

ICC Procedures Quick Reference Guide

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Entire club Procedures can be found on the Las Posits College Club Website at:

<http://www.laspositascollege.edu/studentclubs/index.php>

Club Funds: Should be used to benefit all club members or LPC students. Funds should not be used to benefit individual students. Cash, gift cards, or other tools that have monetary value cannot be used for prizes, raffles, or awards of any type. Donations to non-profit organizations may be made only when funds have been raised specifically for that organization.

Club Officer Training: Before clubs can receive funds, Club **Presidents** and Club **Treasurers** must demonstrate knowledge of the LPC Club Procedures by completing the online LPC Club Procedure Training Verification.

Club Funds/Matching Funds Request: Each club is eligible to request club funds if the following occurs: 1) The Office of Student Life has received the **ASLPC Club Form**, TYPED, with all club officer and advisor signatures (*the office of student life will obtain the administrator signature*). 2) Club Officers can demonstrate their understanding of roles and responsibilities.

It is important to set aside time for your club officers to thoroughly complete this document, which requires planning for the semester. Sections that require detailed information are as follows:

- Club Expense Budget
- Club Revenue Budget
- Attached Club Constitution is complete
- One club event during the previous semester.

Absolutely no exceptions will be made if Clubs miss deadlines for submitting forms or completing training.

Club Authorization to Spend Funds: Before clubs can spend funds, there must be a prior agreement by the members to spend the funds documented on the Club Authorization to Spend Funds form.

Matching Funds: Each club can receive up to \$500 in matching funds each semester for club revenue from fundraisers etc. for that term. Matching funds will be transferred into the club account at the end of each semester.

Fundraising events: Can only occur if the following has been submitted and approved: 1) Facility Request for fundraising event 2) Fundraising proposal PRIOR to the event 3) provide a copy of the deposit slip(s) for the event(s) to the Office of Student Life.

Reimbursements: Each club is eligible to request reimbursement for expenses related to club activities if the following three items are submitted TOGETHER: 1) Disbursement Request form 2) Club Authorization to Spend Funds Form 3) **ORIGINAL ITEMIZED receipts (no exceptions)**. If the disbursement is payable to an LPC student, please include the W#. If the disbursement is payable to a vendor, please include a W-9. The Club **Treasurer MUST** sign the Disbursement Request as the "Authorized Club Officer".

Advances: Clubs may request an advance (assuming clubs have sufficient funds in their account) for expenses related to club activities if the following two items are submitted TOGETHER:

- Disbursement Request and
- Club Authorization to spend funds form.
- **Original ITEMIZED receipts (no exceptions)**

Advances can only be payable and disbursed to club advisors. Requests for advances must be submitted a **MINIMUM** of 2 weeks in advance. Advances must be closed within 10 days of the event by submitting receipts and remaining funds **directly** to Administrative Services (Room #1689).

Deposits: Any money Clubs collect via donations, fundraising, selling items, etc. must be deposited ***immediately*** with Administrative Services (Room #1689) or left overnight with campus safety (Building #1700) if Administrative Services is closed. **Money should NOT be brought to the Student Life office at any time.**

Facility Requests: Clubs may hold meetings only after a Facility Request has been submitted to the Director of Student Life at least one week prior to the meeting or event. To cancel an event, Clubs must notify the Student Life Office at least one day prior to the meeting or event, so that Maintenance and Operations, IT, etc., may be notified. If the club fails to do so the Club will lose the privilege of using facilities for the remainder of the semester. Clubs MAY NOT contact LPC Maintenance & Operations, IT, or Administrative Services directly for tables, pop-ups, equipment, rooms, etc. Clubs are encouraged to hold club meetings in Room 1643 Conference Room. The room will hold up to 19 people, has a laptop and is internet ready. Contact the Student Life Assistant for scheduling.

Advertising Club Events: All flyers created by Clubs must have "LPC" or "Las Positas" written or typed on the front. Clubs must have the approval stamp **BEFORE** copies can be made and posted. Clubs are not allowed to send emails to LPC Faculty/staff about club events; Clubs Advisors may use their own discretion regarding emails. Students are not allowed to contact the Office of the LPC President or other departments to post their flyer on the LPC website. ***Any and all advertising of Club Meetings or events MUST be approved by the Director of Student Life prior to posting.***

Monthly ASB Statements: Each month LPC's Administrative Services will provide a statement of account to the Club's Advisor. The statement shows the beginning balance, transfers, expenses, deposits, and the ending balance. The club treasurer may also receive a copy by contacting the Student Life Assistant.

Open Advances and Outstanding Invoices: Should clubs have open advances beyond the 14-day requested closing date or pending invoices from LPC's Maintenance & Operations, IT, or other vendors, LPC's Administrative Services and the Office of Student Life reserves the right to freeze the Club's Account until these issues are resolved.

ICC Meetings: An ICC Representative from each Club must attend each ICC meeting. If a rep from the Club is not in attendance at an ICC meeting, then the Club will receive an unexcused absence for that meeting. Clubs may be declared inactive following 2 unexcused absences per semester. A list of meeting dates can be found on the Student Club website. Each ICC meeting will be held and conducted according to Robert's Rule of Order and the Ralph M. Brown Act.

ICC Agendas: The ICC Chair will distribute the ICC Agenda 72 hours prior to the ICC meeting. (ICC Reps should ensure the Office of Student Life has your email address.) ICC reps should contact the ICC Chair with a request for agenda items as needed.

ICC Meeting Minutes: The ICC Secretary will record minutes in the ICC meeting. The ICC Secretary is required to distribute the "DRAFT" minutes to the ICC Reps no later than five school days from the ICC meeting. Each ICC Rep is responsible for reviewing the DRAFT minutes and submitting corrections to the ICC Secretary before the start of the next regularly scheduled ICC meeting. ICC Reps will be given the opportunity to discuss and vote on approving DRAFT minutes at the beginning of the ICC meeting. It is important that the "APPROVED" minutes accurately and completely reflect the decisions made in each ICC meeting. Please note that accurate and APPROVED minutes are required should ICC need to process funds, including the transfer of funds to LPC clubs.

Club Reports: Clubs **MUST** submit a written Club Report at each ICC meeting. Failure to do so four times in one semester will result in loss of Club funds in the next semester. Club Report forms will be provided to the ICC Reps in each ICC meeting. The Club Reports must be given to the ICC Chair or ICC Secretary at the end of each ICC meeting.

***REMEMBER: ALL REQUESTS MUST GO TO THE
DIRECTOR OF STUDENT LIFE FIRST***

***CLUBS THAT VIOLATE LPC CLUB
PROCEDURES WILL BE IN JEOPARDY OF:***

- 1. NOT HAVING ACCESS TO THEIR CLUB FUNDS***
- 2. NOT HAVING CLUB REQUESTS PROCESSED***
- 3. BEING PROHIBITED FROM HOLDING CLUB EVENTS***

PLEASE FOLLOW PROCEDURES