

### Club Probation or Deactivation Letter Policy

Any club of the Merritt College Inter-Club Council can be put on probation or be deactivated. The club president and advisor will receive a letter (Letter Template below, but can be changed) and email of the club's status being on probation or becoming fully deactivated, this communication will be from the Vice President of Inter-Club Council. Here are a few but many reasons as to why a club will be put on probation and/or become deactivated:

#### Probations will consist of the following reasons:

1. Breaking any minor procedures or policies written by Merritt College or the Peralta Community College District.
2. Breaking any minor management policies written by ASMC Inc.
3. Missing 3 consecutive or inconsecutive ICC Meetings with no notice of absence as noted in the ASMC Inc. Bylaws, Article V. Inter-Club Council, Section 2. Attendance.
4. Not hosting two (2) events per semester of activation.

#### Deactivation will consist of the following reasons:

1. Breaking any major procedures or policies written by Merritt College or the Peralta Community College District.
2. Breaking any major management policies written ASMC Inc.
3. Continuation of missing Inter-Club Council Meetings with no notice of absence as noted in the ASMC Inc. Bylaws, Article V. Inter-Club Council, Section 2. Attendance.

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Being that there are a lot of clubs and there is one person in charge, two at the max, keeping track of all clubs they will have an opportunity to refuse the Probation or Deactivation. Those steps are determined below:

#### Refusal of Probation or Deactivation Steps:

1. Sit down with the Vice President of Inter-Club Council, Director of Student Activities and Campus Life, and Club Advisor to discuss what has happened and why you don't think your club should be on probation or deactivated.
2. If sitting down did not resolve the issue the next and final step will be the ASMC Inc. Council to vote for final decision. All paperwork, communication, etc. should be brought forth for ASMC Inc. Council to evaluate to make the best course of action decision.

**TO:** [Club President & Advisor Name]  
[Club Name]  
**FROM:** [Name Frist and Last]  
Vice President of Inter Club Council  
**DATE:** [Date]  
**SUBJECT:** Club [Probation or Dismissal]

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Dear [Club President & Advisor Name],

You are reciving this letter of [probation/dismissal] for the following reasons:

1. [List reasons here]

This letter is being issued to you to notify you that [Club Name] [account will be frozen/is no longer actice] due to [being put on probation/no longer being considered active]. If you have any concerns or questions, please contact the Vice President of Inter-Club Council via Email ([merrittinterclub@gmail.com](mailto:merrittinterclub@gmail.com)) to speak and try to resolve the issue.

Sincerely,

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**Director of Student Activities and Campus Life**

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**Vice President of Inter-Club Council**