InterClub Council (ICC)

The students of Las Positas College “[…] are free to organize and join associations to promote their common interest. […]” Division 9, Article 5, Education Code. An Associated Student (A.S.) Government or Club Advisor is there to ensure that students have the opportunity to grow and learn from activities outside of the classroom and to make sure that the members of the Club have maximum freedom and responsibility while conforming to the District’s policies and regulations.

General Role of the Inter-Club Council (ICC)

The role of the ICC is to coordinate club activities and funds, as well as promote communication and cooperation between campus clubs. The purpose of the ICC as outlined in Article I, Section I of its Constitution is:

1. To enforce all rules and regulations pertaining to campus clubs as specified in the ASLPC codes and the ICC Constitution.
2. To assist in the coordination of, and in the cooperation between, club activities.
3. To coordinate, approve and disburse all Club requests for funds.
4. To act as a liaison between the Clubs and the ASLPC.
5. To assist in the promotion of all Club activities.
6. To assist the Associated Students by providing college or college-related activities.

Goals of the ICC

The goals of the ICC are to serve its members and the Las Positas College community as effectively and enthusiastically as possible by hosting and facilitating all social, educational, cultural, honorary, philanthropic, and special interest events and activities of the Clubs on this campus. Some of the attributes that the ICC wishes to instill in all Club members are:

- Objectivity
- Optimism
- Diplomacy
- Open-mindedness
- Friendliness
- Innovation
- Resourcefulness
- Enthusiasm
- Knowledge
- Sensitivity to needs of the group and individual members

The ICC also wishes to assist the LPC community in understanding all Club, ICC, and ASLPC constitution and by-laws.

Club and Member Privileges

1. Able to recruit enrolled Las Positas College students.
2. Able to hold meetings and other events on- or off-campus.
3. Able to use college facilities and equipment.
4. Provided a secured college mail pouch where mail and disbursements can be placed.
5. Able to seek use of Club monies as long as the Club has an “active” status with ICC.
6. Included in the Student Club Listing available on the college web site and within Student Services.
7. Able to use college resources to advertise Club activities.
Club and Member Responsibilities
1. Actively participate in InterClub Council (ICC) being conscious of your leadership role.
2. Complete training of at least one club member on college procedures, including activities and events, accounting practices, and scholarships.
3. Plan meetings and activities that represent the Club and are productive or effective.
4. Adhere to CLPCCD or College Accounting Practices and be responsible for dissemination of Club funds. In addition, maintain and oversee Club records.
5. Report all officer changes to ICC and Student Services within ten (10) days of such changes.
6. Have membership open to all currently enrolled LPC students.
7. Be aware of LPC Student Code of Conduct and that no hazing is allowed.
8. Not interfere or disrupt orderly conduct of college business.
9. Remember that you are a student first!

Club and Member Responsibilities to the Club Advisor(s)
The Club Advisor is recognized as an integral part of the Club. The Club Advisor is volunteering to be a resource person and has committed to taking on additional work to facilitate achievement of the Club. As such, please operate under the following guidelines:

1. The Club President should set a regular time to meet with the Club Advisor to discuss the affairs and concerns of the Club. Seek the opinion and advice of the Club Advisor when problems arise in order to make use of his/her background and experience with the Club and LPC. The Club Advisor will guide Clubs in using their best judgment in planning meetings and events or making decisions on use of Club funds.

2. Plan meetings and functions at a time and place so that the Club Advisor is able to attend. Check all dates with the Club Advisor, ICC Chairperson, and the Student Life Advisor before scheduling meetings or activities. Keep the Club Advisor fully informed in a timely manner of all programs and activities of the Club.

3. The Club budget and all expenditures must be approved by the Club Advisor. In addition, any necessary Club expenses incurred by the Club Advisor should be paid for by the Club.

4. Proper social procedures, courtesies, and consideration should be extended to the Club Advisor at all Club meetings and functions. Show appreciation for the time and assistance that the Club Advisor spends regarding the Club. The majority of the time that Club Advisors spend on Club concerns and activities is their own time.

5. Obtain approval by the Club Advisor for all documents produced by the Club prior to circulation or posting.
Club Advisor Responsibilities

1. Be a resource and offer guidance to students to facilitate Club achievement by assisting in planning for the year’s activities and conducting meetings with proper procedures and planning.

2. Help students understand and follow appropriate college policies governing student activities. Ensure that all reasonable steps are taken considering the safety and welfare of Club members.

3. Supervise Club budget and oversee all financial records, including, but not limited to:
   a. Reviewing for completeness and signing all college forms and documents before distribution.
   b. Making sure necessary back-up documentation, including original receipts for expenses, is attached to forms or documents and submitted within required time.
   c. Receiving necessary training on college accounting procedures practiced by the Club President and/or Treasurer and ensuring that the Club is keeping accurate records.

4. Attend all meetings and activities of the Club, on- or off-campus, from the time the students arrive until the end of the activity. If unable to attend a meeting or activity, assist students in finding a back-up Advisor.

5. Provide guidance and mentoring to Club members to achieve a worthwhile program and in fulfilling their general objectives and goals including being a student leader.

6. Strive to maintain proper conduct and action of the group for which you are responsible. Be inspirational and constructive while providing a climate for student-leadership to develop.

7. Receive training from Office of Student Life on college procedures including scheduling activities and events and college accounting practices.
**Tips for Success for the Club Advisor**

1. Have an attitude that this is an opportunity to help students find an answer to some of their social and personal needs in relation to others.

2. Recognize that the Club leaders and members need an Advisor, not in name only, but to serve as a resource person, a counselor, and a mentor with enthusiasm, imagination, constant reassurance, and an ability to revive discouraged leaders.

3. Assist Club members in knowing the constitution and by-laws of their Clubs as well as the ICC Constitution and By-Laws. Encourage participation by all members. Ensure that they fulfill all of their obligations. Help Club members evaluate their meetings and activities.

4. Be aware that the Club officers need to learn certain attitudes, skills, and leadership techniques. Your support, involvement, and attendance gives club members that often-needed initial example to get involved and become self-starters and leaders.

5. Meet with the Club President in an informal setting where you will not be interrupted and talk over his/her plans. Explain that it is your privilege to be a Club Advisor and detail your responsibilities. Request that your advice be asked before important Club decisions are made in order to avoid possible difficulties and/or conflicts during meetings.

6. Assist the Club President in understanding certain factors regarding group dynamics.
   a. The varying needs, interest, attitudes, and sensitivities.
   b. The sub-groups, loyalties, antagonisms, and relationships between members.
   c. The social, ethical and religious background of the group members and established customs which must be understood.

7. Help the student leaders to know what to do when certain group responses occur.
   a. Lapse of interest.
   b. Antagonism.
   c. Gripping.
   d. Selfish demands.

8. Help student leaders develop certain traits:
   - Impartiality • Objectivity • Sense of humor
   - Diplomacy • Restraint • Open-mindedness
   - Friendliness • Enthusiasm • Resourcefulness
   - Freedom from desire to dominate
   - Sensitivity to needs of the group and individual members
Club Advisors Should Keep in Mind the

Attainment of the General Education Goals

1. Activities lend themselves to practices in democratic methods. Example: The will of the majority rules, but respect for the dignity of each individual remains intact.

2. Activities lend themselves to the development of knowledge, attitudes, skills, inner resources and appreciation which make for satisfying self-realizations.

3. Activities through interpersonal relationships teach cooperation and respect for the worth and dignity of another.

4. Activities offer an enrichment of human values through the broadening of experience given the various mental, physical, emotional and aesthetic processes.

5. Activities help each Club member develop strong leadership skills, good interpersonal relationships, and help them assume and understand the role of individual responsibility.

6. Activities enable opportunities to learn of new cultures and ideas as well as foster an awareness and understanding of new populations.