

Inter-club Council | Student Club/Organization Charter/Renewal Process Packet

How to become a Merritt College Club/Organization

- Step 1:** Obtain the Student Inter-club Council Club/Organization (I.C.C.) Charter/Renewal packet from the Office of Student Activities and Campus Life.
- Step 2:** Seek out a faculty/staff advisor for the club/organization.
- Step 3:** Seek out an executive board (Merritt College Students Only) and create by-laws for the club/organization.
- Step 4:** Seek out membership of at least twenty (10 - 20) enrolled Peralta Colleges students.
- Step 5:** Submit the Student Club/Organization Charter/Renewal Packet to the Office of Student Activities and Campus Life.
- Step 6:** The Inter-club Council Vice President reviews the pack for completion. When approved, the information will be forwarded to be signed by the Director of Student Activities and Campus Life.
- Step 7:** If the club/organization is approved by the Director of Student Activities and Campus Life, the club/organization President and Advisor will be notified.
- Step 8:** Student Clubs/Organizations will attend a MANDATORY Inter-club Council Orientation in the beginning of each semester with advisor(s).
- Step 9:** At the next Associated Students of Merritt College (ASMC) meeting, packets are presented by the Inter-club Council Vice President to be reviewed and confirmed by the Associated Students of Merritt College.

***Student clubs/organizations are not officially chartered until having been cleared through this process.**

** Please note that if the club/organization has not completed the necessary process to charter/renew, the club/organization is NOT allowed to hold meetings, reserve rooms, put postings, tabling, and even planning, etc. Please check in with the Inter-club Council Vice President if there are further questions.

Inter-club Council Important Information

1. The Inter-club Council is a student-run body that officiates, oversees, and supports the operations of student clubs/organizations.
2. The Inter-club Council consists of one voting member from each active club/organization.
3. The Inter-club Council has an operating budget funded by the Associated Students of Merritt College. Any active club/organization has the opportunity to make a proposal to the Inter-club Council before coming to the Associated Students of Merritt College.
4. The most important aspect of the Inter-club Council and the Associated Students of Merritt College is to promote that students are first and that they should have fun at Merritt College!

Information and Authorization Form

<u>Club/Organization Account Number</u>	Fall [] or Spring [] Year [Chartering is once a year every fall]
<u>Name of Club/Organization:</u>	
<u>Club/Organization E-Mail (Required)</u>	

Disclaimer: We will share club information on our website if necessary, by phone or email.

*The President, Vice President, Secretary, and Treasurer MUST be filled positions to be considered active. Anyone of these positions can be an Inter-club Council Representative or there can be another person as the Inter-club Council Representative.

Club/Organization Officer Signature Card

<u>President & ID#</u>	<u>Signature Virtual</u>
	X
<u>Vice President & ID#</u>	<u>Signature Virtual</u>
	X
<u>Secretary & ID#</u>	<u>Signature Virtual</u>
	X
<u>Treasurer & ID#</u>	<u>Signature Virtual</u>
	X
<u>Inter-Club Council Representative & ID#</u>	<u>Signature Virtual</u>
	X

*One club/organization advisor is needed for clubs to be considered active - two is the maximum.

Club/Organization Advisor(s) Signature(s)

<u>Faculty/Staff Advisor:</u>	<u>Signature Virtual:</u>
<u>Faculty/Staff Co-advisor:</u>	<u>Signature Virtual:</u>

CLUB/ORGANIZATION DESCRIPTION DISCLAIMER

The club/organization MUST complete and submit a Club/Organization Description before being activated.

Please use the following lines for the club's/organization's description:

To keep your online description, please attach along with the application.

MEETING DAY(S):

CLUB/ORGANIZATION ROSTER

This page serves as a roster for members in the club/organization. This information is valuable for the college to record the involvement of student club/organization life on campus, as well as to justify the 'support for student life' programs. ALL INFORMATION MUST BE LEGIBLE!

N.B. Not required this semester (fall 2021) due to COVID-19.

Club/Organization Members:	
Student Name:	Student I.D. #
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

WHAT ABOUT NEW MEMBERS?

- When a new member joins your club/organization, it's important to update the official roster. **SAVE A COPY OF THIS ROSTER** and continue to add to it as the club/organization grows. If the club/organization adds more members than can fit on this sheet, print out a blank copy of this page and continue to list members.
- **IMPORTANT:** At the end of each semester, the Inter-club Council Vice President will collect a copy to keep an updated list in the Inter-club Council Records.

Submitted by: _____ Date: _____

Approved by: _____ Date: _____
 Director of Student Activities & Campus Life

Approved by: _____ Date: _____
 Inter-club Council, Vice President