

# ICC Registration Packet - Information

Use **FORM #1** for **NEW club registration**. 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](http://www.smc.edu/associated_students) under FORMS & DOCUMENTS.

# ICC Club Continuation information – Spring Semester 2012

Use **CONTINUATION PACKET** **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 1<sup>st</sup> clubs **MUST** use the regular ICC Club registration packet.



Inter-Club Council of Santa Monica College

# SPRING 2012 CALENDAR

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

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

Other DEADLINES	DESCRIPTIONS
Wednesday, May 16 <sup>th</sup>	LAST DAY for ALL Proposals by 6:30 pm @ A.S. Office
Friday, June 1 <sup>st</sup>	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 <sup>th</sup>	Last Day for “END-OF-SEMESTER-CLUB-CELEBRATIONS” <b>only.</b>
Tuesday, June 12 <sup>th</sup>	Last Day for ALL Requisitions by 6:30 pm @ A.S. Office
Thursday, June 14 <sup>th</sup>	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 REGISTRATION 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](http://www.smc.edu/associated_students)

FT-Advisor: _____	Co-Advisor: _____	Co-Advisor: _____
Signature: _____	Signature: _____	Signature: _____
Dept: _____	Dept: _____	Dept: _____
Ext: _____	Ext: _____	Ext: _____



Inter-club Council of  
Santa Monica College

# Club Constitution Form Spring 2012

Form (2 of 2)

Please complete this form online, print and sign.  
Submit form to AS Office with entire form packet.

## ARTICLE I. NAME, PURPOSE AND MEMBERSHIP OF CLUB

Section 1. The name of this organization shall be (name of club): \_\_\_\_\_

Section 2. Purpose of the Organization shall be: \_\_\_\_\_

Section 2. Membership is open to any student of Santa Monica College who has an interest in the purpose of this club and holds a current Associated Students membership. A student may become a member by attending \_\_\_\_\_ meeting(s) and registering with the Club Secretary.

Section 3. The club shall have a full-time advisor, chosen by the club, and approved by the administration.

Section 4. A copy of the current club constitution shall be given to each club member and club advisor. The club constitution is considered public record and will be given to anyone that asks for a copy.

## ARTICLE II. OFFICERS

Section 1. The officers of this organization shall be President, Vice President, Secretary, Treasurer, and two Inter-Club Council Representatives.

Section 2. The term of office shall be one (1) semester, and no officer shall hold the same office more than two (2) semesters.

Section 3. Elections shall be held within the last three (3) weeks of the semester, and officers shall be elected by a simple majority vote of the active members present at a regular or special meeting, provided a minimum advance notice of one (1) week has been given to the membership.

## ARTICLE III. DUTIES

Section 1. The President shall preside at all meetings of the club and shall have the power to call special meetings, shall appoint committees not specifically provided for herein, shall fill all appointive offices, shall appoint any member eligible for candidacy to fill any unexpired term that may occur in any elective office, with the approval of a simple majority vote at a regular or special meeting, and shall serve as Inter-Club Council Representative/Alternate.

Section 2. The Vice President shall assume the duties of the President in the latter's absence, shall be an ex-officio member of all program committees, and shall have particular responsibility for posting notices of the meetings and shall see that due publicity is given to the club meetings, functions and activities and elections.

Section 3. The Secretary shall keep a written record and account of all meetings and club business, shall conduct official correspondence of the club, and shall be responsible for maintaining a list of club members. This list is to be made available to the officers of the club for the purpose of promoting club activities and the duties of their respective offices.

Section 4. The Treasurer shall keep a written record and account of club finances, shall supervise and coordinate fundraising activities of the club, and be responsible for honoring the guidelines established by the Associated Students and College Auxiliary Services.

Section 5. Inter-Club Council Representatives, chosen by election. At least one of these officers or the Club President will attend and represent the club at each ICC meeting and report to the membership after each ICC meeting.

## ARTICLE IV. MEETINGS

Section 1. Regular meetings shall be weekly with the exception of holidays, during the activities period. Special meetings may be called by the president, with the consent of the Advisor, provided forty eight (48) hours' notice has been given.

## ARTICLE V. QUORUM

Section 1. Quorum is required for all official meetings. Quorum shall consist of fifty (50%) percent plus one (1) of the active membership (active members are those who have attended at least two (2) meetings), within the past month or \_\_\_\_\_

## BY LAWS

### Section 1. **AMENDMENTS**

The Constitution may be amended by two-thirds (2/3) majority vote at a regular or special meeting, provided that one (1) weeks' notice of the proposed amendment is given. The Student Life/Associated Students Office shall be notified of and supplied with copies of all amendments to the Constitution within two (2) weeks of the date of passage.

### Section 2. **RECALL**

Any elected or appointed officer, who does not fulfill his/her duty or who behaves in a flagrant manner, such manner defined as the breaking of any Federal or State law, school regulation, or club standard is subject to removal from office by a two-thirds (2/3) majority vote of active members present at a regular or special meeting, provided a minimum notice of one (1) week has been given to the membership.

### Section 3. **OPERATING PROCEDURES**

Robert's rules of Order shall be the final authority in questions of operating procedures. **ADOPTED (date):** \_\_\_\_\_

\_\_\_\_\_  
*Club Officer Name & Title (Please Print)*

\_\_\_\_\_  
*Club Officer Signature* *Date*

\_\_\_\_\_  
*Club Full-Time Advisor (Please Print)*

\_\_\_\_\_  
*Club Full-Time Advisor Signature* *Date*