



How to Create a Club

ICC Club Installation Process

Updated July 2023



WHAT IS INTER-CLUB COUNCIL (ICC)?

The ICC is a body under the Associated Students (A.S.) of Santa Monica College and serves as the voice of all club members.

The ICC shall consist of 1 representative/delegate from each officially chartered student club.

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



WHAT ARE THE BENEFITS OF BECOMING AN OFFICIAL CAMPUS CLUB?

- Your Club will be publicized on ICC Club List located on the OSL website,
- Apply for A.S. funding through ICC,
- Ability to sponsor activities on campus,
- Submit room reservations for campus facilities,
- Ability to post flyers and banners to promote the club and any club events,
- Use of OSL office resources such as use of meeting rooms and office supplies,
- Counseling regarding academic/resource information in OSL for all club members, and
- Leadership development opportunities

TYPES OF CLUBS

FLEX CLUBS

- Shall not be required to attend ICC meetings after being installed, nor will they contribute to the active voting membership of the ICC
- Shall not receive allotment funding
- Clubs shall be considered Flex upon registration with the ICC, appearing before the ICC at any meeting, and having been approved by a majority of those voting

CHARTER CLUBS

- Shall be required to attend ICC meetings, and shall contribute to the active voting membership of the ICC
- Shall receive allotment funding



Step #1

Find Members

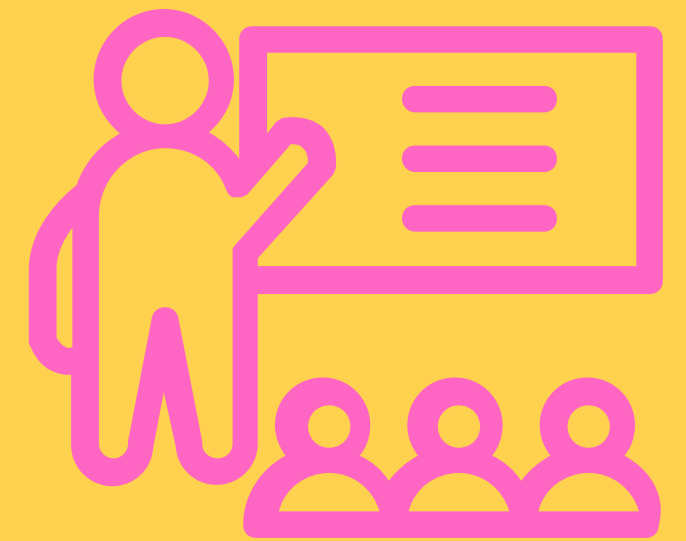


- All club members must be currently enrolled SMC students
- A minimum of 6 students who have purchased a current A.S. Resource Fee
- At least 3 club officers must fulfill the officer eligibility
 - Must have a 2.0 cumulative G.P.A.
 - Must be currently enrolled in 5 units
 - Must have purchased a current A.S. Resource Fee
- Each club must have the following officers to start a club:
 - Club President
 - ICC Delegate (Official Officer)
- Must use a democratic plan for the selection of members

- All clubs need one Primary 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 Associate Dean of Student Life
- All club advisors must be currently employed by Santa Monica College

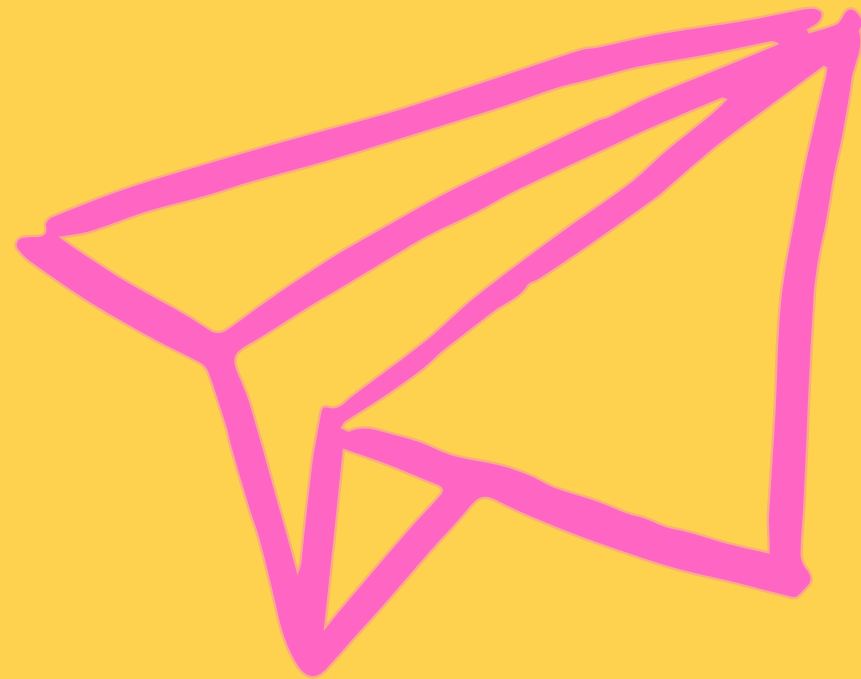
STEP # 2

Find an Advisor



Step #3

Complete Club Logistics



- Submit a complete *Club Registration Form* and attachments for the current semester
- Necessary steps to fully complete the Club Registration Form:
 - Complete the *Club Registration Signature Page*
 - Complete the *Club Constitution Form*
 - Club President and ICC Delegate need to complete the *FERPA Online Training*
 - Submit any club logos to be displayed on the Club List website, under your club's description.
- For a proposed club to appear on the ICC agenda, completed forms must be on file with the Office of Student Life
 - Club Registration Form needs 6 business days for processing
- *The Club Registration Form is due by 4 p.m. on a Wednesday, at least one week before an ICC Meeting, and not the same week as an ICC Meeting*

STEP # 4

Wait for Review by the Office of Student Life



OSL Reviews:

- Officer GPA, 5 unit minimum and paid A.S. fees for Club Officers; and if advisors are Part Time or Full Time
- Once reviewed and approved, information is then sent to ICC Communication Officer

ICC Communication Officer ensures that the club president, club delegate, and advisor(s) are notified upon:

- Receipt of Registration Forms by the A.S. Office
- The discovery of any errors in the club's Registration Forms
- The approval of the club's Registration Forms

Step #5

Vote by ICC



- Upon approval of a club's Registration Form, the ICC Communication Officer adds clubs to ICC meeting agenda
- Club President and/or ICC Delegate must attend ICC Meetings for club installation
- If voted and approved by ICC, club is installed during ICC meeting

- Club is added to ICC list
- Club can go about official business
- *For Charter Clubs:*
 - President and ICC delegate must attend Club Leader Orientation. New and/or replacement club officers must complete orientation within 1 month of appointment to their club leadership position.
 - Must Attend ICC Meetings to maintain membership in the ICC

STEP #6

Post-ICC Approval



Club Officer Roles

Club President



- The club president is automatically considered the 1st ICC Delegate for the club.
 - The president will select the 2nd ICC Delegate for the club, in the event they cannot attend the meeting.
- They may represent and vote for the club at ICC Meetings
- Cannot hold any other club officer position—they are the back up in case of club officer vacancies

Club Officer Roles

Club President



- Notify OSL of any changes in club name, designated leaders, club purpose and meeting times
- Is the club's contact person between the club and OSL Staff
- Submit appropriate forms to OSL to hold club activities or to expend club funds
- Must adhere to policies and procedures outlined by your Club Constitution and this OSL Club Handbook

Club Officer Roles

ICC DELEGATE



- Only one (1) ICC Delegate, per club will represent the club and vote at the ICC Meeting. Others may sit in as “guests”
- The club Delegate is the “contact person” between the club and the A.S. Office Staff and must be a club officer
- Will represent the club & vote at the ICC meetings, bring club's concerns, questions, & suggestions to the ICC
- Responsible for taking important ICC Meeting information to their club

Club Officer Roles

ICC DELEGATE



- Eligible to participate in ICC Standing Committees:
 - ICC Activities Committee (organizes Club Row & other ICC events)
 - A.S. Elections Committee (oversees A.S. Student Elections)
 - A.D Hoc Committee
- Must learn how to complete the A.S. and ICC paperwork correctly and submit the paperwork in a timely manner to the OSL Office. Inability to do so may result in loss of the club delegate role
- Needs to have good communication skills, be able to read, write and follow written or verbal instructions

Club Officer Roles

ICC DELEGATE



- No other club officer or club member may act as the club Delegate at any time
- The club Delegate must submit current contact information to the OSL Office. The Delegate will need to respond in a timely manner regarding any emails, voicemails, etc., from the OSL Office Staff so club paperwork or concerns can be processed quickly



Club Advisor Roles

Full-Time Advisor



- Must become familiar with the nature and objectives of the club, the policies and procedures outlined in the Club Handbook, the Advisor Responsibilities Form, as well with college regulations regarding student conduct (Board Policy)
- Read, sign and submit the Club Reg. Signature Page located on the ICC Website (upload to the electronic Club Registration Form)
- Complete an ICC Club Orientation requirement once per academic year (highly encouraged, but not mandatory)
- Always attend and remain present during all club events and meetings, to ensure observation of college policies and regulations
 - This includes on-campus and satellite campuses activities, off-campus activities, and zoom meetings
 - Off-campus activities are considered field trips, because they are not held at an SMC Campus. All field trips must submit Field Trip Proposals and be approved by the Office of Student Life

Club Advisor Roles

Full-Time Advisor



- Advise students in planning, implementing, and evaluating the club's programs and activities, particularly events and projects funded by the Associated Students
 - This includes evaluating and approving guest speakers and performers for club's meetings and special events
- Approve and sign club registration documents, any necessary Associated Students and ICC forms, all publicity and correspondence written on behalf of the club and monitor the club website or social-media (if any)
- Ensure that all appropriate forms are completed and submitted to the Office of Student Life in a timely manner
- Notify the Associate Dean of Student Life in writing, when radio, television, or other media is expected to cover a meeting or event scheduled for day, evening, on or off-campus
- Notify the Associate Dean of Student Life in writing if another faculty member will be serving as the club advisor for an event/meeting

Club Advisor Roles

Full-Time Advisor



- Encourage the development of initiative, responsibility, and leadership
- Model behavior, and guide the students to reflect on actions
- Encourage your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Students look to advisors for constructive and honest feedback
- Take the initiative in transforming the students from individuals with separate goals and expectations into a team

Club Advisor Roles

Co- Advisor



- Must become familiar with the nature and objectives of the club, the policies and procedures outlined in the Club Handbook, the Advisor Responsibilities Form, as well with college regulations regarding student conduct (Board Policy)
- Read, sign and submit the ICC Club Signatures Form located on the ICC Website (upload to the electronic Club Registration Form)
- 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

Need to Make Changes?

- When changing advisors or club officers throughout the semester, please submit a new Club Registration Signature Page
- Due by 6:00 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

Need to update your Club List information?

- The Club will need to send their request to their advisor and copy the Office of Student Life (OSL@smc.edu). Updates should only be one time, after the club registration paperwork has been submitted and the information is posted online



Have Questions? Contact Us!

Office of Student Life



310.434.4250



OSL@smc.edu



Smc.edu/as



Cayton Center, 2nd Floor,
Room #202

OSL Office Hours:

Fall & Spring:

M-F: 8 am – 5 pm

Summer & Winter:

M-Th: 8 am – 3 pm

Fri: 8 am – 12 pm

Have Questions? Contact Us!

ICC Officers

ICC Chair



310.434.4238



icc.chair@smc.edu

ICC Vice Chair



310.434.4968

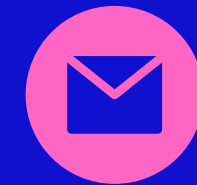


icc.vice.chair@smc.edu

ICC Communications Officer



310.434.4270



icc.communication@smc.edu



smc.edu/icc