

## CLUB FAQ

### *How do I join a club?*

The first thing you will need to do is purchase an ASIVC Sticker at the Bursars Office in the Student Services Center. After that, feel free to attend a scheduled club meeting. You will find this information in the Student Life Office in SSC 260 or on the IVC Website. Clubs are open to all IVC Students who hold an ASIVC sticker.

### *My friends and I want to start a club. How do we do that?*

It depends on what kind of club you want to create. Some clubs have already been created but are currently inactive, in that case you will need to fill out an Intent To Be Active form and obtain the following: signatures from at least 10 ASIVC sticker holding students and a faculty advisor. If the club has not been active in the past you must complete the information packet for a new club.

### *How do we fill out a new club packet?*

The first thing you do is fill out your petition for a Petition for New Club/Organization Approval form. This must include signatures from at least 10 ASIVC sticker holding members and a faculty advisor. Step two is to prepare your club constitution (be sure to adhere to ICC club codes keeping it democratic). If you need help creating your constitution a sample is attached to the new club packet. Once you have those items completed, bring them to the Student Life Office in SSC 260 and we'll help you do the rest.

### *Why is our club inactive?*

Each Fall and Spring semester, clubs need to be reactivated by completing an Intent To Be Active form. This must include signatures from 10 ASIVC Sticker holding members and your faculty advisor. Each club is also required to attend and have representation at Club Day in the first few weeks of each semester in order to be active for that semester.

### *How do we buy things for our club?*

Club advisors may request funds through the Student Life Office by filling out an ASIVC Activity Request for Funds Form (we cannot process at the request of a student). Requests for funds are done by the club advisor at the beginning of each semester and should allow for any anticipated expenses. The request must be approved IN ADVANCE for any expenses to be paid or reimbursed. The approval process may take several weeks. Once the request has been approved, the advisor can turn in the receipts for payment. Receipts should be submitted immediately following the activity. Purchases made online must be shipped to IVC and cannot be sent to a home address. Funding request should be submitted at least one month prior to the date of an event.

### *Can clubs serve food at their events?*

Reimbursements for club food events require a Meal Sign-Off sheet (see Club Handbook) included along with your reimbursement form (also found in the Club Handbook). Please have all club members sign off on the sheet if they receive food purchased with Club funds.

### *Can clubs give out prizes to its members?*

Clubs cannot use club funds to give gifts to individual members.

### *Can clubs go on field trips?*

Club members may attend off-campus events; however, the students need to be accompanied by an Advisor and the proper travel forms must be submitted for approval. (Please contact the Student Life Office and we would be more than happy to assist you with this).

### *Can clubs host a movie night?*

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a copy of a copyrighted work carries with it the right to publicly exhibit the work. No additional license is required to privately view a movie or other copyrighted work with a few friends and family or in certain narrowly defined face-to-face teaching activities. However, bars, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, daycare facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

### *Can clubs donate to a charity?*

Clubs cannot use club funds to give gifts to individual members. They can however, fundraise for any legitimate charity that has a valid Tax ID number.

### *Can a club change its constitution?*

A club may change its constitution, but the club must notify the membership of the proposed change on its agenda and notify the members 72 hours in advance. The advisor must also be present at the meeting and a majority of the members must vote to approve the action.

The following procedures should be followed when initiating a change:

- Any proposed changes must be on the club agenda and made available to all club members 72 hours before the meeting.
- A quorum, consisting of at least 50%, plus one, of a clubs members present is needed to hold an official meeting.
- Meeting minutes must be taken showing a discussion of the action item and the vote on the item by the members.
- The advisor needs to sign these official documents and submit them to the Student Life Office to be approved by the Interclub Council.

### ***Can we kick a member out of our club?***

Clubs are open to all IVC Students and there are strict rules in place to prevent any discrimination. However, there are also rules preventing students from going to a club to purposely disrupt that organization. If you feel that someone is purposely disrupting your club, you should contact your advisor and explain the situation to them.

### ***What is a quorum?***

A quorum is necessary to officially hold a club meeting and it consists of 50% plus one of your current club membership.

### ***Does our advisor need to be present at our meetings?***

In order to officially hold a meeting your advisor must be present.

### ***What are the advisors responsibilities in a club?***

1. Attend the club's official meetings and activities, or designate a substitute. The Student Life Office should be notified if there is a change.
2. Assist the club officers in evaluating, planning and administering programs consistent with the groups' purpose.
3. Be knowledgeable of Campus and District policies, particularly to the policies governing student organizations (SOCCCD Board Policy 5402 and the current IVC Catalog Rules and regulations for Student Behavior), and the clubs and Finance Codes found in the ASIVC Constitution and Bylaws.
4. Supervise financial transactions and help maintain accurate financial records. File Funding Request or Reimbursement Request forms.
5. Consult with the Director of Student Life when questions or problems arise which require additional information or assistance.

A successful advisor/club relationship can be enhanced by belief in the organizations, enthusiasm for the group, positive motivation, open communication and a clearly defined vision.

### ***How can we find out how much money our club has in its account?***

Please come up to Student Life in SSC 260 and we can direct you to your club account folder.

### ***How does our club conduct a fundraiser?***

You will need to fill out an event registration form one week prior to your event. If you need IVC to provide canopies, tables, and chairs, the request form should be submitted three weeks prior. If supplies are needed, they may be purchased but please note that all requests and reimbursements must be done through your advisor; the college will not make checks payable to students. Please document all sales and turn in your proceeds to SSC260 to be deposited into your club account the same day they are received.

### ***Can our club do a bake sale?***

Your club may do a bake sale but please follow our fundraising guidelines.

*What are we allowed to buy with our club money?*

Club funds can be used to fund a variety of activities as long as these activities benefit the IVC Student body.

*How do I get reimbursed for the money I spend on our club.*

You cannot spend club funds without having first gotten approval by submitting your ASIVC Activity Request for Funds Form at least one month in advance. Your advisor must submit the form and, once approved and all receipts have been submitted, your advisor will receive a check to reimburse club members.

*Our club wants to do a fundraiser. How do we do that?*

Your club funds come from ASIVC, so when you use the title of the club and funds from the club for your fundraising, those funds need to be deposited back into your club account.

*Can our club purchase things online?*

Online purchases need to be done by the Advisor and shipped to Irvine Valley College. We cannot reimburse for an item if it's delivered to an individual's personal address.