



# HOW TO START A NEW CLUB

## INTER CLUB COUNCIL



@deanzaicc



deanza.edu/clubs



408.864.8693



deanza\_icc

CHAIRPERSON

**Karina Thiagarajan**

ICCCHAIRPERSON@DEANZA.EDU

CHAIR OF FINANCE

**Tsubomi Suzuki**

ICCFINANCE@DEANZA.EDU

CHAIR OF PROGRAMS

**Manveen Anand**

ICCPROGRAMS@DEANZA.EDU



CHAIR OF MARKETING

**Orion Luo**

ICCMARKETING@DEANZA.EDU

CHAIR OF CLUB AFFAIRS

**Harrington Fan**

ICCLULBAFFAIRS@DEANZA.EDU



**PROCEDURE FOR STARTING A NEW CLUB**

De Anza student(s) interested in starting a new club at De Anza College will need to do the following:

<p><b>Set up Preliminary Meeting (Optional)</b></p>	<ul style="list-style-type: none"> <li>If the club has any questions or needs any help creating their constitution, finding an advisor, etc. make an appointment with any of the ICC officers or with the ICC advisor. Appointments can be made by email or in-person in the Office of College Life.</li> </ul>
<p><b>1. Create a constitution and fill out the petition</b></p>	<ul style="list-style-type: none"> <li>Create a club constitution (templates for the constitution can be found at <a href="http://www.deanza.edu/clubs">www.deanza.edu/clubs</a>) and submit it to either an ICC Officer or ICC Advisor.</li> <li>DO NOT delete any important information from the template.</li> <li>Recruit ten (10) De Anza students and at least one (1) Club Advisor to attend the first informal meeting</li> </ul>
<p><b>2. Come to ICC Agenda Meeting</b> (Mon. 1:30 – 2:25 pm in Student Council Chamber B/C )</p>	<ul style="list-style-type: none"> <li>Send a representative with at least 2 copies of the club constitution. The ICC Officers will review the constitution for approval. The final club constitution will need to be emailed via Word Document to <a href="mailto:ICCChairperson@deanza.edu">ICCChairperson@deanza.edu</a> and <a href="mailto:ICCAdvisor@deanza.edu">ICCAdvisor@deanza.edu</a> by noon the next day (Tues.)</li> <li>The club will be given a “New Club On Trial” status.</li> </ul>
<p><b>3. Schedule a New Club Orientation Meeting and submit ICC Club Financial Roster</b></p>	<ul style="list-style-type: none"> <li>Schedule a New Club Orientation Meeting: Email 1 ICC officer or ICC Advisor to schedule a meeting (see last page ICC Officers’ and ICC Advisor’s office hours). All club officers and at least one (1) advisor must be present. Meeting last at least 1 hour.</li> <li>Turn in the Financial Roster form (blue form) at the orientation meeting with club officers and advisor signatures. Forms can be found in the Office of College Life</li> </ul>
<p><b>4. ICC Meeting</b> (Wednesday 1:30 – 2:30 pm in Student Council Chambers A/B/C)</p>	<ul style="list-style-type: none"> <li>Club will change from “New Club on Trial” to a “New Club” following Step #4</li> <li>If the “New Club on Trial” status has not ended within <b>three</b> weeks, then the process <b>needs</b> to be <b>repeated</b>.</li> <li>Send a ICC representative to the first ICC Meeting</li> </ul>
<p><b>6. Benefits: Copy Code and 1-time New Club Allocation of \$100</b></p>	<ul style="list-style-type: none"> <li>The club’s copy code (to make copies on the copier in the Office of College Life to be used for official club business).</li> <li>One-time \$100 allocation (unless the club is being reactivated within one year and there were previous club funds in the Inactive Club Account)</li> </ul>
<p><b>7. Book space for club meeting</b></p>	<ul style="list-style-type: none"> <li>Fill out an Meeting room and Dining Info Form (signed by the club advisor) to request a meeting room submitted to the Office of College Life Office at least <b>10</b> days prior to meeting date. Form are available in the Office of College Life.</li> </ul>
<p><b>8. Attend ICC Meetings</b></p>	<ul style="list-style-type: none"> <li>Send the club’s ICC representative to weekly ICC meeting on Wednesdays at 1:30pm in the Student Council Chambers to continue active club status.</li> </ul>



## DE ANZA COLLEGE

### Club Advisor's Responsibilities

The purpose of having De Anza faculty/classified professional club advisors is to ensure that the college fulfills its obligation to students and to conform to both the Education Code and District policy. According to Division 9, Article 5, of the Education Code, students "...shall be free to organize and join associations to promote their common interests." The Foothill/De Anza Community College District brochure on "Student Freedoms and Responsibilities", Article III, Section A, Subsection 3, states that advisors should advise the organization in the exercise of its responsibilities but they shall not have authority over the policy of the organization. An advisor is there to ensure that students have the opportunity to grow and learn from activities outside of the classroom and to make sure that the club/organization conforms to the District's policies and regulations. (For example: No alcoholic beverages during an official club/organization activity.)

#### THE DUTIES OF THE CLUB ADVISOR ARE TO:

- Serve as the official staff representative of the college.
- Work closely with the club to ensure a cooperative relationship between the advisor and the club membership.
- Assist each officer of the club in understanding their duties.
- Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- Assist students to understand and apply democratic principles within their own organizations and in working with others.
- Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
- Ensure that all reasonable steps are taken to insure the safety and welfare of club members.
- Ensure that appropriate college policies are upheld.
- Sign all club/organization requisitions for the club/organizations and to make sure that 1) the student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.



PETITION TO ORGANIZE A NEW CLUB
(Give to the ICC Chairperson at the ICC Officers' Agenda meeting)

Please note: There must be at least 4 club officers and not more than 7 club officers. There must be at least 4 different students involved as club officers.

Name of the proposed club as listed in Club Constitution: (De Anza may be used as part of the club name but will not be listed under D for De Anza on ICC documents, Website etc.)

Description of the club (to be used on the ICC/Club Web site/Flyer, limited to 50 words or less):

Club E-mail, Website, and Social Network Sites to be listed on ICC/ Club Website

Club E-mail: (required, general club, not personal address)

Club Website: (optional)

Club Social Network Sites (Facebook, etc.): (optional)

ADVISOR(S)

A suggestion is to have two club advisors. Also, if you have a Part Time Faculty as a club advisor then there should also be a full time faculty or staff member because if the Part Time Faculty is not teaching during the quarter then the club would not have a club advisor and become inactive.

Please print clearly. This information is listed on the De Anza club website.

I, as Club Advisor agree to fulfill the duties of the club advisor as stated in the Club Constitution.

Name Office Phone Email Advisor's Signature

1.

2.

3.

Select ONE club heading

- Academics Community Service Diversity Political
Religious Special Interest Sports Support

We, the undersigned (club members), agree to the following:

1. Club membership will be open to all De Anza students regardless of the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or indigenous group, birth, disability, and sexual orientation or preferences.
2. To have a student representative at the Inter Club Council meetings upon the approval of the club's constitution.
3. To have as part of the club's philosophy to be of service to the students of De Anza.
4. To have mutual respect and cooperate with other clubs.
5. To understand the college's policies as they relate to clubs and to observe these policies in all official activities of our club.

**Name of Club:** \_\_\_\_\_

De Anza students who are CLUB MEMBERS (minimum of 10 students required)

Please Print Name	Signature	Student ID #	Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

**If there are additional names, please attach a sheet.**

**OFFICE USE ONLY**

PETITION APPROVED

ICC Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

ICC Advisor/College Life Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

INSERT CLUB NAME CONSTITUTION

*Do not leave this italicized section in the final constitution.*

*(\*This Club Constitution Template is also available at [www.deanza.edu/clubs](http://www.deanza.edu/clubs))*

ARTICLE I – NAME OF CLUB

The name of this club shall be *(May use De Anza in club name. De Anza will not be listed as part of club listing on ICC Documents, mailbox, website etc. Do not leave this italicized section in final constitution.)*

ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to *(insert club's purpose)*

ARTICLE III – MEMBERSHIP

Any DASB cardholder who carries a minimum of 1/2 unit is eligible to join this club. The amount of the membership dues shall be voted by the **choose one a) club members or b) club officers**. A waiver for membership dues will be available to students who request it. Club members may not be on academic or social probation.

ARTICLE IV – QUALIFICATION AND ELECTION OF OFFICERS

Section 1

Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), must maintain \_\_\_\_\_ *(insert #)* units, have a current DASB card, and must not be on academic or social probation. *(Any unit or higher GPA is determined by the club. Do not leave this italicized section in your final constitution.)*

Section 2

Officers will be a President, Vice-President/ICC Representative, Secretary, and Treasurer. *(Or list different officer titles, please list them. Do not leave this italicized section in your final constitution.)*

The election of the Club Officers shall be held during the Sixth (6th) week of the Spring Quarter.

Club Officers shall be elected by a simple majority vote of active Club Members present at that Club Meeting. In the event that there are three (3) or more candidates and no one person receives a simple majority of votes then the top two (2) candidates will participate in a run-off election. New officers will be sworn in upon completion of the \_\_\_\_\_ week of the Spring Quarter.

Section 3

The election will be done by secret ballot by club members who have attended at least two meetings. (List additional information)

ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – President

- A. Preside over all meetings.
- B. Call special meetings.

- C. Carry out the provisions of the constitution.
- D. Appoint committees and chairpersons.
- E. Oversee all committee activities.
- F. *(List any additional responsibilities)*

Section 2 – Vice President/ICC Rep

- A. Assume the duties of the president in their absence.
- B. Perform any duties delegated by the president.
- C. Attend all Inter Club Council meetings.
- D. Report the results of ICC meetings at club meetings.
- E. *(List any additional responsibilities)*

Section 3 – Secretary

- A. Record and keep accurate minutes of all meetings.
- B. Act as correspondence clerk.
- C. Print and distribute agenda for all meetings.
- D. *(List any additional responsibilities)*

Section 4 – Treasurer

- A. Handle funds and finances for club.
- B. Keep financial records and collect dues.
- C. Pay bills and release funds as voted by the general membership.
- D. Make financial reports at least once a month at the meeting.
- E. *(List any additional responsibilities)*

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Vice President/ICC Representative, Secretary, and Treasurer *(or list the different officer titles)* who shall meet as often as necessary.

Section 2 – Duties of the Executive Council

- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
- B. To execute policies determined by the general membership.
- C. To govern activities of the club.
- D. To compile agenda for general meetings.
- E. *(List any additional responsibilities)*

ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT  
OF OFFICERS AND MEMBERS

Section 1

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2

Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a

quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.

### Section 3

Any officer vacancies shall be filled by an election held within two weeks.

## ARTICLE VIII – MEETINGS

### Section 1

There must be public notice of club meetings on the club board at least five (5) school days in advance.

### Section 2

There must be a meeting at least once a month held at De Anza College.

### Section 3

There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.

### Section 4

Minutes must be kept of all financial action with the club secretary.

### Section 5

The treasurer will need to make a written and oral report at least once a month at the meeting.

### Section 6

*(List any additional responsibilities)*

## ARTICLE IX – COMMITTEES

### Section 1

The standing committees of this club shall be appointed as necessary:  
*(or list specific committee titles and brief description of committee. Do not leave this italicized section in your final constitution.)*

## ARTICLE X – ADVISOR

Section 1 – The role of the advisor is to:

- A. Serve as the official staff representative of the college.
- B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
- C. Assist each officer of the club in understanding their duties.
- D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
- F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- G. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.



- H. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
- I. Ensure that appropriate college policies are upheld.
- J. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.
- K. *(List any additional responsibilities)*

#### ARTICLE XI – RESPONSIBILITIES

##### Section 1

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

#### ARTICLE XII – RIGHT TO ACT

##### Section 1

Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

#### ARTICLE XIII – AMENDMENTS TO CONSTITUTION

##### Section 1

Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the ICC Agenda Meeting.



# Prospective New Club Timeline

## Fall 2019, Winter 2020, and Spring 2020

*Meetings in Student Council Chambers B/C,  
lower level of the Hinson Campus Center, 1:30 pm – 2:25 pm*

### FALL 2019

<p><b>Attend ICC Officers Agenda Meeting. Bring 5 copies of the Club Constitution and Final Constitution (in word document) Email to ICCAdvisor@deanza.edu and ICCChairperson1718@gmail.com</b></p> <p><b>Meetings in Student Council Chambers B/C lower level of Hinson Campus Center</b></p>	<p><b>Attend ICC Meetings. Send an ICC Representative to this meeting. Failure to attend will result in Club on Trial process to have to be repeated. Meetings in Student Council Chamber A/B/C lower level of Hinson Campus Center.</b></p>	<p><b>All New Club Officers and one or more Club Advisor must attend Orientation Meeting. Also the Club Financial Roster is due at this meeting with an ICC Officer or ICC Advisor. No later than (see date below) Otherwise club will not be recognized and will have to repeat the New Club Process again. Meet in front of the ICC Office lower level of Hinson Campus Center</b></p>	
Monday, Sept 30	Wednesday, Oct. 2	Tuesday, Oct. 15	By Noon
Monday, Oct. 7	Wednesday, Oct. 9	Tuesday, Oct. 22	By Noon
Monday, Oct. 14	Wednesday, Oct. 16	Tuesday, Oct. 29	By Noon
Monday, Oct. 21	Wednesday, Oct. 23	Tuesday, Nov. 5	By Noon
<b>*Monday, Oct. 28</b>	<b>*Wednesday, Oct. 30</b> ICC Financial Orientation Meeting (see below)	<b>Tuesday, Nov. 12</b>	<b>By Noon</b>
Monday Nov. 4	Wednesday, Nov. 6	Tuesday, Nov. 19	By Noon
<b>*Wed, Oct. 30 -Mandatory ICC Financial Orientation meeting. Club President, or Vice President, or Treasurer MUST attend. CLUB ON TRIAL MUST ATTEND – Student Council Chambers A/B/C.</b>			

#### FALL QUARTER OFFICE HOURS

Sign up on the ICC office door (located next to the Financial Aid Office lower level of the Hinson Campus Center) for a 45 minute appointment. If none of these dates/time work for a club orientation, then please email ICC Advisor@deanza.edu with 3 possible dates/times. **Sign up for a New Club Orientation no later then the 2<sup>nd</sup> ICC Meeting**

<u>Title</u>	<u>Name</u>	<u>Email</u>	<u>Office Hours</u>
ICC Chairperson	Amy Hua	ICCChairperson@deanza.edu	M/W 12:30 pm – 1:45 pm
ICC Chair of Finance	Romina Iranmanesh	ICCFinance@deanza.edu	M/W 3:45 pm – 5:00 pm
ICC Chair of Programs	Yuichi Asai	ICCPrograms@deanza.edu	T/Th 1:00 pm – 2:15 pm
ICC Chair of Marketing	Dolores Liu	ICCMarketing@deanza.edu	M/Th 9:00 am – 10:00 am
ICC Vice-Chair of Finance	Vino Cochico	-	T/Th 3:00 pm – 4:15 pm
ICC Vice-Chair of Programs	Jerry Abiy	-	T 8:45 am – 10:15 am & F 2:00 pm – 4:15 pm
ICC Vice-Chair of Marketing	Kelly Wang	-	T/Th 11:30 am – 12:45 pm

**(over)**



# Prospective New Club Timeline

Winter 2020 and Spring 2020

Meetings in Student Council Chambers B/C,  
lower level of the Hinson Campus Center, 1:30 pm – 2:25 pm

## WINTER 2020

<p><b>Attend ICC Officers Agenda Meeting. Bring 5 copies of the Club Constitution and Final Constitution (in word document) Email to ICCAdvisor@deanza.edu and ICCChairperson1718@gmail.com</b></p> <p><b>Meetings in Student Council Chambers B/C lower level of Hinson Campus Center</b></p>	<p><b>Attend ICC Meetings. Send an ICC Representative to this meeting. Failure to attend will result in Club on Trial process to have to be repeated.</b></p> <p><b>Meetings in Student Council Chamber A/B/C lower level of Hinson Campus Center.</b></p>	<p><b>All New Club Officers and one or more Club Advisor must attend Orientation Meeting. Also the Club Financial Roster is due at this meeting with an ICC Officer or ICC Advisor. No later than (see date below) Otherwise club will not be recognized and will have to repeat the New Club Process again. Meet in front of the ICC Office lower level of Hinson Campus Center</b></p>	
<p><b>Monday, January 13 / Holiday No ICC Agenda Meeting</b></p>	<p>-----</p>	<p>-----</p>	<p>-----</p>
<p>Monday, January 13</p>	<p>Wednesday, January 15</p>	<p>Tuesday, January 28</p>	<p>By Noon</p>
<p>Monday, January 27</p>	<p>Wednesday, January 29</p>	<p>Tuesday, February 11</p>	<p>By Noon</p>
<p>Monday, February 3</p>	<p>Wednesday February 5</p>	<p>Tuesday, February 18</p>	<p>By Noon</p>
<p>Monday, February 10</p>	<p>Wednesday, February 12</p>	<p>Tuesday, February 25</p>	<p>By Noon</p>

## SPRING 2020

<p>Monday, April 13</p>	<p>Wednesday, April 15</p>	<p>Tuesday, April 28</p>	<p>By Noon</p>
<p>Monday, April 20</p>	<p>Wednesday, April 22</p>	<p>Tuesday, May 5</p>	<p>By Noon</p>
<p>Monday, April 27</p>	<p>Wednesday, April 29</p>	<p>Tuesday, May 12</p>	<p>By Noon</p>
<p>Monday, May 4</p>	<p>Wednesday, May 6</p>	<p>Tuesday, May 19</p>	<p>By Noon</p>
<p>Monday, May 11</p>	<p>Wednesday, May 13</p>	<p>Tuesday, May 26</p>	<p>By Noon</p>

**\*Wed, May 20-Mandatory ICC Financial Orientation meeting. Club President, or Vice President, or Treasurer MUST attend. CLUB ON TRIAL MUST ATTEND – Student Council Chambers A/B/C.**