

ASSOCIATED STUDENTS OF MERRITT COLLEGE

Inter-Club Council | Student Club Chapter/Re-Charting Packet Process

How to become a Merritt College Inter-Club Council Club

Step 1: Obtain Student Club Chartering/Re-Charting packet from the Office of Student Activities and Campus Life

Step 2: Seek out a faculty/staff advisor for your club

Step 3: Seek out an executive board (Merritt College Students Only)/ Make bylaws for the club

Step 4: Seek out member ship of at least ten (10) enrolled Peralta Colleges Students

Step 5: Submit the Student Club Chartering Packet to the Office of Student Activities and Campus Life

Step 6: The Inter-Club Council Chairperson reviews the pack for completion. When approved, they will forward the information to be signed by the Director of Student Activities and Campus Life

Step 7: If you are approved by the Director of Student Activities and Campus Life, you will be notified.

Step 8: Student Clubs will then have to be in a MANDATORY Inter-Club Council Orientation

Step 9: At the next Associated Students of Merritt College meeting, packets are presented by the Inter-Club Council Chairperson to be reviewed and confirmed by the Associated Students of Merritt College

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

** Please note that if your club has not completed the necessary process to charter/re-charter your club is NOT allowed to hold meetings, reserve rooms, put postings, tabling, and even planning etc. Please check in with your Inter-Club Council Chairperson if you have further questions.

Club Council Important Information:

1. The Inter-Club Council is a student run body that officiates, oversees, and supports the operations of clubs.
2. The Inter-Club Council consists of one voting member from each active club.
3. The Inter-Club Council has an operating budget funded by the Associated Students of Merritt College. Any active Club 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 thing that Inter-Club Council and the Associated Students of Merritt College promote is to be a student first and have fun at Merritt College!

Revised: Spring 2019

By: Inter-Club Council Chairperson Montel Floyd

Information & Authorization Form	
<u>Club Account Number</u>	Fall[] or Spring[] Year _____ [Chartering is once a year every Fall]
<u>Name of Club</u>	
Club E-Mail (Required): _____ Example: icc.merrittcollege@gmail.com	
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 a Club Council Representative or there can be a person as the Club Council Representative.**

Club Officer Signatures	
<u>Club President & ID#</u>	<u>Signature</u>
<u>Club Vice President & ID#</u>	<u>Signature</u>
<u>Club Secretary & ID#</u>	<u>Signature</u>
<u>Club Treasurer & ID#</u>	<u>Signature</u>
<u>Club's Club Council Representative & ID#</u>	<u>Signature</u>

***One Club Advisor is needed for clubs to be considered active, but two is the maximum.**

Club Advisor Signatures	
<u>Club Faculty or Staff Advisor</u>	<u>Signature</u>
<u>Club Faculty or Staff Advisor</u>	<u>Signature</u>

CLUB DESCRIPTION DISCLAIMER

Your Club **MUST** complete and submit a Club Description before you are activated.

Please use the following lines for your clubs description:

Lined area for club description.

If you would like to keep your online description, please attach along with the application

MEETING DAY(S): ATTACH ON SEPARATE PIECE OF PAPER

CLUB ROLL SHEET

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

CLUB:	
Student Name:	Student I.D. #
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2.	
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19.	
20.	

WHAT ABOUT NEW MEMBERS?

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