

ICC CLUB REGISTRATION INFO SHEET-FALL 2020

NEW Electronic Club Registration is Now Available!

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

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



Inter-Club Council Meetings & Deadlines

Every Other Thursday. 4pm-5:30pm.

Note: Submit registration forms 6 business days before the ICC meeting you want to be installed in.

<https://cccconfer.zoom.us/j/94178012174>

Revised 8-24-20

Submit a COMPLETE Club Registration Form AND attachments	Attend Thursday ICC Meeting	Receive % of Funding
9/2/20	9/10/20	100%
9/16/20	9/24/20	100%
9/24/20	Club Awareness	Event
9/30/20	10/8/20	66%
10/14/20	10/22/20	66%
10/28/20	11/5/20	33%
10/29/20	Club Row	Event
11/11/20	11/19/20	33%
12/3/20	ICC Social	Event

Follow the steps below that apply to the type of Club you want to create.

- 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.
- 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.
- ORIENTATION MANUAL (Charter & Flex Clubs)**
 - Read the orientation on our website: www.smc.edu/as, see CLUBS or FORMS & DOCUMENTS webpages (scroll down).
- SUBMIT A COMPLETE CLUB REGISTRATION PACKET, by one of the deadlines listed on the ICC CALENDAR above (Charter & Flex Clubs)**

All documents should be uploaded to Club Registration Form.

 - Submit Digitally– Club Registration Form
 - Submit Digitally- Signatures page with original signatures
 - Submit Digitally—Club Constitution
 - Submit Digitally— Club Advisors Responsibilities Form
 - 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

Questions?

Contact us at osl@smc.edu