



Inter Club Council Agenda
January 24, 2018
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. Approval of the Minutes January 17 , 2018

3. Approval of Today's Agenda- January 24, 2018

4. Clubs on Trial (2)

Go and Chess Club, Habasha Student Association – must have attended the New Club Orientation Meeting by Tuesday, Feb. 6, 2018.

5. Club(s) on Probation: (5)

Missed Welcome Week: (5)

Academic Quiz Bowl, Developers Guild, InterVarsity Christian Fellowship must attend the ICC Meetings on Jan. 24 and 31 to get off of probation.

Circle K, The Helping Hands must attend the ICC Meetings on Jan. 24, 31, Feb. 1 to get off Probation.

6. Number of Active Clubs: (61)

7. Calendars

7.1 ICC/Club Calendar of Events as of 1/23/18

Information is from the Event Planning Request Form

(**New Information in Bold/** * Money collected)

Jan 25. Club Day, 11:00 am – 1:00 pm, Main Quad

**Jan 29. Dance Workshop hosted by Injoy Cultural Club,
2pm – 4pm @ Conference Room B**

Feb 1. Open House hosted by PUSO, 3 pm – 7 pm @ Conference Room B

7.2 DASB Calendar of Events as of 1/23/18

Information is from the Event Planning Request Form

(**New Information in Bold/** * Money collected)

Feb 14. Valentine’s Day Event, 10:30 am – 2:00 pm @ Main Quad

Feb 28. Diversity Day, 10 am – 2:30 pm @ Main Quad

8. ICC/Club Account Balance Status as of 1/23/18 (New Information in Bold)

ICC Events Award Account	(#41-54600)	\$6,900.00
ICC Allocation-New Club Account	(#41-54720)	\$1,100.00
Club/ICC Allocation Account	(#41-54730)	\$6,284.00
ICC Fundraising Holding	(44-4285)	\$88.00
ICC Capital	(#44-4290)	\$5,530.45
ICC Inactive Hold	(#44-4300)	\$10,980.08
ICC Scholarship Account	(#44-4310)	\$18,232.60

ICC

(#44-4320)

\$3,068.19

9. Business

9.1 Concessions for Nov. 4

(Info/Action)

9.2 Club Budget Request

(Info/Action)

De Anza Political Revolution (DAPR) is requesting \$150.00 from Club/ICC Allocation Account #41-54730 to De Anza Political Revolution (DAPR) (#41-54438) \$150.00 for Club Banner.

	Request	Recommendation
<u>Banner (4013)</u>	<u>\$150.00</u>	<u>\$150.00</u>
Total	\$150.00	\$150.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$6134.00

Marketing Club is requesting \$200.00 from Club/ICC Allocation Account #41-54730 to De Anza Political Revolution (DAPR) (#41-54168) #41-54168-4010 \$50.00 for Supplies –(Paper, pen, decoration) #41-54168-4060 for Printing, #41-54168- 5745 for Facebook Advertisements, #41-54168-5214 \$50 for Technical Services.(SD card)

	Request	Recommendation
Supplies(4010)	\$50.00	\$50.00
Printing(4060)	\$50.00	\$50.00
Advertisement(5745)	\$50.00	\$50.00
Technical (5214)	\$50.00	0
Total		\$150.00 \$150.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$5984.00

Vietnamese Student Association (VSA) is requesting \$100.00 from Club/ICC Allocation Account #41-54730 to Vietnamese Student Association (VSA) (#41-54460) \$150.00 for Decorations and Supplies intended for Club Day.

	Request	Recommendation
<u>Banner (4013)</u>	<u>\$100.00</u>	<u>\$100.00</u>
Total	\$100.00	\$100.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$5884.00

9.3 Club Day Winter Jan. 25, 2018

(Info/Action)

9.4 ICC Concessions Proposed Changes

(Info/Action)

Article 1 Concession Bids, Section 1. Procedure,

E.In the event that no club has bid for the Concession Stand, then the ICC may choose to do the Concession Stand for the ICC Scholarship **or ICC Emergency Relief Fund** or postpone concession bid and voting until the next ICC meeting.

Article 1 Concession Bids, Section 2. Student Workers,

Clubs working the July, August, September Concession Stands(s) must supply a minimum of ~~five (5)~~ six (6) workers who are De Anza students or people who intent to enroll for fall.

Article 1 Concession Bids, Section 3. Voting,

A. The ICC will vote one month prior to each Flea Market. The exception will be the concession bids for June and July which will be voted in May and for August, September, and October, which will be voted upon in ~~June~~ **May**.

9.5 ICC Code Proposed Changes (Info/Action)

Article II. Membership and Duties, Section 1. ICC Officers, B. Membership Requirements,

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.

Article II. Membership and Duties, Section 1. ICC Officers, D. Duties and Responsibilities of individual ICC Officers, 1. ICC Chairperson,

~~g. If Fall Dance is held, chairperson has the right to make the final decision.~~

~~h. g.~~ Attend DASB election committee or assign other ICC officer to attend. (see DASB Election Code

Article II. Membership and Duties, Section 1. ICC Officers, D. Duties and Responsibilities of individual ICC Officers, 3. ICC Chair of Programs,

~~d. If Fall Dance is held, the ICC Chair of Programs will make the final decision.~~

Article III. Inter Club Council (ICC) Internship, Section 1: ICC Interns, B. Application,

Any DASB card holder may apply to be an ICC Intern **for Fall and Winter quarter** through the following procedure:

Article VI. Club Awards,

D. Club perfect attendance requires a club to attend the current Welcome Reception, all ICC Meetings, have current Club Financial Roster on file, have monthly club meetings, attend current ICC Financial Orientation meeting and the current Finale Reception.

Article VIII. Elections, B. Election Process,

1. The election of the ICC Officers shall be held during the **Fourth (4th)** Fifth (5th) Sixth (6th) ~~Seventh (7th)~~ Week if needed in the Winter Quarter. Applications for position shall be due no later than the ~~Fifth (5th)~~ **Fourth (4th)** Monday of the Winter quarter by 4:00 pm for the Office of College Life to confirm the eligibility of the candidates.

Article IX. Prospective Clubs, Section 2, Club Constitution Approval,

1. Present a constitution at ICC Agenda Meeting. The club constitution will be reviewed by the ICC Officers at this meeting with the prospective club for compliance with the ICC Codes. If the ICC Officers recommends changes to the club's constitution, then the prospective club must come again to the next ICC Agenda Meeting. If there are minor changes then the revised constitution must be updated and sent to the ICC Chair**person** and ICC Advisor no later than noon on Tuesday.

Article XI. Club Probation, Section 2. Inactive Status,

E. The ICC shall freeze the account of a club made inactive. The funds will revert to the ICC Scholarship account #44-4310 **(75%) and to the ICC Account #44-4320 (25%)** if the club remains inactive for a period of one calendar year from the date that club was made inactive. Under no circumstances will the funds be returned.

9.6 ICC Financial Proposed Changes

(Info/Action)

II. DASB/ICC Budget

The upcoming DASB/ICC budget proposal will be submitted by the ICC Officers and ICC Advisor. ~~in the The ICC shall vote on a revised upcoming budget if needed no later than the tenth (10th) week of Spring quarter by a two-thirds vote. Fall.~~

III. DASB/ICC Allocations

The ICC Club Roster/Financial Report must be completed and signed by the Designated Officers: President or Co-Presidents, ~~or Chair,~~ or Vice President, or Vice President/ICC Rep ~~signature(s),~~ Treasurer, Secretary and ICC Representative, other listed club officers and the club advisor(s) **signature(s)**. The ICC Club Roster/Financial Report must be turned in no later than the sixth (6th) week of the Spring Quarter. There must be a minimum of four (4) and a maximum of seven (7) club officers. The ICC Club Roster/Financial Report must be completed whenever there is a change in club officers or club advisors or when the club changes its name **or when a new club is established**. All clubs that fail to do so will be placed on inactive status.

C. Club Special Allocation request:

2. The ICC may fund on campus club events (speakers, film, and entertainment, etc.) to be held on De Anza College that is open to all De Anza students. The club must publicize the event and list "Funded **partially** by ICC" on printed publicity.

5. Items with limitations

b. Allocation for an entertainment performer may not exceed \$300.00 and a group of ~~3~~ **4** or more performers may not exceed ~~\$800.00~~ **\$1,000.00**.

7. All printed materials must be printed on recycled paper and state "Printing funded (partially) by ICC on all the materials."

F. Clubs can make object code changes after the budget request is approved at the ICC Meeting. Clubs should fill out the Object Code Change Form and secure the signatures of the club advisor and **one of** the designated club officers' signature and turn into the Student Accounts Office by Friday. The ICC Chair of Finance may approve the object code change or may submit it to the ICC Agenda Meeting for action with the other ICC officers.

IV. Club Awards

C. Clubs must attend the ICC meeting and the Fall or Winter or Spring Finale Receptions when an **award** drawing ~~prize~~ is held in order to win. ~~the drawing.~~

VII. Deposits

B. No part of the expense of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions. (Section **IX** EXPENDITURES C. 3.)

IX. Expenditures

A. The person seeking the funds from their club account (#44-xxxx) shall fill out a requisition with a copy of the Club Meeting Minutes that approved the expense or submit the Club Meeting Financial Action Form (available at the Student Accounts Office or the ICC Literature Rack **or on the website www.deanza.edu/clubs**) and will secure the signatures of the Club Advisor, Club Treasurer or the Officer designated signatures and turn into the Student Accounts Office who will then get the signatures of the ICC Chair of Finance, the ICC Advisor, Dean of Student Development and the Director of Budget and Personnel. Club/DASB account (#41-xxxx, DASB) will secure the signatures of the ICC Chair of Finance, ICC Advisor, DASB Chair of Finance, the Dean of Student Development and the Director of College Life and Director of Budget and Personnel.

1. Checks- Upon receipt of an approved requisition the Student Accounts Office shall prepare the check. ~~Ordinarily checks should be made payable to the vendor. If the invoice is to be mailed to the Student Accounts Office, please indicate the club name or contact person to avoid any delay.~~ **Generally used for reimbursements to club members/advisors. Original detailed receipts are required.**

~~Each~~ **If a** cash advance is **requested, it is** limited to \$100 and will only be made out to the Club Officer designated signatures and must be signed by another Club Officer designated signature. A signed written agreement is required for all cash advance requests.

All cash advance requests and checks with receipts to follow will need to submit follow-up receipts **and any money not spent** ~~or invoice~~ within fifteen (15) working days of the check date **or June 30, whichever comes first**, along with a Receipts to Follow Form. Failure to do so will result in having the Student Accounts Office putting a hold on all club accounting transaction until receipt/invoice is submitted. Requests for reimbursements will not be processed without receipts / documentation. Original, detailed receipts are required.

3. Purchase Orders: All purchases/~~services over \$1,000~~ **that require payments to vendors and all services \$1,000 or greater**, and all capital items will go on a District Purchase Requisition. Purchase orders shall be obtained through the submission of a district purchase requisition to the Student Accounts Office. If for an open P.O. for services, an Independent Contract is required. Each requisition shall identify the budget code number from which funds are to be drawn, the times or services to be purchased, the amount and the vendor from which such items are to be purchased. After review and approval by the club members, the Club Officer designated signature and Club Advisor(s) will need to turn into the Student Accounts who will get the signatures of the ICC Advisor, the ICC Chair of Finance, the DASB Chair of Finance (if DASB account) and the Director of Office of College Life, Director of Budget and Personnel, Dean of Student Development, and VP of Student Services, a purchase order will be issued by the district. The purchase requisition will then be created in the District's Banner System. District Material will issue a Purchase order to vendor.

E. If the ICC Chair of Finance is vacant, **the** other ICC officers can sign the requisition form. If there is no ICC officer available to sign, then the DASB Chair of Finance **or DASB designate** will sign.

X. Fees and Penalties

E. If a club doesn't sign up for Welcome Week by the **11th week (Friday) of Finals** or missed their original signed up time and covered another shift, then the club(s) will be charged a \$25 fine and the money will go to ICC #44-4320. If a club is inactive then the \$25 fee will not be charged.

XII. Service Contracts and Independent Contracts

A. A person seeking the funds from DASB/Club Account for payment shall fill out the proper form (obtained from the Student Accounts Office or the ICC Literature Rack **or at the Student Accounts website www.deanza.edu/studentaccounts**) and will secure appropriate approval signatures.

XIII Club Fundraisers, College Life Fundraiser/Money Collection Form

Clubs must complete the College Life Fundraiser/Money Collection form for each fundraiser activity or collecting funds for any reason at least one week prior to event. Failure to turn in the form will result in the Club account being frozen until the form is turned in. **The ICC Advisor will complete the form for De Anza Flea Market and the ICC Fall Dance.**

9.7 Running for ICC Officer Elections

(Info)

9.8 Club Karaoke Drawing 2@ \$50

(Info/Action)

(2@ \$50 for Drawing)

4 Elements Hip Hop, Political Revolution, The De Anza Network, The Pacific Bridge, V.S.A

10. Reports

ICC Chairperson: Shu Ming Liu

ICC Chair of Finance: Kerry Harris

ICC Chair of Programs: Roxane Leung

ICC Chair of Marketing: Mevani Gotama

DASB Liaison

ICC Advisor: La Donna Yumori-Kaku

11. Announcements

12. Roll Call

13. Adjournment

