

## Inter-Club Council (ICC) Engagement Agreement

The purpose of this Inter-Club Council (ICC) Engagement Agreement is to define “**Good Standing**” as referenced in the Student Organizations Conditions and Procedures, section “Registration Requirements”.

### Proposal: Engagement Agreement

To ensure that Student Organizations within the ICC maintain active participation and accountability, the following procedures and conditions will be implemented for grant and additional privilege of eligibility.

### Attendance at Inter-Club Council Meetings

- a. Requirement:
  - i. Each Student Organization is allowed for a maximum of three (3) unexcused absences from ICC Council meetings per semester.
  - ii. Being late by 15 minutes to an ICC meeting will be considered an unexcused absence (this will be verified based on the time stamp your ICC representative signs-in on the Zoom platform).
  - iii. Absences must be communicated in advance, at least 72 hours prior to the time of upcoming absence to the ICC chairperson via email to [bcsgastudorgs@bakersfieldcollege.edu](mailto:bcsgastudorgs@bakersfieldcollege.edu) with a reason to be considered for excuse.

### Advisory Meetings

- a. Requirement:
- b. Student Organizations Officers and their Advisor must attend a one-on-one meeting with the following individuals if the Student Organization falls into “**Bad Standing**” “**Non-Compliance**” status:
  - i. Initial Advisory Meeting: Director of Student Organizations
  - ii. If resolution not found: Director of Student Organizations and the BCSGA Advisor
- c. Procedure:
  - i. Meetings must be scheduled and confirmed in a minimum of 72 hours in advance. Failure to attend a scheduled meeting without prior notification, at least 24 hours prior notice for cancellation, and a valid reason may impact Student Organization Funding (SOF) grant eligibility.
  - ii. Student Organizations are encouraged to discuss their plans, challenges, and any support needed during these meetings to ensure the Bakersfield College Student Government Association (BCSGA) team members can provide ample solutions to help the Student Organization in question, get back on track to establishing “Good Standing” once more.

## Event Participation

- a. Requirement:
  - i. Each Student Organization must participate in at least one campus-wide event per semester; a campus wide event also includes those held at the Bakersfield College Satellite Campuses (Arvin, Southwest and Delano)
- b. Event Definition:
  - i. Events include but are not limited to seminars, workshops, conferences, or any other officially recognized academic or extracurricular activity; these events can either be hosted by the Bakersfield College Student Government Association (BCSGA), another Student Organization that is hosting a campus wide event or Bakersfield College (BC).
  - ii. The Department of Student Organizations Director will track attendance of these events through the event sign-in sheets at their conclusions; if the event is held at a satellite campus, it is the responsibility of the student organizations to provide documentation of attendance, such support may also be provided by that campus' Program Director if they are to have a sign-in sheet for that event.
  - iii. Student Organizations are responsible for providing documentation of their participation in events, such as photos, attendance records, or a report to be submitted to the Director of Student Organizations within 15 days after the event if requested.

## Non-Compliance

- a. Student Organizations will receive a warning via email after two (2) unexcused absences from ICC Meetings. Upon the following violation, the Student Organization will be notified of their disqualification from SOF grant eligibility.
- b. Consequences:
  - i. Failure to meet any of the conditions will result in loss of SOF grant eligibility for the semester in which the student organization is active until they have fulfilled an Advisory Meeting to be reinstated into "Good Standing".
- c. Notification:
  - i. Recipients will be notified of non-compliance via email from the Director of Student Organizations and given an opportunity to appeal with additional documentation as proof of following the above stated requirements to maintain "Good Standing".

## Appeal Process

### a. Appeals:

- i. Must be submitted in writing via email to the BCSGA Advisor and Director of Student Organizations within two (2) weeks of receiving non-compliance notice.
- ii. The BCSGA Advisor, in consultation with the Director of Student Organization, will review the appeal and make a final decision, within ten (10) instructional days of when the appeal was received. Communication will be submitted to the recipient in writing via email about the next steps in the appeal process.

## Good Standing

### a. Definition:

- i. Student Organizations will be considered in "Good Standing" if it meets the above attendance, participation, and meeting requirements.

By adhering to these procedures and conditions, Student Organizations will maintain active engagement and "Good Standing" within the ICC community and ensure continued support through SOF grant opportunities.

This Student Organization's Executive Board members, hereby certifies that we have had the opportunity to read and ask questions about the above outlined procedures and understand that by signing below, we understand fully the content included and are in a binding agreement to above stated terms.

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(President's First and Last Name Printed)

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(Date)

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(President's Signature)

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(Treasurer's First and Last Name Printed).

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(Date)

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(Treasurer's Signature)

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(ICC Rep.'s First and Last Name Printed)

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(Date)

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(ICC Rep.'s Signature)

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(Advisor's First and Last Name Printed)

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(Date)

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(Advisor's Signature)