

# ASSOCIATED STUDENTS OF MONTEREY PENINSULA COLLEGE

## INTER-CLUB COUNCIL (ICC) STUDENT ORGANIZATION POLICY AND FORM HANDBOOK 2010 - 2011

ASMPC Student Government Office  
Student Center Building  
831-646-4013  
[www.mpc.edu/campuslife](http://www.mpc.edu/campuslife)

### Contact Information

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## **Inter-Club Council**

The purpose of the Inter-Club Council (ICC) is to serve as a central force bringing together all of the student organizations for resource, advocacy and networking.

Student Organizations offer an excellent way to meet others, develop leadership skills, and become part of the experience that lay the foundation of our college and help fulfill its vision. By becoming involved, your time at MPC will become more meaningful, productive, and enjoyable, and you will enhance your learning outside of the classroom.

Open to all students of the MPC community, student organizations enrich our campus life through events, programs, activities, projects and service. They fall into several categories including; academic, community service, cultural, political/social action, recreation, religious, and sports. MPC organizations are diverse and very active, so our campus offers countless ways to be involved!

The Inter-Club Council meets every Tuesday during regular semester from 4:10 - 5:00 p.m. in the Costanoan Lounge located in the Student Center.

## **Inter-Club Council Leadership**

### **Chair (ASMPD Director of Clubs / Student Organizations)**

1. Preside at all ICC Meetings
2. Vote on ICC proposals in the case of ties
3. Shall announce vacancies for officers in case of vacancies
4. Sign the authorization of funds from proposals
5. Interpret and enforce all funding guidelines
6. Appoint and dissolve committees with approval of the ICC
7. Propose interpretations of the Constitution
8. Create and post the agenda for all ICC meetings 72 hours in advance

### **Treasurer**

1. Review all funds dispersed and deposited into the ICC account
2. Maintain accurate and complete records of all financial dealings of the ICC
3. Provide weekly treasurer reports at the ICC meeting including records of funds given to individual student organizations
4. Work with the ICC Advisor in processing funding paperwork
5. Review budget proposals for accuracy
6. Perform other duties as assigned by the ICC Chair

### **Communications Officer**

1. Assist the student organizations with the utilization of external support and resources
2. Update and maintain the ICC website and brochures
3. Update and maintain current ICC forms needed by student government organizations for events and/or funding
4. Perform other duties assigned by the ICC Chair
5. Act as the liaison between the ICC and community public service agencies

### **Secretary (to be provided by ASMPC)**

General duties of the position shall include, but not be limited to the following:

1. Take minutes at all ICC meetings
2. Keep accurate records for club attendance
3. Type and distribute ICC meeting minutes
4. Maintain permanent records for the ICC
5. Perform other duties as assigned by the chair

### **Starting a Club**

Before you begin the process of forming a new campus club, we urge you to research and review existing active clubs. These clubs have been formed to meet a variety of social, cultural, political, recreational and religious interests. You may find an existing club that already meets your needs. There are many benefits from joining an existing club. It is often more effective to combine forces than duplicate efforts and/or services thereby creating competition for resources such as finances and members. Most clubs are eager for new members; they want new talent, ideas, enthusiasm and commitment.

If you are unable to identify an existing club that will satisfy you, by all means, start your own. There may be other students out there with interests similar to yours.

Starting a new club can be like starting a new business... many fail during the first year. We urge you to consider the following:

#### ***Club Purpose***

- How do you define your club?
- What are your proposed goals?
- What do you hope to accomplish?
- How do you fit in on campus?
- How will you serve the students and/or community?
- Who will be your advisor?
- If your organization is an academic interest group, is there an academic department with which you can or will be affiliated?
- What makes your club unique?

#### ***Club Membership***

- Are there other people you already know who want to join?
- How will you recruit other members?
- How will you convince them to join?
- What will this group have to offer? Can they find this elsewhere?

### **Club Structure**

- Will this be a formal, long term group or are you forming to work on a particular, one time only issue and/or activity?
- What officers will you have? How will they be selected and for how long?
- Will you be drafting a Constitution and Bylaws to address procedures?
- How often & when will you meet?

### **Activating the Club**

1. Obtain a member of the MPC faculty or staff to serve as the advisor of your club. (Only current full-time faculty, staff or administrator, or adjunct faculty may serve as advisor)
2. Obtain and complete the following (3) forms: *Club Activation form, Advisor Agreement form, and Sample Constitution form.*
3. Obtain a copy of the *ICC Handbook* and the *ICC Constitution and By-Laws* from the ASMPC Office.
4. Fill out the *Club Activation form* completely, including:
  - Advisor's signature
  - List all Club officers / members (minimum of 6 currently registered MPC students are needed to start a club.)
  - Attach a copy of your club's constitution.
  - Return all completed forms to the Director of Clubs or to the Student Activities Coordinator.
5. Designate one club member to be the ICC Representative to attend each weekly ICC meeting.

### **Renewing the Club**

Each fall semester all existing clubs must renew their status to remain an active club on campus by completing the *Club Activation form*.

Reactivation for clubs must be done within the first 2 weeks of the fall semester.

### **Choosing an Advisor**

All registered student clubs, organizations, activities and events must be supervised and advised by a member of the Monterey Peninsula College faculty or staff at all times. Many members of the MPC faculty and staff would enjoy volunteering their time; advisors volunteer to work with student clubs because they want to do it, and because they feel they can make a contribution to the organization's success.

Consider carefully when choosing an advisor. For example, if your club is an academic interest group, check with the academic department to see if there is a member of that department who may be interested in advising. Clubs may choose to have more than one advisor so that advisor responsibilities may be divided. Some of the responsibilities are:

- Must attend all regularly scheduled meetings of their club.
- **Must attend and supervise ALL the functions and special events of their clubs in its entirety, i.e. “first in, last out”.**
- **Must be present on all off-campus field trips and conferences of the club.**
- See that the club adheres to policies and rules of Monterey Peninsula College as well as obey local statutes and state laws.
- Ensure that a club representative attends the weekly ICC meeting so that the club remains in active status.
- Make sure copies of club meeting minutes are maintained and filed.

Potential advisors need to review all of the advisor’s policies, procedures, guidelines and helpful hints as well as the rest of the Club Handbook. The advisor’s signature is required on the *Club Activation form*, the *Advisors Agreement form*, the *ICC Funding Proposal form*, and possibly other forms.

### ***Recruiting New Members***

New members are the life of any organization. They provide new ideas, enthusiasm and potential officers. Because everyone wants new members and because new clubs are starting all the time, the competition for new members can be intense. Here are ways to help your club successfully recruit and retain new members.

### ***Club Lobo Day***

Every fall and spring semester, the ICC hosts a fun-filled Lobo Day Event in the Quad. This is a great event in which all clubs as well as MPC services participate in. It is also a great forum for clubs, potential or active, to recruit new members. You must reserve a table for the event by sending an E-mail to [josborne@mpc.edu](mailto:josborne@mpc.edu).

### ***Club Orientation Meeting***

Plan an orientation meeting during your regular club meeting time to acquaint prospective members with your club:

- Show slides of previous events
- Have display of scrapbook, awards, newsletters, etc.
- Invite former club officers
- Have an official welcome and brief explanation of your club, introduce your officers and announce upcoming events and projects (have handouts available)

## **Word of Mouth**

Word of mouth is the most effective way to recruit for your club. Encourage your current members to spread the word among their family and friends and to invite a new person to each meeting or activity.

At anytime, potential or established clubs may set up an information table in the quad. Reserve a table by filling out an *Equipment & Services Request form*. At your table, have handouts of upcoming meetings and activities and the purpose of your club. Above all, keep your members active and involved. Let them know that their contributions are needed and appreciated. Following these steps will lead to a more enjoyable and rewarding experience for both the new members and the club as a whole.

## **Club Officer Positions**

Successful clubs elect officers that are good leaders and managers. Here are some suggested positions and descriptions to consider:

- Club President – Acts as executive leader of the club and responsible for the day to day operations including but not limited to preparing agendas, supervising officers and club meetings.
- Club Vice President – Fulfills duties of the President any time President may be absent and/or when position becomes vacant. Assists President in duties.
- ICC Representative – Attends all ICC weekly meetings and reports back to club on meeting discussions, upcoming campus events and other related business. Acts as a liaison between the ICC and the club. Completes and submits all official paperwork for club.
- Secretary – Assists President in preparation of agenda. Takes and transcribes minute's at all official club meetings. Compiles and copies handouts and publicity items. Writes and sends all correspondence for the club.
- Treasurer – Reviews and makes recommendations to club on matters pertaining to income and expenditures of club funds. Submits financial reports to the club as requested.

## **Constitutions, Agendas, Minutes and Recordkeeping**

### ***Constitution***

All clubs are required to prepare a club constitution. See the *Sample Constitution form* for a suggested format to assist you in preparing your club's constitution.

### ***Agendas, Minutes and Recordkeeping***

It is mainly the responsibility of the president, the secretary, and the advisor to develop club meeting agendas. Meeting minutes should be taken and transcribed primarily by the secretary. Minutes from the current year's meetings are valuable in preparing agendas because they contain reminders of unfinished business. Minutes from previous years are also helpful because they provide information about regularly scheduled yearly business. Meeting minutes should include the following:

- Type of meeting (general, business, board, committee)
- Date, time and place
- List of those present and absent
- Time of call to order
- Approval and/or amendments to previous meeting minutes
- Record of a summary of the discussions from committee reports, officer reports, old and new business, advisor reports, member updates and open forum.
- Record of all voting results
- Time of adjournment
- Nomination or submission and transcriber's name
- Time, date and place of next meeting

## **ICC Meetings**

ICC holds a weekly meeting with all active clubs every Tuesday during the regular fall and spring semesters. The meetings start at 4:10 p.m. and last approximately one hour, the meetings are held in the Costanoan Room located in the Student Center.

**It is mandatory that a club representative attends each weekly meeting.** It is suggested that a specific member be designated to attend the ICC meetings as the clubs ICC Representative. **Clubs must attend at least two meetings per month of the current semester's ICC meetings, or if a newly activated club, two meetings per month of the ICC meetings since club activation.** Advisors and other club members are welcome and encouraged to attend. Anyone more than 10 minutes late to the meeting will be marked absent and may not vote but will still be allowed to present a proposal if needed. Only One (1) person may represent (1) Student Organization at a meeting for the purposes of voting.

## ***Membership***

Membership shall be afforded to all recognized student organizations, as well as any who would like to create a new organization , providing they are in accordance with the ICC Constitution and By-Laws and file the appropriate paperwork.

## ***Criteria for New Clubs***

Upon activation, the new club will enter a four week probationary period. ICC meeting attendance is mandatory during this period.

Week (1) Attend with no voting privileges

Week (2) Attend, with full voting privileges granted

Week (3) May submit a funding proposal

Week (4) Funding may be granted, probationary status is lifted, and the club is fully recognized.

## **Criteria for Current Clubs**

All current clubs must reactivate their club each academic year in. Please submit a new *Club Activation form* at the beginning of each fall semester.

## **Receiving Funds**

Once the ASMPC Inter-Club Council approves a club, it may request funds throughout the fall and spring semesters. Please note the following policies for club funding:

- New Clubs are entitled to a \$200.00 start up fund. A club may only receive this money once and ICC attendance requirements do apply.
- A club that misses more than 50% of the meetings of the current semester will be considered to be inactive.
- With the exception of start-up funds, the ICC will not transfer funds to a club account.
- **All receipts need to be turned into to either Thelma Morales in Fiscal Services or to Julie Osborne. Future funding requests may not be submitted or approved until all receipts are turned in.**
- **Any unspent funds/materials must be returned to the ICC.**
- Receipts not turned in within six weeks of the activity will not be paid.
- Funding for things such as conferences, special events, workshops, and guest speakers are also available. In order to apply for funding for these needs, the club must submit an *ICC Funding Proposal* form to the ICC chair no later than the Wed. prior to the meeting for the following week in order to be on the agenda as a discussion item.

## **Services available for clubs**

### **Copy Machine**

A copy machine is located in the ASMPC office. This copier is for on-campus club publicity only. The maximum number of copies that may be made per event is 40. Please note that copy privileges will be revoked for abuse of this policy. Please see an ASMPC council member so they can enter the code into the machine for use (ASMPC council members are not permitted to share this code.)

### **Kitchen**

The Student Center has a kitchen for clubs to use to prepare foods for fundraisers, etc. To reserve the kitchen, please complete the *Equipment & Services Request Form*. The Club Advisor needs to be present when clubs are using the kitchen. The Club Advisor needs to make sure that the kitchen is left clean after the event and that all materials used are put back in an orderly fashion.

### **MPC Vehicles**

MPC can supply vans for club use to attend club activities, conferences, etc. **The Club Advisor must be present at all times when using MPC vehicles and only the advisor may drive the vans.** To reserve a van, please contact Julie Osborne at

[josborne@mpc.edu](mailto:josborne@mpc.edu), who will then reserve the van with Sam McCrea in facilities. Make sure your activity has prior approval before reserving any vehicles. It is the advisor's responsibility to sign-out for the van and obtain the gas card.

### ***Bulletin Boards / Sandwich Boards***

ASMPC maintains publicity boards located throughout the campus on which flyers about club activities / events may be posted. Posters may also be taped to sandwich boards and placed strategically around campus. All flyers and posters must be approved in advance by the Student Activities office. To reserve the sandwich boards, please fill out the *Equipment & Services Request Form*. All publicity must be removed by the club immediately after the event or at the end of the posting date.

#### **Please do not post materials in the following locations:**

- Bricks or sidewalk
- Traffic control signs
- Trees
- Vehicles
- Light poles
- Planted garden areas
- Trash Cans
- Sculptures

### ***Library Advertisement***

The MPC Library has a large power point screen that can be used to advertise events, please send the sign in **Power-Point** format to Julie Osborne at [josborne@mpc.edu](mailto:josborne@mpc.edu).

### ***All-user E-mail / Calendar Listing***

Clubs may also have the opportunity to send an all-user Email sent out and to have the event listed on the event calendar on the MPC web-site. The all-user Email needs to be in "flyer" format, and should be in the body of the e-mail (so no one has to open an attachment) Please send the e-mail to Julie Osborne at [josborne@mpc.edu](mailto:josborne@mpc.edu) for approval and distribution.

### ***AV Equipment***

There are also other items available for clubs, podium, speakers, microphone, etc. Please complete the *Equipment & Services Request form* in order to reserve any of the available equipment. MPC AV Department also has several items available that the ICC does not, please email Julie Osborne at [josborne@mpc.edu](mailto:josborne@mpc.edu) for those requests.

### ***Reserving College Facilities and Equipment***

**Use of facilities on campus must always be reserved.** Reservations for the Student Center meeting rooms, Sam Karas Room, and lecture forums may be made by emailing Julie Osborne at [josborne@mpc.edu](mailto:josborne@mpc.edu). When reserving one of the rooms, please provide the date(s) and time(s), anticipated attendance and anticipated food or

equipment needs. These rooms are used extensively so make reservations as soon as possible.

**Furniture and equipment** (tables, chairs, plants, podium, AV equipment, etc.) in the Student Center may be rearranged in a format that is better for the event for which it has been reserved. However, the requester is required to return the room to its original order. Please email Julie Osborne for requests, do not email facilities directly.

## **Advisor Information**

Serving as an advisor to a Monterey Peninsula College Club is a very rewarding experience. It provides an opportunity to interact with students and to help them have a fulfilling and well-rounded college experience. Advisors are an essential part of Monterey Peninsula College and the Inter-Club council and can make significant contributions to student success and retention.

Club advisors ensure that students have the opportunity to grow and learn from their co-curricular experiences. Advisors provide guidance and direction to students. Their mature judgment is invaluable to a student group. Advisors help the club members to achieve the purpose for which it was organized and provide continuity and support for the organization from year to year.

Please take the time to read the ICC Constitution, and Bylaws, so you will be aware of the guidelines and procedures the clubs are required to follow. Acquainting yourself with policies and procedures should help to prevent problems from occurring.

**Club advisors must be a currently employed full-time faculty or staff, administrator or adjunct faculty of MPC and must retain that status to continue to serve as official club advisor. Rare exceptions to this policy are permitted, but must be first approved by the Vice President of Student Services.**

## **RESPONSIBILITIES AND EXPECTATIONS**

1. Advisors must become sufficiently knowledgeable of the purpose and activities of the organization to advise the members of their actions and the possible consequences of irresponsible behavior.
2. Work closely with the club to ensure a cooperative relationship between the advisor and club members.
3. Advisors are to attend all student organization meetings and events – both on and off-campus. (Official club meetings and activities must be scheduled at times that are mutually agreed upon by the club advisor(s) and club members.)
4. Advise students of the policies and procedures that they must follow as a club.

5. When supervising an off-campus activity, advisors are to be familiar with campus policies and procedures regarding student travel. Procedures and forms are supplied in the Student Activities Office.
6. Advisors are to review and approve all funding requests / proposals before they are submitted to the ICC for voting and final approval from the VP of Student Services.
7. See that the continuity of the organization is preserved through constitutions, minutes, and traditions. Ensure that past activities are adequately understood by succeeding officers and members.
8. Advisors should become familiar with the organization's finances and their Club accounts at the Fiscal Business office, the contact is Thelma Morales at 646-4294. Advisors, as well as designated student club officers are responsible for ensuring that funds are properly collected, deposited and accounted for. No off campus accounts are permitted. **All monies collected from fundraisers, etc. must be immediately deposited into their club account.** Any monies received from the ICC that was not spent on an activity must be returned to Fiscal. All receipts need to be submitted to Fiscal Services as soon as possible after the event/purchase.
9. Help students to understand and apply democratic principles within the organization and in working with others.
10. Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
11. Assist club members in completing necessary paperwork and submitting the completed forms in a timely manner.
12. Ensure the club designates an Inter Club Council (ICC) representative to attend the weekly ICC meetings. Advisors are most welcome to attend and are encouraged to do so.

In agreeing to serve as an advisor for this club, I am committed to working with the club members by attempting to help them achieve their goals while upholding all State, District, and College requirements. I understand that serving as a club advisor is voluntary and that I will not receive compensation, load credit, release time or other benefits from the College for doing so. I agree to contact the Student Activities Coordinator if I have any problems or concerns.

### ***Club Advisor Event Responsibilities***

Club advisors should allow student officers maximum freedom and responsibility in the planning and operating of all events. However, it is the duty of the faculty advisor to see that all responsibilities are met and the events are carefully planned. The advisor should be informed of all plans being made and be responsible for the following:

1. All events must be approved by the ASMPC Inter-Club Council at their regularly scheduled weekly meeting, which are held on Tuesdays.
2. Some events will also require approval by the Vice President of Student Services. The deadline to submit requests for approval is four to six (4-6) weeks before the event.
3. It is the responsibility of advisors to oversee expenditures of club funds. Signature of the advisor(s) **and** a student club officer who is listed on the official club registration form are required **before** any merchandise or service is ordered. If merchandise or services are ordered without authorization or if bills are not paid in a timely manner, the club account may be frozen and the club will not be permitted to use funds in the account until the fiscal problems are solved.
4. It is the responsibility of advisors to prohibit the use of intoxicants by students during any event sponsored by the college. Students failing to cooperate should be reported to the Vice President of Student Services.
5. The advisor should see that the area of the campus used for any event (including meetings) is left clean and free of litter.
6. In case of injury to students during any college event, the advisor should see that first aid is given and that medical aid is secured, if necessary. Written reports of accidents or injuries must be made to the Student Health Center as soon as possible. **EVENTS NOT APPROVED BY THE ASMPC ARE NOT COVERED BY CAMPUS INSURANCE.**

### ***Field Trips***

A club planning an overnight activity must follow specific procedures as outlined by the Monterey Peninsula College District. Approval by the Vice President of Student Services is required for all overnight trips (out of state travel requires additional approval from the MPC President.) The deadline to submit requests for approval is approximately (3-4) weeks prior to the trip.

1. **The Club Advisor(s) must attend and be present for the entire off-campus activity.**
2. For field trips – You must have on-file in the Student Activities office at least 2 week prior to the trip the following: complete list of all students, and a signed Field Trip Liability Waiver Form from each student.

For conferences, the following (3) forms must be completed: Conference/Travel Agreement, Fieldtrip Liability Waiver Form and the Conference Travel Conduct Form. These forms should be completed 2-3 weeks prior to the conference, and be on-file in the Student Activities office.

*Forms Index*

FORM	PURPOSE OF FORM
<b>Club Activation Form</b>	Used to activate or re-activate a club. List all club members and officers.
<b>Advisor Agreement Form</b>	Form used to show duties and responsibilities of advisors, all advisors must sign the form.
<b>Sample Constitution Form</b>	Used as a template to show how to write the clubs constitution.
<b>ICC Funding Proposal Form</b>	Form used to request funding from the ICC. Form must be completely filled out including correct budget category (Please refer to the ICC By-Laws for current budget categories) Form must be signed by club advisor and designated ICC Club Representative.
<b>Club Check Request Form</b>	Used to request that a check be drawn on a club account. It also is used to reimburse club members who have purchased an item on behalf of the club. In this case, a receipt must be attached to the completed form. Submit the completed form to the Student Activities Coordinator for processing. Both the advisor and a club officer listed on the official club registration form must sign the request, only the advisor or designated club member may pick up the check.
<b>ICC Check Request Form</b>	Used to request funds that a check be drawn from the ICC account. Funding must have prior approval from the ICC. Can also be used to reimburse club members if an activity has already taken place (receipts must be attached) Submit the completed form to the Student Activities Coordinator for processing. The Club advisor must sign the request. Checks can be picked up at the Fiscal Services office, only the club advisor or designated club member may pick up the check.
<b>Field Trip Liability Waiver Form</b>	Used when clubs are attending any off-campus field trips. Originals are to be kept with the club advisors, copies must be given to the Student Activities Coordinator prior to the trip. <b>The advisor is required to be present at all club-sponsored activities.</b>
<b>Conference /Travel Form</b>	Used when clubs are attending any overnight or out-of-state trips. Submit form to Student Activities Coordinator for processing. Allow 3-4 weeks for processing. <b>The advisor is required to be present at all club-sponsored activities.</b>

FORM	PURPOSE OF FORM
<b>Conference Travel Conduct Agreement</b>	Used when clubs are attending overnight conferences. <b>The advisor is required to be present at all club-sponsored activities.</b>
<b>Equipment &amp; Services Request Form</b>	Used when clubs want to request the kitchen, vans or equipment provided by the ICC.
<b>Student Center Reservation Request</b>	Use this when you want to book either the Almaden room, the Costanoan room or the Student Center for a club meeting or event.