed to each Representative, Advisor, Ex-Officio members, the ASI Vice President, and the ASI Office of ASI Leader & Program Development.

Clause 2. 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 majority vote.

Clause 3. Business on the Agenda shall be classified as either Discussion or Action.

Sub-clause 1. Discussion items shall be those on which HHD-ICC may render an opinion, but not a binding ruling on any matter which affects HHD-ICC or its member organizations.

Sub-Clause 2. Action items shall be those on which HHD-ICC is requested to fund a program, event, or other miscellaneous activity. Action items may be brought by any organization member, but must be sponsored by a voting or ex-officio member. Unless otherwise stipulated, action items shall require a majority vote for passage. All approved Action items are required to comply with HHD-ICC by-laws and ASI by-laws. Action items shall also be those on which HHD-ICC shall render a decision that affects the council.

Clause 4. Each Agenda item must have a small description of no more than twenty (20) words describing the item. If the Agenda item is requesting funds, the requested amount must be indicated in the description.

Clause 5. Each Agenda item must have attached all supporting documents. Any unprepared items shall be tabled until such documentation is provided.

Section 6. Attendance

Clause 1. Any HHD-ICC representative with two (2) consecutive unexcused absences or a total of three (3) absences per semester shall be immediately and automatically suspended. Two (2) unexcused tardies or a total of three (3) tardies per semester will be considered equivalent to one (1) unexcused absence. Director of Administration will maintain an accurate member roster and attendance reports. Following due process, the club representative, the club advisor and president will be notified in writing. The first notification will be an alert of pending action, the second

notification will report suspension of member rights and privileges. Refer to Clause 5 for reinstatement procedure.

Clause 2. Absences must be reported to Executive Board member (Chair & Director of Administration) prior to the Call of Order of the missed meeting, to be excused.

Clause 3. Suspension is defined as the loss of Members Privileges.

Clause 4. Upon suspension, all unencumbered funds allocated to the HHD-ICC club/organization shall be reverted to the respective HHD-ICC budget line items.

Clause 5. Any HHD-ICC member suspended for an attendance violation, after having attended three (3) consecutive HHD-ICC General Council Meetings, shall regain all member privileges.

ARTICLE V: COMMITTEES

Section 1. With the consent from the majority of the 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 and then report their findings and recommendations to the General Council.

Clause 1. Advisors shall be eligible to serve on such committee as regular voting members.

Clause 2. An executive officer must serve as Chair of any committee that is formed.

Clause 3. All special committees shall expire whenever their work or the semester has ended.

ARTICLE VI: FUNDING

Section 1. To receive funding, any proposal sponsored by a HHD-ICC 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 HHD-ICC and

ASI in accordance with ASI policies on all announcements and literature. Failure to adhere to ASI policies will jeopardize future funding from HHD-ICC.

Clause 2. For all items related to any cost for which multiple vendors are available (airfare, hotel costs, printing, and advertising expenses) at least three (3) competitive bids/quotes shall be included in the proposal. HHD-ICC or the Finance Committee may waive this requirement if, and only if, alternative vendors do not exist or it would impose an unrealistic burden on the proposal (i.e. speaker honorarium, products distributed or services provided by only one or two vendors in the local region.)

Clause 3. Students unaffiliated with a college based student organization may request representation from a student organization representative.

Clause 4. Funding will be authorized by a majority vote of those HHD-ICC representatives voting on behalf of HHD clubs in good standing and have a consistent record of attendance at Council meetings.

Clause 5. An individual shall receive no more than \$500.00 for travel funding per fiscal year.

Section 2. Travel and Conferences (ASI Travel Account #8077)

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 travel proposals that can be submitted under this line item:

1. Active Participation
2. Non-Participation

Clause 2. Travel expenses include, but are not limited to:

1. Lodging for events
2. Personal vehicle mileage reimbursement at the current University rate (see ICC Finance Vice Chair and refer to ASI policy).
3. Meals that are in direct association with the intended conference, festival, or event shall be included with the travel fees. All meals are not directly associated with such said conference shall not be included in the travel fees and should be covered by the travelers themselves.

Section 2.1. Active Participation

Clause 1. Active participation shall be defined as one of the following:

Sub-Clause 1. Presentation by the student of the academic research or creative work evaluated in the context of his/her major or minor.

Sub-Clause 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 a conference volunteer.

Sub-Clause 3. Funding will be made available for travel expenses only for a student's active participation in a conference.

Sub-Clause 4. The student(s) presenting the research must be fully or significantly responsible for the research.

Clause 2. Travel Proposals requesting funding for active participants shall include:

Sub-Clause 1. A written outline of the research.

Sub-Clause 2. An agenda/letter of notification showing the name and the time slot of the participant(s) presentation or verification from the conference officials that the student(s) have been accepted to present.

Sub-Clause 3. A letter of confirmation of the research project from the conference attendee's department the Faculty Research Advisor must be submitted

Sub-Clause 4. Proposals for airline travel must be accompanied by quotes from three (3) different service providers.

Sub-Clause 5. Proposals for accommodation expenses must include quotes from *three* (3) different hotels. If there is an official conference hotel, then only one quote is required, unless that hotel quote exceeds \$100.00 per night single occupancy.

Sub-Clause 6. Students may provide a letter of recommendation from a CSUF Faculty Member or HHD-ICC club/organization Advisor describing the student's

qualifications in order to receive HHD-ICC funding for active participant event expenses.

Sub-Clause 7. Delegate Contract Form- Each delegate/traveler attending a conference whether active or non-participation must complete and sign a Delegate Contract which details:

1. Trip Itinerary
2. Emergency Contact Information
3. Compliance with Policy Statement
4. Academic Standing Requirements

Sub-Clause 8. The Delegate Contract and supporting documents must be submitted no later than 24 hours before the trip to the HHD Assistant Dean in EC-606 and kept for an academic year (must be completed even for retroactive funding proposals).

Clause 3. Partial to full travel expenses and registration fees can be funded up to established ASI limits (refer to ASI Financial Handbook online)

Sub-Clause 1. 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 not exceed \$1000.00 for the entire group.

Section 2.2 Non-Participation

Clause 1. A non-participant is defined as a student attending a conference, but is not directly invited to participate in the presentation of academic research or material.

Sub-Clause 1. Only registration fees shall be funded for students attending a conference as a non-participant. Any student who is attending a conference related to his/her academic mission can qualify for registration fee funding.

Sub-Clause 2. The maximum amount of non-participant conference funding per event shall not exceed \$800.00 for all non-participants attending as a group.

Clause 2. Proposals requesting funding for non-participants shall include:

Sub-Clause 1. Proof of the registration fee and an agenda of the event must be presented to the HHD-ICC General Council when making funding requests.

Clause 3. Delegate Contract Form- Each delegate/traveler attending a conference whether

active or non-participation must complete and sign a Delegate Contract which details:

1. Trip Itinerary
2. Emergency Contact Information
3. Compliance with Policy Statement
4. Academic Standing Requirements

Sub-Clause 1. The Delegate Contract and supporting documents must be submitted no later than 24 hours before the trip to the HHD Assistant Dean in EC-606) and kept for an academic year (must be completed even for retroactive funding proposals).

Section 3. Presentations

Clause 1. Students who receive ASI funding from HHD-ICC are required to:

Sub-Clause 1. Provide an informational presentation to their *academic unit* and/or *club/organization* no later than fifteen (15) school days after returning from the event. The presentations should share information learned at the event and how the information supports the goals of the academic unit and/or student organization.

Sub-Clause 2. Determine the date, time, and location of the above mentioned presentation, and provide this information to the Vice Chair/Funding Council during their request for funding.

Sub-Clause 3. Provide an oral presentation and a written report to HHD-ICC within two meetings immediately following the trip. Provide a *written report* to the ICC Finance Chair for reimbursement. The report and receipts are necessary to prepare a *Check Request* for approval by the ASI/TSU Office of ASI Leader & Program Development. The report shall be at *least one page long, typed, double-spaced with one-inch margins, and a font size no larger than twelve (12) points*, and shall:

1. Summarize the information given in the presentation and;
2. State how the travel enhanced professional development and supports the mission of Associated Students Inc., CSUF.

Section 4. Retroactive Funding

Clause 1. A retroactive funding proposal indicating that an event/travel for which funds are being requested occurred before the council meeting at which the proposal is being presented.

Sub-Clause 1. A proposal pertaining to an event or another encumbrance of funds, which occurs during the semester, must be present to the council by the third meeting following the date of the event, to be eligible for funding.

Sub-Clause 2. To be eligible for funding, proposals for events must occur during the proper CSUF fiscal calendar:

1. Summer events (those occurring after June 30th) shall be considered part of the Fall Semester.
2. A proposal to an event or other encumbrance of funds which occurs between semesters (in intersession, between Fall and Spring semesters) must be presented before the assembly by the third General Council Meeting of the semester following the break, to be eligible for funding.

Sub-Clause 3. *Prior to departure*, each traveler packet shall include a Delegate Contract Form and required supporting documents. Each delegate attending a conference whether active or non-participation must complete and sign a Delegate Contract which details:

1. Trip Itinerary
2. Emergency Contact Information
3. Compliance with Policy Statement
4. Academic Standing Requirements

Sub-Clause 4. The Delegate Contract and supporting documents must be filed no later than 24 hours before the trip to the HHD Assistant Dean in EC-606 and kept for academic year (must be completed even for retroactive funding proposals).

Sub-Clause 5. Retroactive funding proposals must have acknowledged HHD-ICC and ASI in accordance with the HHD-ICC Constitution: Article VI, Section 1, Clause 1; otherwise, the proposal is considered ineligible.

Sub-Clause 6. The member organization requesting retroactive funding must provide evidence validating the event/travel including, but not limited to program/conference agenda, fee receipts, and applicable expenses.

Section 5. International Travel - ASI does not fund international travel at this time.

Section 6. Off-Campus Requests

Clause 1. In accordance with ASI policy, events funded by ASI are to be held on campus. Refer to ASI Financial Handbook online.

Clause 2 All requests to take events off-campus must be approved by the ASI Funding Committee/Office of ASI Leader & Program Development) four weeks prior to the event, before the HHD-ICC General Council can take action.

Clause 3 The ASI Off Campus Approval form is available on the ASI Executive Senate webpage.

Section 7. Contracts, Fees, and Rentals (ASI Account #8074)

Clause 1. Lecture, Lecture Series, and Symposia Guidelines

Sub-Clause 1. This line item provides HHD-ICC clubs the opportunity to sponsor speaker(s) on campus, enhancing classroom experiences within the College of Health and Human Development. HHD-ICC clubs have three (3) possible formats to consider:

1. Lecture/workshops: a single speaker presenting a single topic
2. Symposia: several speakers lecturing and demonstrating on a predetermined time over a one (1) to five (5) day interval. Each speaker gives a different lecture/workshop, but all refer to the symposium's theme.
3. Lecture Series: a series of lectures/workshops sponsored over a period of time (either one semester or two semesters). Each lecture/workshop can be an independent topic or all lectures/workshops can be related in some way.

Sub-Clause 2. The HHD-ICC shall not fund lecture/workshop, symposia, or lecture series, proposals for events that:

1. Function as a class for a department
2. Are required to be attended by members of a student group as part of a class
3. Functions as a prerequisite for a class
4. Are not significantly and primarily initiated, organized and implemented by students
5. Are not held on the CSUF campus

Sub-Clause 3. Funding proposals for each individual speaker's honorarium will be made separately.

Sub-Clause 4. When negotiating with a speaker s/he may quote a fee for services, which is called an "honorarium". Whatever costs the speaker must incur to speak at CSUF should be included in the negotiated honorarium.

Sub-Clause 5. The HHD-ICC does not pay for such costs as travel or duplication materials for the speaker. Therefore, the full honorarium requested is paid as a fee for whatever purpose the speaker chooses.

Sub-Clause 6. The HHD-ICC will not fund CSUF faculty, staff, or currently enrolled students.

Sub-Clause 7. The lecture, lecture series, or symposium must be held on campus at a time convenient to most of the campus community. If there are any questions about the "event planning" refer to Student Life & Leadership office, consult with the University Conference Center located in TSU-121, or consult with the HHD-ICC Advisor.

Sub-Clause 8. No CSUF student admission fee shall be charged.

Sub-Clause 9. At some point either before or immediately after the lecture, a verbal acknowledgement of the Associated Students, Inc. and HHD-ICC funding must be made. All printed publicity must include Associated Students, Inc. and HHD-ICC logos. HHD-ICC Clubs which fail to do so will not only place their future funding proposals in jeopardy, but will also jeopardize HHD-ICC funding for the for the following academic year (see ASI Financial Handbook).

Sub-Clause 10. 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.

Sub-Clause 11. All speakers must sign an ASI Standard Agreement Form that must be approved by the ASI/TSU Program Coordinator and the ASI Executive Director, two months before the engagement.

Sub-Clause 12. HHD-ICC clubs are encouraged to extend invitations to the Southern California Academic community associated with the particular event.

Clause 2. Printing & Advertising

Sub-Clause 1. Any printed materials must follow existing ASI and CSUF printing policies regarding printing and advertising (see ASI Financial Handbook).

Sub-Clause 2. All printed materials must acknowledge ASI and HHD-ICC in accordance with Article VI, Section 1, Clause 1 of these by-laws.

ARTICLE VII: ELECTIONS

Section 1. Officers are elected once an academic year. Elections are held at the end of each academic year, for the following academic year term (July 1 through June 30).

Section 2. Two week notice shall be provided for any meeting at which an election is held.

Section 3. Voting for any group dealing with ASB fees needs to be conspicuous: Hand-raising, Roll-call, Standing, etc. Secret ballot voting is prohibited, including but not limited to voting for elections of officers and funding decisions.

Section 4. A candidate must receive at least 51% of the votes to secure an Executive Board position. A runoff election will be held as needed.

ARTICLE VIII: ADVISORS

Section 1. Any non-auxiliary employee on a minimum half time basis employed by CSUF can serve as an Advisor to this funding council.

Section 2. A staff member from the Dean of Students Office or a College-based Assistant Dean may be assigned to work with this organization.

ARTICLE IX: METHOD TO AMEND THE CONSTITUTION

Section 1. Proposed constitutional amendments or changes must be presented in writing to the HHD-ICC General Council as a discussion item one meeting before the proposed amendment can be approved.

Section 2. Approval by 2/3 of the voting members present at a regular council meeting will pass the proposed amendments. The amendment(s) become effective immediately, unless otherwise stipulated in the proposal.

Section 3. All amendments to the HHD-ICC constitution/ bylaws must be in compliance with the ASI by-laws, policy statements/fiscal policies and must be approved by the ASI.

Section 4. A copy of these constitution/bylaws and/or amendments to the constitution must be filed with the CSUF Student Life & Leadership Office every two (2) years or within 90 days after any substantive change of amendment.

ARTICLE X: DISPERSAL OF ORGANIZATION ASSETS

Section 1. In the event the HHD-ICC should become defunct, all assets will be turned over to CSUF Associated Students, Inc. to be used to promote student programming on campus.

ARTICLE XI: RULES OF ORDER

Section 1. The HHD-ICC accepts "Roberts Rules of Order" (newly revised) as its Rules of Order.

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

ARTICLE XIII: APPROVAL

Section 1. This Constitution and bylaws was approved on September 12, 2014.