



Club Handbook

INTER-CLUB COUNCIL

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Chartering a Student Organization

Club charters for the fall or spring are accepted starting the first day of the semester. Any student(s) interested in starting a new student organization at Cabrillo College will need to complete the following:

1. Recruit and have a minimum of six (6) club members. The six (6) club members must be currently-enrolled Cabrillo College students who have a current Student Activity card. Appoint one President and one Treasurer to serve as Executive Officers. Amongst the officers and members, designate an ICC Representative and Alternate to attend the mandatory ICC meetings.
2. Recruit one or more club advisor(s). All clubs must have at least one club advisor to be actively involved supporting the club's goals and activities by being physically present at club meetings, events and assisting with club manners.
 - a. Club Advisor(s) must be a Cabrillo College employee such as classified staff, faculty member or administrator.
3. Arrange a meeting place/ location.
 - a. Advisors must make all rooms reservations! Ability will vary. Room reservations can be made through ASTRA.
4. Complete your club's charter application online found on the Cabrillo College ICC Homepage.
5. Read, sign, and submit the ICC Sustainable Purchase Policy and Advisor Agreement. Submit to the Student Activities Coordinator in the ASCC Office Room 902, or at zamcdani@cabrillo.edu.
6. Submit an updated member roster including members' names and Student ID numbers.
7. Submit via e-mail a completed written Club Constitution & Bylaws.
 - a. Club's constitution must be reviewed and approved by the Student Activities Coordinator, Club's Advisor and Club's Executive Board. Sample constitution & bylaws can be found on the Cabrillo College ICC Homepage.
8. Attend CC meetings on Wednesdays at 3:10pm located in Room 913.

At the 1st ICC meeting: The ICC Representative will introduce your club. Give a brief description of your club vision and goals. Your ICC representative is expected to attend ALL weekly ICC meetings to represent your club and maintain an active student organization status. The club's charter will be revoked if the ICC representative is absent 4 ICC meetings in one semester or if absent in two consecutive meetings. Please make proper arrangements for an alternative ICC representative to attend ICC meetings to avoid absences that may result to losing club's charter.
9. Arrange to meet with Student Activities Coordinator to get access to club's resources and information. Please e-mail your available dates and time at zamcdani@cabrillo.edu. It will be ideal for the Student Activities Coordinator to be invited to meet with your executive board during your club meeting for about 15 minutes.

Returning Club Chartering

1. Returning clubs who were chartered in the two previous semesters are only required to submit the following documents:
 - a. Cabrillo College Charter Application (online form)
 - b. Updated member roster
2. It is the responsibility of the current club officers to ensure the Inter-Club Council has the original charter paperwork, consisting of a club constitution, signed advisor agreement(s) and signed sustainability policy agreement on file.
3. Clubs must submit new versions of the charter paperwork as changes are made to any of the forms.
4. Clubs who are returning after not being chartered for at least two semesters must re-apply for charter (see “Chartering a Student Organization”).
5. Returning clubs who do not submit the online charter application form and the updated member roster by the end of the fourth week of the current semester must adhere to all steps of the new club charter process (see “Chartering a Student Organization”).

Club Charter Recognition

1. Any group of at least six (6) students at Cabrillo College having like interests may submit an application for charter to the ICC.
2. Clubs that submit their completed charters application by the end of the fourth week of each new semester shall be chartered by the ICC. All club charters submitted after the fourth week of each semester must be approved by a majority vote of the ICC at a regularly scheduled ICC general meeting.
3. All official Cabrillo College Student clubs must be recognized and chartered by the ICC.
4. Any club applying for charter must submit a complete charter application to the ICC chair. A complete club charter shall consist of the following documents: a. Cabrillo College Charter Application (online form) b. c. d. Club Bylaws (see sub-article VI, section 1.a) Signed Advisor Agreement ICC Club Information Form
5. No later than one (1) week following the chartering of a club, said club must hold a general member meeting. The purpose of said meeting shall include a vote by the general members to officially elect the club’s executive board. Minutes of said meeting must be provided to the ICC chair within three (3) days following the meeting.
6. An executive board member of any club may only be removed by a two-thirds ($\frac{2}{3}$) vote of that club’s active members. The vote must take place at a general member meeting. Minutes of said meeting must be provided to the ICC chair within three (3) days following the meeting.

Club Suspension

1. The ICC chairperson, upon receipt of a complaint from any student or upon receipt of evidence that a violation of the California Education Code, District Policies, or ICC Bylaws has occurred shall ask for a review of the evidence at an ICC meeting.
2. The President or Chairperson and the advisor of the offending club shall be notified of review and will be required to be present.
3. In the event the President of the offending club or their representatives fails to appear for review, it shall be conducted without their presence.
4. Action may be taken by the ICC in the form of suspension or revocation of the charter by a two thirds (2/3) majority vote.

Club Benefits

Campus Events

1. Only chartered club may host events on or off campus, if your club is chartered and would like to host an event, you may fill out an Event Request Form at <https://goo.gl/XQxBDL>. Additionally, all off-campus events require a completed Cabrillo Field Trip/Excursion Request form (<https://goo.gl/xkSsd1>) be submitted to the Dean of Student Services' Office in SAC East 1 calendar week prior to the event.

Club Funding and Accounts

2. Each club may request up to \$500 dollars per semester from the ICC general fund. This funding may be either transferred to the club account, which is managed by the Cabrillo Business Office or sent directly as an invoice or reimbursement.
3. In addition to the above, each club may also complete a series of events to obtain up to \$600, disbursed at the end of the semester, to be used the following semester.

Club Copy Machine

4. Chartered clubs will be given a copier code number for the copy machine in the ASCC Office (Rm. 902). The first 100 black and white copies will be free and all following copies made on this machine will automatically be deducted from the club's fund at the semester.

Banner/ Poster Making

5. Materials to make banners and posters are located in the ASCC Office (Rm. 902). Clubs can design and paint their own posters and banners at no charge. Each club is responsible for the cleanup of the materials when they are done using the materials.

Audio/ Visual Request

6. All audio/ visual requests are handled through the Information Technology Department (IT). Your club advisor can call and reserve equipment for your club by calling 479-6392 or by filling out a IT Service Request at <https://sites.google.com/a/cabrillo.edu/track-it/home>.

Maintenance Request

7. If you need assistance setting up (tables, chairs, stage, etc.) your club advisor must complete a TrackIT Request online at <https://sites.google.com/a/cabrillo.edu/track-it/home>. The request type for this category is FPPO.

College Vehicle Request

1. Your advisor may reserve vehicles for club use through the Facilities Department (FPPO) at 479-6465. The campus club is responsible for handling any costs associated from operating and renting the vehicles.

Scheduling Meetings and Events

1. Scheduling meeting is handled through Cabrillo's Astra room reservation page LINK: <https://goo.gl/wQ8jQG>
2. It is the responsibility of your advisor to ensure that the room is available and scheduled in advanced for your club's meetings and events.

Club Finances & Requisitions

1. The college provides banking and financial services without charge to student clubs.
Deposits:
 - a. All dues or funds received from club activities must be taken to the College Bank for deposit to the club account. Deposits should be made within 2 working days after the event or a hold will be placed on the club account. Include club account number and club name on all deposits slips.
2. In order for funding to be transferred into or out of a club's account the club must fill out a Purchase Requisition Form, found in the ASCC Office (Rm. 902) or the ASCC Documents Web Page <https://goo.gl/EZ2U1X>

Requisition Procedures

1. Requisition forms are available in the ASCC Office (Rm. 902) or the ASCC Documents Web Page <https://goo.gl/EZ2U1X>
2. All expenditures must be approved by the members of the club at a regular club meeting. A copy of the minutes approving the expenditure must be attached to the purchase requisition with all original invoices and receipts for the purchase.
3. All performers/speakers that will be paid by a sponsoring college club must fill out a contract to be paid. Contracts are available in the Student Affairs Office.
4. The requisition must be completely filled out including:
 - a. Vendor (name, address and Datatel or Stu. ID# in applicable)
 - b. Club account number
 - c. Services rendered
 - d. Total price

Club Incentives

Clubs can earn incentive points the following ways:

1. **Hosting an event with an approved “Event Request Form”.**
 - a. Club’s hosting an event may give incentives to other clubs only if it is pre-approved by the Student Activities Coordinator.
 - b. A roster of clubs that assisted with the event (club and Student names and hours) must be submitted to the Student Activities Coordinator one week after the event. This roster will be used to validate incentive points.
2. **Helping other clubs host their event (no event form required).**
 - a. Double check with the Student Activities Coordinator that the event has been approved as an incentive event.
 - b. **Important:** Make sure that your club member’s signup in the volunteer roster.
3. **Other college events that need assistance from clubs.**
 - a. You will get emails and a list of monthly events from the Student Activities Coordinator.

Guidelines for Incentive Points

1. **All events** listed on the “Club Incentive Form” will be validated with the “Event Request Form”. “Event Request Forms” must be submitted and approved two weeks prior to the event in order to gain Incentives.
2. **All events** listed for incentive points must:
 - a. Be open and accessible to all Cabrillo Students.
3. **The Student Activities Coordinator must approve** all incentive point events two weeks prior the event.
 - a. No incentive points can be awarded for any type of fundraising events.
 - b. This includes events where donations are accepted. The exception to this is events that are collecting donations for an outside non-profit organization.
4. Only one incentive point can be awarded per event
 - a. Exceptions to this are events that are on multiple days.
 - i. This requires approval and is to the discretion of the Student Activities Coordinator.
5. In addition to completing 9 events, in order to receive **full incentive funding:**
 - a. At least one event must have occurred at the Watsonville Campus.
 - b. At least one event must be an event hosted by the club itself.
 - i. Other clubs can assist with this event.
 - ii. This event could be tabling.
 - c. A club may only count a total of 3 of their incentive points towards tabling or tabling-related events.

Flyers and Chalking

Posting flyers

1. All posting on walls, railings or anywhere on campus must be approved by the corresponding division offices that have jurisdiction of the desired posting area.
2. All material must be taken down 1 day after the event concludes.
3. Posted items must generally be affixed with thumb tacks, push pins, or similar type implements to assure ease in removal.
4. No staples (except at the bus stops), or glue are to be used in posting of materials.
5. Only Blue Tape can be used to place posters and banners onto railing or walls. Rope or string can also be used on railings.
6. No materials can be placed on doors, windows, door windows, lampposts or pillars.
7. Approval is needed from the Student Activities Coordinator to post on the Library and Cafeteria Railings.
8. No paper banners may be placed on the pedestrian bridge.
9. Indoor posting spaces such as classroom and services area bulletin boards are subject to the discretion, use, and/or approval of respective faculty and/or services area personnel.
10. No material can be placed on vehicles.

Guidelines for Chalking on Campus

1. Chalking is allowed on the Cabrillo College campus, but should not be used in excess.
 - a. Areas include the Quad, Library Plaza, VAPA, Between the SAC Buildings, etc.
2. All chalking should be used to promote events, awareness, etc. no offensive language, images, etc.
3. If your chalking is to bring awareness to an issue, please be sure to include messages of hope and also resources they can reach out to on or off campus.
4. All chalking done for an event should be removed / washed away 1-2 days after an event is completed.
5. If a chalking is not removed, your organization / department could be charged for the time incurred cleaning it up.

Outline for Club Constitution and Bylaws

Constitution

ARTICLE I NAME OF CLUB

The name of this student organization shall be: **FILL IN THE NAME OF YOUR CLUB.**

ARTICLE II PURPOSE OF THE STUDENT ORGANIZATION

The purpose of **FILL IN THE NAME OF YOUR CLUB** is to **FILL IN THE PURPOSE AND/OR VISION OF YOUR CLUB.**

ARTICLE III MEMBERSHIP

Membership is open to all Cabrillo students who have a valid (with a current sticker) SAC (Student Activity Card).

Bylaws

ARTICLE I QUALIFICATION AND ELECTION OF OFFICERS

- Section 1. Club officers must have at least a 2.0 cumulative Grade Point Average.
- Section 2. Officers will be President, and Treasurer. Club elections will be held no later than the 6th week of semester.
- Section 3. The election will be done by either secret ballot or by a “hands-up” method with the club adviser present.
- Section 4. The method of voting shall be determined by all prospective club members present with a simple majority of a “hand-up.”
- Section 5. From the members and officers, one ICC member and an alternate must be selected to attend the mandatory ICC meetings.

ARTICLE II MEETINGS

- Section 1 The president shall chair all meetings. In the absence of the president, the responsibility for chairing the meetings will be placed upon the Treasurer until adjustments to the officer board are made.
- Section 2 Quorum
- A. Quorum defines the number of members that must be present to conduct business/official meetings (e.g. approval to expend funds).
 - B. A quorum shall consist of at least 3 Club Officers and 3 club members OR all 6 club officers. In addition, one adviser must be present at all meetings. This means that a total of at least 7 must be present
- Section 3 Voting
- A. All club members present have one vote.

- B. Club Advisors may not vote.**
- C. Action items shall pass with the simple majority of those present at the meeting once quorum has been established.**

Section 4 Frequency and Location of Meetings

- A. There must be a meeting at least once a month held anywhere in the Cabrillo College District.**

ARTICLE III DUTIES OF THE OFFICERS

Section 1. President

- A. Preside over all meetings.**
- B. Prepare agendas that include the following:**
 - a. Location of meeting**
 - b. Starting and ending time of meeting**
 - c. A section for “action” items.**
 - d. A section for “information”**
 - e. A section for ICC report**
- C. Post club meeting agendas at least 24 hours in advance.**
- D. Print and distribute minutes for all meetings.**
- E. Carry out the provisions of the constitution.**
- F. Oversee all club activities.**
- G. Set an example of high standards of ethics and professional behavior.**

Section 2. Treasurer

- A. Handle funds and finances for club.**
- B. Keep financial records and collect dues (if applicable).**
- C. Prepare deposit slips and deposit revenues to the College Bank.**
- D. Prepare and process Purchase Requisitions to pay bills as approved by action items on the club minutes.**
- E. Make financial reports at least once a month at the meeting.**

Section 3. ICC Representative

- A. Attend all ICC meetings**
- B. Report club activities to the ICC**
- C. Report ICC business/information back to the club on a regular basis.**
- D. Request funding on behalf of the club represented**
 - a. Complete RFF (Request for Funding Form)**
 - b. Request agenda item to be on the ICC**

- c. When funds are approved, complete a Purchase Requisition for payment or transfer of funds to the club.

Section 4. ICC Representative Alternate

- A. Assume the duties of the ICC Rep, in his/her absence.

Section 5. CLUB OFFICERS – Collective Duties

- A. To formulate policies of the club. These policies are subject to approval of the general membership by a simple majority.
- B. To execute policies approved by the general membership.
- C. To coordinate activities of the club.

ARTICLE IV IMPEACHMENT / REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

Section 1. All elected officers may be subjected to impeachment and removal by a two-thirds majority vote of the membership present.

Section 2. Grounds for impeachment and removal from office are:

- A. negligence of club duties;
- B. any act of prohibited conduct as referenced in the Student Rights and Responsibilities Handbook (AP 5500);
- C. a two-thirds vote of the membership present is required;
- D. prior to impeachment/removal action, there must be one week's notice of intent listed on the agenda and given to the officer/club member in question.

ARTICLE V COMMITTEES

Section 1. The standing committees of this club shall be appointed as necessary

(This article is optional, delete if not applicable to your club.)

ARTICLE VI ADVISOR

Section 1. The role of the advisor is to:

- A. Serve as the official staff representative of the college.
- B. Work closely with the club to insure a cooperative relationship between the advisor, and the club membership.
- C. Help each officer of the organization understand their duties.
- D. Give particular attention to the financial activities of the group order to prevent the incurring of organizational debts for succeeding members to pay.
- E. Help students to understand and apply democratic principles within their own organizations, and in working with others.
- F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.

- G. Be familiar with the ICC Bylaws and club financial process.**
- H. Take all reasonable steps to ensure the safety and welfare of club members.**
- I. Ensure that appropriate college policies are upheld.**
- J. Sign all club purchase requisitions and make sure that the treasurer or president signs the expenditure is correct within all existing policies.**
- K. Facilitate conflict resolution among club members.**

ARTICLE VII CLUB RESPONSIBILITIES

Section 1. This club accepts full financial responsibility for all activities that bear its name as AN official sponsor

Section 2 The club will adhere to college regulations.

Section 3 All publicity for an event must:

- A. Bear the name of the sponsoring club.**
- B. Include club representative and adviser name and phone number on flyers, emails and online postings (not required for banners)**

Section 4. Record and keep accurate minutes of all meetings.

- A. Action items must include who moved, who seconded the motion and the final number of yes and no votes.**
- B. Record attendance for each club officer and adviser present, indicate names.**
- C. Record the number of other members present who are not club officers (names in the minutes are optional).**

ARTICLE VIII RIGHT TO ACT ON BEHALF OF A CABRILLO COLLEGE CLUB

Section 1. All club members, including officers, before making any expenditures or advertisements for any events, must have approval, as indicated in the club minutes.

ARTICLE IX AMENDMENTS TO CONSTITUTION & BYLAWS

Section 1. Amendments to this CONSTITUTION & BYLAWS requires a 2/3 vote at an official meeting that document quorum with an adviser present.

BOLDED ITEMS ARE REQUIRED LANGUAGE – NON-BOLDED ITEMS SHOULD BE ADAPTED AS APPROPRIATE TO YOUR CLUB

Club Advisor's Agreement

As a club advisor of Cabrillo College I assume the following roles and responsibilities:

1. Be present for all club meetings and provide advisement for:
 - a. **The financial activities** of the club in order to prevent an incurring club debt or misuse of funds.
 - b. **Planning of events and activities** to adhere to school policies and procedures.
2. Approve official club activities/events.
 - a. Event Request Form (ERF) must be Sign by the sponsoring adviser
 - i. By signing the (ERF) the advisor agrees to:
 1. Be physically present at the activity
 2. Approve all expenditures pertaining the event
 3. Support the students planning the event
3. Monitor Club Expenditures.
 - a. Advisors must Sign all club purchase requisitions (PR's) to make sure that:
 - i. the student treasurer or president signs the PR
 - ii. that the expenditure is correct within club's approval and existing school policies (e.g. purchase of alcoholic beverages are never allowed).
 - iii. that all expenditures are recorded as an action item in meeting minutes. (this includes a motion, second and a vote showing approval of the expenditure).
4. Mediate, as needed, on interpersonal conflict among club members.
5. Help each club officer and members understand their duties.
6. Help students understand and apply democratic principles within their own organization and in working with others.
7. Be familiar with the ICC (Interclub Council) bylaws.
8. Ensure that all reasonable steps are taken to guarantee the safety and welfare of club members.
9. To make sure that the club/organization conforms to the District's policies and regulations.
10. To advise and ensure that students have the opportunity to grow and learn from activities outside of the classroom.

Club Budget Worksheet

Club Name: _____

Opening Balance: _____

Income Account: _____

Expense Account: _____

Date	Description	Income/ Deposits	Expenses/ Payments	Balance

Club Incentive Form

Club Incentive Form

Clubs can earn up to six hundred dollars (\$600) maximum at the end of each semester.

Club Name: _____

Charter Funds

\$100.00

New Clubs can request charter funds prior to the end of the semester.

First 3 Events

Date of Event

\$200.00

Second 3 Events

\$150.00

Third 3 Events (One must be at Watsonville)

\$150.00

Total: _____

Club President Signature

Club Advisor Signature

ASCC ICC Chair

Student Activities Coordinator

Fundraisers such as food sales don't qualify as events. However, you can sale food in addition to an event. Club events have to be approved by completing an event request form with all required signatures.

Other Important Forms

ICC Agenda Request Form: <https://goo.gl/iHyxGi>

Request for Funding Form: <https://goo.gl/Dgu3rL>

Purchase Requisition Form: <https://goo.gl/haU9AR>

Event Request Form: <https://goo.gl/Pbb1FR>

Food Ware Form: <https://goo.gl/eTVvaV>

Field Trip Release Form: <https://goo.gl/EKgGTW>