

ASSOCIATED STUDENTS OF MONTEREY PENINSULA COLLEGE

INTER-CLUB COUNCIL (ICC) STUDENT ORGANIZATION POLICY AND FORM HANDBOOK 2023 - 2024

ASMPC Student Government Office

www.mpc.edu/student-life/student-activities/student-clubs

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Inter-Club Council

The purpose of the Inter-Club Council (ICC) is to serve as a central force bringing together 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's meeting time is Wednesday's at 3:00 pm in the Costanoan Room located in the Student Center. All meetings are in person.

Inter-Club Council Leadership

Chair (ASMPD Director of Clubs)

1. Preside at all ICC Meetings
2. Vote on ICC proposals in the case of ties
3. Interpret and enforce all funding guidelines
4. Propose interpretations of the Constitution & Bylaws
5. Create and post the agenda / minutes for all ICC meetings 72 hours in advance

Secretary

1. Take minutes at ICC meetings
2. Take attendance and keep track of club attendance
3. Maintain permanent records for the ICC

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, 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* (These forms can be submitted via hard copy or can be sent to via google docs)
3. Obtain a copy of the *ICC Handbook* and the *ICC Constitution and By-Laws online* at: <https://www.mpc.edu/student-life/student-activities/student-clubs/inter-club-council>.
4. Fill out the *Club Activation form* completely, including:
 - Advisor's signature
 - List all Club officers / members (minimum of 5 currently registered MPC students are needed to start a club.)
 - Attach a copy of your club's constitution (Document stating the purpose of the club and it's officers).
 - Return all completed forms to the Student Activities Coordinator via email: josborne@mpc.edu or hard copy to the SA office located in the Student Center.

5. Designate one club member to be the ICC Representative. The ICC Representative must attend each weekly ICC meeting. It is okay to designate an alternate ICC Rep (but only one voting member per club is allowed).

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, Advisor Agreement and Club Constitution*.

Reactivation for clubs must be done within the first 2 weeks of the fall semester. Clubs are not considered active until the paperwork is turned in.

Club Advisor: Role and Responsibilities

All registered student clubs, 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.

Every advisor will have a different relationship with their respective student organization. Given the diversity of students and student groups, the roles of the advisors will vary accordingly.

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 Advisor's responsibilities include:

- Attend all regularly scheduled meetings of their club.
- **The advisor must attend and supervise ALL functions, activities, and events of their club. If the club event is held on-campus, Advisors need not be present for the entire event, but they need to make sure the event is set-up and cleaned up accordingly.**
- **The club advisor must be present for all off-campus field trips, events, and conferences of the club for the duration of the event.**
- 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.
- If a club does not consistently have an ICC Representative attend the weekly ICC meeting, the club will not qualify to receive any funding.
- Make sure copies of club meeting minutes are maintained and filed.

In this section, a basic list of roles and responsibilities an advisor may take are listed.

Mentor

Many students will come to see their advisor as a mentor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication.

Mediator

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come into conflict, it may be necessary to meet with them and discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the group achieve its mission. Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful.

Team Builder

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students amongst each another and with the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

To this end, it may be helpful to organize workshops and/or retreats to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

Reflective Agent

One of the most essential components to learning through co-curricular activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember,

any criticism you provide students should be constructive and you will want to provide concrete examples of actions for their improvement.

Motivator

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at SCC – to the experiences they will have in the community.

Educator

As an advisor, your role of educator will often come through modeling of behavior, guiding students in reflective thinking and assessment of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Policy Interpreter

Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies, the better you can inform the students on their plans and help them avoid frustration and disappointment.

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.

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.

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 emailing Julie Osborne. 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 the President in preparation of agenda. Takes and transcribes minutes 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, and Minutes

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. Clubs must follow the Brown Act and Roberts Rules of Order.

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
- Time, date and place of next meeting

ICC Meetings

ICC holds a weekly meeting with all active clubs every regular fall and spring semesters. The meeting time and date is determined at the beginning of the semester.

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. 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 their club 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 three 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, 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. 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:

- All funding proposals must be e-mailed to icc@mpc.edu (no hard copies) by 5:00 pm (3) days prior the week prior to the ICC meeting (Not including Sat & Sun).
- For the Fall 2023 Semester, the ICC meets in person every Wed. at 3:00 pm in the Costanoan room in the Student Center.
- The proposal is first listed as a “Discussion Item.”
- If the Discussion item is approved, the item will then be moved to an “action item” for the following weeks’ meeting.
- **If the ICC Representative is not present during a meeting in which there is a proposal, the item cannot be approved or discussed.**
- **The final approval for all ICC funding is the Dean of Student Services. Your proposal is not considered “approved” until the Dean signs it!**
- New Clubs are entitled to a \$50.00 start up fund. A club may only receive this money once and ICC attendance requirements do apply.
- **All receipts must 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 two weeks of the activity will not be paid.

Fundraising Policy

Recognized student organizations may raise funds for the purposes related to the

objectives of the organization. The ICC encourages clubs to raise funds. The monies that clubs raise can be used to help pay for: club events, conferences, field trips, promotional items, etc.

All monies earned from fundraisers must be deposited into the club account through fiscal services no later than 48 hours after the sale.

Fundraising activities must be approved in advance by the Student Activities Coordinator at least 2 weeks prior to the anticipated date of the fundraiser. Clubs must also submit a Fundraiser Approval Form.

Permitted Fundraisers:

1. Sales (food, baked goods, arts, crafts, etc.)
2. Services (car washes, etc.).
3. Entertainment (dances, concerts, plays, movies, comedy shows, etc.)
4. Contests (races, relays, sporting events, etc.)
5. Contributions/Donations (donation collections, door prizes, silent auctions, etc.)
6. Exhibits/Shows (fashion shows, art exhibits, etc.)

Prohibited Fundraisers

1. Clubs cannot engage in fundraising activities where members will be involved in selling or the distribution of alcohol, firearms, tobacco, drugs, or illegal substances.
2. Animal rides, games that use toy guns, darts or arrows.

Food Sales Guidelines

The following guidelines apply to all activities involving the selling of food or beverages.

1. All food and beverages shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination.
2. Gloves must be worn at all times.
3. Foods such as hamburgers should be purchased as pre-packaged patties. All uncooked patties, hotdogs, chicken, cheeses, etc. must be kept cold at all times.
4. Perishable foods need to be kept in an ice-chest or refrigerated container.
5. Pre-packaged food items should be used whenever possible.

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 20. Please note that copy privileges will be revoked for abuse of this policy. Please see an ASMPC council member so they can assist with using the copier.

MPC Vans

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.** Students are not permitted to drive the vans. To reserve a van, please contact Christopher Perez in Facilities: cperez@mpc.edu. Chris will also provide you with a gas card (please save the receipts and turn them into Chris).

Please make sure your activity has prior approval before reserving any vehicles.

Bulletin Boards / Sandwich Boards

ASMPC maintains publicity boards located throughout the campus on which flyers about club activities / events may be posted. All flyers and posters must be approved in advance by the Student Activities office. All publicity must be removed by the club immediately after the event or at the end of the posting date.

For electronic postings of event, please email the flyer to Kristin Darken, Director of Marketing at: kdarken@mpc.edu.

Please do not post materials in the following locations:

Walls on buildings
Windows on buildings
Bricks or sidewalk
Traffic control signs
Trees
Vehicles
Light poles
Planted garden areas
Trash Cans
Sculptures

AV Equipment

There are also other items available for clubs, podium, speakers, microphone, etc. The club advisor needs to make the request through the MPC AV/IT department.

Role of the Advisor

Every student organization must have an Advisor to become a recognized or sponsored club. The primary role of the Advisor is to serve as a resource for the organization. Advisors counsel and advise student organizations by asking the “tough” questions, and assisting students in their thinking process.

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.

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 current MPC employee; full-time or adjunct faculty, staff, or administrator and must retain that status in order to continue to serve as official club advisor.

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 available on the ICC website and 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 Dean 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.

Advisor & Event Responsibilities

Advisors should allow student officers maximum freedom and responsibility in the planning and operating of all events. However, it is the duty of the 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 ASMPCC Inter-Club Council at their regularly scheduled weekly meeting, which are held on Tuesdays.
2. All events must be approved by the Student Activities Coordinator at least 2 weeks prior to 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 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 must 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 ASMPC ARE NOT COVERED BY CAMPUS INSURANCE.

Field Trips / Conferences

A club planning an overnight activity must follow specific procedures as outlined by the Monterey Peninsula College District. Approval by the Student Activities Coordinator 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 (4-6) 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 – Each student must fill out the Field Trip Liability Waiver Form from, advisors will keep these forms with them in case of an emergency.

For conferences, the following (2) forms must be completed: MPC Employee Conference/Travel Agreement and the Fieldtrip Liability Waiver Form (students).

Forms Index

FORM	PURPOSE OF FORM
Club Activation Form	Used to activate or re-active a club – due every Fall semester.
Advisor Agreement Form	Form used to show duties and responsibilities of advisors, needs to be re-submitted every Fall semester.
Sample Constitution Form	Used as a template to show how to write the clubs' constitution.
ICC Funding Proposal Form	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.
Club Check Request Form	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. 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.

FORM	PURPOSE OF FORM
ASMPC Check Request Form	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.
Field Trip Liability Waiver Form	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. The advisor is required to be present at all club-sponsored activities.
Conference /Travel Form	Advisors must fill out this form and get it approved from their supervisor.
Fundraiser Approval Form	Use this when you want to have a club fundraiser.