

What is the Inter-Club Council (ICC)?



- The ICC is a body under the Associated Students of Santa Monica College.
- The purpose of the ICC is to:
 - Promote student awareness of and participation in clubs.
 - Provide opportunity for students to begin their own clubs.
 - Establish coordination, communication and cooperation among the clubs.
 - Promote the development of student leadership and service.
 - Promote campus and public awareness of club activities.
 - Be the voice of all club members.

How to Start Your Club



You will need the following :

- all club members or club officers must be currently enrolled Santa Monica College students. All club advisors must be currently employed by Santa Monica College.
- a minimum of 6 students who have purchased a current A.S. membership sticker.
- of the minimum 6 students, at least 3 club officers who fulfill the officer eligibility.
- at least one club advisor, who is a full-time faculty or manager; clubs may have 1 or 2 co-advisors.
- read thoroughly, follow the instructions and submit a complete club registration packet for the current semester.
- ICC Orientation completion by club president, ICC rep, liaison, and FT-advisor.
- Attend bi-monthly ICC Meetings for club installation and maintain membership in the ICC.

Club Officers and Club Advisors



- **Each club must have the following officers to start a club:**
 - Club President
 - ICC Representative #1
 - ICC Representative #2
 - A club officer to be the club liaison, but not the club president.
- **Club Officer Eligibility:**
 - Must have a 2.0 cumulative G.P.A.
 - Must be currently enrolled in 6 units
 - Must have purchased a current \$19.50 A.S. Membership Sticker (waivers not accepted)
- **Club Advisor(s):**
 - Each club must have at least 1 full-time Advisor (full-time faculty or full-time Manager)
 - Each club may have 1 or 2 co-advisors (part-time faculty, full-time faculty, full-time manager, or full-time classified employee)
 - A club may not have more than 3 advisors total, unless approved by the Dean of Student Life.

Role of the Club President



- Is automatically the 3rd ICC Representative for the club, s/he may represent and vote for the club at the ICC Meetings.
- Is the club contact person between the club and the A.S. Office Staff.
- Chairs the club meetings, using parliamentary procedure. (you will receive a parli-pro booklet after your club has been installed)
- Cannot hold any other club officer position, because s/he is the back up in case of club officer vacancies.

Role of the ICC Delegate



- At the ICC Meeting, only One Delegate, per club, will represent the club and vote at the ICC Meeting. Others may sit in as “guests.”
- Bring club’s concerns, questions, & suggestions to the ICC.
- Take important ICC Meeting information to their club.
- Eligible to Participate in ICC Standing Committees:
 - ✦ ICC Activities Committee- organizes Club Row & other ICC events
 - ✦ ICC Publicity Committee-advertises ICC events
 - ✦ A.S. Elections Committee-oversees A.S. Student Elections

NOTE:

- Each club may only have 2 Delegates: the president is automatically considered the 1st Delegate for the club. The president will select the 2nd Delegate for the club, in the event s/he cannot attend the meeting.
- If a club fails to send a Delegate to the ICC Meeting, the ICC Secretary will send an absence notice to the club president and advisor. If a second absence occurs, the club will lose its status and funding.

Role of the club liaison



- The club liaison is the “contact person” between the club and the A.S. Office Staff.
- The “club liaison” is not a club officer title, therefore s/he must already be a club officer. It is preferred the liaison be one of the ICC Reps or treasurer, since the liaison will inquire about club funding.
- Only the club liaison, club president and the club advisor may conduct club business with the A.S. Office Staff.
- No other club officer or club member may act as the club liaison at anytime. They will be turned away from the A.S. Office Staff- this is to avoid any confusion or duplication of work for the staff- this adds to paperwork delays and incorrectly processed paperwork by staff when other members, other than or instead of the President or Liaison come by to speak with them. ICC has over 50 clubs to provide services too and process paperwork for, so time is of an essence for the A.S. Office Staff.
- The club liaison must learn how to complete the A.S. and ICC paperwork correctly and submit the paperwork in a timely manner to the A.S. Office.
- For the good of the club: The club liaison must submit current contact information to the A.S. Office. They will need to respond in a timely manner regarding any emails, voicemails, etc., from the A.S. Office Staff, so club paperwork or concerns can be processed without delay.
- The club liaison needs to have good communication skills, be able to read, write and follow written or verbal instructions; and learn and adhere to A.S. / ICC paperwork guidelines and deadlines. Inability to do so may result in loss of the club liaison role.

Role of the Full-Time Advisor & Co-Advisor



- **The Full-Time Advisor:**
 - must become familiar with college regulations regarding student conduct, see Board Policy.
 - Must be present at all times during all club events and meetings, to ensure observation of college policies and regulations. This includes on-campus and satellite campuses activities or off-campus activities. Off-campus activities are considered Field trips, because they are not held at an SMC Campus. Most common “Club Fieldtrips” are banquets, bar-b-q’s, picnics, house-meetings, etc.
 - Advise students in planning, executing and evaluating the club’s programs and activities, this includes evaluating and approving guest speakers and performers.
 - Ensure appropriate documents are submitted to the A.S. Office; Review, verify, approve or not, sign all club documents with the understanding of your responsibilities as the SMC Club Advisor, according to SMC or A.S. Policy and Regulations.
 - Supervising all expenditures, collection and deposits of club funds with the A.S. Office and SMC Auxiliary Office.
 - Oversee all formats of club publicity, including club social networks or web-pages according to SMC or A.S. policy and regulations.
 - Notify the Dean of Student Life in writing, when radio, television or other media is expected to cover a club meeting or club event scheduled for any day or evening, on or off campus.
 - Read, Sign and submit to the A.S. Office, the ICC Club Advisor(s) Responsibilities Form located on the A.S. Website, or you may sign the Club Registration Form when your club is registering for the current semester.
- **Co-advisors must also read, sign and submit to the A.S. Office, the ICC Club Advisor(s) Responsibilities Form or sign the Club Registration Form when the club is registering for the current semester.**
- **Co-advisors may assist the full-time advisor in their duties, but do not replace the full-time advisor in signing club paperwork or leading the field trips; unless the co-advisor is another full-time faculty or manager.**

ICC MEETINGS



- In order to remain an active club, at least one of the club's ICC representatives must attend each ICC meeting, see current ICC Calendar for meeting dates.
- Meetings are held on the 1st and 3rd Thursdays of each month, from 4:00 p.m. to 5:30 p.m., in the Cayton Study Area. ICC Special Meetings may be added with a 24 hour notice, therefore, club presidents and liaisons must provide current emails to the ICC and are responsible for checking their emails throughout the week.
- ICC Rep must attend all the regular & special meetings to represent their club.
- Meetings are conducted following parliamentary procedure.
- A club will be marked absent if the rep arrives after 4:15 p.m. or leaves before 5:30 p.m.
- A club will be un-installed when they are counted absent for the 2nd time. The club will lose funding and services.
- Before 4:15 p.m. the club rep must sign-in with the ICC Secretary. The club rep will present a picture ID , sign in on the attendance sheet and obtain a laminated "club-name-card" to use during the Meeting to cast their vote or ask a question.
- After all clubs have signed in, the secretary will then announce those clubs that are present.
- One ICC Rep can only represent one club at one time, but 2 reps may attend different parts of the meeting, to represent the club during the whole meeting. The 2nd rep must sign in with the ICC Secretary before the laminated card will be passed by the 1st rep, who will need to sign out of the meeting. This will prevent the club from being marked absent.
- After 5:30 p.m. the club rep must show a picture ID to sign-out the laminated "club-name-card" to ensure they remained to the end of the meeting.

We are an Official Club...Now What?



- **Associated Students (AS) offers the following services for Clubs:**
 - Club Funding
 - ICC events to promote clubs, such as, Club Row, Club Rush, etc.
 - ICC contest events to provide cash prizes for clubs.
 - Approving, Copying and Posting Club Flyers or other club papers, such as, club agendas, club meeting handouts, etc.:
 - × Club Flyers must have “SMC CLUB,” Club Name, and Club Email Address clearly stated.
 - × No obscene or derogatory items/statements on the flyers.
 - × Your flyer must be approved by a Student Life Staff (excludes student workers).
 - × Flyers must be no larger than 8 ½” by 11”
 - × After approval- AS will provide 50 copies per day/per club, white or colored paper.
 - × You may shrink to fit 2 or 4 small flyers on one 8 ½” by 11” paper and use the office paper cutter. The small flyers are called 2-ups or 4-ups. You may also hand out your flyers, 2-ups, and 4-ups. Usually students prefer the small 4-ups to hold as a reminder of your club’s event and email address. 4-ups are a good way to promote your club weekly by having various members hand them out directly to students.
 - × You may not tape your flyers on non-bulletin boards, such as, in restrooms, trees, buildings, tables, etc. Your flyers will be taken down and your club violation will be discussed with the ICC.
 - × You may give the AS Office up to 7 copies of your approved flyer to post on the 7 bulletin boards located throughout the main campus. The AS Office will post according to space provided on the AS Bulletin Boards.
 - Use of AS tables, chairs & canopies for club events.
 - Use of club computer in the A.S. Office for club business. There is a 2-hour limit per day/per club. Clubs may print out 10 non-duplicate pages per day/per club.
 - AS Office will give you free printing and copies of AS Forms Only for your club needs.
 - Club mailbox in the A.S. Office. You may have your club mail sent “snail-mail” to the AS Office, remember to make sure the sender puts your club name on the envelope.
 - Your Club will be publicized on ICC Club List located on the AS Website.
 - Your club will also be eligible for a club website linked off the AS Website.
 - Leadership development opportunities- there are other opportunities for your club members to get directly involved in student government, such as, AS Commissioner positions, AS Government Committees, and AS Representatives on Campus-Wide-Committees. The AS Reps on Campus Wide Committees are paid a stipend at the end of the year.
 - Counseling in A.S. Office for all club members- just drop by the AS Office to see one of our counselors regarding academic / resource info.

CLUB ROW!



- Club Row is an ICC Sponsored Major Event with a 1,000+ attendees, that gives the clubs a chance to:
 - Promote their club
 - Recruit new members
 - Participate in friendly club competition for money prizes
 - fundraise money to grow their club special account
 - And have fun!
- Club Row is held in the Quad & Library Walkway, during the A.S. Activity Hour, from 11:15 a.m. to 12:35 p.m., during the 6th week or later in the Fall and Spring Semesters.
- Club Row theme is selected by majority vote at an ICC Meeting, by the ICC Reps.
- Interested clubs will need to submit a Club Row Registration Packet, usually available online around 1 to 1 1/2 months before the major event.

THE TWO CLUB FUNDING SOURCES

Clubs must be installed to use both funding sources.

Club ICC Allotment

1. Funding is based on a percentage rate, according to the club installation date into the ICC. Subject to change.
EXAMPLE:
If the maximum ICC Allotment for the current semester is \$700, then,
Meeting #1 & #2, 100% = \$700.00;
Meeting #3 & #4, 66% = \$462.00;
Meeting #5 & #6, 33% = \$231.00
2. The ICC Allotment is funded by the ICC General Account, which is one of many accounts managed by the A.S., that are ultimately determined by the A.S. Membership Sticker sales (\$19.50). Therefore all members and officers must purchase an A.S. Membership Sticker; Waivers are not accepted. Club membership is only one of many benefits included in the A.S. Sticker fee.
3. Clubs may begin the process to obtain their ICC Allotment by submitting an A.S. Proposal.
4. Club proposed expenditures must be in accordance with the current A.S. Fiscal Policy.
5. There is no retroactive funding allowed in the ICC Allotment Account.
6. Fall funds will roll-over to Spring automatically, because funds will only roll-over in the same academic year. The accounting books close at the end of the year (June 30th).
7. Basically - you don't use it, you lose it.

Club Special Account

1. Money earned from club fundraisers, donations, prize monies, etc.
2. In California, raffles and lotteries are illegal. See info flyer titled: CA Policy on Raffles, etc. on the A.S. Website for details.
3. Special Account monies must be kept in the club account managed by the Auxiliary Office.
4. Clubs are not allowed to have bank accounts outside of SMC. The Auxiliary Office is the club's bank.
5. The club advisor must deposit all Special Account club monies into the club's account located in the SMC Auxiliary office.
6. To withdraw the special account funds, the club must submit club minutes and A.S. Requisition form with applicable attachments, to the A.S. Office. Note: club expenditures must be decided by club majority vote, and be noted on the club minutes, showing voting results and explaining the expenditure or reimbursement.
7. Retroactive spending is allowed.
8. Since the clubs earned the money as an entity of the ICC, which in turn is an entity of the Associated Students of Santa Monica College, thus A.S. is the overseer of all club funds, and must sign off on the requisitions.
9. Funds roll-over every year while the club is active, unless the club is inactive for 2 consecutive years or more.
10. The funds of a 2-year inactive club will default to the ICC General Account. The default funds will be used for the benefit of all clubs, i.e., prize money, bonus money for attending the ICC Retreat, etc.
11. Basically, left over club money, defaults to ICC

A.S. PROPOSAL

Every Club Activity or Funding (with ICC Allotment) begins with an AS Proposal.

Note: There is no retroactive funding with A.S. & ICC Funds.

You will need to read all the information on the COVER PAGE of the Proposal.



**All A.S. Forms are located on our website, under “Forms & Documents”
www.smc.edu/associated_students**

INSTRUCTIONS: On-Campus Activity with Funding
(On-Campus includes all the SMC Satellite Campuses):

- Complete all items on Page 1 & Page 2
- Get all the signatures on Page 1 & Page 2
- Complete & Attach all the applicable forms or documents listed in item #3 and item #5.
- Attend the following meetings:
 - AS Activity Meeting (check current day/time)
 - AS Finance Meeting (check current day/time)
 - AS Board Meeting (M, 3pm in Cayton Study Area)

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INSTRUCTIONS: Off-Campus Activity with Funding
(Any activity not held on a SMC campus):

- Complete all items on Page 1 & Page 2
- Get all the signatures on Page 1 & Page 2
- Complete & Attach all the applicable forms or documents listed in item #3 and #5.
- Attend the following meetings:
 - AS Finance Meeting (check current day/time)
 - AS Board Meeting (M, 3 pm, Cayton Study Area)

INSTRUCTIONS:
On/Off Campus Activity, NO Funding:

- Complete all items on page 1 ONLY.
- Get all the signatures on Page 1 & Page 2
- Complete & Attach all the applicable AS/SMC Forms listed in #3 of the Proposal.
- Attend the following meeting:
 - AS Activity Meeting (check current meeting day/time.)

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INSTRUCTIONS:
CLUB PURCHASES ONLY:

- Complete from the top 3 fill-in lines to Item #3 of Page 1
- Complete all items on Page 2
- Attach all the applicable documents listed in item #3 & #5.
- Get all signatures on Page 2
- Attend the following meetings:
 - AS Finance Meeting (check current day/time)
 - AS Board Meeting (M, 3 pm, Cayton Study Area)

AS REQUISITION Instructions

(all A.S. forms are on the AS Website: www.smc.edu/associated_students)



- A.S. Requisition Instructions (original is a carbon form & numbered) *USE BLACK or DARK BLUE INK*
- This form is used to request a check payable to a vendor or individual; one requisition per check; the original is a carbon form; and use black or dark blue ink.
- Requisitions cannot be signed by the person for whom the check will be issued.
- Processing takes about 5-7 business days to get a check issued.
- Make a copy of requisitions & attachments, for your club records.
- **MAIL or PICK-UP of Checks:** All student checks will be mailed; Advisor's checks may be mailed to their on-campus office; Vendor checks may be mailed to the vendor or picked up by the Club Advisor for the club event; and Picture ID's are necessary for all checks being picked-up.
- **PRINT NEAT & CLEAR OF MESSY CORRECTIONS:** Write the name of the Vendor or the first & last name of the Individual- that will appear on the check; and Write the correct mailing address and contact phone number.
- **DESCRIPTION OF MATERIAL OR SERVICES:** Besides itemized totals, include all fees, such as; shipping, handling, set-up fee, delivery fee, etc.
- **If a Purchase:** only for vendors and service providers; itemize the products or services, dollar totals, and write in parenthesis (see attach price-quote); Attach original invoices, price quotes, bills, etc.; a W9 Tax form must be completed by the Vendor and attached to the Requisition form; Purchase checks are also issued to Contractors (bands, speakers, etc.) providing services, therefore an A.S. Contract Packet must be completed by the Contractor and attached to the Requisition Form.
- **If an Advance:** only for advisors or staff; Write on the first line "Advance."; Itemize by the store, dollar totals, and general description; such as, "Ralph's: drinks & paper goods."; Price quotes are not necessary, because the advisor will need to submit the receipts to the Auxiliary Office after the purchase; and Advance checks are only issued to Club Advisors for club purchases or Staff Member for a department purchase.
- **If a Reimbursement:** for students or advisors/staff; Write on the first line "Reimbursement." ; Itemize by the store, dollar totals, and write in parenthesis "(receipt attached)."; Attach original receipts; Online receipts may not be accepted- you may submit a credit card statement copy with your name, last 4 digits of your card & reimbursement purchases visible- cross out all other information; Reimbursements are issued to advisors, staff and students- students will need to write their SMC ID# next to their name; and **GROUP REIMBURSEMENTS ARE ONLY ISSUED TO ADVISORS.**
- It is important that you complete which Activity, Place, Date, Time, and Date Approved (date of A.S. Board Meeting your ICC Proposal funds were approved).
- Please leave the Budget Number lines BLANK; an A.S. Staff will write in the correct budget number.
- Write your club name and next to your club name, in parenthesis, what money account: (ICC) or (Special Account)
- A club officer to print & sign their name on the "student officer" line.
- Club FT Advisor to print & sign their name on the "Advisor" line. Part-time Faculty or Classified Staff may NOT sign for the Club FT Advisor.
- Only Department Requisitions may be signed by a Part-time or Full-time: Faculty, Staff, Manager, or Administrator.

California Policy on Raffles, Lotteries and “Free Drawings”



When a group is thinking of a fundraising activity, one method often thought of for raising funds is by conducting a raffle or a lottery. In California, however, raffles and lotteries are illegal. *

But, it is legal to conduct a Free Drawing in connection with an event whereby those soliciting, ask for donations and, after receiving a donation, give the donor a free ticket or tickets to a prize drawing. This may appear like a raffle but, if the following rules are applied, it will be considered a Free Drawing and would be legal. The drawing must be in connection with an event. The ticket must have the following information:

The date, time and location of the drawing; The name of the College unit or other entity that will benefit from the “Free Drawing.”; The name of the sponsoring organization that is putting on the event; and Wording on the ticket must include the words: “FREE TICKET” and “YOU PAY NOTHING IN THIS DRAWING. WINNER NEED NOT BE PRESENT. A FREE TICKET MAY BE OBTAINED AT (give an address).”

If the group applied for a Social Service Permit in connection with the event, the office issuing the permit will require a copy of the printers proof, before they will issue a Social Service Permit.

THERE SHOULD BE NO PRICE ON THE TICKET.

The Internal Revenue Service (IRS) does not consider purchasers of “FREE DRAWING,” raffle or lottery as a donor. These payments will not be recorded as donations.

Please follow these rules exactly to avoid legal problems. Remember the words “RAFFLE” and “LOTTERY” are inappropriate. Do not use them in promoting a Free Drawing.

Few people will make a special trip to get a free ticket. The few who do read the small print, and do make the trip will be given a FREE TICKET. One may stipulate that free tickets are only available at one (1) place. Regular solicitors should not give out free tickets.

*The new state-run lottery is obviously an exception to the above policy.

ICC OFFICER CLUB ROSTER FORM



- This form is to be used when establishing or changing club officers throughout the semester. Please **submit completed form and club minutes**, to the A.S. office, **by 6:30 pm on Monday** for officers to be **eligible to attend** the same week's ICC Meeting on Thursday.
- **Please read and follow these instructions, incomplete forms will be returned to your club mailbox and your officers may not be eligible to represent your club at the next ICC Meeting.**
- Officers of student clubs must be enrolled in and complete a minimum of six (6) units each semester with a minimum GPA of "C" (2.0) and must have a cumulative GPA of "C" (2.0) in all work completed at Santa Monica College. Officers of student clubs may serve in the same office for a maximum of one (1) year. Students may serve as officers of a club or clubs for a maximum of three (3) years.
- Please attach a copy of your club minutes or complete the club minutes form on the backside of the form.
- Club minutes must reflect the election of the officers, see backside of form, item #V. NEW BUSINESS.
- At least one club officer and the club advisor must review and sign the club minutes. The new President and new Liaison will need to complete the ICC Orientation within 2 weeks from the date of submitting this Roster Form.
- Please attach an additional sheet, if needed, with the following info for each officer:
Name & Title _____ **Signature:** _____
Ph: _____ **A.S.#:** _____ **SMC#:** _____
Email: _____
- Note: ONLY those officers who are REGISTERED with the AS Office will be eligible to SIGN PAPERWORK AND ACCESS AS services, i.e., club computers, fax machine, office phone, etc., are for club use only.
- As with all of our forms, the ICC OFFICER CLUB ROSTER FORM is found on our A.S. Website: www.smc.edu/associated_students; then click on FORMS & DOCUMENTS.

A.S. / STUDENT LIFE OFFICE

Cayton Center, 2nd Floor, Room #202 (above the cafeteria); 310.434.4250; www.smc.edu/associated_students



- All Visitors must check in at the front desk for all requests, including to speak with a Director.
- All Visitors must sign in when visiting a Director.
- Commissioners may not have visitors, they will need to use the Cayton Study Area.
- A.S. Office equipment and Services are for Club Purposes Only, not for personal or school use.
- Please do not hang out or hold meetings in the A.S. / Student Life Reception Area. It is a waiting area for Counseling or Director Appointments.
- Successfully Balance Your Academic & Extra-Curricular Activities.
- The A.S. Counselors are available to all club members for Academic, Transfer, Concerns and Resource Counseling. Call or Come by the A.S. Office Reception for Counselor Availability.
- A.S. Office Hours:
Fall & Spring, 8:30 am – 7 pm, M-Th, and Fri, 8:30 am – 5 pm.
Summer & Winter, 8:30 am – 5 pm, M-Th, and Fri, 8:30 am – 1 pm

CONGRATULATIONS!



- You have read all the basic important information for the A.S. & ICC!
- Next Step: take the ICC ORIENTATION QUIZ at the A.S. Office, to complete one of your club responsibilities for club installation.
- You may refer to this ICC ORIENTATION as many times as you wish to fully learn and understand our policies and processes. You may download it for your club-info notebook.
- Remember to always READ ALL INSTRUCTIONS ON ALL FORMS before you begin to complete the form.