

The Office of Student Life

# ICC Representative Mandatory Workshop

PRESENTED BY SONIA JUAREZ

# Agenda

## KEY PRESENTATION POINTS

Introduction

General Club Officer Responsibilities

ICC Representative's Responsibilities

Changes for 2025–2026

Forms

Copyright Compliance

Event 101

More Forms

Questions?

# Introduction



## WHO ARE WE?

## Student Life Staff

Sadie Grantham,  
Director of Student Equity, Activities, and  
Engagement

Sonia Juarez,  
Student Life Coordinator

Kristen Girard,  
Administrative Assistant II

## GENERAL CLUB OFFICER RESPONSIBILITIES

The club belongs to its members and it is the Officers responsibility:

- To see that the business of the club is conducted in an orderly, efficient, and proper manner.
- To see that the club operates according to its constitution and bylaws with general reference to the Robert's Rules of Order.
- To see that the group works toward accomplishing its goals and objectives.
- To help keep the group friendly and collaborative in which each member is given an opportunity to express themselves and participate in the club's program. If an officer's conduct becomes unprofessional, they should be remove themselves from the meeting.
- To typify to others through attitude and actions, the organization itself. An officer is its representative as well as its leader.

## CONTINUED GENERAL CLUB OFFICER RESPONSIBILITIES

- Be enthusiastic, outline needed work, and follow through to see the work is being done by those who have accepted responsibility.
- To budget time well and to give proper balance to academic programs as well as co-curricular activities.
- Evaluate meetings in terms of what has been accomplished and what benefits members have received.
- Keep in close contact with the club advisor. Without their approval or presence at meetings, the club and its officers do not exist.
- Inform ICC and the Office of Student Life about all upcoming events.

**The max officer positions one person can hold is two; not within the same club**



# **Duties of the ICC Representative**

Cannot be an ICC  
Representative in multiple  
clubs, due to the voting process  
of clubs charter.

The duties, as listed here, are general duties of the ICC Representative of any club/organization. Each club/organization should have a supplemental list of specific duties that are designed to fit the special functions and interests of their group. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office.

## DUTIES OF THE ICC REPRESENTATIVE

- Attend all ICC meetings.
- Will inform their club of any college-wide activities discussed in ICC meetings.
- Will inform ICC, via their club report, of their club's activities and projects during the ICC meetings.
- Will vote, at the ICC meeting or via the online voting form, on the potential charter of new/returning clubs.
- Maintain a current calendar of ICC activities.
- May propose and vote upon all club matters.

Review ICC webpage

# FORMS

All forms can be found at  
<https://www.chaffey.edu/studentlife/clubs-orgs.php>

## Forms we will be dicussing

- Event Proposal Form
- Club Minutes
- Funding Request
- Deposit Forms
- Waiver of Liability Form
- Club Report
- Club Voting Form
- Transcript Inclusion Form



# Forms that Go Hand in Hand



## EVENT PROPOSAL FORM

Submit at least four weeks prior to the event and you must receive approval before the event can take place.

Must submit prior to submitting a funding request.

## FUNDING REQUEST FORM

- Must be submitted four weeks in advance, NO EXCEPTIONS!
- Must be submitted online before 12pm on Tuesday, with check available on Thursday at 12pm at the campus store.
- There is NEVER ANY reimbursements
- Plan accordingly

## CLUB MINUTES FORM

- Any reports
- Discussion of event
- Motion & approval of any financial expenses.
- NO student ID numbers should be included.

## DEPOSIT FORMS

Any unspent cash & receipts must be turned into AD-102 within three business days after the event.



# Copyright Compliance and Showing Movies on Campus



## DO I NEED TO OBTAIN A LICENSE TO SHOW A MOVIE?

### YES -- YOU NEED TO OBTAIN A LICENSE:

- If the showing of the video is **open to the public**, such as a screening at a public event, OR
- If the showing is in a **public space where access is not restricted**, such as a showing of a film for a class but in a venue that is open to anyone to attend, OR
- If persons attending are **outside the normal circle of family and friends**, such as a showing of a film by a club or organization.

### NO-- YOU DO NOT NEED TO OBTAIN A LICENSE:

- If you are **privately viewing** the film in your home with only family and friends in attendance, OR
- If you are an instructor showing the film **in class as part of the course curriculum to officially enrolled students** in a classroom that is not open to others to attend, OR
- If the film is in the **public domain**.

Please use this guide to help you understand the copyright compliance and showing a movie through a student club on campus. Feel free to contact the Office of Student if you have any questions.

When you buy, rent, or borrow a DVD or videotape of a movie (or any other audiovisual work) made by someone else, you normally obtain only the copy, and not the underlying copyright rights to the movie. You certainly are free to watch the movie yourself, but, beyond that, your rights are very limited by law. In particular, you do not have the right to show the movie to "the public." In most cases, doing that requires a separate "public performance" license from the copyright owner as outlined in the Federal Copyright Act. To determine whether you need such a license, you must determine whether what you want to do would constitute a "public performance", and, if so, whether there are any exceptions that would allow you to proceed legally without a license. The Federal Copyright Act specifies that copyrighted materials like movies can be used publicly if properly licensed.

### What exactly is a public performance?

A public performance is the exhibition of a movie that is shown outside of someone's home.

### Why should I obey copyright law?

Violating copyright law through unauthorized use of a movie:

- Could result in expensive fines and fees and negative publicity.
- Prevents those who worked hard on a film from receiving their just compensation.
- Essentially steals motivation to create from authors, computer programmers, playwrights, musicians, inventors, movie producers and more.

A public performance licensing fee includes money paid to the entire cast and crew who worked on the film from start to finish. If these men and women do not receive this hard-earned revenue through sources like licensing fees, they may no longer invest their time, research and development costs to create new movies.

### Who does copyright law apply to?

This law applies to everyone, regardless of:

- Whether admission is charged.
- Whether the institution is commercial or nonprofit.

## Copyright Compliance and Showing Movies on Campus

- Whether a federal, state or local agency is involved.
- What year the movie was produced.

This means colleges, universities, public schools, public libraries, day care facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses and more all must properly license movies to show them publicly.

### Do I need a license to show a movie for educational purposes? This activity is covered under the “Face-to-Face Teaching Exemption,” right?

It depends. Under the "Face-to-Face Teaching Exemption," copyrighted movies may be shown in a college or university setting without copyright permission only if *all* criteria are met:

- A teacher or instructor is present, engaged in face-to-face teaching activities.
- The institution must be an accredited, nonprofit educational institution.
- The showing takes place in a classroom setting with only the enrolled students attending.
- The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
- The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.

This means the "Face-to-Face Teaching Exemption" does not apply outside the nonprofit, in-person, classroom teaching environment. It doesn't apply to movies shown online – even if they're part of course-related activities and websites. It also doesn't apply to interactions that are not in-person - even simultaneous distance learning interactions. It doesn't apply at for-profit educational institutions either. For specific requirements, please reference The Copyright Act of 1976, Public Law No. 94-553, 90 stat 2541: Title 17; Section 110(i), or consult your copyright attorney.

### A small group is having an informal gathering in our facility. Do we still need a license?

Yes. A license needs to be obtained regardless of the number of people attending the screening if the movie is being shown outside the home.

### A club would like to host a movie night and have a Q & A discussion after the showing of the movie, is this permissible without obtaining the license?

The short answer is no. As reviewed by the College's legal team, their response to the question as to whether the copyright laws permit a student club, as part of a club event, to show a movie and have a discussion immediately following the movie, the answer is no; such viewing is not permissible without obtaining proper permission from the copyright owner. Please see discussion below:

“Section 110(1) of the Copyright Act allows instructors and students to perform or display a copyrighted work (e.g., a movie) without seeking permission of the copyright owner in the course of *face-to-face teaching activities at a nonprofit educational institution in a classroom or similar place devoted to instruction*. There are no restrictions on the type or length of work for this purpose. This means you can show a full-length movie, play a full recording of a song, or show any image without a license *as long as it's within the classroom*. “

The face-to-face exemption covers a "classroom or similar place devoted to instruction." However, the courts have consistently found that the exception **does not apply to social club or recreational screenings of films or any exhibition that is not in “classroom”** (or “similar space devoted to instruction” where there is face-to-face instruction between teacher and student and where the exhibition relates to the educational instruction).

### What if the movie is shown in a classroom setting and it is not shown for recreational purposes, but instead educational purposes?

## Copyright Compliance and Showing Movies on Campus

The classroom setting is less important as the fact that “educational *instruction*” has to be connected to an **actual college course**; anything else is considered “recreational” as it pertains to this law.

### **Do we need a license even if we don’t charge admission? What if someone owns the movie?**

Yes. A license is required for all public performances regardless of whether admission is charged. The rental, purchase, lending or download of a movie does not provide the right to exhibit it publicly outside the home unless the screening is properly licensed.

### **If I purchased a license to show a movie, can I show that movie whenever I want?**

Unfortunately, no. Licenses are valid for a specific, designated time frame. There are no annual licenses available to colleges and universities.

### **A small group is having an informal gathering in our facility. Do we still need a license?**

Yes. A license needs to be obtained regardless of the number of people attending the screening if the movie is being shown outside the home.

# Event Timeline

01

Why are we  
hosting this  
event?

02

Create your  
list/desired  
outcome

03

Budget

04

Choose  
Practically

05

Submit Event  
Proposal

06

Work with  
Vendors

07

Work on the  
Intinerary

08

Market your  
Event

09

The Day Of

10

Evaluate the  
Event

# SET-UP OF EVENT

## STEP 1

Submit Event Proposal- Students Submit

## STEP 2

Enterprise- reservation of room or area where event will take place

## STEP 3

School Dude- reserve tables, chairs, etc.

## STEP 4

IT Request Form- reserve AV, such as podium, projector, speakers & microphone.



**ADVISOR HAS ACCESS ONLY**

# MARKETING THE EVENT

- Word of Mouth
- Flyers- must be approved & stamped prior to posting
- Online Presence
- Only club advisors can submit flyer requests thru Lithography

**Make sure there is room  
on the flyer for the  
stamp: 2 x 2 white area**



## FACEBOOK

Get the word out about your event.



## INSTAGRAM

Get the word out about your event.



## TWITTER

Get the word out about your event.



# MORE FORMS

## **Waiver of Liability**

Students participating in a club activity are required to complete the applicable waiver of liability form. The signed form shall be retained in the office of student life for the entire academic year.

**Risk Management**

## **Club Report Form**

To be submitted by noon the Wednesday, prior to the next scheduled ICC meeting.

## **Club Voting Form**

To be used to vote on the potential charter of new or returning clubs.

## **Transcript Inclusion Form**

When an officer is in good standing for six months or more, their position can be posted to their official transcript. This is for officer's only.

SONIA JUAREZ

EMAIL ADDRESS:

[sonia.juarez@chaffey.edu](mailto:sonia.juarez@chaffey.edu)

PHONE:

909-652-6589

**Contact  
Information**



