

Associated Student Body Council



Inter-Club Council

2024-2025

CLUB REGISTRATION PACKET

(Charter/ Re-Charter)

**Victor Valley College
Associated Student Body
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CLUB REGISTRATION PACKET

ASB'S CLUB CODE OF CONDUCT

Article 1:

- Section 1: This Code shall be the official policy governing campus clubs and organizations.
- Section 2: This shall be the official agreement between the ASB Council and all campus clubs and organizations.
- Section 3: The Inter-Club Council shall be the enforcement agency of this code. Ratification of this code shall be approved annually by a $\frac{2}{3}$ vote of ASB Student Council.

Article 2:

- Section 1: The ASB Council, as provided in the ASB Club Code, shall certify each club as a campus organization; certification must be renewed annually.
- Section 2: Certification shall consist of submission to the ASB Inter-Club Council Senator 72 hours prior to the next scheduled ASB meeting. The submission should consist of the following: a ratified constitution, a petition to establish a student Organization, Club Officer Form, and a Self Service Account Activity printout for each officer showing the purchase of an ASB Card. Samples of which shall be provided in the VVC Club Charter Packet.
- Section 3: Certification shall become valid upon submission of required paperwork and a $\frac{2}{3}$ vote ratification by the ASB Student Council at a scheduled ASB Council Meeting with at least one club officer in attendance.

Section 4: Club Officers shall consist of a President, Vice President, Secretary, Treasurer, Activities Coordinator, and ICC Representative, who shall all maintain a minimum of 6 units per semester, a minimum cumulative GPA of at least a 2.0 and purchase an ASB Card.

Section 5: Each club will have a VVC Faculty/Staff Advisor.

Section 6: Every club member is strongly encouraged to purchase an ASB card to receive benefits from ASB funding.

Article 3:

Section 1: All clubs shall have a regular meeting day, time and location that is posted as approved by the ICC Senator.

Section 2: The club's secretary shall keep a file of their club's minutes and agendas and shall send a copy to the ICC Senator after each meeting within 72 hours.

Article 4:

Section 1: All clubs are required to maintain an account with the Auxiliary Services Accounting Office and deposit all funds therein.

Section 2: Any club that is inactive for two consecutive semesters, i.e. Fall/Spring, shall be terminated.

Section 3: Any funds held within a terminated club account shall be transferred into the ICC account.

Article 5:

Section 1: This code applies to all clubs, including booster clubs.

Section 2: A booster club must allow open membership within the local community. Its purpose shall be to promote and aid a particular department of the college. Therefore, that department shall be responsible for ensuring that its booster club adheres to proper legal behavior and practices.

Section 3: All clubs may admit limited members. Limited members must be a former VVC student. Limited members are not eligible for any officer position listed in Article 2, Section 4.

Article 6:

Section 1: All Clubs may set up a membership fee, which may be collected on a Semester or annual basis. Limited members may be charged a separate rate.

Section 2: A membership fee may be charged only if approved in the club constitution.

Section 3: An active member shall be a member who has attended at least one meeting a month.

Section 4: General-interest clubs are clubs whose membership is open to any enrolled VVC Student.

Section 5: Curriculum-based clubs must be established around a particular subject taught at VVC. Membership shall not be limited to students who are or have previously been enrolled in the subject while attending VVC.

Section 6: Clubs that are affiliated with national or state organizations shall remain in good standings with the organization and submit their bylaws to ICC. Failure to do so shall allow one semester to re-attain said standing.

Section 7: All clubs shall be a member of the ICC and shall follow their bylaws.

Section 8: All clubs shall raise the majority of their financial support.

Section 9: All clubs are required to sponsor at least one membership drive per semester.

Article 7:

Section 1: This code may be amended by a $\frac{2}{3}$ vote of the ASB Council no later than ten days after the start of the semester.

Section 2: This code must be approved or repealed by the same process as any Amendments, as listed in Article 7, Section 1 of the ASB Club Code.

Section 3: This code requires that all club constitutions adhere to the ASB Financial Code, the Constitution and its Bylaws, the Club Code and its Bylaws, and the Brown Act.

Section 4: Failure to comply with the aforementioned regulations, Article 7, Section 3, found by the ICC Senator, shall result in a hearing of disbandment before the ASB Council.

Section 5: Any club subject to a hearing of disbandment may protest their case to the ASB Council.

DUTIES OF CLUB ADVISOR AND OFFICERS

Club Advisor

1. Enforce rules and regulations established by VVC and ensure that club members are abiding by them.
2. Attend all Club meetings and activities.

Club President

1. Preside over all events and meetings of the club.
2. In the event that the President cannot attend an event or meeting they shall notify the Vice President 24 hours in advance.
3. Create an agenda for all club meetings.
4. In the event the ICC Representative cannot attend the ICC meeting the president shall appoint an officer to attend in their place.
5. Promote and personify the club's image on campus.

Vice President

1. Make sure that all members of the club are following the rules and regulations adopted by the club in its constitution.
2. Preside over all events and meetings in the absence of the President.
3. Shall resume the role of President in the event that the President resigns or is removed from Office.
4. In the event that the Vice President cannot attend an event or meeting they shall notify the President 24 hours in advance.
5. In the event that the President is unable to attend an ASB Meeting regularly the Vice President shall attend.
6. Promote and personify the club's image on campus.

Treasurer

1. Will oversee all club monies.
2. Will give monthly reports to the club concerning its financial status.
3. Be responsible for complying with the provisions of the Financial Code by reviewing all purchase orders.
4. In the event that the Treasurer cannot attend an event or meeting they shall notify the President 24 hours in advance.
5. Promote and personify the club's image on campus.

Secretary

1. Record and keep all minutes of club meetings.
2. Provide a typed copy of the minutes to the following:
 - All members of the executive board
 - Any member that requests a copy
 - Inter-Club Council records
3. In the event that the Secretary cannot attend an event or meeting they shall notify the President 24 hours in advance.
4. Be responsible for maintaining a Club directory list.
5. Promote and personify the club's image on campus.

Activities Coordinator

1. Create and Plan future activities.
2. Coordinate events with Club Advisor.
3. Work with the Inter-Club Council Representative to stay informed of events.
4. Keep Social Media accounts up to date.
5. Promote and personify the club's image on campus and online.

Inter-Club Council Representative

1. Attend all ICC meetings.
2. Maintain a current calendar of club and ICC events.
3. In the event that the ICC Representative cannot attend a meeting they shall notify the president 24 hours in advance.
4. Be responsible for keeping the club in accordance with the Club Code.
5. Promote and personify the club's image on campus.

The Club Code is the official governing document for the Inter-Club Council chartered clubs. Your constitution must adhere to at least the requirements of this Code and Victor Valley College Associated Student Body Constitution.

When drafting your constitution, remember that the following sample constitution is only a guide for clubs to follow. The duties for your club do not need to be exact but entail the same purpose and procedure.

For any questions, please feel free to contact ASB at (760) 245-4271 ext. 2395. Or visit the ASB Office located on the second floor of the Student Activities Center. Office hours are from 8 am- 5 pm

Victor Valley College Club Constitution

PREAMBLE: _____ Club of Victor Valley College, in order to advance the interest of higher education, to unify student toward a common purpose and to coordinate a better line of communication between students, faculty, administration, and the High Desert community, do hereby adopt this constitution.

ARTICLE I NAME

The name of this organization shall be _____

ARTICLE II MEMBERSHIP

Section 1 A student who is enrolled at Victor Valley College may become a member by attending a meeting and signing a membership roster.

Section 2 All members of _____ entitled to:

- The right, if eligible, to hold an office as stated in the Constitution
- Free or discounted admission to club activities.
- Vote in club elections
- Be represented by _____ of Victor Valley College

ARTICLE III OFFICERS AND QUALIFICATIONS

Section 1 The officers of _____ shall consist of President, Vice President, Secretary, Treasurer, Activities coordinator, and Inter- Club Council Representative.

Section 2 The representative body shall consist of all members.

Section 3 Qualifications to hold office are:

- Be enrolled in at least 6 units
- Have a 2.0 Cumulative GPA
- If placed on academic probation while holding office the issue must be voted by the club.
- Have an ASB card

Section 4 Term of office shall be one school year, ending on the last day of regularly

scheduled classes.

ARTICLE IV DUTIES AND POWERS OF THE CLUB EXECUTIVE BOARD

Section 1 All Club Executive Board Officers are expected to uphold the club constitution, Bylaws, and attend all regular and special meetings.

Section 2 The President shall:

- Preside over all events and meetings of the organization and be responsible for the meeting agenda.
- Call special meetings of the club council when such meetings are deemed necessary.
- Appoint all committee chairpersons and members, with the approval of a $\frac{2}{3}$ -majority vote of the Board.
- Nominate all eligible candidates for a vacant office, appointment subject to a $\frac{2}{3}$ approval of the Club Board.
- In the event that the President cannot attend an event or meeting they shall notify the Vice President 24 hours in advance.
- Promote and personify the club's image on campus.

Section 3 The Vice President shall:

- Preside over all events and meetings of the organization in the absence of the President and secede to the Position upon the registration of the president.
- Assist the President in all club events and related duties.
- Inform the President 24 hours in advance if they will be unable to attend any club related event or meeting.
- Promote and personify the club's image on campus.

Section 4 The Secretary shall:

- Record and keep all minutes for all club meetings.
- Provide typed copies of club minutes to
 - Club files
 - Club members
 - ASB Council records
 - Inter-Club Council Records
- Be responsible for handling club correspondence.
- Maintain an up-to-date club mailing list and directory.
- Be responsible for assisting the President in preparing the agenda.
- Be responsible for the supervision of all club publicity.
- Inform the President 24 hours in advance if they will be unable to attend any club related event or meeting.

- Promote and personify the club's image on campus.
- Section 5 The Treasurer shall:
- Oversee all club monies.
 - Give monthly reports to the club council concerning its financial status.
 - Be responsible for compliance with the Financial Code in reviewing purchase orders.
 - Inform the President 24 hours in advance if they will be unable to attend any club related event or meeting.
 - Promote and personify the club's image on campus.
- Section 6 The Activities Coordinator shall:
- Maintain a current calendar of club activities.
 - Attend all Club Board meetings
 - Receive a monthly report from committee chairs on their organizations and activities.
 - Inform the President 24 hours in advance if they will be unable to attend any club related event or meeting.
 - Promote and personify the club's image on campus and online.
- Section 7 The Inter-Club Council Representative shall:
- Maintain a current calendar of ICC activities.
 - Be responsible for club compliance with the ASB Club Code of Conduct.
 - Attend all ICC meetings.
 - Inform the President 24 hours in advance if they will be unable to attend any club related event or meeting.
 - Promote and personify the club's image on campus.

ARTICLE V ELECTION PROCEDURE

- Section 1 Nominating Procedure
- A member shall nominate a qualified candidate for elections to the club's executive board by verbal motion.
 - A second member must second the motion.
- Section 2 Election Duties
- Election of all club executive officers shall be held at least four weeks prior to the current semester.
 - A special election may be called at the discretion of the executive board provided two weeks prior notice to candidates.

Section 3 Recall

- All club officers shall be subject to a recall.
- Elected officers will be subject to recall upon a petition signed by $\frac{2}{3}$ of the club council members.

ARTICLE VI EXECUTIVE BOARD

Section 1 The Club shall have a regular meeting day _____,
at _____, in _____.

Section 2 The Inter-Club Council Representative shall submit the clubs meeting times and dates to the Inter-Club Council Senator.

ARTICLE VII REMOVAL FROM OFFICE

Section 1 An Executive Board Officer may be removed due to:

- Missing four meetings per term of office with exceptions approved by the clubs' board members.
- A recall election initiated by petition, with signatures representing $\frac{2}{3}$ majority of the board.
- Failure to uphold constitutional duties.

Section 2 Both elective and appointed officers will be subject to recall election by a Petition signed by a $\frac{2}{3}$ majority vote of the board.

ARTICLE VII RATIFICATION

Section 1 This constitution, when adopted by a $\frac{2}{3}$ majority of the club, shall be ratified.

PETITION TO ESTABLISH A CLUB/ ORGANIZATION AND OFFICER FORM

The approval of this petition is contingent upon a 2/3 majority of the ASB Student Council. Officers are required, members are strongly encouraged, to purchase an ASB Card each semester/session to ensure proper funding to club activities.

Proposed Club/ Organization: _____

Purpose of Club/ Organization: _____

OFFICERS

President

Name: _____

Student ID #: _____ Phone: _____

Email: _____

Vice President

Name: _____

Student ID #: _____ Phone: _____

Email: _____

Secretary:

Name: _____

Student ID #: _____ Phone: _____

Email: _____

Treasurer

Name: _____

Student ID #: _____ Phone: _____

Email: _____

Activities Coordinator:

Name: _____

Student ID #: _____ Phone: _____

Email: _____

Inter-Club Council Representative

Name: _____

Student ID #: _____ Phone: _____

Email: _____

ADVISOR

Name: _____

Email: _____

I will act as the club/ organization advisor for the 2024-2025 academic year.

X. _____

Club Advisor Signature

Date

X. _____

ASB Advisor Signature

Date

* This form must be submitted to the Inter-Club Council Senator with your club constitution and Self Service Account Activity printout for each officer before your club can be chartered.

Packet Received

Packet Approval

ICC Int.