



Associated Students of Santa Monica College

Inter-Club Council

OFFICER ROSTER FORM

Fall: _____

Spring: _____

- This form is used when establishing or changing club officers throughout the semester.
- Submit paperwork to the Office of Student Life / A.S. office (OSL@SMC.EDU), by 2:30 pm on the Friday, before next week's ICC Meeting.
- Incomplete forms will be returned to your advisor, and your officers may not be eligible for the next ICC meeting.
- Eligibility to be a Club Officer:
 - Be enrolled in and complete a minimum of six (6) units each semester with a minimum GPA of "C" (2.0), and
 - 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 club(s) for a maximum of three (3) years. (SMC AR: 4000)
- Complete this form and attach your club minutes.
 - Club minutes must reflect the election of the officers; see backside #V NEW BUSINESS.
 - At least one club officer and the full-time club advisor must review and sign the club minutes.
 - Only club delegates must complete the ICC Orientation & Quiz within 2 weeks from the date of submitting this Roster Form.
 - Only officers who are registered with the AS Office will be eligible to sign paperwork and access A.S. services, i.e., club computers, fax machine, office phone, etc.,

Club Name: _____

Name: _____	Name: _____
Club Officer Title: _____	Club Officer Title: _____
SMC Student Email: _____	SMC Student Email: _____
SMC ID#: _____ A.S. #: _____	SMC ID#: _____ A.S. #: _____
Contact #: _____	Contact #: _____
Signature: _____ Date: _____	Signature: _____ Date: _____

Name: _____	Name: _____
Club Officer Title: _____	Club Officer Title: _____
SMC Student Email: _____	SMC Student Email: _____
SMC ID#: _____ A.S. #: _____	SMC ID#: _____ A.S. #: _____
Contact #: _____	Contact #: _____
Signature: _____ Date: _____	Signature: _____ Date: _____

Name: _____	Name: _____
Club Officer Title: _____	Club Officer Title: _____
SMC Student Email: _____	SMC Student Email: _____
SMC ID#: _____ A.S. #: _____	SMC ID#: _____ A.S. #: _____
Contact #: _____	Contact #: _____
Signature: _____ Date: _____	Signature: _____ Date: _____

STAFF USE ONLY – DO NOT COMPLETE THIS SECTION

1. Club Minutes? on backside, are attached
2. Club Minutes reflect officer change(s)? YES NO
3. Roster complete w/information of revised officers? YES NO
4. Pres. & Liaison completed an ICC Orientation & Quiz? YES NO
5. Club Officer's Signature on Minutes? YES NO
6. Club Advisor's Signature on Minutes? YES NO

Date & Time Recv'd Form: _____

ELIGIBILITY VERIFIED APPROVED DECLINED PENDING

Comments by A.S. STAFF ONLY: _____

Benny Blaydes, Counselor & Advisor's Signature: _____

Date: _____



Inter-Club Council Official Club Minutes Form

Club's Official Name: _____ Date: _____

I. CALL TO ORDER Time: _____:_____ am / pm Called to order by (print name & title): _____

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: Establish and / or Change Club Officers as follows

Moved by: _____ Seconded by: _____

Discussion (List your new or changed officers' names & titles below):

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

Full-Time Club Advisor's Name Club Advisor's Signature (required) Date