



Run for an Inter Club Council (ICC) Officer position!

The positions of ICC Chair of Club Affairs, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing, and ICC Chair of Equity will be available to serve the term of **June 11, 2024– June 10, 2025**.

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Winter Quarter Dates

2024-2025 Officer Application OPENS **Wed. Feb. 5, 1:30 pm PT**

ICC Officers Elections Winter Info Sessions **TBD**

Spring Quarter

Spring Info Sessions (1st week) ***TBD**

Application Deadline **Sun. Mar. 23 11:59 PM PT**

Elections (2nd, 4th, 6th, 8th week – as needed)
***Wed. Apr. 16, 1:30 pm – 2:30 pm PT**
***Wed. Apr. 30, 1:30 pm – 2:30 pm PT**
***Wed. May 14, 1:30 pm – 2:30 pm PT**
***Wed. May 28, 1:30 pm – 2:30 pm PT**

Student Leadership Recognition Gala ***Wed. Jun. 4, 4:00 – 6:00 pm PT**

Sworn In at the end of ICC Finale (10th week) ***Wed. Jun. 11, 1:30-2:30 pm PT**

ICC New Officers Orientation (10th week) ***Fri 6/13 – time TBD**

Fall Training (Summer, for 2 weeks before Fall Quarter) ***Mon. Sep. 8 – Fri. Sep. 19 (M-F, times TBD)**

***Meetings all Hybrid (in Student Council Chambers & Zoom) until further notice**

ICC CODE**ARTICLE II. MEMBERSHIP AND DUTIES****Section 1. ICC Officers****A. The ICC Officers are**

1. DASG Chair of ICC (*elected in DASG election*)
2. ICC Chair of Club Affairs
3. ICC Chair of Equity
4. ICC Chair of Finance
5. ICC Chair of Programs
6. ICC Chair of Marketing

B. Membership Requirements

1. Must be enrolled at De Anza College with a minimum of 8 quarter units. The enrollment requirement is not in effect during the summer quarter.
2. Must be a student not on academic or administrative probation and maintain a minimum of current/quarterly and an overall cumulative GPA of 2.0 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 DASG 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, or intern of the De Anza Student Government (DASG) Senate, a club officer, or the Student Trustee with the exception that the DASG Chair of ICC is on Senate.
5. There will be a limit of three terms serving in the ICC.
6. 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. 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.
2. 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.
3. Must attend at least two (2) different club meetings per month during the academic year (Oct-Jun).
4. Assist ICC sponsored events.
5. Serve as an impartial officer in all dealings and procedures of the ICC.
6. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
7. Attend the weekly ICC meetings and ICC officers' meetings.
8. Be responsible for all ICC events.
9. Report on club participation in ICC events.

D. Duties and Responsibilities of individual ICC Officers

1. Chair of Club Affairs
 - a. Oversee club affairs
 - b. Overlook new clubs on trial
 - c. Serve as the Vice Chair to the DASG Chair of Inter Club Council
2. ICC Chair of Equity
 - a. Increase diversity and opportunity on the ICC and in Clubs

- b. Serve as liaison between equity-centered De Anza programs and the ICC. Campus equity partners include but are not limited to DASG Student Rights & Equity (SRE) Committee, De Anza Office of Equity, and Equity Action Council (EAC).
 - c. Model and implement an equity mindset and practice into ICC
 - d. Facilitate the creation of clubs that center underrepresented communities
 - e. Oversee outreach for ICC to reach greater range of communities at De Anza
3. ICC Chair of Finance
 - a. Be responsible for all ICC financial matters and fundraising activities.
 - b. Submit weekly written updates on ICC accounts
 - c. Be an authorized and required signer for the accounts assigned by the ICC Finance Code.
 - d. Represent ICC financial matters to the DASG Budget and Finance Committee or DASB Senate when ICC is on agenda of DASG's Finance Committee's Meeting or DASB General Meeting.
 4. ICC Chair of Programs
 - a. Oversee the bidding process for club fundraising at the DASG Flea Market along with ICC Advisor and Flea Market Coordinator.
 - b. Be in charge of signing independent contract forms.
 - c. Serve as the Point Person for all ICC events, as clarified in Article V, section 1.
 5. ICC Chair of Marketing
 - a. Be responsible for marketing all ICC sponsored events.
 - b. Create ICC promotional materials using skillset and familiarity with graphic design.
 - c. Be responsible for all ICC materials on social media.
 - d. Be the liaison to contact with other off campus organizations.
 - e. Be responsible for submitting marketing to OCL for "The Scoop" weekly newsletter.
 5. ICC Chairs
 - a. Serve in the absence of fellow ICC Chairs in the following succession: DASG Chair of ICC, ICC Chair of Club Affairs, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing, and ICC Chair of Equity.
 - b. Lead role-specific committees to create and delegate tasks for ICC Interns.
 - c. Communicate with ICC team on need for additional support for ICC events and initiatives.

ARTICLE VIII. ELECTIONS

Section 1. General Election Requirements

All Inter Club Council (ICC) Candidates must adhere to all ICC, DASG, College, District, Local, State, and Federal Bylaws, Codes, Guidelines, Laws, Ordinances, Policies, Procedures, Rules, Regulations, etc., at all times, including, but not limited to, the DASG Code of Conduct and FHDA Student Code of Conduct.

Section 2. ICC Officers

A. Term of office

The ICC Officers shall serve for one year during the ninth (9th) week of Winter Quarter and ending the ninth (9th) week of Winter Quarter the following year.

B. Election Process

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

2. An ICC Officer candidate may not be running for a DASG Senate or Student Trustee at the same time, with the exception of the DASG Chair of ICC who must follow DASG Election procedures (see DASG Election Code).
3. In the event that there are no candidates for an ICC officer then it will be extended for two weeks after original deadline.
4. ICC Officers shall be elected by a quorum vote of active ICC Representatives present at that ICC Meeting. In the event that there are three (3) or more candidates and no one person receives a quorum of votes then the top two (2) candidates will participate in a run-off election. New officers will be sworn in upon completion of elections at the ninth (9th) week of the Winter Quarter.
 - i. Candidates for the Chair of Marketing must submit samples or portfolio showcasing graphic design and/or video creation skills.
5. The ICC Chair of Equity will be appointed by the DASG Chair of ICC and ICC Advisor based on an application and interview process. In addition to general ICC membership requirements, applicants for the Chair of Equity must also fulfill 4-5 of the following requirements:
 - Know of or be involved in two or more programs at De Anza
 - See through an equity lens and wish to increase participation from all communities at De Anza
 - Have strong written and verbal skills and be comfortable writing many emails and taking lots of Zoom calls with program directors.
 - Have a good understanding of the community make-up at De Anza, including transfer statistics and demographic success rates.
 - Have a clear idea of how you can help students at De Anza through this position.
6. The ICC Vice Chair nominations will be named by the ICC Chairs. The nominations will be reviewed during ICC Agenda Meeting, and need a quorum vote to approve during the ICC Meeting. Vice Chair nominations must occur within two ICC Meetings when respective chairs are elected or Vice Chair positions become vacant.

C. Vacancies

1. In the event that any officer resigns or is removed from office, then an election will be held as soon as possible. If a vacancy occurs after the 5th week in the fall quarter or during the winter quarter then the ICC position may not be filled.

ELECTION GUIDELINES

Apr. 16, April 30, May 14, May 28 (if needed) / 1:30 pm - 2:30 pm.

Please note that this is only a suggestion. You are free to express, using any medium you wish, any compelling skills/talent/idea/past experiences, etc. that you think would make you stand out from others. You have 3 minutes to present yourself.

- Suggested prompt: Using detailed examples, please talk about a time where you lead others or initiated a positive improvement in your community. What motivated you to act, and what you learned from it?
- You are welcome to bring your resume (limit to one-sided page) for us to gain background understanding of you. There's a projector available for your convenience.

After your presentation, you will have a 5-minute Question and Answers Session to answer questions from ICC Chairs and/or Club Representatives. All other candidates are to stay outside or in the Zoom waiting room while you're speaking.

After answering all the questions, you have an additional 1 minute for closing remarks.

You need 50% plus 1 vote to be elected. Run-off election with the top two candidates may be needed if there isn't a 50% plus 1 majority. You will be asked to come back into the room after the ballots have been counted.

*If you're a current ICC Rep, make sure there is an alternative officer representing your club in the meeting.

THIS SECTION IS ONLY FOR ELECTED OFFICERS

ICC New Officers Orientation will occur Friday June 13th of Week 10 of Spring Quarter. Stay tuned for details.

If you are elected, then you will need to resign from any club officer or DASG committee position by Tuesday, **Jun. 3, 2025.**

The new ICC Officers will be sworn in at our ICC Finale Reception on **Wed. Jun. 11, 2025.** at 1:30 pm - 2:30 pm. Also, you will need to be enrolled in a minimum of 8 units and have a current and cumulative GPA of 2.0 throughout your ICC Officer term.

Also, we would like to have you come to the Student Leadership Recognition Gala on **Wed. Jun. 4** at 4-6 pm to be announced as part of the 2025-2026 student leadership.

Just a reminder:

ICC Officers must attend the following meetings during their term (Fall, Winter, Spring quarters):

- ICC Representative Meetings are biweekly on Wednesdays at 1:30-2:30pm
- ICC Agenda Meetings are biweekly on Mondays at 1:30-2:30pm
- ICC Executive Meetings are weekly on Mondays 2:30-3:30pm

These meetings are currently Hybrid, on Zoom and in the Student Council Chambers, but these may move back to fully in-person.