

FALL 2009 CLUB REGISTRATION PACKET FOR ALL CLUBS

http://www.smc.edu/associated_students/

STEPS TO CLUB INSTALLATION & MEMBERSHIP IN THE ICC: In order for a club to be installed and hold membership in the Inter-Club Council (ICC) to receive funding and services, 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, with a current A.S. STICKER. Please be accurate in your documentation of student I.D. numbers.
- 2. RECRUIT ADVISOR:** Find a FULL-TIME Santa Monica College faculty member or classified manager to serve as your club's advisor and sign all your club paperwork. Your club can also have co-advisors (part-time faculty or full-time Classified SMC Manager). A club may not have more than three (3) advisors. **Advisors can only serve a maximum of two (2) clubs.**
- 3. GENERATE CONSTITUTION:** Please complete form #2 of this packet or submit a hardcopy of your constitution with your full-time advisor's signature and one of your club officer's signatures, (original signatures required).
Continuing Clubs: If you already have a constitution on file then you do not need to submit form #2, unless- your club has voted in changes to your club's constitution. Each club must have a current club constitution on file in the A.S. office.
A copy of the club constitution must be given to each active club member and club advisors.
- 4. SELECT CLUB OFFICERS:** 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 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. (SMC Administrative Regulation, Section 4000). Also, your club officers and members must have a current **A.S. Sticker** or proof of purchase.
Your club will need to select a President, two ICC Representatives, and a Liaison (liaison must be a club officer- but NOT the club President, preferably one of your ICC Reps):
Select one club officer to serve as the club liaison to the A.S. Office. The club president will be the alternate club liaison. The club liaison will be responsible for submitting and following-up on club paperwork & business. It is recommended that one of the ICC Representatives, also serve as the club liaison.
Only officers registered with the A.S. Office will be eligible to sign paperwork and access services provided for your club. All club paperwork must be signed by a club officer and the full-time advisor.
- 5. SUBMIT REGISTRATION PACKET:** Complete and submit the club registration forms, found in this packet, **with original signatures**, to the A.S. Office (front desk). Please make a **copy** for your records before you turn in these original forms. Incomplete or unreadable packets will be returned to a club officer or club advisor for corrections, this may delay your club installation.
- 6. COMPLETE & SUBMIT PROOF OF ICC ONLINE ORIENTATION:** Before your club can be installed, the following people must have completed & submitted proof of the ICC ONLINE ORIENTATION, unless they have completed an ICC Online Orientation in the Spring 2009 Semester: Club President, Club Liaison (must be a club officer), One ICC Representative and the Club Full-time Advisor. Co-advisors are encouraged to review the online orientation.
- 7. INSTALLATION OF CLUB & MAINTAINING CLUB MEMBERSHIP IN THE ICC:** Upon review and approval of the club packet, by the Associate Dean of Student Life or designee, the club will be eligible for installation in the ICC by attending an ICC meeting. At least one of the ICC Representatives or the President will need to represent your club at **EVERY ICC meeting**. See ICC Calendar in this packet for meeting dates.
- 8. FUNDING & SERVICES FOR CLUBS:**
Only installed clubs and members with current A.S. Stickers will have access to funding and services provided by the Associated Students and Student Life Office.



Inter-Club Council of Santa Monica College – FALL 2009 ICC CALENDAR

(Information subject to change)

NOTE: The following club officials must complete a FALL 2009 ICC ONLINE ORIENTATION and submit the orientation confirmation page to the A.S. Office, before your club will be installed:

1. Club President (the president cannot be the liaison or ICC Rep because s/he is the alternate)
2. Club Liaison (liaison must be a club officer, it is recommended they also be one of the ICC Reps.)
3. One ICC Representative
4. Club FULL-Time Advisor (Continuing FULL-Time advisors **MUST ALSO** complete the online orientation). We highly recommend that Co-advisors complete the online orientation.

Revised 8/31/09

DATE	ICC Orientations, ICC Meetings, ICC Events or ICC & A.S. Deadlines	TIME	LOCATION
Monday, August 31 st	DEADLINE to submit Club Registration Packet for Installation at the first ICC Meeting.	By 6:30p	A.S. Office
Thursday, September 3 rd	ICC MEETING = Clubs will be installed with 100% Funding this meeting.	4p-5:30p	Cayton Area
Tuesday, September 8 th	DEADLINE to submit Club Registration Packet for Installation at the Sept 10 th ICC Mtg.	By 6:30p	A.S. Office
Thursday, September 10 th	<u>ICC SPECIAL MEETING</u> = Clubs will be installed with 100% Funding this meeting. DEADLINE to submit Club Registration Packet for Installation at the Sept 17 th ICC Mtg.	4:15-5:30P By 6:30p	Cayton Area A.S. Office
Thursday, September 17 th	ICC MEETING = Clubs will be installed with 100% Funding this meeting.	4p-5:30p	Cayton Area
Thursday, September 24 th	DEADLINE to submit Club Registration Packet for installation at the Oct 1 st ICC Meeting.	By 6:30p	A.S. Office
Thursday, October 1 st	ICC MEETING = Clubs will be installed with 66% Funding this meeting.	4p-5:30p	Cayton Area
Thursday, October 8 th	DEADLINE to submit Club Registration for installation at the Oct 15 th ICC Meeting.	By 6:30p	A.S. Office
Thursday, October 15 th	ICC MEETING = Clubs will be installed with 66% Funding this meeting.	4p-5:30p	Cayton Area
Thursday, October 22 rd	DEADLINE to submit Club Registration Packet for installation at Nov 5 th ICC Meeting.	By 6:30p	A.S. Office
<i>THURSDAY, October 29th</i>	<i>CLUB ROW!! (Club Recruitment & Fundraising Opportunity)</i>	<i>11:15a-12:35p</i>	<i>Lib. W/kwy.</i>
Thursday, November 5 th	ICC MEETING = Clubs will be installed with 33% Funding this meeting.	4p-5:30p	Cayton Area
Thursday, November 12 th	DEADLINE to submit Club Registration Packet for installation at Nov 19 th ICC Meeting with zero (0%) funding.	By 6:30p	A.S. Office
Thursday, November 19 th	ICC MEETING = Clubs will be installed with zero 0% Funding this meeting.	4p-5:30p	Cayton Area
<i>Thursday, November 19th</i>	<i>Last day for ALL Proposals</i>	<i>By 5p</i>	<i>A.S. Office</i>
Thursday, December 3 rd	ICC SOCIAL (Theme, Time & Location to be announced)	Pending	Pending
<i>Thursday, December 3rd</i>	<i>Last day for A.S. & Club Sponsored Activity Hour</i>	<i>11:15a-12:35p</i>	<i>Various</i>
<i>Friday, December 4th</i>	<i>Last day for any A.S. & Club activities</i>	<i>By 10p</i>	<i>Various</i>
<i>Friday, December 11th</i>	<i>Deadline for all Requisitions</i>	<i>By 4p</i>	<i>A.S. Office</i>
<i>Monday, December 7th</i>	<i>Deadline for advisors to submit receipts to Auxiliary Office.</i>	<i>By 4p</i>	<i>Aux. Office</i>

NOTE: The following club officials must complete a FALL 2009 ICC ONLINE ORIENTATION and submit the orientation confirmation page to the A.S. Office, before your club can be installed.



Inter-Club Council of Santa Monica College – FALL 2009 **Club Registration Packet**
CLUB CONSTITUTION FORM (form 2 of 2)

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.

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 un-expired 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) week's 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 FALL 2009

Club Officer Name & Title (Please Print)

Club Officer Signature **Date**

Club Full-Time Advisor (Please Print)

Club Full-Time Advisor Signature **Date**