



Inter-Club Council (ICC) Guidelines and Policies

Applies to: Dominican University of California (DUC) Clubs and Organizations, Resident Advisors, Campus Ministry, Penguin Student Athlete Advisory Committee (PSAAC) and the Athletics Department, ASDU and DUC Constituents

I. Club & Organization Recognition and Requirements

In order to become an ASDU-recognized club or organization and have the privilege of booking spaces on campus, utilizing ASDU equipment and resources, accessing funding for events and collaborating with other organizations and departments, your club or organization must adhere to the following:

1. Complete the ICC Club & Organization Registration Form
2. Provide a type-written mission statement (1,000 words or less) for your club or organization.
 - a. This should include: the purpose and goals of the club/organization, the opportunity it will present to students, and any events the club/organization may wish to sponsor.
3. Select a designated contact person (must be the ICC representative) through which all communication is handled
 - a. This individual will handle room reservations and field questions from me or other departments
4. Provide the names and contact information of all club officers
 - a. President, Secretary, Treasurer, ICC Representative
5. Provide a list of the club/organization membership (at least 5 members to constitute a club)
6. ASDU and ICC mandate that all clubs/organizations designate one member to represent the club/organization at all ICC meetings: the ICC Representative. If you do not attend 75% of the ICC meetings, your club will not be eligible for funding from ASDU.
7. Each club must present their mission statement in front of the ASDU for recognition.
 - a. ASDU meetings are typically held on Fridays in Legacy Hall of Edgehill Mansion

II. Club & Organization Privileges

Each recognized student club or organization starts with a black status rank; meaning the club has not been active therefore has not held or participated in meetings or events, nor has the club attended any ICC meetings. Over time, the club can become a gold status ranked club if the ICC representative continues to attend ICC meetings, members of the club participate in ICC events or DU activities and the club maintains a clean record with departments on campus.

Black: Each club starts at black and can work up to gold status; ICC representative attends at least 75% of all ICC meetings; club is not active in hosting events or attending other club events

Gold: ICC representative attends all ICC meetings (90%); club finance proposals are submitted on time; club presence on the website is full; the club does not have any violations; club members attend other club events or DU activities; the club co-sponsors or collaborates with other clubs on events and activities

As a recognized club, you will be able to do the following:

1. Reserve rooms/space on campus
 - a. Must submit a request for a room to the Director of Student Activities & Leadership at least 2 weeks prior to your event (will book room based on availability)
2. Borrow ASDU equipment
 - a. BBQ
 - b. Coolers
 - c. Table (1)
 - d. Chairs (5)
3. Receive funding for events on- or off-campus
 - a. Must submit an ICC Funding Proposal at least **3 full weeks** prior to event to be **considered**
4. Have the opportunity to collaborate with ASDU and other clubs, organizations and departments on campus on your events
5. Learn about what's happening on campus through updates from ASDU and the Director of Student Activities & Leadership

III. ICC Violations

A violation of the ICC guidelines may look like any one of the following scenarios:

1. The club is caught violating any of the Residence Hall Policies, including but not limited to:
 - a. Having drugs or alcohol in the residence halls
 - b. Not observing quiet hours
 - c. Using space when it was not reserved through Student Activities or Residence Life
 - d. Posting flyers in the residence halls without approval from Residence Life
 - e. Not cleaning up after a meeting or event in the Residence Halls
2. The club is caught not cleaning up after a meeting or event in and around any campus facility
3. The club does not return equipment to the correct place or loss of equipment
4. The club is using a space that was not reserved for their meeting or club event and is reported by DU Security or Facilities

In the event that a club (or a group of its members) violates the ICC guidelines, a three-pronged system will be put into effect:

1. A level 1 violation will result in club losing its ability to request funding for that semester.
2. A level 2 violation will result in the club losing funding for one semester and losing their vote on the ICC general assembly.
3. A level 3 violation will result in the club losing its ability to request funding for two semesters and losing their right to reserve space as a club.

IV. ICC General Assembly Meetings

The ICC General Assembly is made up of representatives of each campus club and organization that have become recognized by ASDU. At the ICC General Assembly meetings, the Director of ICC and ASDU Director of Programming will update the council on events and activities of the ASDU. Clubs and organizations will also have the opportunity to collaborate on campus wide events (like the Club

Fair) and to share about upcoming events hosted or co-sponsored by a club or organization. These meetings will give all the participants a chance to ask questions about planning their own events, how to reserve rooms, who to talk to if you want to borrow equipment, or how to post flyers on campus. This will serve as a meeting to discuss calendaring issues and overlapping events or activities as well as to discuss University updates and news.

The members of the ICC will also be deliberating and voting on funding proposals for club and organization activities and events throughout the year. ASDU will be allocating a sum of money to ICC in support of the club and organization activities and events that happen over the course of the academic year. There will be at time during each ICC meeting when proposals will be discussed. As long as clubs follow the ICC funding guidelines and complete the paperwork by the specified deadlines, the ICC General Assembly can decide to approve or deny funding. If they deny the request, there must a documented reason provided to the club or organization. Reasons for denial may include: incomplete paperwork, budget is unrealistic or cannot be met given the current ICC budget, the club/organization ICC representative has not attended the ICC General Assembly meetings, it does not comply with the DU Events Management Plan (EMP), and/or the proposal was late and there will not be sufficient time to submit the paperwork for payment.

All club/organization members are encouraged to attend all meetings, but it is not a requirement for everyone. The ICC General Assembly meetings will be held bi-monthly or, if necessary, every week, if programming and funding issues need to be addressed more immediately.

Membership includes:

1. Director of ICC (non-voting member)
2. Director of Student Activities & Leadership (non-voting member)
3. ICC Secretary (non-voting member)
4. 1 ICC Representative from each club/organization (voting members)

NOTE See IV for eligibility requirements for event funding.

V. ICC Programming and Funding Guidelines

In order to become eligible to receive funding for your club or organization event, you must:

1. Become a recognized club
 - a. Completed ICC Club & Organization Registration Form
 - b. Recognized by the ASDU Senate at a regular ASDU meeting
2. Attend at least 75% of the ICC General Assembly meetings up until the point of your proposal
 - a. Attendance will be taken at all ICC General Assembly meetings
3. Have not violated any guidelines or policies during any other club- or organization-sponsored event
4. Complete Forms #1 and #2, and submit your proposal to the Director of ICC at least **3 weeks** prior to the scheduled event
5. Present your proposal to the ICC General Assembly in order to be considered and voted upon
6. The ICC will vote on the proposal and, if approved, your event will be funded
7. A club must get their funding proposal APPROVED by the ICC General Assembly **2 weeks prior to the event**
8. If a club requests \$500 or more of funding from the ICC, the club must fundraise at least 25% of their requested funding.

NOTE See ICC Funding Proposal Guidelines & Forms for more information regarding how to complete the forms and submittal requirements.

If you are planning your event but want more hands-on help, make an appointment to meet with the Director of Student Activities & Leadership, Lauren Castro, by emailing lauren.castro@dominican.edu.