



Associated Students of Santa Monica College ICC OFFICER CLUB ROSTER FORM

Fall ☐
Yr:

Spring ☐
Date:

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 2:30 pm on Friday** for officers to be **eligible to attend** the next week's ICC Meeting on Thursday.

PLEASE READ AND FOLLOW THE NUMBERED INSTRUCTIONS BELOW, INCOMPLETE FORM(S) WILL BE RETURNED TO YOUR CLUB MAILBOX AND YOUR OFFICERS MAY NOT BE ELIGIBLE FOR THE NEXT ICC MEETING:

1. 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. (SMC Administrative Regulation, Section 4000)
2. Please attach a copy of your club minutes or complete the club minutes form on the backside of this form.
3. Club minutes must reflect the election of the officers; see backside #V NEW BUSINESS.
4. At least one club officer and the club advisor must review and sign the club minutes.
5. The new President and new Liaison will need to complete the ICC Orientation & Quiz within 2 weeks from the date of submitting this Roster Form.
6. **For those additional officer positions. Please attach an additional sheet(s), if needed. You must provide the requested information below.**
7. Please note that 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.,

Official Club Name and/or Abbreviation

Name: _____
Club Officer Title: _____
Email: _____
A.S.#: _____ SMC#: _____
Contact #: () _____
Signature: _____

Name: _____
Club Officer Title: _____
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A.S.#: _____ SMC#: _____
Contact #: () _____
Signature: _____

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Club Officer Title: _____
Email: _____
A.S.#: _____ SMC#: _____
Contact #: () _____
Signature: _____

Name: _____
Club Officer Title: _____
Email: _____
A.S.#: _____ SMC#: _____
Contact #: () _____
Signature: _____

STAFF USE ONLY – DO NOT COMPLETE THIS SECTION

Club Minutes: On Backside, ☐ are attached ☐
Club Minutes reflect officer change(s)? YES ☐ NO ☐
Roster complete w/information of revised officers? YES ☐ NO ☐
Pres. & Liaison completed an ICC Orientation & Quiz? YES ☐ NO ☐
Club Officer's Signature on Minutes? YES ☐ NO ☐
Club Advisor's Signature on Minutes? YES ☐ NO ☐

STAFF USE ONLY – DO NOT COMPLETE THIS SECTION

ELIGIBILITY VERIFIED ☐ APPROVED ☐ DECLINED ☐ PENDING ☐

Comments by A.S. STAFF ONLY: _____

A.S. STAFF USE ONLY - ICC Advisor/Designee:

Benny Blaydes

(print)

(Signature)

Date: _____

revised 01/18/2018(over)

Official Club Minutes Form

Associated Students of Santa Monica College – Inter Club Council

Club's Official Name: _____

Minutes for Meeting of (date): / /

I. CALL TO ORDER Time: _____:_____ am / pm BY:: _____
(Name & Title of club officer or advisor that called meeting to order.)

II. ROLL CALL (List members present and officer's title- must meet quorum): _____

III. APPROVAL OF MINUTES FROM LAST MEETING (Note any changes, if any): _____

IV. OLD BUSINESS (If none, please state) State Motion: _____
Moved by: _____ Seconded by: _____
Discussion: _____
For: _____ Against: _____ Abstain: _____ MOTION: Passed ☐ Failed ☐ Tabled ☐

V. NEW ORDER OF BUSINESS State Motion: _____

Moved by: _____ Seconded by: _____

Discussion: *The CLUB OFFICER ROSTER has CHANGED as follows* (please write down your new officers' names & titles):

For: _____ Against: _____ Abstain: _____ MOTION: Passed ☐ Failed ☐

VI. GUEST SPEAKER ☐ ANNOUNCEMENT ☐ OTHER BUSINESS ☐: _____

VII. MEETING ADJOURNMENT: Time: _____:_____ am / pm

Club Officer's Name & Title

Club Officer's Signature (required)

Date

Club Advisor's Name

Club Advisor's Signature (required)

Date