



Inter Club Council Agenda
January 13, 2016
1:30 pm, Student Council Chambers

<http://www.deanza.edu/clubs>

<http://www.facebook.com/deanzaicc>

I <3 Clubbing @ De Anza

1. Call to Order

2. Guest Speaker(s): (1)

- Sheila White-Daniels – Dean, Counseling & Student Success, (408) 864-8945, whitedanielssheila@deanza.edu

3. Approval of the Minutes – November 18, 2015

4. Approval of Today's Agenda

5. Club(s) on Probation

Missed Spring 2015 Welcome Week: (14)

300! Bowling Club, Accounting & Finance, Chinese Student Association (CSA), Circle K, Elite Dance Club, Ethical International Career Planning, Leo Club, Phi Beta Lambda, Saltworks Christian Fellowship, Social Entrepreneurship Club (SEC), Students for Justice (SFJ), The Reasoning Games Club, UNICEF De Anza, Vietnamese Student Association (VSA)

6. Clubs who were late signing up for or changed Date/Time of Original Welcome Week Info Tent will be fined \$25 that goes to the ICC Emergency Relief Fund: (5)

Association of Computing Machinery (ACM), Cheer and Dance, Muslim Student Association (MSA), Red Cross, Global Culture Network (GCN)

7. Club(s) on Trial: (3)

Community Folk Dance Troup, De Anza Students for Bernie Sanders, De Anza Music Club

8. Reactivated Club(s): (2)

Badminton Club, International Student Volunteers (ISV)

9. Number of Active Clubs: (70)

10. Calendars

10.1 ICC/Club Calendar of Events as of 1/12/16

Information is from the Event Planning Request Form
(**New Information in Bold**/ * Money collected)

Jan. 14	Club Karaoke – 11:30 am – 1:00 pm – Patio Stage
Jan. 21	Club Day – 11:00 am – 1:00 pm - Main Quad
Jan. 28	Club Day Alternative Date in case of rain – 11: 00 am – 1:00 pm - Main Quad

10.2 DASB Calendar of Events as of 1/12/16

Information is from the Event Planning Request Form
(New Information in Bold/ * Money collected)

11. ICC/Club Account Balance Status as of 1/12/16 (New Information in Bold)

Club/ICC Allocation Account	(#41-54730)	\$ 8,273.04
ICC Allocation-New Club Account	(#41-54720)	\$ 1,100.00
ICC Emergency Relief Account	(#44-4289)	\$ 3,095.05
ICC Events Award Account	(#41-54600)	\$ 8,850.00
ICC Inactive Hold	(#44-4300)	\$16,409.63
ICC Scholarship Account	(#44-4310)	\$ 9,246.35
ICC	(#44-4320)	\$ 2,461.63

12. Club Constitution(s) Updated

Happiness Club had changed club constitution, and amendment changes reviewed by ICC Chairs at ICC Agenda Meeting 1/11/16.

13. Business

13.1 Club Budget Request (Info/Action)

a. Happiness Club is requesting \$205.00 from Club/ICC Allocation Account #41-54730 to Happiness Club #41-54269-4013 \$150.00 for Banner and \$55.00 for Stickers (Club Day).

	Request	Recommendation
4013 / Banner	\$150.00	\$150.00
4013 / Stickers	\$ 55.00	\$ 55.00
Total	\$205.00	\$205.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$8,068.04

b. Statistics Club (DASC) is requesting \$150.00 from Club/ICC Allocation Account #41-54730 to Statistics Club (DASC) #41-54416-4060 for Printing Club Banner

	Request	Recommendation
4013 / Banner	\$150.00	\$150.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$7,918.04

c. Red Cross Club is requesting \$80.00 from Club/ICC Allocation Account #41-54730 to Red Cross Club #41-54015-4013 for Banner for Club Day.

	Request	Recommendation
4013 / Banner	\$80.00	\$80.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$7,838.04

13.2 Club Day

(Info)

13.3 ICC Code Proposed Changes

(Info)

PURPOSE

The Inter Club Council (ICC) is an umbrella organization representing cultural, educational, honorary, philanthropic, religious and social interests empowered to coordinate ICC, assist with funds for clubs and to promote communication and cooperation among clubs on campus. **The Inter Club Council shall comprise ICC Chairperson, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing, ICC Advisor, and ICC Representatives.**

ARTICLE I. DUTIES AND RESPONSIBILITIES OF ICC

A. Perform all duties and responsibilities as outlined **in** the ICC Codes.

ARTICLE II. MEMBERSHIP AND DUTIES

Section 1. ICC Officers

B. Membership Requirements

1. ~~Must be enrolled at +De Anza College with a minimum of 7.5 quarter units and have completed six (6) units at De Anza College at the time of application, election, confirmation, and official swearing in ceremonies.~~
Must be enrolled at De Anza College with a minimum of 7.5 quarter units and a maximum of 18-23 units throughout the term of officer beginning in spring, fall and winter quarter. The enrollment requirement is not in effect during the summer quarter **or when the applicant does not have a GPA.**
2. Must be a student not on academic or administrative probation and maintain a current/quarterly and an overall cumulative GPA of at least 2.5 at the time of application, election/confirmation and throughout the term of office. This includes any periods from election, confirmation to official swearing in ceremonies. This requirement is not in effect during the summer.
3. Must be current DASB cardholder at the time of application, election/confirmation and throughout the term of office. This includes any periods from election/confirmation to official swearing in ceremonies. This requirement is not in effect during the summer.
4. May not be voting member, junior senator, agent, or intern of the De Anza Associated Student (DASB) Senate, a club officer, or the Student Trustee.
5. ~~The ICC Officers may not be family members when serving during the same term of office.~~
- 5 6. There will be a limit of three terms serving in the ICC.
- 6 7. Failure to comply with the above mentioned requirements will result in the ICC Officer being removed from office. ICC Officers must be confidentially notified and will be given one week to appeal before automatic removal. Appeals must be discussed with the ICC Advisor and/or Dean of Student Development by the end of the three weeks grace period.

C. Duties and Responsibilities of all ICC Officers

1. **Submit weekly ICC Officer's report due by 5pm on Monday or by 5pm on Thursday if Friday and Monday are holidays or by 5pm on Friday if Monday is a holiday before ICC Meeting on Wednesday.**
2. **Maintain at least two (2) office hours per week, Mon –Thurs between 8:30 am – 6:30 pm and Fri between 8:30 am – 2:30 pm.**
3. **If an officer's hour(s) falls on a holiday or ICC Event then the office hour(s) may be made up that week or the following week.**
4. **Must attend at least two (2) different club meetings per month during the academic year (Oct-Jun).**
5. **Be available to Attend and/or Assist ICC sponsored events.**
- 5 ~~6~~. **Serve as an impartial officer in all dealings and procedures of the ICC.**
- 6 ~~7~~. **Have a working knowledge of the ICC Codes and Parliamentary Procedure.**
- 7 ~~8~~. **Attend the weekly officers' meetings.**
- 8 ~~9~~. **Be responsible for all ICC sponsored events.**
- 9 ~~10~~. **Report on club participation in ICC sponsored events.**

D. Duties and Responsibilities of individual ICC Officers

1. ICC Chairperson
 - a. Be the official spokesperson for the ICC.
 - b. Preside over all ICC Meetings.
 - ~~c. Submit weekly ICC Officer's report due by 5 PM on Monday or by 5pm on Friday if Monday is a holiday before ICC Meeting on Wednesday.~~
 - ~~d. Be an authorized and required signer for the accounts assigned by the ICC Finance Code.~~
 - ~~e. Maintain at least two (2) office hours per week, Mon –Thurs between 8.30 am – 6.30 pm and Fri between 8:30 am – 2:30 pm.~~
 - ~~f. If an officer's hour(s) falls on a holiday or ICC Event then the office hour(s) may be made up that week or the following week.~~
 - ~~c g.~~ Chair and attend the weekly officers' meetings.
 - ~~d h.~~ Attend the DASB Executive Committee Meeting, as needed.
 - ~~i. Must attend at least two (2) different club meetings per month during the academic year (Oct-Jun).~~
 - ~~e j.~~ Attend the DASB Senate Meetings to represent ICC/club interests, only when ICC related items are on agenda.
 - ~~f k.~~ Serve in the absence of the ICC Chair of Finance, ICC Chair of Programs and/or ICC Chair of Marketing.
 - ~~l. Attend and/or assist ICC sponsored events.~~
 - ~~m. Serve as an impartial officer in all dealings and procedures of the ICC.~~
 - ~~n. Have a working knowledge of the ICC Codes and Parliamentary Procedure.~~
 - h. If Fall Dance is held, chairperson has the right to make the final decision.**
 - i. Attend DASB election committee or assign other ICC officers to attend. (see DASB Election Code)**

2. ICC Chair of Finance
 - a. Be responsible for all ICC financial matters and fund raising activities.
 - ~~b. Submit weekly ICC Officer's report due by 5 PM on Monday or by 5pm on Friday if Monday is a holiday before ICC Meeting on Wednesday.~~
 - b e.** Submit weekly written updates on ICC accounts.
 - ~~c d.~~ Be an authorized and required signer for the accounts assigned by the ICC Finance Code.
 - ~~e.~~ Maintain at least two (2) office hours per week, Mon Thurs between 8:30 am—6.30 pm and Fri between 8:30 am—2:30 pm.
 - ~~f.~~ If an officer's hour(s) falls on a holiday or ICC Event then the office hour(s) may be made up that week or the following week.
 - ~~g.~~ Attend the weekly officers' meetings.
 - ~~h.~~ Must attend at least two (2) different club meetings per month during the academic year (Oct Jun).
 - d i.** Serve in the absence of the ICC Chairperson, ICC Chair of Programs, and/or ICC Chair of Marketing.
 - e j.** Represent ICC financial matters to the DASB Budget and Finance Committee or DASB Senate when **needed ICC is on agenda of DASB's Finance Committee's Meeting or DASB General Meeting.**
 - ~~k.~~ Be available to attend/ or assist ICC sponsored events.
 - ~~l.~~ Serve as an impartial officer in all dealings and procedures of the ICC.
 - ~~m.~~ Have a working knowledge of the ICC Codes and Parliamentary Procedure.
3. ICC Chair of Programs
 - ~~a.~~ Be responsible for all ICC sponsored events.
 - a. b.** Oversee the bidding process for club concession sales at the DASB Flea Market.
 - ~~c.~~ Submit weekly ICC Officer's report due by 5pm on Monday before ICC Meeting on Wednesday.
 - ~~d.~~ Report on club participation in ICC sponsored events.
 - ~~e.~~ Be an authorized and required signer for the accounts assigned by the ICC Finance Code.
 - ~~f.~~ Maintain at least two (2) office hours per week, Mon Thurs between 8.30 am—6.30 pm and Fri between 8:30 am—2:30 pm.
 - ~~g.~~ If an officer has less than 6 office hours then the officer may be made up that week or the following week.
 - ~~h.~~ Attend the weekly officers' meetings.
 - ~~i.~~ Must attend at least two (2) different club meetings per month during the academic year (Oct Jun).
 - b j.** Serve in the absence of the ICC Chairperson, ICC Chair of Finance, and/or ICC Chair of Marketing.
 - ~~k.~~ Be available to attend/ or assist ICC sponsored events.
 - ~~l.~~ Serve as an impartial officer in all dealings and procedures of the ICC.
 - ~~m.~~ Have a working knowledge of the ICC Codes and Parliamentary Procedure.
 - c.** Be in charge of signing independent contract forms.
4. ICC Chair of Marketing

- a. Be responsible for marketing ICC and ICC events.
- b. Create ICC promotional materials.
- ~~c. Submit weekly ICC Officer's report due by 5 pm on Monday or by 5pm on Friday if Monday is a holiday before ICC Meeting on Wednesday.~~
- ~~d. Be an authorized and required signer for the accounts assigned by the ICC Finance Code.~~
- ~~e. Maintain at least two (2) office hours per week, Mon—Thurs between 8.30 am—6.30 pm and Fri between 8:30 am—2:30 pm.~~
- ~~f. If an officer has less than 6 office hours then the officer may be made up that week or the following week.~~
- ~~g. Attend the weekly officers meetings.~~
- ~~h. Must attend at least two (2) different club meetings per month during the academic year (Oct-Jun).~~
- ~~c i. Serve in the absence of the ICC Chairperson, ICC Chair of Finance, and/or ICC Chair of Programs.~~
- ~~j. Be available to attend/or assist ICC sponsored events.~~
- ~~k. Serve as an impartial officer in all dealings and procedures of the ICC.~~
- ~~l. Have a working knowledge of the ICC Codes and Parliamentary Procedures.~~
- d. Be responsible for all ICC materials on social media.**
- e. Be the liaison to contact with other off campus organizations.**

D. ICC Officers Attendance & Duties

The ICC Officer(s) will no longer be eligible to hold their ICC officer position if an officer receives a total number of ~~seven~~**six(6)** or more points per ~~quarter~~ **year**. If an officer misses or is late or doesn't complete the following and cannot miss three ICC meetings or three ICC Agenda meetings consecutively:

½ point	10 minutes late or leaves early to an ICC Agenda Meeting, ICC Officer's Meeting, ICC Meeting, Campus Center Meeting, ICC Office Hour, or ICC Events or ICC sponsored events.
1 point each	An ICC Agenda Meeting, ICC Officer's Meeting, ICC Meeting, Campus Center Board Meeting, ICC Office Hour, ICC Officer's Report (due by 5pm on Monday or Friday by 5 pm if Monday is a holiday), moving & returning the ICC Tent within one working day before and after the Flea Market to the loading dock or storage room, turning in the requisition within one working day of the approved ICC Minutes for the transfer of funds for Club Awards, New Clubs, Inactive clubs and ICC bills, or not staying for at least two hours of the DASB meeting or DASB Executive Officers Meeting as needed or assisting with Student Services Day or High School Outreach Day/Night.
2 points each	ICC Officers Retreat, or ICC sponsored event (except the events on the 4 points category).
4 points each	Club Day, Spring Carnival, ICC Emergency Relief Concessions Stand, Fall Dance , De Anza Graduation Information Tent.

Section 2. ICC Representatives

C. Duties and Responsibilities

10. **ICC Representative attendance is mandatory at ICC meetings. One of the club officers on the Club Roster/Financial Report may go to the ICC meeting when the ICC Representative is unavailable.**

Section 3. Club

B. Duties and Responsibilities

6. Keep **agendas**, records and minutes of all club meetings. **Agendas**, records and minutes of all club meetings shall be available to the ICC upon one (1) week's notice. **Failure to do so will result in the club being put on probation.**
8. Participate in all Club Days during the designated time.
 - e. Corporations cannot solicit business or advertise at Club Day ~~and/or ICC sponsored events.~~

Section 5. Club Advisors

- E. If a club has no club advisor, then the club has two weeks during the Fall/Winter/Spring quarter for replacing the club advisor. **If a club has no club advisor during the Summer then the club has till the end of the second week of Fall quarter to replace club advisor.** If there is no club advisor, then the club will be placed on inactive status.

ARTICLE III. MEETINGS

Section 1. ICC Meeting

- B. ICC meetings shall be conducted in accordance with **the current edition of Standard Code of Parliamentary Procedure; Sturgis, Alice Fourth Edition, New and Revised.**
- F. Any ICC member may submit items for the agenda ~~using the appropriate Agenda Item Request Form and submitting it at~~ **by attending** the ICC Agenda Meeting. Items submitted after the ICC Officers' Agenda/Budget Meeting will be considered at the following ICC Agenda Meeting. The ICC member or club representative must be present at the ICC Agenda Meeting to explain the item, excluding a Bill of Particulars.

Section 2. ICC Officers' Meetings

A. Agenda Meeting

1. Meet weekly on **designated** Mondays at 1:30 pm – 2:30 pm, (Fall, Winter, Spring)
 6. **Review and approve Club Budget Object Code changes.**

C. ICC Meetings

1. Must be available at **1:00pm –2:30pm** on Wednesdays.

Section 3. Club Meetings

- A. Clubs must post their meeting times, locations, and dates five (5) week days in advance. Materials to be posted in the Club **Glass Display Case** must be signed **on the back of the flyer** by a ~~club member~~/club officer or club advisor and given to the Office of College Life Front Desk. Failure to post club meeting within 10 working days of room confirmation will result in club being put on probation.
- B. Clubs must submit ~~Event Planning Forms~~ **Meeting Room and Dining Room Info Table Request form** to Office of College Life to schedule meeting facilities at least ten (10) working days in advance.
- C. Official club meetings must be held on the De Anza College campus at least once a month to provide open access to all De Anza students, faculty and staff. Off campus meetings will not be recognized.
- D. All official club actions involving financial considerations must be documented by either official **Club Meeting** minutes or the use of the Club Financial Action Form.

ARTICLE IV. EVENTS

Section 1. ICC Events

- A. **ICC events include Welcome Week, Club Day, Club Karaoke, Fall Dance, High School Outreach Day/Night, Spring Carnival, Campus Clean up and all other events held by ICC.**
- B. Events and dates for events will be approved by the Inter Club Council.

Section 2. Club Events

- A. Clubs should submit ~~Event Planning Forms~~ **Meeting Room and Dining Room Info Table Request Form** at least ten (10) working days in advance.

Section 3. ICC Sponsored Events

- A. **All events using ICC resource including funds from 41 accounts and equipment from ICC.**

ARTICLE VI. MUTUAL RESPECT

- A. Any violations of Article VI may lead to club probation or inactive status (see Article X, Section **1 and 2 B**).

ARTICLE VII. ELECTIONS

Section 2. Club Officers

Clubs must hold their elections no later than the end of the sixth (6th) week in the Spring Quarter. If a club fails to hold their election and fails to submit a revised Club Officer Roster **by the end of sixth (6th) week in the Spring quarter**, the club will be placed on inactive status. **If there is any changes in officers' positions, clubs should notify ICC officers with their new Club Roster/Financial Report within 10 business days. If there is any new officer elected, clubs should submit the new Club Roster/Financial Report attached with the meeting minutes of the election during ICC Agenda meeting or after ICC general meeting.**

ARTICLE VIII. PROSPECTIVE CLUBS

Section 2. Club Constitution Approval

- A. The process for constitutional approval of a prospective club will be as follows:
3. Once the constitution has been reviewed, changes (if any) have been made, and it has been approved by the ICC Officers, then the club on trial status will be announced under club status on ICC agenda. The club on trial must submit a Club Officer Roster and have a new club orientation with the club officers, one of the ICC Officers or ICC Advisor and at least one club advisor needs to attend the entire meeting within ~~three (3)~~ **two (2)** weeks of this announcement otherwise it will lose its club on trial status and have to start the process again.
 4. Within two weeks after being recognized as a new club, then the club must have their first meeting. The first club meeting must have at least five (5) members attend (not including the club officers and the advisor). **Failure to have the first club meeting will be placed on inactive status. If clubs have problems with holding their first meeting within two weeks, extension should be asked at the ICC Agenda Meeting.**

Section 3. Trial Period

- A. Prospective clubs will be recognized during trial period and must attend ICC meetings and sit in the audience.
- B. Clubs do not have a vote (or make motions) until trial period is over.
- C. To end trial period the club must
1. Attend new club orientation with club officers and club advisor(s) and also have their Financial Roster completed and turned in at this meeting
 2. Complete an Event Planning Form for club meeting (at least once a month and at least three times for the quarter) to the Office of College Life
- D. If trial period is not ended in ~~three~~ **two** weeks, then the process will need to be repeated.

ARTICLE X. CLUB PROBATION

Section 1. Probation

- A. Club Probation is the penalty for a club not following the requirements of the ICC. A Club will be put on probation for missing Welcome Week, Club Day, ICC/Club Financial Orientation, missing ~~four(4)~~ **three (3)** ICC Meetings, not having current Club Roster/Financial Report, not returning ICC equipment, not having club elections by the sixth week of spring quarter, or for violations of ICC Mutual Respect Article VI, or damaging De Anza property.

Section 3. Grievances

Clubs may be put on probation or inactive status for violations of Article VI. Mutual Respect.

- A. Grievances against clubs must be submitted in writing to the ICC Advisor **and ICC Officers** in care of the Office of College Life, prior to or at the ICC Agenda Meeting.

Items submitted after the ICC Agenda Meeting will be considered at the following ICC Agenda Meeting.

- 13.4 ICC Officers Unit Cap. Discussion** (Info/Action)
- 13.5 Club Room** (Info/Action)
- 13.6 Welcome Week Info Tent Drawing-Winter, 2016** (Info/Action)
(4 x \$50 Drawing)
- 13.7 ICC Winter Welcome Reception Drawing** (Info/Action)

14. Reports

ICC Chairperson: Tu Hoang

DASB Liaison: Keerthana Muthukrishnan

ICC Chair of Finance: Tommy Lee

ICC Advisor: La Donna Yumori-Kaku

ICC Chair of Programs: Dora Lin

ICC Chair of Marketing: Judy Chan

15. Announcements

16. Roll Call

17. Adjournment