

MT. SAN ANTONIO COLLEGE

STUDENT LIFE OFFICE

INTER CLUB COUNCIL

TO: Prospective Club Members & Club Advisors

FROM: Eula Gray – Advisor, Inter Club Council
Dyrell Foster – Director, Student Life

RE: **PROCEDURES FOR STARTING A CLUB**

So you want to begin a club...

The following procedures have been developed to guide you towards achieving club approval:

1. Complete the attached “Procedure For Starting A Club” form.
2. Develop a constitution following the guidelines provided. The constitution needs to be signed by the club advisor prior to submission.
3. Submit two copies of the constitution along with the “Procedure For Starting A Club” for to the Student Life Office.
4. The draft of the constitution will be review by the Student Life Office. Prior to presenting this document to I.C.C., all requested changes must be made.
5. Once approved by the Student Life Office the “Procedure For Starting A Club” form and the club constitution will need to be reproduced and enough copies made for all the Inter Club Council voting representatives. Note: Clubs are responsible for reproducing the required number of constitutions needed to distribute.
6. To request formal approval for your club a representative from the proposed club must be present at the Inter Council meeting. The advisor(s) are also invited to attend the meeting if possible. The constitution is distributed to the Inter Club Council representatives, and they will have an opportunity to review it. You are placed on the agenda for two consecutive weeks and formal action takes place the second week after the constitution is presented
7. When approval is granted, the club is asked to designate two club members to serve as their Inter Club Council representative and Inter Club Council alternate representative which requires attendance at the I.C.C. meetings. To be considered an active club the representatives must attend the weekly I.C.C. meetings and perform those duties as prescribed by the I.C.C. constitution.

8. Club constitutions must be in compliance with the California Education Code, Sections 76035 and 76060. Changes or amendment to the constitution MUST be submitted following the procedure listed in #4.

606.1 – Board Policy

Membership in Secret Organizations/Clubs Prohibited

Students shall not have membership in or take part in the organization or formation of any secret fraternity, sorority, or club. Nothing in this section shall be construed to prevent any student from joining the order of the Native Sons of the Golden West, Native Daughters of the Golden West, Foresters of America, or other kindred organizations not directly associated with the community colleges of the state.

76060 – California Education Code

Organization of Student Body Association

The governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities as may be approved by the appropriate college officials. The association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district.

9. Amendments or changes to the constitution follow the same approval process as newly submitted constitutions.

IN ORDER TO GROUP STUDENTS TOGETHER WITH INTEREST AND PURPOSES WHICH ARE SIMILAR, A CLUB WILL NOT BE ALLOWED TO FORM IF ONE CURRENTLY EXISTS.

A Constitution Should Contain the Following Articles:

PREAMBLE

A brief statement of the aims and purposes of the organization.

ARTICLE I – Name

State the name of the organization. If the preamble is omitted, this should contain a short statement of the purpose of the organization.

ARTICLE II – Membership

Define the general requirements for membership, which must be open to all students who have paid the Student Activities fee. Membership in clubs is for Mt. SAC credit students only.

- Section I: In no instance should membership be based on a selection committee that has the power to vote new members into the organization.
- Section II: Duties or responsibilities of general membership.
- Section III: Dues or fees to be paid by members, if applicable.
- Section IV: Active/Inactive status for membership.
Provisions may be made for former members of the club who are no longer Mt. SAC students. All rights and privileges of regular members do not apply to alumni members.

ARTICLE III –Voting Rights

- Section I: Discuss who has the right to vote. What establishes a quorum necessary for doing official business?

ARTICLE IV – Officers/Elections

- Section I: List the titles of the officers of the organization and their term of office. Include a position for an Inter Club Council (I.C.C.) Representative and the Alternative Representative. The Representatives must be available to attend the I.C.C meetings each Monday at 1:00 p.m.
- Section II: Manner by which officers are elected, who will elect and when will elections be held.
- Section III: Qualifications for holding office. Eligibility for voting.
- Section IV: Responsibility /role of the Advisor.

ARTICLE V – Duties of Officers

- Section I: Define duties of each officer. Be specific.
- Section II: Procedures for removing/impeaching an officer.
- Section III: Procedure for filling vacancies.

ARTICLE – VI

- Section I: Procedure for amending By-laws and/or constitution.

ARTICLES VII – VIII – IX

Additional articles may be necessary to provide for the smooth functioning of your club. The constitution is the operating manual for your club. Consider any possibilities and make sure you have addressed it in this document.

The organizations/clubs, which are recognized by the College, receive the following privileges:

1. Use of College facilities.
2. Use of the various communication media.
3. Recognition in College publications.
4. Reservation rights on the College calendar.
5. Join-A-Club Days are held each semester where clubs have the opportunity to recruit members, and to display creativity, which could result in a cash award.
6. Opportunity to be included in judging for the Master Club Award, perpetual plaque with club name engraved on it that is displayed, plus an individual plaque the club will be given to keep, cash, and a clubroom for one year.
7. Chance to have club information/articles published in the I.C.C. newsletter. Note: This newsletter will only be published if there is a student Volunteer to coordinate information.

MT. SAN ANTONIO COLLEGE
STUDENT LIFE OFFICE

I.C.C. Approved Date _____

**PROCEDURE FOR STARTING OR REACTIVATING
A CLUB OR ORGANIZATION**

Name of Club: _____

Statement of Objectives and Aims: _____

Two (2) copies of your constitution (Use sample sheet as a guideline). Upon approval of your constitution, copies must be made for each I.C.C. representative.

I have read and approved the constitution being submitted for approval.

Signature of Faculty/Staff Advisor: _____

LIST OFFICERS AND MEMBERS: (Minimum of 5)

Club Member Name	Student College I.D. Card #:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Both the representative and the alternate must be available to attend I.C.C. meetings, Mondays at Noon. Club Constitutions must be in keeping with the California Education Code Sections 76035 and 76060.

Approved by:	Signature/Initials	Date
Student Life Office	1 st Reading _____	_____
	2 nd Reading for Corrections _____	_____
	Final Approval: _____	_____

Updated 5/2007 emg