

ICC Club Continuation information – Spring Semester 2012

IF your club was installed in the Fall 2011 Semester AND is in good standing (has NOT been terminated) your club may qualify to use the NEW ICC Club continuation form for Spring 2012.

- Submit your completed forms to the AS Office anytime within the first 3 weeks of the spring semester (2/13/2012 – 3/1/2012.) AND attend the upcoming spring ICC Meetings.
- **ALL NEW OFFICERS & ADVISORS** (President, Delegates, Liaisons) **MUST** complete an online ICC Orientation AND pass the orientation quiz (available in the AS Office) BEFORE your club will be considered for club continuation.
- Upon verification of officers & advisor(s) your club will be recognized and receive a club meeting room, funding & services.
- After March 1st clubs **MUST** use the regular ICC Club registration packet.

ICC Registration Packet - Information

In order for a club to be installed, maintain its membership and receive funding from the Inter-Club Council (ICC) the following steps must be completed:

1. RECRUIT MEMBERS

- Find at least five (5) students, plus yourself, for a total of six (6) currently enrolled Santa Monica College students.
- Please be accurate in your documentation of student I.D. numbers.
- All club members and officers **MUST HAVE PURCHASED*** an A.S. Sticker \$19.50 for the current semester. (*Fee waivers NOT accepted)

2. RECRUIT AN ADVISOR

- Find a **FULL-TIME** Santa Monica College **FACULTY** member or **CLASSIFIED MANAGER** to serve as your club's advisor and to sign all your club paperwork.
- A club may also have co-advisors (part-time **FACULTY** or full-time **CLASSIFIED** permanent employees).
- A club may not have more than three (3) club advisors. Advisors may only serve on a maximum of two (2) clubs.

3. SELECT CLUB OFFICERS (**SMC Administrative Regulation, Section 4000**)

- Club Officers must be enrolled in and complete a minimum of six (6) units each semester with a minimum GPA of "C" (2.0) and have a minimum cumulative GPA of (2.0) "C" at Santa Monica College.
- Officers of student clubs may serve in the same office for a maximum of one (1) year.
- Students may serve in different officer positions of a club or clubs for a maximum of three (3) years.

MANDATORY OFFICERS All clubs must select the following officers:

- **President:** May not hold more than one office. President will act as an alternative in the event of an officer's absence. Must learn all AS & ICC paperwork and handle the club business with the AS Office
- **ICC Delegate** (MUST be a club officer & MUST be available to represent the club during the ICC Meetings, see page #2 for ICC Calendar)
- **Club Liaison** (MUST be a club officer and must learn all the money-related paperwork – requisitions & proposals, and handle the club business with the AS Office)

4. GENERATE A CLUB EMAIL ADDRESS and/or CLUB WEBSITE for publication on the AS Website & ICC Club List brochure.

5. GENERATE A CLUB CONSTITUTION

- A copy of your club constitution must be given to each of your active club members and your club advisors.
- If you do not have a constitution on file with the AS Office, you must complete form #3 of this packet, or submit a hardcopy of your club constitution with your full-time advisor's signature and one of your club officers' signatures, (submit original form with your club reg. forms).

6. SUBMIT A COMPLETE CLUB REGISTRATION PACKET TO THE AS OFFICE

PACKETS MUST BE COMPLETED ONLINE AND DOWNLOADED FOR SIGNATURES

- A complete Club Registration Packet consists of: Two forms & ICC Orientation Quiz results.
- Submit the club registration forms to the A.S. Office Reception, by one of the deadlines listed on the ICC Calendar (see page #2).
- Make a copy of your paperwork before you turn in the original forms- copies may not be obtained after you submit your paperwork to the AS Office.
- Incomplete or hand written packets will be returned, to your club president or club advisor, for corrections- this may delay your club installation.

7. VISIT THE AS OFFICE FOR ICC ORIENTATION.

- The Club President, ICC Delegate, Club Liaison & FT Advisor are required to take the ICC Orientation Quiz.

8. CLUB INSTALLATION & MAINTAINING ICC MEMBERSHIP.

- **Installation:** Upon review and approval of the club packet by the Dean of Student Life or designee, a club will be eligible for installation in the ICC by attending an ICC meeting.
- To maintain membership: At least one of the club delegates or the President will need to represent your club at Every ICC meeting.
- See ICC Calendar, page #2, in this packet for meeting dates and deadlines.

9. INSTALLED CLUBS:

- Installed clubs will have access to funding and services provided by the Associated Students.
- Club officers & full-time advisor(s) registered with the A.S. Office will be eligible to sign their club's paperwork.
- The Club President, Club Liaison or Club Advisor, **ARE THE ONLY** club officials authorized to conduct business with the AS Office.
- A list of all the AS & ICC forms are on our AS Website: www.smc.edu/associated_students under FORMS & DOCUMENTS.



Inter-Club Council of Santa Monica College

SPRING 2012 CALENDAR

(Calendar is subject to change, revised 2/2/12)

CLUB REGISTRATION PACKET DEADLINES to be installed at the next ICC Meeting.	ICC MEETINGS - THURSDAYS 4 pm – 5:30 pm - Room Science #140
Wednesday, February 15 th by 6:30 pm (New Clubs – Reg. Pkt.)	February 23 rd @ 100% Funding
Wednesday, February 29 th by 6:30 pm (New Clubs – Reg. Pkt.)	March 8 th @ 100% Funding
Wednesday, March 14 th by 6:30 pm (All Clubs – Reg. Pkt.)	March 22 nd @ 66% Funding
Wednesday, March 28 th by 6:30 pm (All Clubs – Reg. Pkt.)	April 5 th @ 66% Funding
April 9th thru 13th - Spring Break - No Meetings – No Classes	
Thursday, April 5 th by 6:30 pm (All Clubs – Reg. Pkt.)	April 19 th @ 33% Funding
Friday, March 30th by 12:00 pm Deadline for Club Row Reg. Packet	CLUB ROW on May 3rd @ 11:15 am – 12:35 pm, Library Walkway & Quad
Wednesday, April 25 th by 6:30 pm (All Clubs – Reg. Pkt.)	May 3 rd @ 33% Funding
Wednesday, May 9 th by 6:30 pm (All Clubs – Reg. Pkt.)	May 17 th – No Funding (last day for proposals 5/16)
Thursday, May 31st - ICC SOCIAL! (Time & Date TBA)	

Other DEADLINES	DESCRIPTIONS
Wednesday, May 16 th	LAST DAY for ALL Proposals by 6:30 pm @ A.S. Office
Friday, June 1 st	Last Day for On & Off Campus Club & A.S. Activities; EXCEPT for the End of Semester Club Parties, see 6/12/12 date below.
Sunday, June 10 th	Last Day for “END-OF-SEMESTER-CLUB-CELEBRATIONS” only.
Tuesday, June 12 th	Last Day for ALL Requisitions by 6:30 pm @ A.S. Office
Thursday, June 14 th	Last Day for Club Advisors to submit receipts to Auxiliary Office on Pearl Street, by 4:30 pm.



**Inter-Club Council of
Santa Monica College**

Please read the instruction sheet of this packet before completing this form. Club registration will be reviewed by the Inter-Club Council Student Officers & their Student Commissioners. If your club has additional club officers, attach an additional sheet with their names, titles, and SMC ID#s.

**Club CONTINUATION Form
SPRING 2012**

Complete this form ONLINE.
 Print & Sign.
 Bring signed forms to AS office.
Incomplete or hand printed forms will not be accepted.

OFFICIAL CLUB NAME: _____ **CLUB EMAIL:** _____

Please list your club name and email address as you would like it to appear in the ICC club list and AS website.

President (MAY NOT hold another officer position)

Name: _____
 SMC ID#: _____
 AS Sticker#: _____
 Email: _____
 Contact #: _____
 Signature: _____

A.S. Liaison (MUST be an officer other than President)

Name: _____
 SMC ID#: _____
 AS Sticker#: _____
 Email: _____
 Contact #: _____
 Signature: _____

Delegate #1 (MUST be an officer other than President)

Name: _____
 SMC ID#: _____
 AS Sticker#: _____
 Email: _____
 Contact #: _____
 Signature: _____

CLUB MEMBERS

Must have a minimum of 6 SMC Students *see cover page instructions*
Attach additional sheet if necessary

Name: _____ Title: _____

SMC ID#: _____ AS Sticker#: _____

Name: _____ Title: _____

SMC ID#: _____ AS Sticker#: _____

Name: _____ Title: _____

SMC ID#: _____ AS Sticker#: _____

Name: _____ Title: _____

SMC ID#: _____ AS Sticker#: _____

Name: _____ Title: _____

SMC ID#: _____ AS Sticker#: _____

CLUB MEETING ROOM REQUEST:

- **Tuesday or Thursday:** Daytime meeting hours must be during Activities Hours 11:15am – 12:35pm. **Friday:** No restrictions on hours.
- Exceptions must be approved by the Dean of Student Life.
- Room requests are not guaranteed. **DO NOT publicize a club meeting room until you have received official notice** via your club mailbox.
- **Food / Dining is NOT permitted in club meeting rooms.** Requests may be made for rooms that can accommodate food.
- Clubs should always consider accessibility for students with disabilities.

Number of Club Members: _____

Mtg. Day: _____

Preferred room (Not guaranteed)

1st _____

2nd _____

3rd _____

I have reviewed the above Club Continuation Information AND have read, understand and hereby agree to comply with the CLUB ADVISOR'S RESPONSIBILITIES as listed on the AS website. Copies of these documents may be found on the AS webpage, under FORMS

& Documents: www.smc.edu/associated_students

FT-Advisor: _____

Co-Advisor: _____

Co-Advisor: _____

Signature: _____

Signature: _____

Signature: _____

Dept: _____

Dept: _____

Dept: _____

Ext: _____

Ext: _____

Ext: _____