

# CLUB REGISTRATION INFO SHEET- FALL 2019

**Electronic Club Registration is Now Available:**

[www.smc.edu/as](http://www.smc.edu/as) - see CLUBS webpage

## Charter Club - vs - Flex Club

### Charter Clubs

- Receives club meeting room;
- Receives office services (e.g. copying);
- Receives ICC Allotment Funding;
- Must attend all ICC Meetings;
- Has a club vote in the ICC Meetings.

### Flex Clubs

- Do not receive club meeting room;
- Receive office services (e.g. copying);
- Do not receive ICC Allotment;
- Attend one ICC Meeting for club install
- Do not have a vote in the ICC Meetings.



### Inter-Club Council Meetings & Deadlines

Every Other THURSDAY, 4pm—5:30pm in HSS-165  
**\*Note: submit registration forms one week before the ICC Meeting you want to be installed in.**  
 Revised 09/03/19

*Submit Club-Reg-Forms	Attend Thursday ICC Meeting	Receive % of Funding
8/28	September 5th	100%
9/11	September 19th	100%
9/26/19	Club Awareness	Event
9/25	October 3rd	66%
10/9	October 17th	66%
10/24	Club Row	Event
10/23	October 31st	33%
11/06	November 14th	33%
11/21/19	ICC SOCIAL	Cayton 2nd fl.

- RECRUIT MEMBERS (Charter & Flex Clubs)**
  - Have a total of six (6) currently enrolled Santa Monica College students, including yourself.
  - All club officers and members MUST HAVE PURCHASED\* the \$19.50 A.S. Sticker for the current semester. (\*Fee waivers NOT accepted)
- RECRUIT AN ADVISOR (Charter & Flex Clubs)**
  - Find a **FULL-TIME** Santa Monica College **FACULTY** member or **MANAGER** to serve as your club's primary advisor.
  - A club may also have co-advisors (part-time **FACULTY** or full-time **CLASSIFIED** permanent employees).
  - Advisors may only serve on a maximum of two (2) clubs. A club may not have more than three (3) club advisors, except clubs with over 150 members.
- SELECT CLUB OFFICERS (Charter & Flex Clubs), (SMC Administrative Regulation, and 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) each semester.
  - Must have an overall cumulative GPA of "C" (2.0) at Santa Monica College.
  - Officers of student clubs may serve in the same office for a maximum of one (1) year (2 semesters).
  - Students may serve in different officer positions of a club or clubs for a maximum of three (3) years.
  - Eligibility will be verified by a Student Life / A.S. Office staff.
- MANDATORY OFFICERS - A club must select the following officers:**
  - **President: (Charter & Flex Clubs)** May not hold more than one office. President will act as an alternative in the event of an officer's absence. Will serve as the ICC Delegate in the event of an absence or else forfeits attendance for that meeting. Must familiarize self with all AS & ICC paperwork.
  - **ICC Delegate (Charter Club Only)** MUST be a club officer & must be available to represent the club during the ICC Meetings, see ICC Calendar above. MUST learn the office paperwork, and handle all club business with the AS Office.
- GENERATE A CLUB EMAIL ADDRESS (Charter & Flex Clubs):** Your club email will be listed on the AS Website & ICC Club List brochure.
- GENERATE A CLUB CONSTITUTION (Charter & Flex Clubs)**
  - 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 club constitution on file with the AS Office, your club will need to create one or use the form in the CLUB REG. FORMS PKT.
- ICC QUIZ on the ICC ORIENTATION MANUAL (Charter & Flex Clubs)**
  - Read the orientation on our website: [www.smc.edu/as](http://www.smc.edu/as), see CLUBS or FORMS & DOCUMENTS webpages (scroll down).
  - Take the quiz online, see the same webpages noted in the above sentence. Only the club president, delegate, and the full-time advisor must take the ICC Quiz. NOTE: if the advisor has been a club advisor at Santa Monica College for more than 3 years, s/he does not need to take the quiz.
- SUBMIT A COMPLETE CLUB REGISTRATION PACKET, by one of the deadlines listed on the ICC CALENDAR above (Charter & Flex Clubs) Submit hardcopy documents to the Student Life / Associated Students Office, Cayton Bldg. #202, above the cafeteria, elevator on the east side.**
  - Submit Digitally— Club Registration Form
  - Submit Hardcopy—Confirmation Page (signature page with original signatures),
  - Submit Hardcopy—Club Constitution
  - Submit Digitally— ICC Quiz taken by 3 mandatory officers & advisor if less than 3yrs. advising.
  - Illegible, incomplete, or incorrect packets will be returned, to your club president or club advisor, for corrections- this may delay your club installation.
- CLUB INSTALLATION & MAINTAINING ICC MEMBERSHIP**
  - **(Charter & Flex Clubs)** Upon approval of the club packet, a club will be eligible for club installation by being voted into the ICC at an ICC meeting.
  - **(Charter Club Only)** The club delegate or the President will need to present at each and every ICC meeting to maintain membership.
- INSTALLED CLUBS**
  - **Charter Clubs** will have access to ICC funding
  - **Charter and Flex Clubs** will have access to all club services provide by the Associated Students
  - **Charter and Flex Clubs'** officers & full-advisors registered with the A.S office will be eligible to sign their club's paperwork