

DIVISION OF STUDENT
AFFAIRS
CALIFORNIA STATE
UNIVERSITY, FULLERTON

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INTER-CLUB COUNCIL HANDBOOK

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Table of Contents

Welcome Message.....	1
Key Contact Information.....	2
ICC Structure.....	3
Council Representatives.....	3
I. Representative Responsibilities	
Advisor Responsibilities.....	4
Executive Board.....	5
I. Chair/President.....	5
II. Vice Chair (Financial Officer/Treasurer)	6
III. Director of Administration.....	7
IV. Director of Event Planning/Productions.....	8
V. Director of Marketing/Communications.....	9
VI. Internal Communications Director (BSU Only).....	10
VII. Black Community Program Director (BSU Only).....	11
VIII. Membership Development Coordinator (BSU Only).....	12
IX. Retention Director (BSU Only).....	13
X. Leadership Development Director (BSU Only).....	14
XI. Ourstorian (BSU Only).....	15
XII. Administrative Assistant (MESA Only).....	16
XIII. Archivist (MESA Only).....	16
XIV. Public Relations Officer (MESA Only).....	17
Meeting Procedures	18
I. Robert’s Rules of Order.....	18
II. Common Motions.....	19
III. Making and Handling Motions.....	20
IV. Agenda Preparation	
V. Abstaining	
V. Minutes and Documentation.....	
Administrative.....	
I. Google Shared Drive.....	
II. Email Account.....	
III. ICC Website.....	
IV. TitanLink.....	
Funding.....	20
I. Funding Overview.....	
a. Funding vs. Funded Councils.....	
b. A-Side Funding.....	
c. B-Side Funding.....	

II. Budget.....	22
a. Authority and Responsibilities of Funding Councils.....	
b. Tracking and Monitoring Expenses.....	
III. Agency Account.....	
IV. Eligibility Criteria for Funding.....	
V. Event Guidelines & Travel Guidelines.....	
a. Event Reimbursements.....	
b. General Event Information.....	
c. Documentation Needed.....	
d. Guidelines for Invoices and Contracts over \$5,000.....	
VI. Travel Guidelines.....	
a. Travel Reimbursements.....	
b. General Travel Information.....	
c. Documentation Needed.....	
d. Events & Activities.....	
e. Travel.....	
VII. Allocation Request	
Requirements.....	
VIII. Reimbursement Request	
Requirements.....	
IX. Post-Event Reporting	
Event Policies.....	
I. Event Planning Overview	
II. Venue Reservations	
III. Event Approval Process	
IV. Insurance and Vendor Approvals	
V. Event Compliance	
VI. Fire Lanes	
Recognition and Registration for Student Organizations.....	
I. Annual Registration for Recognized Student Organizations	
II. Updating a Club Officer, Advisor, Organization Name, and Constitution	
Transitioning Roles.....	
I. Transition Reports	

Resources.....	30
I. ASI Forms.....	
II. Example of ECS Inter-Club Council (ICC) Representative Contract.....	33
III. Budget Request.....	
IV. Election Forms.....	
V. Event Checklist.....	
VI. Reservable Locations.....	
VII. Meeting Minutes Template.....	
VIII. Fire Lane Map.....	
IX. Approved Vendors List.....	
Closing Message.....	37

Welcome

Congratulations on your new leadership role within your respective Inter-Club Councils (ICCs) here at Cal State Fullerton! As an integral part of our university's vibrant community, you now have the opportunity to help shape and strengthen the future of student organizations dedicated to advancing education, research, public service, and cultural and professional development.

The ICCs play a vital role in supporting both graduate and undergraduate students as they seek to enrich their academic experiences through research, cultural initiatives, and professional development. You are entrusted with the responsibility of disbursing funds from Associated Students, Inc. (ASI), ensuring that student clubs and organizations have the resources they need to thrive.

In this leadership role, you'll be able to empower student organizations and help foster a collaborative, innovative, and inclusive academic environment that reflects the very best of our Titan community.

This handbook is designed to help you understand your roles and responsibilities within the organization, providing clarity on what is expected of you in your position. With this handbook, you will gain insights into best practices for leadership, meeting management, and task implementation, ensuring that you are well-equipped to step into your new leadership role.

We are excited to see how your leadership and dedication will shape the future of the ICCs and Cal State Fullerton. Welcome aboard!

Contact Information

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Key Contacts



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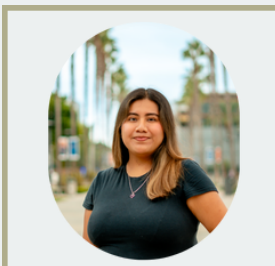


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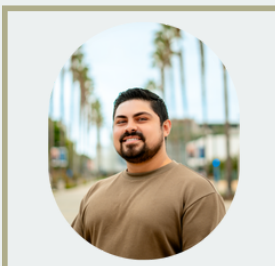


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ICC Mission and Goals

The Inter-Club Councils are committed to fostering the growth and success of their respective constituencies through academics, public service, community building, and career and professional development.

The ICCs are composed of the executive board and council representatives. The executive board is composed of elected officers (positions and position titles vary amongst the 19 ICCs).

Council Representatives

Inter-Club Council Representatives act as liaisons between their organizations and the ICC. Their role is vital in gaining access to funds for their student organization and professional development travel. Below is a list of expectations to go over with your general council at your first council meeting.

Attend All ICC Meetings

- Be present and punctual for weekly/bi-weekly council meetings. Notify the Chair and Director of Administration in advance if attendance is not possible and arrange for an alternate representative.

Communication

- Please be sure to communicate in a composed and courteous manner.
- Share ICC updates, opportunities, approvals, and denials, and policies to their respective clubs and bring back feedback, questions, or issues from their organization.

Adhere to the bylaws set forth by the council

- Ensure that your organization's tables are set during the Meet the Deans event (academic ICC-specific)
- Ensure that your organization hosts an event throughout the college week (academic ICC-specific)

Submit documentation on time.

- Submit all paperwork promptly as determined by the ICC Vice Chair/Financial Officer.
 - i.e., funding proposals, allocation and reimbursement forms, fliers with ASI logos, etc.

Stay Informed and Prepared

- Review meeting agendas and any provided materials before attending the council meeting, so you can be well-prepared for discussions and decision-making.

Engage in Productive Discussion

- Contribute thoughtful insights, ask relevant questions, and engage in respectful debate on topics that impact all clubs, helping create solutions for shared challenges.

Promote Collaboration Among Clubs

- Actively support and encourage collaborative initiatives, events, and partnerships that benefit the campus community.

ICC Advisor

The Inter-Club Council (ICC) Advisor serves as the advisor for the ICC and its executive board. The Advisor provides support and guidance to the student leaders in areas such as conflict resolution, event planning, leadership development, and risk management. The ICC Advisor role is completely voluntary, entirely separate from an employee's regular job responsibilities, and is not required work.

Responsibilities:

- Serve as the primary day-to-day advisor for the ICC.
- Advisors are highly encouraged to attend all ICC General Council meetings and major events.
- Support and guide students in areas of conflict resolution and event planning.
- Provide oversight and guidance to students in the areas of special event planning, campus collaboration, and risk management assessment for ICC events and/or the umbrella organization events.
- Host ongoing recurring meetings with ICC President, Treasurer, and other event-planning positions on the ICC Exec Board.
- Assist ICC Exec Board with leadership transitions throughout the election process.
- Provide conflict mediation in order to resolve sensitive situations with student leaders and campus partners.
- Inform student leaders about resources/services available to them.

Executive Board

Roles and Responsibilities

Chair/President

The Chair/President of the Inter-Club Council (ICC) serves as the primary representative and spokesperson for the council. This position involves presiding over all meetings, representing the council in its interactions with the campus and broader community, facilitating communication among members, overseeing council governance, and ensuring the organization operates following its bylaws.

Leadership:

- Serve as the official spokesperson of the organization, representing its policies, views, and opinions in relations with campus stakeholders and the community.
- Provide guidance and direction to the Executive Board and General Council.

Meeting Facilitation:

- The Chair/President shall preside at all meetings of the council, ensuring that discussions remain focused, productive, and efficient, and following the bylaws.
- They must announce all special meetings at least forty-eight (48) hours in advance to allow adequate preparation time for all members.
- Reasonable notice of any changes in meeting time and location must be provided to ensure all members can attend.

Official Representation:

- The President/Chair shall be responsible for attending all Executive Senate, assigned Board of Directors meetings, and shall prepare reports in compliance with ASI policies. The President/Chair may appoint a designee if unable to attend the meetings.

Financial Oversight:

- The President/Chair holds check-writing authority, responsible for managing and overseeing the financial transactions of the council.
- The President/Chair shall collaborate with the Vice Chair to develop and submit the Annual Budget Request for the following academic year.

By overseeing the council's operations, maintaining parliamentary procedures via Robert's Rules of Order, and representing the organization, the Chair/President ensures the council remains effective, transparent, and aligned with its mission.

Vice Chair (Financial Officer/Treasurer)

The Vice President/Treasurer/Vice Chair plays a dual role, serving as the second-in-command of the Inter-Club Council and managing all financial matters. This position ensures effective financial oversight, compliance with ASI financial policies, and serves as the liaison between the Executive Board and council representatives regarding financial matters. Key responsibilities include:

Leadership and Support:

- Preside over council meetings in the absence of the Chair (President).
- Perform duties assigned by the Chair/President to support the organization's operations.

Financial Management:

- Handle all financial affairs and budgeting for the council.
- Updating the budget tracker on a weekly basis.

Record-Keeping:

- Maintain detailed and accurate records of all financial transactions on the "Funding Budget and Allocation Tracker."
- Ensure that the "Reimbursement Tracker" is updated regularly on a weekly basis.

Financial Reporting:

- Provide monthly budget/financial reports to ICC representatives at General Council meetings. The Vice Chair/Treasurer should be prepared to update the General Council on the current budget when requested by ICC representatives.
- The Vice Chair/Treasurer shall serve as a liaison between the Executive Board and ICC representatives regarding all financial matters.

Reimbursement and Compliance:

- Coordinate reimbursements promptly, provided all necessary documentation is submitted in a timely manner.
- Ensure all ICC funding is compliant with ASI bylaws and fiscal policies.

Budget Request and Advocacy:

- Collaborate with the Chair/President to develop and submit the Annual Budget Request for the following academic year.
- The Vice Chair/Treasurer is responsible for attending the mandatory Budget Request orientation.

By providing strong leadership and meticulous financial management, the Vice Chair/Treasurer ensures the council operates efficiently, remains financially transparent, and complies with all relevant policies.

Director of Administration

The Director of Administration serves as the primary record-keeper and administrative support for the council. This role ensures accurate documentation, organization, and communication to maintain the council's efficiency and compliance with established procedures. Key responsibilities include:

Meeting Documentation:

- Attend all council meetings to record accurate minutes.
- Submit minutes to the council for approval and file them appropriately.
- Report and record attendance and vote counts on all proposals during meetings.
- Ensure that a quorum has been established before votes.

Agenda and Document Management:

- Maintain and prepare weekly agendas and minutes for each meeting.
- Send agendas and minutes to the Chair for distribution.
- Collect and organize records of proposals, agendas, voting records, handouts, and meeting notes.

Correspondence and Records:

- Handle all council correspondence and maintain copies of all communications on file.
- Act as the council's historian, preserving and maintaining all historical records and documents.

Membership Oversight:

- Maintain an accurate list of registered clubs and their council representatives.
- Oversee the club registration/re-registration process.
- Keep representatives up-to-date on their status

Administrative Duties:

- Upload council-related documents (agendas, minutes, presentations, etc.) onto TitanLink or ICC websites.
- Submit agendas and minutes to ASI to ensure that reimbursements are processed in a timely manner.

By meticulously documenting council activities, facilitating communication, and maintaining organizational records, the Director of Administration ensures the smooth functioning of and historical continuity of the council.

Director of Event Planning/Productions

The Director of Event Planning is responsible for organizing and executing council events and service projects. This role involves coordinating all aspects of event logistics, collaborating with stakeholders, and ensuring successful implementation. Key responsibilities include:

Event Planning and Coordination:

- Plan and oversee all council events and service projects, including:
 - Reservations, catering, rentals, and decorations.
 - Managing invitee lists and tracking RSVPs.
 - Developing and maintaining event budgets.
- Serve as the primary point of contact before, during, and after each event.

Leadership and Collaboration:

- Collaborate with the Executive Board to ensure events align with the council's mission and goals.
- Work with event planning coordinators from member clubs and organizations to assist with planning their events.
- Serve as the Chair of an event planning subcommittee, if needed and approved by the Chair, to delegate tasks and enhance event execution.

Communication and Logistics Management:

- Coordinate with vendors, campus departments, and external partners to secure necessary resources and services for events.
- Ensure effective communication with all stakeholders to provide event updates and confirm responsibilities.

On-Site Oversight and Follow-Up:

- Oversee event execution, troubleshoot any issues, and ensure all logistics run smoothly.
- Manage post-event tasks, including clean-up, compiling receipts and other financial documents, and soliciting feedback to improve future events.

By managing all aspects of event planning and fostering collaboration among council members and organizations, the Director of Event Planning plays a vital role in ensuring the success of council initiatives and creating meaningful experiences for the campus community.

Director of Communications/Marketing/Public Relations

The Director of Marketing/Director of Communications/Director of Public Relations is responsible for managing the council's public relations, marketing efforts, and social media presence to enhance visibility and engagement. This position ensures consistent branding, effective promotion of events, and strong relationships with member organizations, faculty, and the community. Key responsibilities include:

Social Media Management

- Maintain and actively update all council social media accounts (e.g., Instagram, Facebook, Twitter, etc.) on a weekly basis.
- Post relevant content to engage the campus community and promote council-sponsored events.

Event Promotion and Marketing

- Design, implement, and manage a comprehensive marketing plan for council-sponsored events.
- Collaborate with the Director of Event Planning/Director of Productions (or equivalent) on event publicity, promotion, and advertising.
- Oversee the design and distribution of promotional materials, including flyers, banners, and branded items.

Content Creation

- Handle photography and videography needs for council events and initiatives.
- Ensure the council has high-quality visual content for marketing and archival purposes.

Public Relations and Branding

- Oversee the council's branding and public relations strategies to maintain a professional and cohesive image.
- Enhance relationships between the council, member organizations, and faculty & staff of the college.

Administrative Duties

- Draft and send thank you letters to visiting speakers/guests and partners to foster positive relationships.

By combining creativity, strategic communication, and collaboration, the Director of Marketing/Director of Communication/Director of Public Relations plays a vital role in amplifying the council's impact and fostering a sense of community within the organization.

Internal Communications Director (BSU Only)

The Internal Communications Director (ICD) serves as the primary liaison between the Black Student Union and the student body, ensuring effective communication and information dissemination. The ICD is responsible for fostering connections within the BSU community and supporting the promotion of BSU events and initiatives.

Communication and Outreach

- Sending emails, text messages, and other forms of communication to BSU member organizations and general members.
- Staying in contact with representatives from all BSU organizations to ensure information is accurately relayed, understood, and acted upon.

Event Promotion

- Collaborating with the External Communications Director (ECD) to promote BSU events through:
 - Flyers, banners, and email blasts.
 - Phone banks and direct outreach efforts.
 - Contacting campus newspapers and utilizing other relevant promotional channels.

Newsletter and Calendar Management

- Updating and distributing the BSU newsletter to keep members informed about upcoming events, opportunities, and initiatives.
- Working with the Black Community Program Director (BCPD) to ensure that all BSU member organizations are actively updating the BSU calendar.

Administrative Responsibilities

- Handling and submitting the necessary paperwork for Discoverfest each semester.
- Collecting and organizing information about BSU member organizations, including their events and initiatives.

By maintaining clear, consistent, and efficient communication, the ICD ensures that the BSU operates cohesively and that its events and messages effectively reach the intended audiences.

Black Community Program Director (BSU Only)

The Black Community Program Director (BCPD) is responsible for organizing and delivering resources, programs, and initiatives that address the needs of the Black community at CSUF and beyond. Reporting to the External Vice President, the BCPD plays a central role in strengthening community ties and fostering opportunities for growth, education, and engagement. Key responsibilities include:

Resource and Program Delivery:

- Identifying, organizing, and implementing programs and resources that address the needs of the Black community on campus.
- Ensuring all initiatives align with the BSU's mission and the needs of the campus community.

Collaboration with the Afrikan Black Coalition (ABC):

- Partnering with the ABC's Black Community Program Director to research, analyze, and implement solutions to challenges faced by the Black community.
- Working with the ABC Central Committee to design and promote college access programs and effective strategies to enhance educational opportunities.

Campus and Community Engagement

- Acting as the liaison between the BSU, ABC, and local community organizations to strengthen relationships and collaborative efforts.
- Coordinating effective campus visits in partnership with University Outreach and other campus affiliates.

Program and Event Coordination

- Maintaining and managing the BSU's academic calendar for the school year.
- Planning and coordinating on-campus programs that align with the BSU's mission and serve the community's needs.
- Overseeing and organizing volunteer opportunities throughout the year.

Leadership and Team Management

- Managing a team of volunteers to execute programs and initiatives effectively.
- Providing guidance, support, and direction to ensure the success of the team's efforts.

The BCPD serves as a bridge between the campus and the broader community, which ensures that the BSU remains a vital resource for empowerment, advocacy, and connection.

Membership Development Coordinator (BSU Only)

The Membership Development Coordinator (MDC) is responsible for managing and enhancing the recruitment, engagement, and development of BSU membership. The MDC works to build a vibrant, active, and motivated membership base by fostering connection, participation, and morale. Key responsibilities include:

Membership Recruitment

- Planning and executing membership recruitment campaigns to attract new members to the BSU.
- Developing creative strategies to expand BSU's reach and visibility across campus.

Membership Engagement and Development

- Tracking and analyzing member participation in BSU events, programs, meetings, and initiatives.
- Providing recommendations to improve member engagement and ensure members feel valued and connected to the organization.
- Running campaigns and activities aimed at increasing member morale and enthusiasm for BSU.

Event Coordination and Representation

- Coordinating BSU's participation in the Afrikan Black Coalition (ABC) Conference in collaboration with the Executive Vice President (EVP).
- Encouraging and organizing member involvement in BSU events, programs, and initiatives that align with the organization's mission.

Fostering Community and Morale

- Building a sense of community and belonging among BSU members through team-building activities, social events, and recognition initiatives.
- Supporting the overall well-being and satisfaction of BSU members to maintain a strong and active membership.

Through these efforts, the MDC ensures that BSU remains an inclusive, engaging, and impactful organization that meets the needs of its members and inspires their participation.

Retention Director (BSU Only)

The Retention Director (RD) is dedicated to supporting the success and well-being of returning and incoming students. The RD's responsibilities include:

Support for Returning Students

- Developing and implementing programs and services tailored to the needs of returning students.
- Providing resources and creating opportunities to ensure their academic and personal success.

Collaboration with the Membership Development Chair

- Working closely with the MDC to offer guidance, mentorship, and resources for incoming students.
- Assisting with outreach programs aimed at fostering a sense of belonging and engagement for new and returning students.

Community-Wide Needs Assessment

- Conducting an annual survey before the start of each school year to assess the needs and concerns of the student population.
- Using survey results to design and implement targeted services and programs throughout the academic year.

Outreach Programs

- Collaborating on initiatives to connect with students and promote resources that support their academic, professional, and personal development.

Assumption of Dual Roles (if necessary)

- In the absence of a Membership Development Chair (MDC), assuming the responsibilities of both the RD and MDC roles to ensure continuity of services and outreach.

The RD plays a critical role in fostering student retention, engagement, and success, ensuring that all students feel supported and empowered throughout their academic journey.

Leadership Development Director (BSU Only)

The Leadership Development Director (LDD) is responsible for cultivating leadership skills and fostering the growth of Black student leaders within the Black student community. Working under the supervision of the Internal Vice President (IVP), the LDD's duties include:

Oversight and Mentorship

- Supervising ICC interns and providing mentorship to support their leadership development and contributions.

Leadership Training

- Designing and facilitating training programs focused on four core leadership areas:
 - Grassroots Organizing: Developing skills in community building, advocacy, and mobilization.
 - Professionalism and Management: Teaching organizational skills, team management, and effective communication.
 - Black Consciousness: Promoting cultural awareness and fostering pride in Black heritage and identity.
 - Self-Improvement: Encouraging personal growth, resilience, and reflective practices among leaders.

Research and Continuous Improvement

- Conducting research to enhance leadership practices and ensure the development of effective leaders within the Black Student Union.

Historical Documentation

- Maintaining an accurate and up-to-date historical record of the BSU's presence, activities, and impact on campus.
- Collaborating with the Ourstorian to preserve and document the BSU's legacy.

By fostering leadership excellence and preserving the BSU's history, the LDD plays a pivotal role in strengthening the ICC's impact and ensuring the success of its future leaders.

Ourstorian (BSU Only)

The Ourstorian serves as the historian and archivist for the Black Student Union, ensuring the preservation of institutional memory and fostering a sense of community tradition. The responsibilities of the Ourstorian include:

Maintaining Community Traditions

- Documenting and celebrating significant events and activities within the ICC.
- Ensuring traditions are preserved and passed down to future members.

Keeping Written and Digital Records

- Compiling accurate and comprehensive records of ICC events, initiatives, and accomplishments.
- Managing and organizing digital archives for easy access and reference.

Producing an Annual Scrapbook

- Creating a visual and written representation of the ICC's yearly highlights, showcasing member organizations' achievements.

Overseeing Organizational Binders

- Ensuring that each organization within the ICC maintains a standardized BSU binder, which serves as a historical and operational reference.
- Supporting organizations in updating and organizing their binders to include:
 - Table of Contents
 - The organization's constitution
 - Descriptions of officer roles
 - A calendar and description of annual events
 - Information about the organization's founders and purpose

Administrative Assistant (MESA Only)

The Administrative Assistant plays a vital role in maintaining accurate records, facilitating communication, and ensuring organizational efficiency. This individual supports council operations by managing correspondence, documentation, and logistical needs. Key responsibilities include:

Meeting Documentation and Record-Keeping:

- Take minutes at all council meetings, keep them on file, and distribute copies to all member organizations.
- Submit weekly minutes to ASI clericals in a timely manner.
- Serve as the historian of the organization and maintain all records of the organization.

Communication and Correspondence:

- Handle all official organization correspondence and keep copies on file.
- Maintain up-to-date records of all member organizations, including contact information, phone lists, Mesa Representatives, and email addresses.

Event and Membership Coordination:

- Oversee new membership processes and ensure accurate records of member organizations.
- Designate and organize shared responsibilities for events hosted or supported by the organization.

By ensuring accurate documentation, maintaining open communication, and supporting event logistics, the Administrative Assistant helps sustain an organized and efficient council.

Archivist (MESA Only)

The Archivist is responsible for documenting and preserving the history of the council and its affiliated organizations. This role ensures that past and present activities are recorded for future reference and engagement. Key responsibilities include:

Event Documentation and Historical Records:

- Attend all Mesa Cooperativa events to capture and document key moments.
- Take photographs and compile a memory book to preserve the organization's history.
- Maintain and update the history log with records of events, initiatives, and leadership.

Outreach and Engagement:

Collaborate with the Public Relations Coordinator to connect with Chicanx/Latinx organizations that are inactive in Mesa Cooperativa.

By maintaining a well-documented history and fostering engagement with inactive organizations, the Archivist plays a crucial role in preserving the legacy and growth of Mesa Cooperativa.

Public Relations Officer (MESA)

The Public Relations Coordinator is responsible for promoting the council's events, maintaining its public image, and facilitating communication between the organization and the campus community. Key responsibilities include:

Event Promotion and Marketing:

- Supervise the promotion of events using flyers, banners, mail-outs, phone banks, and other outreach methods.
- Coordinate with the campus newspaper to increase visibility for events and initiatives.

Publications and Information Management:

- Update and maintain Mesa Cooperativa's informational pamphlets to ensure accurate representation of the organization.
- Collect and organize information pertaining to member organizations to keep records up to date.

Campus Engagement and Outreach:

- Handle paperwork for events such as DiscoverFest each semester to ensure the organization's participation in key campus events.

By overseeing event publicity, maintaining organizational materials, and fostering strong campus connections, the Public Relations Coordinator plays a key role in enhancing the visibility and influence of Mesa Cooperativa.

Robert's Rules of Order

Robert's Rules of Order are the established parliamentary procedures used to conduct business in ICC general council meetings. These rules provide a standardized framework for discussions, ensuring that meetings are orderly, efficient, and fair. They guide the process of making motions, debating issues, and voting on decisions, allowing all members to participate in an organized and respectful manner. By adhering to Robert's Rules, the ICCs ensure transparency and consistency in their decision-making processes.

Key Principles

As a new academic representative on the ICC, it's important to understand and uphold the following principles to ensure meetings are productive, respectful, and inclusive for all members:

1. Democratic Decision-Making

All members of the ICC have an equal voice in discussions and decisions. This means that decisions should be made collectively, often through voting or consensus, ensuring that no single voice dominates. Representatives are expected to represent the interests and perspectives of their peers while engaging in open and honest dialogue with others. Encouraging broad participation leads to more balanced and informed outcomes.

2. Orderly Discussions

Meetings operate under structured procedures to ensure efficiency and clarity. By following agreed-upon rules, such as speaking in turn, staying on topic, and adhering to an agenda, members help maintain focus and momentum. These procedures prevent confusion, reduce interruptions, and make space for all voices to be heard. As a representative, being familiar with the meeting structure (such as Robert's Rules or another format) will help you contribute effectively.

3. Respect for All Voices

A respectful environment is essential to the success of any committee. All members should feel safe and encouraged to share their views. This includes listening actively, avoiding personal criticisms, and valuing different perspectives, even when there is disagreement. Speaking in turn and allowing others the time and space to express their thoughts fosters a collaborative and inclusive atmosphere.

By following these principles, you'll not only help make ICC meetings more effective but also build trust and cooperation among members. Your role as a representative is both a responsibility and an opportunity to positively impact academic decision-making in your institution.

Common Motions and Their Use

Motion	Purpose	Example
Motion	Introduces new business	<i>I move that the following allocation be approved.</i>
Amend	Modifies a motion under discussion	<i>I move to amend the requested amount from \$200 to \$125.</i>
Table	Postpones discussion to a later time	<i>I move to table this allocation request until next week's meeting.</i>
Adjourn	Ends the meeting	<i>I move to adjourn today's meeting at 11:59 am.</i>

Common Meeting Procedures

1. Call the Meeting to Order

- a. Chair/President: "I call this meeting to order at [time meeting begins]."

2. Roll Call

- a. Chair/President: "I yield to the Director of Administration to begin roll call.
- b. Director of Administration: "When I call your organization, please say, 'here.'"

3. Approval of Minutes

- Chair: "The minutes from our previous meeting have been distributed. Are there any corrections?"
 - I. If there are corrections, "The corrections will be noted. With those corrections, do I have a motion to approve the minutes?"
 - Member: "I move to approve the minutes as corrected."
 - Second Member: "I second."
 - II. If there are no corrections: "Let's go into a vote to approve last week's minutes. May I get a motion to approve the minutes?"
 - Member: "I motion to approve the minutes."
 - Second Member: "I second."

4. Officer/Advisor/Committee Reports

- a. Chair/President: "We will now move into officer/committee reports."
 - i. After finishing a report, the officer will yield their time back to
- b. Members listen, ask questions, or suggest actions based on reports.

5. Unfinished Business

- a. Chair/President: "We will now revisit unfinished business from the previous meeting."
- b. Continue discussions or decisions on previously tabled items.

6. New Business

- a. Chair/President: "We will now move on to new business."
- b. Members introduce new topics for discussion that have been submitted for inclusion on the agenda.

Making and Handling Motions

1. Making a Motion

- a. Member (making the motion): "I move that we allocate \$200 for our upcoming event."
- b. The motion must be clear and specific. The member will proceed to share about the event and the funding request.

2. Seconding a Motion

- a. Chair/President: "Is there a second?"
- b. Member (seconding): "I second the motion."
- c. A motion cannot be discussed unless it has been seconded.

3. Debating a Motion

- a. Chair/President: "The motion has been seconded. The floor is now open for debate."
- b. Members can debate the pros and cons of the motion, but should stay on topic.
- c. Member (in favor): "I believe \$200 is reasonable to ensure we have enough funds for the event."
- d. Member (against): "I think we should reduce the amount to \$150 because the expected attendance is only 20 students..."

4. Amending a Motion

- a. Member: "I move to amend the motion by reducing the amount to \$150."
- b. Chair/President: "Is there a second?"
- c. After the second, members discuss the amendment.

5. Voting on the Motion

- a. Chair/President: "Are we ready to vote on the motion to allocate \$200 to BTS for their Meet the Stars event?"
- b. Chair/President: "All those in favor, say 'Aye' or 'All those opposed, say 'No'."
- c. Chair/President: "The motion passes/fails."

Agenda Preparation

Each ICC should have a section in their constitution/bylaws that outlines how their club's meeting agenda should be structured. A consistent agenda ensures that meetings are orderly, efficient, and transparent, in alignment with Robert's Rules of Order.

Agendas should generally include the following items in order:

1. **Roll Call & Call to Order**

- a. The Chair asks the Director of Administration to perform Roll Call. After the Director of Administration takes attendance and confirms quorum has been met, the Chair may call the meeting to order.

2. **Approval of Agenda**

- a. Members review and approve the meeting agenda. Changes may be proposed before approval.

3. **Approval of Minutes**

- a. Members review and approve the minutes from the previous meeting, ensuring that the record is accurate.

4. **Public Speakers**

- a. Guests or members of the public may address the council for a set amount of time.

5. **Officers' Reports**

- a. Updates from officers (e.g., Financial Report, College Week, Heritage Week/Month, etc.). Action items may also be assigned here.

6. **Committee Reports (*Only if applicable*)**

- a. Updates from committees or project leads (e.g., event progress updates).

7. **Unfinished Business**

- a. Items carried over from the previous meeting that were not resolved or voted on.

8. **Old Business**

- a. Matters that have been discussed before and are returning for updates or final action.

9. **New Business**

- a. Items being introduced for the first time, including new funding proposals (event or travel) or post-event presentations to be considered.

10. **Announcements**

- a. Members can share information about upcoming events, programs, or professional development opportunities.

11. **Adjournment**

- a. The Chair officially closes the meeting. No business may be conducted after adjournment.

Abstaining

1. Making a Motion

- a. Member (making the motion): "I move that we allocate \$200 for our upcoming event."
- b. The motion must be clear and specific. The member will proceed to share about the event and the funding request.

2. Seconding a Motion

- a. Chair/President: "Is there a second?"
- b. Member (seconding): "I second the motion."
- c. A motion cannot be discussed unless it has been seconded.

3. Debating a Motion

- a. Chair/President: "The motion has been seconded. The floor is now open for debate."
- b. Members can debate the pros and cons of the motion, but should stay on topic.
- c. Member (in favor): "I believe \$200 is reasonable to ensure we have enough funds for the event."
- d. Member (against): "I think we should reduce the amount to \$150 because the expected attendance is only 20 students..."

4. Amending a Motion

- a. Member: "I move to amend the motion by reducing the amount to \$150."
- b. Chair/President: "Is there a second?"
- c. After the second, members discuss the amendment.

5. Voting on the Motion

- a. Chair/President: "Are we ready to vote on the motion to allocate \$200 to BTS for their Meet the Stars event?"
- b. Chair/President: "All those in favor, say 'Aye' or 'All those opposed, say 'No'."
- c. Chair/President: "The motion passes/fails."

Special Types of Motions

1. Motion to Table

- a. Temporarily set aside an item for later discussion.
- b. Member: "I move to table this discussion until the next meeting."
- c. Chair/President: "Is there a second?"
- d. A motion to table stops discussion and defers it.

2. Motion to Adjourn

- a. Ending the meeting.
- b. Chair/President: "I move to adjourn. May I get a motion?"
- c. Member: "ETC motions."
- d. Chair/President: "Is there a second?"
- e. Member: "NSA seconds."
- f. Chair/President: "I adjourn this meeting at 10:00 am."

3. Motion to Reconsider

- a. Revisiting a previously made decision.
- b. Member: "I move to reconsider the motion to allocate \$200."
- c. The motion requires a second and is debated before voting again.

Funding

The 19 Inter-Club Councils make up the ASI Executive Senate. The purpose of the ASI Executive Senate is to provide a line of communication between the leadership of ASI and the programs and councils. As a part of the Executive Senate, the ICCs receive funding from ASI to enhance students' academic and professional growth by providing financial resources for events, conferences, competitions, and other educational experiences.

The ICCs play a crucial role in managing these funds by overseeing budget allocations, reviewing funding requests, and ensuring that expenditures comply with ASI policies. The e-board works closely with student organizations to ensure that funding is used responsibly and effectively to benefit the broader student community.

The Executive is composed of two types of funding councils. There are funded councils, which have been granted an allocated budget to use, but not to allocate to other member organizations. Funding councils have been granted a budget allocation to both use and allocate funding to student organization members of the council.

The FUNDING councils (who can allocate) on the Executive Senate:

- 1.Arts Inter-Club Council (AICC)
- 2.Black Student Union (BSU)
- 3.Business Inter-Club Council (BICC)
- 4.Communications Inter-Club Council (CICC)
- 5.Community Service Inter-Club Council (CSICC)
- 6.Education Inter-Club Council (EICC)
- 7.Engineering & Computer Science Inter-Club Council (ECSICC)
- 8.Health and Human Development Inter-Club Council (HHDICC)
- 9.Humanities & Social Sciences Inter-Club Council (HSSICC)
- 10.Mesa Cooperativa (MESA)
- 11.Natural Sciences & Mathematics Inter-Club Council (NSMICC)
- 12.South Asian Student Union (SASU)
- 13.Southwest Asian & North African Inter-Club Council (SWANAICC)
- 14.Sports Club Inter-Club Council (SCICC)

The FUNDED councils (who do not allocate) on the Executive Senate:

- 1.Inter-Fraternity Council (IFC)
- 2.Multicultural Greek Council (MGC)
- 3.National Panhellenic Council (NPHC)
- 4.Panhellenic Council (PHC)
- 5.Resident Student Association (RSA)

The 14 **funding** councils have two budget sections:

- A-Side: Council Funding
 - This funding's use is up to the discretion of the e-board.
 - Example: College week of events, banquets, retreats, treats for meetings, etc.
 - *Note: A-Side funding **DOES NOT** need to be approved by the general council.*
 - IFC, MGC, NPHC, PHC, and RSA only have the A-side budget. These councils are closed communities (not open to everyone).
- B-Side: Program Funds
 - The club/organization submits an allocation request to be voted on to access funds.
 - Example: tablecloth, food for the event, paying for guest speakers, etc.
 - Funding is on a first-come, first-served basis.

Common Terms

- **Agency Account:** A financial services account used by a recognized student organization to manage funds.
- **Contingency:** A funding source intended to support unexpected or supplemental needs, including new and innovative proposals.
- **Line Item:** A subsection of a budget allocation is designated for a specific use or type of expense.
- **Retroactive Funding:** Funding is requested for an event/travel after the event/travel has taken place.

Budget

Authority and Responsibilities of Funding Councils

Funding Councils are entrusted by ASI to review and evaluate allocation requests submitted by their respective member organizations. They have the **authority to decide the amount of funds allocated to each organization based on their requests**. To fulfill this responsibility, they must meet the following criteria:

- Funding Councils must have bylaws or constitutions that provide voting rights in which each member organization receives one and only one vote.
- Councils must make persistent efforts to notify each college association and other member organizations of the commencement of the annual allocation request process.
- Councils can deny the participation of an organization in the allocation process because the organization failed to meet the good standing requirements set forth under the constitution of the Council.
- Councils must establish and diligently observe deadlines by which allocation requests from member organizations must be submitted.
- Each Council's deliberation process must provide an opportunity for member organizations to present and defend their allocation requests to the Council.
- Councils must maintain records of their allocation deliberations and record their allocations in the minutes provided to ASI.

Tracking and Monitoring Expenses

BICC Budget					
Last Updated: 02/27/25 - JH					
General Operations "A Side" Line-Items	Budgeted	Spent	Remaining		
Hospitality	\$ 10,800.00	\$ 1,429.48	\$ 9,370.52		
Supplies	\$ 5,500.00	\$ 984.18	\$ 4,515.82		
Printing & Advertising	\$ 1,100.00	\$ 152.41	\$ 947.59		
Rentals for Special Events	\$ 2,300.00	\$ 474.00	\$ 1,826.00		
Gift Cards/Gift Expense	\$ 1,400.00	\$ 75.00	\$ 1,325.00		
Promotional Items	\$ 1,400.00	\$ 309.13	\$ 1,090.87		
Speakers (Events, Retreats, Conferences)	\$ 100.00	\$ -	\$ 100.00		
	\$ 22,600.00	\$ 3,424.20	\$ 19,175.80		
Program Funding "B Side" Line-Items	Budgeted	Spent	Remaining (Spent)	Allocated	Remaining (Allocated)
Hospitality	\$ 8,000.00	\$ 3,306.32	\$ 4,693.68	\$ -	\$ 4,693.68
Supplies	\$ 3,023.32	\$ 391.95	\$ 2,631.37	\$ -	\$ 2,631.37
Travel	\$ 15,000.00	\$ 1,283.04	\$ 13,716.96	\$ -	\$ 13,716.96
Gift Cards/Gift Expense	\$ 526.68	\$ 94.76	\$ 431.92	\$ -	\$ 431.92
Promotional Items	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ 250.00
Printing and Advertising		\$ 120.41			
	\$ 26,800.00	\$ 5,196.48	\$ 21,603.52	\$ -	\$ 26,800.00
Account Number: SG027	Budgeted	Spent	Remaining		
Total - Business ICC Funding 2024-2025	\$49,400.00	\$8,620.68	\$40,779.32		

2024-2025 Business ICC Reimbursement Tracker							
For ICC Financial Officer to Complete				For ASI Advisor to Complete		Office Use Only	
Date Submitted:	Payee:	Amount:	Notes:	Date Processed:	Notes:	Date Notified:	Date Completed:
9/13/2024		\$ 134.12		9/25/24	approved	10/4/2024	10/18/2024
9/15/2024		\$ 215.31		9/25/24	approved	10/4/2024	10/18/2024
9/17/2024		\$ 73.05		9/30/24	approved	10/4/2024	10/4/2024
9/23/2024		\$ 59.81		9/25/24	approved	10/4/2024	10/4/2024
9/19/2024		\$ 36.75		9/25/24	approved	10/4/2024	10/4/2024
9/23/2024		\$ 59.19		9/25/24	approved	10/4/2024	10/4/2024
9/24/2024		\$ 150.07		9/30/24	approved	10/4/2024	10/18/2024
9/28/2024		\$ 41.91		10/03/24	approved	10/4/2024	10/18/2024
10/4/2024		\$ 412.63		10/16/24	approved	10/18/2024	10/29/2024
10/7/2024		\$ 73.41		10/16/24	approved	10/29/2024	10/29/2024
10/7/2024		\$ 221.17		10/16/24	approved	10/18/2024	11/11/2024
10/7/2024		\$ 509.60		10/17/24	approved	10/18/2024	10/30/2024
10/7/2024		\$ 74.97		11/04/24	approved	11/08/2024	10/31/2024
10/8/2024		\$ 183.73		10/17/24	approved	10/20/2024	10/29/2024
10/8/2024		\$ 125.88		10/24/24	approved	10/29/2024	11/11/2024
10/9/2024		\$ 45.49		11/04/24	approved	11/08/2024	11/11/2024
10/9/2024		\$ 42.69		11/14/24	approved	notified by finance	11/23/2024
10/11/2024		\$ 97.00		11/04/24	approved: partial reimbursement due to going ov	11/08/2024	11/11/2024
10/15/2024		\$ 43.08		11/04/24	approved	11/08/2024	11/11/2024
10/15/2024		\$ 59.06		11/04/24	approved	11/08/2024	11/11/2024

EVENT POLICIES

I. EVENT PLANNING OVERVIEW

- The EAP must be completed and approved within the Titan Link before the event takes place and before advertising the event.
- All submissions are a request for space, not a confirmation. Event Reservation Requests are not approved until you receive confirmation via TitanLink. Additional confirmations may be required if the reservation request is for space within the Titan Student Union, Student Recreation Center, or Housing & Residence Life.
- Event Reservation Requests for Student Life & Leadership must be submitted at least seven (7) business days in advance and a maximum of one (1) semester prior for outdoor venues. Classroom reservations are only accepted at the start of the semester and do not extend past the end of that semester.
- Events, including but not limited to cultural shows, festivals, fairs, those that require a food permit, class projects, and the like, may require a Special Event Consultation with University staff. *See Event Approval Process.*
- All requests are subject to consideration of the **Systemwide Time, Place, and Manner Policy** and the Cal State Fullerton Addendum.
- A member of the organization must be present during the Event scheduled.
- Student organizations may be held accountable through campus conduct procedures for the actions of members or the actions of individuals at my event for any violations of the **Student Code of Conduct.**
- The Office of Student Life & Leadership, along with any University Office acting as custodian of a space, reserves the right to cancel or void any Event Reservation Request if it does not comply with university policies and/or the reservation details are not finalized.
- It should be recognized that instructional programs have priority in scheduling University facilities. The University reserves the right to cancel this Event due to an unanticipated Campus academic need.
- Failure to comply with the provisions set forth in campus regulations and expectations outlined in this document may result in the suspension of campus privileges.

II. VENUE RESERVATIONS

Student Clubs & Organizations can reserve space on campus for free or at a reduced cost, depending on the facility and availability.

At this time, reservations for Classrooms, Outdoor spaces, Athletic spaces, Titan Student Union spaces, and the Student Recreation Center can be conducted through [TitanLink](#).

These reservations will also be automatically marketed through the [Events Calendar](#) in TitanLink once approved.

Events utilizing other spaces on campus (ie, Housing & Residence Life) will need to work with those respective offices to reserve spaces. Submissions through TitanLink for these locations are for **MARKETING PURPOSES ONLY**. You must receive confirmation from the respective office to reserve the space for use. The Office of Student Life & Leadership reserves the right to deny marketing of an event within TitanLink if it does not support the mission of the student organization or the University.

Reservable Locations are available for Outdoor Spaces, Classroom Spaces, Titan Student Union, and Housing & Residence Life. See the reservation information for these locations below.

A. Submit Event Request Form

All Club & Organization Presidents and Treasurers can reserve spaces through TitanLink. Additional members are able to make reservations as long as they are designated as Event Planners in TitanLink.

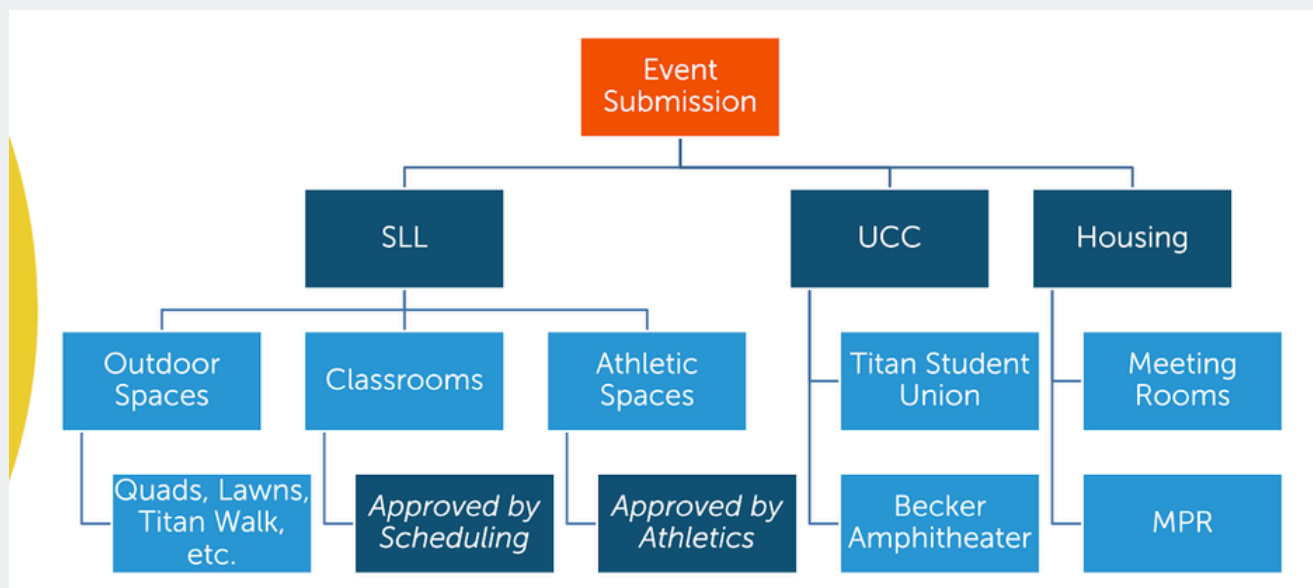
1. Visit your organization's TitanLink page.
2. Click on the *"CREATE EVENT"* button within your organization's TitanLink page.
 - a. Remember, only presidents, treasurers, and event planners can create events in TitanLink.
 - b. To make a member an event planner, please visit: [Adding a Member as an Event Planner](#).
3. *SUBMIT your event information.*
 - a. The submission form will require details of the event, such as:
 - i. Event Title, Theme, & Description
 - ii. Time & Place – Date(s) & Time of event, set up, etc.
 - iii. Event Location Venue Request
 - iv. Additional event details: Budget/Funding Source; Estimated Attendance (to consider appropriate spaces) and population(s); Equipment, Catering, Decorations, etc.

B. Receive Approval of Denial via TitanLink

1. Request(s) will be reviewed by Student Life & Leadership or the appropriate office and will be evaluated.
2. Student Life & Leadership directly oversees the reservations for **outdoor venues (e.g., Titan Walk, Tuffy Lawn)**. Event requests will be reviewed and responded to within 7 business days. Student Life & Leadership serves as a liaison for classrooms, athletic spaces, and KHS rooms.
3. A potential referral to the Campus Activities Committee may be required for large-scale or special events.

C. Venue Management via TitanLink

1. Student Life & Leadership
 - a. Outdoor Venues (Central Quad, Humanities Quad, ECS Lawn, etc.)
 - b. Athletic Spaces & Classrooms
2. **University Conference Center** Spaces (Titan Student Union)
 - a. The Portola Pavilion, Meeting Rooms, Becker Amphitheater, Titan Theater, etc.
3. Housing and Residential Engagement **meeting rooms**
4. *Below is a flow chart for reference:*



III. EVENT APPROVAL PROCESS

Large-scale events may go through an additional approval process, beginning with a consultation meeting with Student Life & Leadership.

A. SLL Consultation Meeting

- The Event Planner will receive an email from SLL Staff with guidance on how to set up a consultation meeting. The intent of the meeting is to gather additional context and vision of the event.
- After meeting with SLL Staff, the next steps will be determined and likely fall within two categories:
 - a. SLL Staff will provide action steps that need to be completed for event approval.
 - b. The Event Planner will be referred to the Campus Activities Committee (CAC).

B. Campus Activities Committee (CAC)

1. The Office of Student Life & Leadership, in partnership with various campus departments, gathers approximately every two weeks to support student organizations in planning large-scale campus-wide events.

The committee provides advice for student events in the areas of (including but not limited to):

- a. Risk Management
- b. Event Space & Logistics
- c. Overall Event Planning

2. Event Planners may need to attend a CAC meeting if their event needs additional advisement and consultation from SLL and various campus partners. The CAC meetings are designed to support and guide student groups through their event planning with the collective expertise of our campus experts.

3. Campus Departments:

- a. Associated Students, Inc. (ASI)
- b. Athletics
- c. Environmental Health & Safety (EH&S)
- d. Events & Facilities Use Planning
- e. Facilities Operations
- f. Parking & Transportation
- g. Risk Management
- h. Student Life & Leadership
- i. University Police

4. Event Planner role at CAC:

- You will be assigned a 20-30 minute slot to meet with the committee and an outline to prepare for the meeting.
- Present a snapshot of your event.
 - Logistics, details, layout
 - Expected attendance
 - Vendors that will be attending
 - Where are you in your planning, and what is still needed?
- Answer and clarify questions asked by the committee
- Come with some questions prepared, but also know that we are all there to support you and your event planning process!

IV. INSURANCE AND VENDOR APPROVALS

Events may also require approvals from Environmental Health & Safety, Risk Management, Facilities Management, University Police, Parking and Transportation Services, and other campus departments before the event is confirmed.

These approvals are facilitated through the Event Approval Process.

V. EVENT COMPLIANCE

Failure of a student organization, department, and/or individual to properly use the Event Approval process or to be in violation of any University policies during their event may result in the inability to hold the event or early cancellation.

VI. FIRE LANES

Fire Lanes must be maintained clear and free of obstructions at all times. Vehicle staging or parking in or on the Fire Lanes is not permitted.

RECOGNITION AND REGISTRATION FOR STUDENT ORGANIZATIONS

I. ANNUAL REGISTRATION FOR RECOGNIZED STUDENT ORGANIZATIONS

- All Student Organizations must be registered and be in “good standing” with the University for the following privileges:
 - A. To maintain University recognition
 - B. To use campus services, facilities, and grounds
 - C. To travel as a recognized student organization
 - D. To use ASI Accounting services and establish an ASI Agency account.

The re-registration process with the Office of Student Life and Leadership is as follows:

A. Maintain a TitanLink account of the organization with five officers (i.e., President, Vice President, Treasurer, Secretary, and another officer) listed on the registration form.

B. The incoming president of a student organization must complete a re-registration form in TitanLink.

C. The Organization President and Treasurer must complete Officer Training with the Office of Student Life and Leadership. The President and Treasurer must also meet academic eligibility requirements set forth by EO 1068 and be in good standing with the university.

D. Student Organizations leaders are required to attend LeadCon in the fall as part of the re-registration requirement.

E. Fraternity and Sorority chapters must also maintain a complete roster in TitanLink.

F. Club Sports organizations must also register on Do Sports Easy and maintain a current TitanLink organization page to be completed no later than October 18 for the academic year.

G. If a student organization fails to register by August 31, they are NOT considered a “registered organization” and will not be granted the privileges as listed in Section A. 1. above. Student organizations that do not complete the re-registration process from May 1 - August 31 may register between November 1 – January 31 to obtain privileges as listed in A. 1. above for spring semester participation.

II. NEW CLUBS AND ORGANIZATIONS

- New clubs and organizations must be created with a minimum of five student members (Club President, Treasurer, and three additional student members). New clubs and organizations must also have a Faculty/Staff Advisor and be guided by a **club constitution**.
- 1. Students interested in starting a new organization are encouraged to fill out the **New Organization Interest Form** in TitanLink (under Campus Links).
- 2. The recognition process for new clubs and organizations will consist of:
 - a. The incoming president is submitting a New Org Registration form in TitanLink.
 - Students must submit a registration form between November 1 and November 30.
 - b. The Organization President and Treasurer must complete Officer Training with the Office of Student Life and Leadership. The President and Treasurer must also meet academic eligibility requirements set forth by EO 1068 and be in good standing with the university.
 - c. Student Organizations leaders are required to attend LeadCon in the spring as part of the new organization registration requirement.

RESOURCES

I. RESERVABLE LOCATIONS (managed by SLL)

A. Outdoor Spaces (Reserved by Student Life & Leadership through TitanLink) All reservations for Outdoor Spaces will be made through TitanLink and will be automatically marked through the Events Calendar once approved.

1. Engineering & Computer Science (ECS) Lawn (**Offline until Spring 2027**)
2. Engineering & Computer Science (ECS) Courtyard
3. Humanities Terrace
4. Humanities Quad
5. Jacaranda Court {Courtyard located east of Titan Shops}
6. Kinesiology & Health Science (KHS) Mall
7. Central Quad
8. Steven G. Mihaylo Hall (SGMH) Courtyard
9. Titan Walk Tables
10. Titan Lawn (Grass area on the south side of the Titan Walk)
11. Tuffy Lawn (Grass area located between the SRC and Titan Gymnasium)

B. Classroom Spaces

(Reserved by Student Life & Leadership for Clubs/Organizations through TitanLink)

Please note that classroom spaces will not be available until after the third week of instruction in any given semester. "Student life and leadership will work with the Academic Scheduling Office to solidify your request promptly."

All reservations for Classroom Spaces will be made through TitanLink and will be automatically marked through the Events Calendar once approved.

- 1.University Hall (UH)
- 2.McCarthy Hall (MH)
- 3.Kinesiology (KHS)
- 4.Education Classroom (EC)
- 5.Engineering & Computer Science (ECS)
- 6.Steven G. Mihaylo Hall (SGMH)
- 7.Langsdorf Hall (LH)
- 8.Humanities Hall (HH)

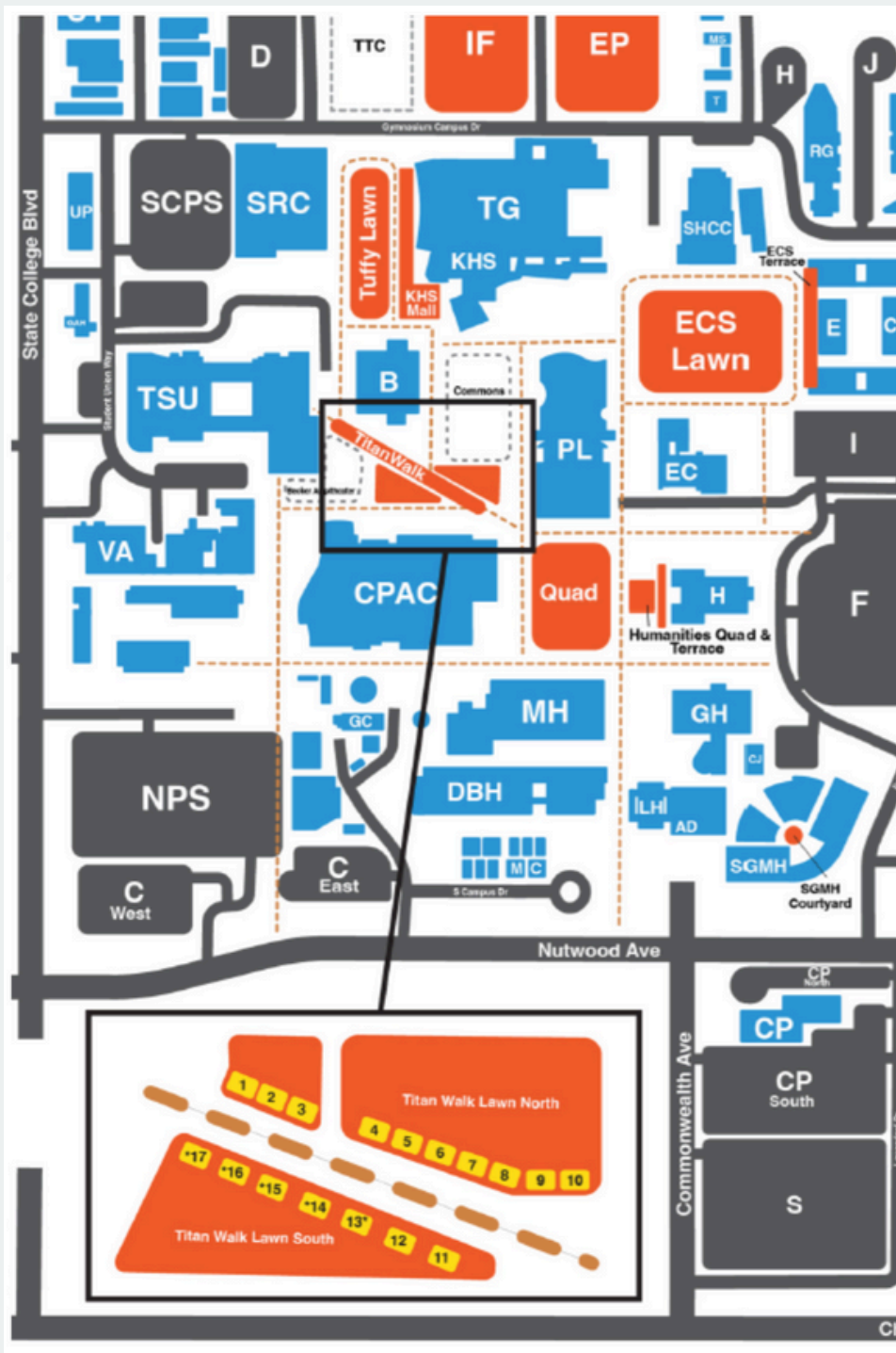
C. Athletic Spaces

(Reserved by Kinesiology & Athletics through TitanLink)

Please note that Kinesiology dance rooms will not be available until after the third week of instruction in any given semester. "Student life and leadership will work with the Kinesiology scheduling office to solidify your request promptly."

- 1.Kinesiology Dance Rooms (202, 204, 264)
- 2.Intramural Fields
- 3.South Softball Field
- 4.Titan Gym

PLEASE SEE MAP BELOW



KEY

- Reservable Venues
- Buildings
- Parking
- Recreational Areas
- Roads
- - - Walkways
- TitanWalk Tables

*Off-Campus organizations may only set up at these table locations

RESERVABLE VENUES:

- ECS Lawn
- ECS Terrace
- Humanities Quad & Terrace
- KHS Mall
- Central Quad
- Intramural Field
- East Playfield
- SGMH Courtyard
- Titan Walk Lawn
- Titan Walk
- Tuffy Lawn

SAMPLE

ECS Inter-Club Council (ICC) Representative Agreement **California State University, Fullerton (CSUF)**

This agreement outlines key responsibilities and expectations for ICC Representatives of ECS member organizations at CSUF.

1. Representative Appointments

- Each club must designate one ICC Representative and one Alternate.
- Alternates may step in when the Representative is unavailable.
- Clubs must email changes to ecsicc.vp@gmail.com within 7 days.

2. Voting Eligibility

- Only regularly enrolled CSUF students are eligible to vote.
- One vote per organization; individuals may not represent multiple clubs.
- Voting rights may be suspended due to tardiness or absences.

3. Meetings & Attendance

- Representatives must be marked present at each meeting.
- 3 tardies = one absence.
- 1st absence: email warning.
- 2nd absence: loss of voting rights.
- 3rd absence: 25% deduction from all proposals.
- Attendance is tracked and recorded by the Vice Chair.

4. Responsibilities

ICC Representatives must:

- Arrive on time and participate respectfully.
- Vote without bias and engage in discussions professionally.
- Notify alternates or proxies when unavailable.
- Understand consequences for missed or late attendance.

5. Acknowledgment

We have read and agree to the terms above. This contract is valid for the current academic year unless updated by **ECS ICC, SLL, ASI, or the Dean's Office.**

Club Name: _____

ICC Rep Name: _____

ICC Rep Signature: _____ Date: _____

President Name: _____

President Signature: _____ Date: _____

I. FIRE LANE MAP

(Coming soon)

II. VENDOR SHOWCASE | FLEA MARKETS - PROPOSAL GUIDELINES

A. EVENT REQUIREMENTS:

For any on-campus events involving sales of spectator tickets and/or vendor fees:

- 1.Events must be held outside of campus operating business hours (after 5 PM on weekdays, or on the weekend), with an expected attendance based on vendor count:
 - a.0-10 Vendors: 300+ attendees
 - b.11-20 Vendors: 750+ attendees
 - c.Over 20 Vendors: 1000+ attendees
- 2.Collaboration and partnership with at least 3-5 additional organizations to support in marketing and promotion to ensure the event's success.
- 3.Event proposal must convey an event objective that supports your organization's mission as well as CSUF's institutional **Mission & Values.**
- 4.Recognizing the substantial time and effort, events should be designed with the intention of becoming recurring or annual traditions.
- 5.Organizations must begin planning at least 60 days before the event.

B. PROPOSAL OUTLINE:

1.Event Organizer Information:

- a.Student Organization or Group Name
- b.Contact Person's Name, Title, Email, and Phone Number

2.Event Overview:

- a.Event Title
- b.Date, time, and location.
- c.Duration of the Event
- d.Anticipated Number of Attendees

3.Purpose:

- a.Describe the event's purpose, objectives, and any unique features or themes.
- b.Provide an overview of the student organization and its mission, highlighting how your organization's mission is connected to the event's purpose/objective.
- c.Outline what attendees will learn, experience, or take away from the event.
- d.Share how your event supports the **Mission & Values** of Cal State Fullerton.

4. Collaboration:

- a. Provide a list of the organizations or clubs with which you plan to collaborate for the event, as well as their expected level of involvement.
- b. Describe the benefits of collaborating with these organizations. Explain how their involvement enhances the event's success, such as through shared resources, increased promotion, or additional expertise.

5. Marketing and Promotion Plan:

- a. Explain your marketing strategy to attract attendees and convey the event's purpose and uniqueness.
- b. Detailed promotional materials, social media campaigns, and collaborations with other student organizations or departments. This plan must validate the expected attendance.
- c. Establish a timeline with key milestones, such as announcements, ticket sales, and content creation deadlines.

6. Budget Proposal:

- a. Provide a budget breakdown for the event, including expected expenses and sources of funding.
- b. Include quotes for items like tables, chairs, and party rentals (Approved vendors: [Create A Party Rentals](#) & [Haz Party Rentals](#))

7. Sales & Ticket Management:

- a. Specify the types of tickets available for the event, including spectator tickets, vendor booth fees, etc. All tickets or fees must be detailed with what they include and a fixed cost.
- b. Include key features or offerings that come with each ticket type, outlining the benefits or experience.
- c. Ticket management must be deposited directly into your organization's ASI Agency Account.
- d. Submit [Clubs & Orgs: Cash Fundraising & Online Sales Setup Form 2023-2024](#) form to request online cash collection.

8. Vendor Participants:

- a. List confirmed and potential vendors participating in the event.
- b. Vendors are defined as any individual, including student members, offering products or services to generate income.
- c. Organizers will coordinate with Risk Management and Student Life & Leadership, providing necessary documentation such as Certificates of Insurance, liability coverage, workers' compensation, and sales permits.

9. Event Timeline:

- a. Provide a tentative timeline leading up to the event with key dates, including planning meetings, vendor outreach, marketing launches, volunteer outreach, event setup, etc.
- b. Day of Event timeline, including a tentative schedule of activities, such as performances, and activities included in the attendee ticket.

10. Safety and Logistics:

- a. Explain safety measures for attendees, vendors, and organizers.
- b. Organizers will collaborate with Environmental Health & Safety (EH&S), Risk Management, and other campus partners as needed.

11. Evaluation and Feedback:

- a. Describe the plan for evaluating the event's success.
- b. Explain how feedback will be collected from attendees, vendors, and participants.
- c. Following the event, a transition report or summary must be completed as a resource to future organizers of this event.

Closing Message

Thank you for serving as an Academic Inter-Club Council Representative at California State University, Fullerton. Your leadership plays a critical role in building strong academic communities, advocating for student needs, and ensuring that every voice within your college is heard and valued. As a representative, you are helping shape the student experience both within your department and across the broader campus community.

We hope this handbook has provided you with the tools and confidence to lead effectively, collaborate with purpose, and engage meaningfully with your peers and faculty. Remember, you are not alone in this journey; your Assistant Deans, ICC Advisors, Student Life & Leadership staff, and your fellow student leaders are here to support and uplift you.

Thank you again for your dedication to student leadership at CSUF. We're excited to see the impact you'll make throughout the year!

*In Titan Pride,
Academic Inter-Club Council Assistant Director, Brandon Byrd
Student Life & Leadership Team
California State University, Fullerton*

