

**Antelope Valley College  
Associated Student Organization  
Inter-Club Council Minutes  
3041 West Ave K, Lancaster, CA 93536  
SSV151 at 3:30pm  
July 30, 2015**

NOTICE IS HEREBY GIVEN *The Inter-Club Council of Antelope Valley College met on July 30, 2015. For more information, please contact Vice President of Club Affairs Noemi Bustamante at [asovpca@avc.edu](mailto:asovpca@avc.edu) or (661) 722-600 ext. 6722.*

**I. ORGANIZATIONAL ITEMS**

**1.1 Call to order:**

- 03:43 pm by Noemi Bustamante

**1.2 Pledge of Allegiance:**

- Led by **MAPS**

**1.3 Roll Call:**

Alpha Iota: PRESENT  
Anthropology Club: PRESENT  
ASL@AVC: PRESENT  
AVC Fire Academy: ABSENT  
AVC Newsroom: ABSENT  
AV Student Soccer Club: PRESENT  
AVC STEM Club: ABSENT  
Black Student Union: PRESENT  
Christian Club: PRESENT  
CNSA : ABSENT  
Fashion & Costume Society: ABESSENT  
Last Chance Theater: ABSENT  
LVN Fall 2015: ABSENT  
Marauders Dance Team: PRESENT  
Naturalist Environmental Organization Club: PRESENT  
PRE-LAW: ABSENT  
Psychology Student Union (PSO): ABSENT  
Rotaract: ABSENT  
Skills USA: PRESENT  
SNAC Fall 2015 PRESENT  
SNAC Spring 2016: PRESENT  
SNAC Fall 2016: PRESENT  
Si Se Puede: PRESENT  
The Queer Alliance: ABSENT

**Guests:**

Joshuarree Dumas, Cynthia Barriya, Shawn Smith (ASO President)

Membership is **24**, Quorum is **13**, **13** were present, Quorum **not** needed during Summer meetings.

#### 1.4 Adoption of the Agenda:

The Skills USA moved to amend the agenda to include Summer Leadership budget for up to \$250, Maurader Dance Team seconded, motion passed unanimously.

Discussion: We talked about approving a budget for \$250. When the Club Chair reviewed the minutes for July 1<sup>st</sup> we didn't approve it. So that was the reason for the amendment today

#### 1.5 Approval of the Minutes:

SNAC Fall 2016 moved to adopt the minutes from July 1, 2015, AVC Soccer Club seconded, motion passed unanimously.

## II. PUBLIC FORUM

AVC Soccer Club inquired about the rules for a driver. Skills USA realized that they are not allowed to sell food on campus but could they sell welding art and what the policies and requirements? Both were advised that it would be more appropriate to discuss their issues under club activities.

## III. Standing Business

### 3.1 Club Constitution

A committee of students got together to create this constitution that included Noemi Bustamante, Chris Turner, David Durost, and assisted by Nancy Blundell. Dr. Zimmermann provided her notes, which is why there was a last minute update. The constitution was reviewed from beginning to end. Students should know what ICC stands for when asked by someone who is not familiar, say synergy of students and service. The main objective of ICC shall regulate and support clubs of Antelope Valley College. To coordinate and approve club activities. To provide a communication network between clubs and other campus organizations, to add as a resource for areas of planning, organization, problem solving, promotion, membership, and fundraising. To maintain participation in and of support for ASO and ICC sponsored events and providing a forum for expressing interest of clubs.

The ICC Chair requested to have an executive board that includes a vice chair and a secretary. According to Noemi Bustamante there was the secretary position was never a requirement or an option, just someone to help the ICC Chair with the minutes. There are requirements to be on the ICC executive board. Must be an AVC student, enrolled in five units and must have a 2.0 GPA or higher. No ICC officer may be on the executive board of ASO with the exception of the ICC Chair person. ICC executive board will not represent a club that they are affiliated and will have no voting power as ICC members. The Vice Chair will be appointed by the ICC members with a 2/3 vote. The secretary will be appointed by the Chair person. The new constitution provides word for word the necessary requirements to activate or reactivate a club. The Club Chair advised members to go over the constitution with your prospective club and the head of ICC will discuss the constitution at great length at the Summer Leadership Retreat. This to help clubs with their own club constitutions to make it well rounded and fit for future members. Attention students who are involved in club activity, if you fail to submit your reactivation packet, your club will be put on inactive status. You will not be able to access your club account or be able to submit facilities request. You will not be able to identify yourselves as that club because you will be inactive. Turn the paper work in as soon as possible. You are responsible to update the

constitution or update the club forum. If one of the positions changes your required to update it. Notification must be sent up to VP of Club Affairs and any changes must be made prior to the next regular scheduled ICC meeting. If the club representative misses two meetings and is present a meeting it is still unacceptable. It was mentioned that are allowed to have honorary members like an advisor. However, they will not be recognized as official members by AVC and they will benefit from the college's insurance or hold official office positions. The Chair acknowledged that more research needs to be done on this matter. Also want to find out if clubs at community colleges and link up with four year universities. After a club has been activated a meeting will take place with Club President, Club Advisor and ICC Advisor and ICC Chair will review the club constitution, the responsibilities of the club, and what their role is and make sure everyone agrees with the positions and responsibilities.

Next Club Rush will be held once a year and it has been added into the constitution. All clubs are required to participate and SNAC is welcomed to participate. If not able to attend Club Rush please send a notice for reasons for why your club is not able to attend to the ICC Chair as it is stipulated in the new constitution.

Clubs are allowed to utilize facebook, twitter, Instagram as long as the ICC Chair is made aware of them. Be aware you are the embodiment of AVC and the college must be made aware for marketing and policy and record. A master list of these are on external accounts. You are allowed to use AVC as part of your group name with related to the activity. You are allowed to recruit members and hold meetings on and off campus with a submission of a facilities request. **\*\*Note:** There was a bit of discussion about rather clubs are really required. It was settled that clubs are not required to fill out a facilities request if holding a meeting or event off campus. However you are required to submit an event request form and the club advisor must be present. Submit the form via email to [asovpca@avc.edu](mailto:asovpca@avc.edu).

At the leadership retreat on August 11<sup>th</sup> there will be a workshop on where you can post club events on campus. There are certain places where you can post them. You are then required to take the flyers down after your club event. You are also eligible for ASO grants. ASO does provide certain amount to clubs as a grant. Shawn Smith President of ASO mentioned to everyone that if there is anything related to equality and diversity please get in touch with members of ASO. He added that there might be extra money involved. Beware that this only related to equality and diversity. Just email Shawn Smith at [asopresident@avc.edu](mailto:asopresident@avc.edu) and he will get back to you as soon as possible.

Duties of an ICC Representative. The ICC chair recommends adding an alternative ICC rep in case the regular club representative can make the meeting or falls behind academically and handle their club duties. Clubs should always have someone as a back up to ICC. Club reps cannot represent more than one club as you only get one vote. Skills USA mentioned that they do have members it's just hard to get one to attend the ICC meetings. The President of Skills USA was wondered if she could fill in as ICC representative until one could be found. Noemi Bustamante said that language of the club constitution was not set in stone and it could change it to accommodate those who face the same circumstances as Skills USA. SNAC Fall 2016 suggested adding special circumstances that an officer can hold more than one position until the position could be filled by someone else. Black Student Union voiced the opinion that the ICC representative to be filled by one person because it is a lot of responsibility. Dr. Zimmerman suggested changing the last sentence to no person to it is strongly recommended. The ICC meeting held at a certain time might not work well for other members of the club, whose school

and work schedule conflicts with the meeting times. The ICC representative shall be responsible for storing all ICC minutes. The ICC Chair recommends getting a binder specifically for ICC related events, so that you are organized and efficient.

ASO President discussed that the ASO meetings will no longer have their meetings on Fridays but on Thursdays afternoon. It will depend on board member's schedules. ASO meetings will be every two weeks so that ASO can be efficient in conducting their committee. ICC meetings will be conducted under Robert Rules of Order and the Brown Act. More information will be given at the Leadership Retreat. Shawn Smith added that President Knudson is conducting a campus wide Brown Act training for all faculty, staff or any student leaders interested. Mr. Smith will let everyone know the date and time. He thanked Noemi Bustamante for all the hard work she has put forth to form the new constitution and bylaws and helping out with the ASO constitution.

### 3.2 Bylaws

The ICC Chair reserves the right to pick someone for a subcommittee but volunteers are greatly appreciated. The ICC Chair is going to revise the Vice Chair description. The language has been changed will be in red and everyone will see those changes at the next ICC meeting. The ICC Secretary will provide you the minutes if you don't have them or lost them. The ICC Rep is required to submit a written report to the ICC. It does not have to be longer than a paragraph. There is section in Google Drive to submit your report ahead of time. The ICC chair mentioned that everyone should have gotten an email from her to access Google Drive In the email contained several hyperlinks to help clubs what documents are needed. Each link is actually linked to Google Drive.

**\*\*Note:** Skills USA motioned to extend the meeting for five extra minutes. AVC Soccer Club seconded, motion passed unanimously.

Clubs will submit their forms as a packet. They will be sent electronically after it gets an advisor signature. Email it to Noemi Bustamante at asovpca@avc.edu. Once she receives them she then check it off. Club Presidents, ICC representatives, and club advisor will have access to Google Drive folder containing event requests.

It was discussed if ICC wants to approve events like before or embrace the new once a club has received an event approved online all they need to do is report under Club Reports. It was mentioned that certain objections might be raised. The ICC Secretary voiced the opinion that Clubs reserve the right to give consent to Club events.

**\*\*Note:** SNAC Fall 2016 moved to approve an up to budget of \$ 250 for the Summer Leadership Retreat on August 11, 2015. Natural Environmental Organizational Club seconded, motion passed unanimously.

Marauders Dance Team moved to table the rest of the agenda items until next ICC meeting. SNAC Spring 2016 seconded, motion passed unanimously.

### 3.2 Questions during Constitution and Bylaws review

1. Question: Wanted to the specific date and time for the Fall meetings?

Answer: When the Bylaws have been reviewed and approved then the ICC meetings schedule will be released. They likely to be the 1<sup>st</sup> and 3<sup>rd</sup> of each month on a Tuesday or Monday which is to be established by the Chair person.

2. Question: Is there a rehabilitation for clubs who are not complying with the Constitution or Bylaws.

Answer: It depends on the severity of the violation. The ICC chair will step in to check things out. They will send a letter to the Club President and Club Advisor. After one month on probation you will have the opportunity to send in an appeal and mention the changes made. It will be up to the ICC to lift the probation.

3. Question: Does reactivation occur every Fall and Spring semester?

Answer: No only in the Fall.

Question: What is quorum?

Answer: The least amount needed to pass to make actions on events. Our quorum is 50% plus 1. If don't have quorum we are not allowed to pass anything.

5. Question: Is it possible to retrieve our constitution? To go over it and make a new one?

Answer: According to Nancy Blundell ideally each club should have a book that a copy of that in the so that you always have it but yes you can get a copy of your constitution from last year.

Question: Asked if clubs that meet during the summer and it's not an official meeting are you are still required to fill out a facilities request?

Answer: If you are hanging out than it is not a meeting but if you decide to discuss club meeting and vote on things than it is official meeting. A club cannot occur without an advisor there. You can have a club meeting at your advisors house or place like Starbucks.

6. Question: If clubs are on probation how does this effect getting grants from ASO?

Answer: If you are on probation you're not eligible for school grants. After your probation has been lifted you are free to ask for ASO grants.

#### IV. **SPECIAL ITEMS**

Black Student Union **[Approved]**

- Applebee's Breakfast Fundraiser.

When: August 16, 2015

Time: 7:00am-10:00am

Location: Applebee's in Palmdale

#### VI. **REPORTS**

##### 6.1 **Advisor Reports**

Acknowledged that a lot of changes in ICC are taking place in the Fall. Means that there will be a lot room for clarification and understanding and not frustration. Is delighted with the GPA requirements for Club Officers. Has been amazed how many of our student leaders don't progress as students because they get so involved in club affairs and their grades suffer and that is the opposite of the mission set forth by AVC. Encouraged students to pick their

Fall schedules carefully so that students are able to balance academics and personal life. We are here for student success. Encourages students to collaborate in forming a study hall and time management workshops. Will be monitoring very closely students grades and GPA. Be organized and plan ahead. Plan the ICC meetings accordingly so that President Knudson and the College Board could attend the ICC meetings.

#### 6.2 Chair Reports

Have your reactivations ready and will go over the constitution and the changes that were made and go ahead and approve it. Then will start activating clubs. Also event request have to be submitted four weeks in advance. Facility needs at least three weeks to approve them.

#### 6.3 Club Reports

Tabled

### VII. ANNOUNCEMENTS / UPCOMING MEETING AND EVENTS

All other items have been tabled until the next ICC meeting.

Next meeting will August 13, 2015 at 9:30 am in SSV 184.

### VIII. ADJOURNEMENT

Marauders Dance Team moved to adjourn the meeting at 5:18 pm, SNAC Spring 2016 seconded, motion passed unanimously.