



# INTER-CLUB COUNCIL GUIDELINES

## 2011 – 2012

### I. ICC ORGANIZATION

#### A. Vice President of ICC

1. Shall chair all ICC meeting or designate a chair as needed. The substitute chair must be well versed in parliamentary procedure and have a working knowledge of current topic in the ICC to adequately chair a meeting in the absence of the VP of ICC.
2. Shall have at least once in the past two years been an officer (President, Vice President, Treasurer, Secretary, ICC Rep of a recognized club or served as the Administrative Assistant of the ICC).
3. Shall inform AS Council of all major decisions of the ICC.
4. Shall ensure that all ICC club officers and members of the general assembly are aware of and adhere to the ICC guidelines.
5. Shall report as requested to the President of the A.S. Council.
6. Shall chair (or designate an appropriate chair) for the ICC Finance Committee meetings.
7. Shall appoint standing committee chairs as needed and approved by the ICC.
8. Shall ensure that agendas are distributed and posted and assure ICC compliance with the Brown Act.
9. Shall ensure that the ICC members are informed as to parliamentary procedure and definition and relevance of the Brown Act and Sunshine Ordinance.
10. Shall ensure that all allocated funds are deposited appropriately in proper accounts within 72 hours of AS/ICC approval.
11. Shall interview, hire, and train the ICC Assistant.
12. Shall have the authority to freeze club accounts (with approval of Dean of Student Activities) for any non-compliance of the ICC Guidelines.
13. Shall notify club advisors regarding club recognition within the first three weeks of each semester.
14. Shall appoint three (3) members from ICC as representatives to the Associated Student Council meetings.



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15. Shall conduct thorough orientation sessions for all club officers including event paperwork information, financial matters, service hours, meeting attendance, fundraising, posting guidelines, and explanation of the Financial Guidelines for the management of AS Funds at CCSF.

#### **B. ICC Assistant**

1. Shall assist the Vice-President of ICC in his/her responsibilities.
2. Shall take minutes at both ICC and ICC Finance Committee meetings and ensure that they are appropriately posted and distributed.
3. In the absence of the VP of ICC, the ICC Assistant shall chair ICC meetings, ICC Finance meetings, conduct orientations, and designate someone to take minutes.

#### **C. ICC Representatives**

1. The Inter Club Council shall be composed of Club Presidents or their designee.
2. Club officers and ICC representatives must be trained in ICC procedures including parliamentary procedure, event request forms, money issues, meeting attendance, etc.
3. Shall be present at all ICC meetings representing their respective clubs. Three absences may be excused – please notify VP of ICC or the ICC Assistant of absences.
4. Shall announce their club activities and voice any club concerns to ICC general meetings.
5. Shall represent no more than two clubs per semester. Please note: only club officers or ICC representative OF RECORD are allowed to vote on ICC matters.
6. Shall empty their club mailboxes on a weekly basis.

#### **D. Responsibilities of ICC\***

1. Approve appointments for ICC committees and event chairs.
2. Shall hold regular, open, and publicized meetings regularly throughout the semester.



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3. Shall comply with AS/ICC Financial guidelines.
  4. Shall vote in club meetings on all expenditures in ICC club accounts and be subject to public vote by the ICC general assembly regarding requests for matching funds or campus-wide grants.
  5. In the ICC general meeting, representation of a majority of all recognized clubs shall constitute a “quorum” (required number of people at the meeting to hold a vote). The quorum number is: # of clubs divided by two plus one.  
Example: 62 clubs, dived by 2 = 31, plus 1 = 32 is the “quorum”.
  6. The ICC shall be informed of the AS Council agenda items as posted on the AS bulletin board in compliance with the Brown Act.
  7. Any changes to the ICC Guidelines must be voted upon in the ICC general meeting and formally adopted by the AS Council.
  8. ICC shall not authorize during the Fall semester expenditures for more than 40% (for matching funds, fund raising & campus wide events) of the yearly budget given by AS Council.
- \* Before the sixth week of the Fall semester and the third week of the Spring semester, the Associated Students Council shall make financial decisions for the ICC upon the recommendation of the VP of ICC and the Associate Dean of Student Activities. The ICC shall meet informally to promote club recognition and activities.

### E. ICC Finance Committee

1. Membership
  - a. VP of ICC
  - b. VP of Finance
  - c. Associate Dean of Student Activities
  - d. Three voting members of the ICC, appointed by the ICC general assembly.
  - e. Quorum for the ICC finance committee consists of three voting members, but must include the VP of ICC OR the Associate Dean of Student Activities AND two voting members form the ICC.



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### 2. Responsibilities

- a. Shall review all ICC financial matters.
- b. Shall review all budgets and event proposals insuring adherence to Financial Guidelines for the management of AS Funds at CCSF.
- c. Shall make recommendations base on “Section III. ALLOCATION AND USE OF ICC FUNDS, part B. Additional Allocation Proposals” of the ICC Guidelines.
- d. Finance committee recommendations will go to ICC general assembly for final vote.
- e. Shall meet weekly and/or when there are club proposals to consider. Finance Committee meetings may be cancelled due to lack of need.
- f. Shall review club compliance to AS Financial Guidelines.

## II. CLUB RECOGNITION AND RESPONSIBILITIES

### A. **Recognition** – EVERY semester clubs must do the following for recognition by the Associated Students.

1. The Club President, Treasurer, and ICC representative/s must attend a mandatory orientation session with the VP of ICC. Schedules for trainings will be posted at the beginning of each semester and must be completed before recognition date.
2. Club advisors must also attend an orientation with the Dean of Student Activities by individual appointment.
3. Submit a completed ICC club packet to the VP of ICC or the ICC Assistant by the deadline specified on the packet.
4. All requested information must be complete and a club representative must be at the AS Council meeting for official club recognition.

### B. **Ongoing Club Responsibilities**

1. All clubs must be open to all students of CCSF with the exception of an honor society which may use a 3.0 GPA as a criteria to join subject to approval by a 3/4 majority vote by the ICC.



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2. All club officers must be enrolled in no fewer than six units and maintain a 2.0 GPA throughout the semester
3. A student may be a president or treasurer of only one club.
4. A club officer or ICC representative must attend all ICC weekly meetings. Clubs exempt from weekly meetings are those comprised of evening students or those with department time conflicts. Exempt clubs are responsible for all information and decisions as posted in ICC meeting minutes.
5. Three absences is the maximum for any club. A warning will be issued to club officers and advisor after two missed meetings per semester. Club accounts may be frozen for more than three absences per semester. Keep the line of communication open between VP of ICC and club officers for anticipated absences.
6. Service hours must be validated and authorized by the VP of ICC. By Wednesday of 16<sup>th</sup> week of the semester, each club must complete ONE of the following:
  - a. Ten hours of campus service work and one campus wide activity.
  - b. Twenty hours of campus service work.
  - c. Two campus wide activities.
7. All club activities, including fundraising, food sales, etc. must be scheduled and approved by the Student Activities Office at least **TWO WEEKS PRIOR TO THE EVENT**. A report back form must be submitted within one week after the event. If requesting matching funds or campus wide event funds, the proposal must be heard by the ICC Finance Committee at least 14 days (2 weeks) prior to the event or be subject to only 75% of requested grant.
8. All club posters, flyers, and announcements must be approved by the Student Activities Office prior to posting on campus and must follow posting guidelines. Posting must be removed within a week after the event. The following must be on every posting: “Officially recognized club of the Associated Students” AND “Persons requiring accommodation need to contact DSPS at 452- 5481. Please give at least 72 hours notice.”
9. The VP of ICC and the Dean of Student Activities must be **notified in writing** whenever a new president or treasurer is elected or a new advisor is appointed. The new officer is required to schedule an orientation



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meeting with the VP of ICC to change paperwork signatures and receive pertinent information. Likewise, a new advisor must schedule an appointment with the Dean of Student Activities.

10. Clubs associated or affiliated with outside (parent) organizations are encouraged to indicate on club packets, flyers, and literature the names of affiliate or parent organization.

### **III. ALLOCATION AND USE OF ICC FUNDS**

#### **A. Base Allocations**

##### **FOR THE FALL SEMESTER:**

In order to receive a \$300 base allocation, the following must be completed:

- Complete the steps outlined in Section II. “CLUB RECOGNITION AND RESPONSIBILITIES” of the ICC Guidelines by Tuesday of the sixth week of the semester.

In order to receive the \$150 base allocation, the following must be completed:

- Complete the steps outlined in “Section II. CLUB RECOGNITION AND RESPONSIBILITIES” of the ICC Guidelines by Tuesday of the ninth week of the semester.

##### **FOR THE SPRING SEMESTER:**

In order to receive a \$300 base allocation, the following must be completed:

- Complete the steps outlined in Section “II. CLUB RECOGNITION AND RESPONSIBILITIES” of the ICC Guidelines by Tuesday of the third week of the semester.

In order to receive the \$150 base allocation, the following must be completed:

- Complete the steps outlined in Section II. “CLUB RECOGNITION AND RESPONSIBILITIES” of the ICC Guidelines by Tuesday of the sixth week of the semester.

##### **EVERY SEMESTER:**

- Clubs are encouraged to view their base allocation as “seed money” to use for fundraising events and grow their budget on their own.



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- For clubs that were unable to complete their service hours from the previous semester or clubs that exceeded three absences at ICC meetings, \$25 will be deducted from the base allocation.
- Infractions of the ICC Guidelines will warrant probation of the club and potential freezing or further reduction of base allocation, up to an additional \$50 per semester.
- A club on probation must attend 4 consecutive weekly meetings to be removed from probationary status.

### B. Additional Allocation Proposals

Proposals must be submitted to the ICC Finance Committee for additional funding. The ICC General Assembly must vote on final proposals to grant funds from either matching or campus-wide accounts.

1. All proposals must be signed by the Club President, Treasurer, and Advisor. Please review all details and directions on the proposal form and ask for help from the VP of ICC or the ICC Assistant as needed in filing out and submitting the appropriate forms.
2. All sources of income and all expenses must be presented on the proposal and a detailed outline of the event and budget must be presented. In the event that the club making the proposal has funds in their account at the time of the proposal, the submitted budget must show the details of the future events or expenditures for which the current balance is intended. These projected events will be recorded by the VP of ICC (or his/her designate) and failure to comply with this budget may result, at the decision of the VP of ICC, in forfeiture of any additional allocation granted on the basis of the submitted budget and/or a reduction in base allocation for the current or future semester. [Failure to submit a Report-Back form after an event may also result in forfeiture of allocated funds.] Club minutes from a meeting where the event and budget were discussed and voted upon must be included with the club's proposal.
3. All proposals are submitted to the ICC Finance Committee at least 21 days prior to the event. The Finance Committee will make a recommendation to approve and the club must present the final proposal to the ICC General meeting for final approval. The club officer or representative must be present to explain the proposal to the ICC and answer questions regarding detail of the event.
4. Follow directions on the proposal form to include publicity plan and reason for event.



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5. Proposals submitted after the 21 days prior to the event deadline are subject to only 75% of the requested amount.
6. A Club may submit both matching funds and campus-wide event proposals throughout the semester, but no club shall receive more than \$500 per semester in combined grants.
7. **MATCHING FUNDS:** For club membership-specific events such as field trips, conferences, etc. Clubs must fundraiser at least HALF of the money requested. A maximum of \$500 per semester may be requested.
8. **CAMPUS WIDE EVENTS:** 100% funding for activities benefiting the ICC or the campus at large. A maximum of \$500 per semester can be requested. At least 75% of the publicity plan must be spent on the CCSF Ocean campus and no more than 25% may be spent on off-campus promotion.
9. The ICC may propose to fund a campus event such as Appreciation Day, Club Fair day, etc.

### C. Use of Funds for Events Funded (at least in part) by the ICC

1. **Performers/Food:** A maximum of \$500 shall be paid for all performances per event. No more than \$300 per performing group. No more than \$100 per performer. A maximum of \$300 may be spent on food by a club (except if used for fund-raising purposes). No more than \$50 per student performer. Any exceptions to the above must be approved by a 2/3 majority vote of the ICC.
2. **Food Expenditures:** Expenditures for breakfast, lunch or dinner cannot exceed \$10 per person. Only one meal per day can be paid for. Club conferences and field trips can allow for a food allotment of up to \$30 per day, per person.
3. **Specialized Student Workers:** (directors, technicians, etc.) will be paid no more than the current student wage per hour.
4. **Student Speakers:** A maximum of \$50 shall be paid to all student speakers, for a minimum of 30 minutes. No payment shall be made if student speaker speaks for less than 30 minutes.
5. **Other Speakers:** A maximum of \$200 shall be paid to speakers from a community organization or speaker circuit. Exceptions will only be made based on written documentation indicating a higher price.



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6. **Fundraising:** If funding is provided by the ICC, 25% of all profits gained from the event should be returned to the ICC. Fundraising deposit forms must be turned into the Student Accounting Office (Conlan 104) **within 5 business days** after the event. Include all receipts to prove dollar amount fundraised. Fill out a Transfer of Funds form to return the 25% to ICC fund number 731031 and provide documentation as determined by receipts and deposit slip from the Accounting Office.
7. **Scholarships:** Money raised through a campus wide event for scholarship funding is exempt from the 25% return to ICC rule.
8. Events funded entirely without ICC funds are not subject to the above limitations, but other restrictions on payments and expenditures apply – for questions about these rules, or concerning specific planned expense, please see the VP of ICC.

#### **D. Acquiring Approved Funds**

1. The VP of the ICC and the Associate Dean of Student Activities must authorize the Transfer of Funds from the ICC fund to the Campus Wide fund. The VP of ICC will check expenses against the approved budget after the event.
2. All requests for reimbursement of payment vouchers from a Campus Wide Event must be submitted to the Student Activities Office with all supporting documentation (receipts) within 5 business days after the event. Payment vouchers must be approved by the VP of ICC and the Dean of Student Activities.
3. Regarding Matching Funds: Club officers or representatives must submit a transfer of funds form with the amount being matches to the VP of ICC within 3 business days after approval of matching funds transfer by the ICC general assembly.

#### **IV. ACCOUNT MANAGEMENT**

##### **A. Rules for Club Accounts**

1. **No club shall open an off-campus bank account.**
2. No club shall transfer funds from one club to another unless they are sponsoring a collaborative event.
3. All club accounts shall automatically rollover from Fall to Spring.



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4. A club must spend the allotment given to it within the fiscal year. If it spends the full amount of the initial base allocation, then the money remaining will be left in the club account for the next academic year if the rollover form is filled out by the required deadline. If a rollover form is not filled out, the money in the account will revert to ICC Undistributed Account at the end of the year.
5. Club accounts may lay dormant for up to 2 years (4 semesters) in the event of a non-active club. Within the 2 years a club may become active again and have access to their club account. If, after 4 semesters, the club is not reactivated and fully recognized by AS, the amount in the dormant club account will be released to the ICC to be split in the following way: 50% to campus wide funds and 50% to matching funds.

### B. Freezing of Club Accounts

1. An individual club account will be frozen if:
  - a. Clubs have not fulfilled service hour obligations (refer to “Ongoing Club Responsibilities, section 6.)
  - b. The Club has more than three absences from the ICC general meeting. Attendance monitoring will begin from the time a club is officially recognized.
  - c. Borrowed AS or Student Activities property is not returned and/or cleaned after an event.
  - d. Area is not cleaned up after an event (Ram Plaza, SU, MLK, etc.)
  - e. Any infraction of guidelines including ICC Guidelines, Posting Guidelines, Financial Guidelines, Student Conduct, etc.
2. A written warning will be submitted to the club officers and advisor if a club account is in danger of being frozen.
  - a. Authorization to freeze club accounts requires the signatures of both the VP of ICC and the Associate Dean of Student Activities.
  - b. Accounts can be unfrozen by making an appeal to the VP of ICC and the Dean of Student Activities. Arrangements by the three parties must be approved by a 2/3 majority vote of the ICC.



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#### **V. MLK OFFICE SPACE REQUIREMENTS**

- A. The MLK Center (basement level of the Student Union) is a place for students involved in clubs at CCSF to gather, plan, organize, and socialize. Active clubs share office space, computers, phone lines and file cabinets. Individual offices are locked for security and keys are issued to club presidents through the Student Activities Office. A general conference room is available for large club meetings or gatherings on a reservation basis.
- B. Using the MLK is a right that carries responsibility; students have the right to develop and use the area as well as the responsibility to care for it and secure its resources.
- C. Clubs that share office space will be determined at the beginning of each semester by the fourth week of the semester, based on interest and need for space. Room allocations must be decided upon by a 2/3 majority vote of the ICC. There is space for up to 6 clubs to share office space in the MLK.
- D. A club may be in jeopardy of losing its office space if it did not use its office on a regular basis, did not maintain the space properly, receives more than three complaints in writing from office “roommates”, or stores illegal or hazardous materials in the club office such as drugs, alcohol, firearms, or flammable substances. Additionally, food substances such as dried goods must be double wrapped and stored in airtight plastic containers, including drink mixes or cookies.

#### **VI. AMENDMENTS TO THESE GUIDELINES**

- A. Changes to these Guidelines can be made only by a 2/3 vote of the ICC and a majority vote of the A.S. Council.
- B. Guidelines Approved by the ICC on April 12, 2008 and Approved by the AS Ocean Council on April 14, 2008