



ICC Club Membership Agreements

Executive Board (e-board) Leaders of all ICC clubs are required to read, and adhere to, all ICC Club Membership Agreements to maintain active and good standing with the ICC. Please be advised that failure to adhere to the policies and agreements outlined below may affect your status as an ICC club.

As an ICC club, you agree to:

- **Be a Brandeis recognized student organization with charter/secure status**
 - Follow all Brandeis guidelines for recognized student organizations as outlined in the [Student Organization Handbook](#)
- **Uphold the values and mission of the ICC and adhere to all ICC policies and procedures**
 - Meet with assigned ICC Club Advisor & Student Engagement Specialist at least twice per semester
 - Respond to all communication from ICC staff within 48 business hours
 - Follow the [ICC Club Storage Policy](#) and clean and maintain your storage area
- **Participate in, and support, ICC events, initiatives, and activities**
 - Attend fellow ICC club events and avoid schedule conflicts with other ICC/ICC club signature events
 - Designate a ICC Coalition delegate to represent your club at ICC Coalition meetings
- **Attend Required Trainings**
 - Attend annual ICC Leaders Training (Fall Semester)
 - Attend all Student Engagement required trainings
 - Attend E-board transition training (Spring Semester)
- **Host regular general meetings/events for club members**
 - Hold at least one monthly general meeting (consistent time and location)
 - Review ICC event calendar prior to planning events
 - Avoid conflicts with other club signature events/culture shows including Culture X
 - Do not schedule events during university holidays and breaks
 - Coordinate at least one educational program, one social program, and one collaborative event (with other ICC clubs) per academic year.
 - Submit all events through Campus Groups
 - Events must be approved prior to promotion
 - Complete [post event evaluation](#) 48 hours after all events
- **Hold democratic election processes**
 - Elections must be completed by December 1st (Fall) or April 15th (Spring)
 - Clubs are required to document their election processes in their constitution
 - Elections should take place at a general meeting and all members should be a part of the voting process
 - E-board members should NOT be appointed.

- Elections can not take place when school is not in session
 - Avoid holding an e-board position while abroad during the academic year
- Notify ICC Club Advisor about your club's election timeline and of any changes to your e-board
- Update new e-board on Campus Groups
- Limit core e-board positions to 10 e-board members
- **Conduct an annual review of Club Constitution**
 - Constitutions must be reviewed yearly and submitted by December 1st to ICC Club Advisor
 - All proposed changes must be voted on and approved at an e-board meeting
 - Updated constitution must be uploaded onto Campus Groups
 - All constitutions must include the following statement:
 - “_____ Club is open to all members of the Brandeis Community. _____ Club does not discriminate against members on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, political affiliation and ideology, veteran status or any other category protected by law.”

Adhering to the above timeline ensures compliance with university policies and also supports the overall success of your organization. Please be advised that if the Intercultural Center receives a report that an organization is believed to be failing to uphold organizational expectations for adherence to policies, including ICC's policies, the Department of Student Engagement's policies, or Brandeis policies more broadly, ICC Staff will review the report and may terminate/suspend access to organizational rights and/or resources, and/or may refer the organization to Student Rights and Community Standards. Consequences decided by the ICC will be dependent on the situation and what policies might be implicated.

As outlined in the [Student Handbook](#), the process for terminating organizational resources and access will go as follows:

- **First Warning:** Consists of a Written Warning in which will include an explanation to the club as to why they are receiving the warning, and what they should do in the future to correct the matter.
- **Second Warning:** Consists of a Verbal or Written Warning in which the organization will be asked to meet with a ICC staff member to discuss the next steps to correct the issue. Additional training may be required.
- **Third Warning:** Consists of a Written Warning in which the organization will be asked to meet with the Director of the Intercultural Center (or their designee). The organization may be asked to provide an action plan for how they will correct their mistakes. Additionally, organizational resources may be suspended.
- **Final Warning:** Consists of a loss of club resources or ability to perform functions enjoyed by clubs, such as the ability to hold events, utilize funding, etc. Organizations may be referred to Student Rights and Community Standards, depending on the severity of the violations.

Please note that the ICC will be flexible and take each situation into consideration depending on the severity of the situation. Consequences are subject to adapt or change over the years.