



**Inter Club Council Agenda
November 7, 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. Guest Speaker(s): (1)

- Sandra Magallon Cervantes, Financial Aid Outreach Asst. 408-864-8493
magalloncervantessandra@fhda.edu

3. Approval of the Minutes – Oct. 24, 2018

4. Approval of Today's Agenda

5. Office of College Life – Hyon Chu Yi-Baker

6. Club(s) on Probation: (9)

Missed Welcome Week, Missed 3, Mtg. attended Financial Orientation
Academic Quiz Bowl
Must attend 11/7 ICC Mtg. to get off probation

Missed Financial Orientation

Developer's Guild / DECA / Injoy Cultural Club / Kendo / Math
Must attend Make-Up Financial Orientation Mtg. by 11/13 to get off probation

Missed Welcome Week, Missed 3 Mtg, Missed Financial Orientation: (3)

Go and Chess / Job Fair / Japanese Student Association
Must attend Make-Up Financial Orientation Mtg. on 11/13 and attend 11/7, 11/14 ICC Mtgs.
to get off probation

7. Club(s) on Trial: (4)

Grace Fellowship / K-Busking Club / Music & Affection Volunteering Association /
The Helping Hands
Must have New Club Orientation Meeting with Club Officers and Advisor by Tues, Nov. 13
2018, Noon.

8. Inactive Club(s): (1)

Missed Welcome Week, Club Day, Financial Orientation, and 4 ICC Mtg.
The De Anza Network

9. New Clubs: (2)

A Black Culture Club / Artificial Intelligence Club
Will receive a one-time allocation of \$100

10. Club Constitution Changes:

Accounting Club constitution was reviewed by ICC Officers at ICC Agenda Mtg. on Nov. 5, 2018

11. Number of Active Clubs: (76)

12. Calendars

12.1 ICC/Club Calendar of Events as of 11/5/18

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

Nov. 15 *ICC/DASB Fall Mixer 7 pm – 9:30 pm – Conference Rm A/B
DJ: Soundsbyken Band:The Axidents

12.2 DASB Calendar of Events as of 11/5/18

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

13. Club/ICC Allocation Account Balance Status as of 11/5/18/18

ICC/Club Allocations	(#44-54730)	\$6,659.00
ICC Allocation-New Club Account	(#41-54720)	\$1,600.00
ICC Events Award Account	(#41-54600)	\$9,000.00
ICC Inactive Hold	(#44-4300)	\$5,180.58
ICC Scholarship Account	(#44-4310)	\$20,910.23
ICC	(#44-4320)	\$5,316.01

14. ICC Consent Calendar

(Info/Action)

Approve Min Jung, Sharon Zhang, Cellphone Wu and Dolores Liu as ICC Interns

15. Business

15.1 Flea Market Concession for Dec. 1

(Info/Action)

15.2 Club Budget Request

(Info/Action)

Economics Student Honor Society is requesting \$120.00 from Club/ICC Allocation Account #41-54730 to Economic Student Honor Society (#41-54221-4013) \$120.00 for Banner.

	Request	Recommendation
4013/Promotional (Banner)	\$120.00	\$120.00
Total	\$120.00	\$120.00

If approved the Club/ICC Allocation balance will be \$6,538.00

15.3 Club Day Evaluations and Club Room Update

(Info)

15.4 ICC Code Revision

(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 of the **ICC Representatives**, ICC Chairperson, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing **and** ICC Advisor, ~~and ICC Representatives.~~

ARTICLE II. MEMBERSHIP AND DUTIES

Section 1. ICC Officers

B. Membership Duties

2. Must be a student not on academic or administrative probation and maintain a **minimum of** 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.

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.~~

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7 8-Attend the weekly **ICC meetings and** officers' meetings.

D. Duties and Responsibilities of individual ICC Officers

1. ICC Chairperson

e. Attend the DASB Senate Meetings **as needed** to represent ICC/club interests. ~~only when ICC related items are on agenda.~~

~~g. Attend~~ **Serve as a voting member in the** DASB election committee or assign another ICC officer to attend. (see DASB Election Code)

h. Manage the ICC Internship program.

3. ICC Chair of Programs

d. Serve as the Point Person for all ICC events, as clarified in Article V, section 1.

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

4. ICC Chair of Marketing

F. Be responsible for conducting the ICC weekly newsletter (second week to the ninth week of Fall, Winter, and Spring Quarter).

E. 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 **four (4)** ~~six (6)~~ or more points per ~~year~~ **quarter** (Spring, Fall, Winter). If an officer misses or is late or doesn't complete the following **without excuse form approved by the ICC Advisor** ~~and cannot miss three ICC meetings or three ICC Agenda meetings consecutively:~~

- 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), ICC Newsletter, 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, not staying at the DASB meeting or DASB Executive Officers Meeting as needed or High School Outreach Day.
- 2 points each ICC Officers Retreat, **ICC Training** or ICC event. (except the events on the 4 points category).

Section 2. ICC Representatives

B. Membership Requirements

4. Cannot be a DASB ~~Senator~~ **Senate member** ~~or Executive Officer, Jr. Senator, Agent or~~ Student Trustee.

C. Duties and Responsibilities

1. Be a voting member and attend all ICC meetings. The ICC Representative must be present for the duration of the ICC Meeting not missing more than ten minutes at the beginning of the meeting and **present during the roll call** or will be counted as absent.

Section 3. Clubs

B. Duties and Responsibilities

1. Have a current Club Financial **Roster/Report** on file in the Student Accounts Office.
3. One of the designated officers with signature responsibility must attend the ICC Financial Orientation Meeting in the fall and spring, unless the designated officer is a 2nd year officer in the same club and already attended the ICC Club Officers' Orientation. If a club misses ~~the~~ **financial** orientation then the club will be put on probation. A designated officer must have a **makeup** meeting with either an ICC Officer or ICC Advisor within two weeks or the club will become inactive.

8. f. There will be a \$25 fine for any club that fails to clean up its area at Club Day or failed to show up for a performance slot, that will go to the ICC #44-4320. **There will be a \$50 fine if the club misses both.**

g. ICC will provide entertainment. ~~There will be a \$50 fine if the club misses both.~~

Section 4. Club Officers

B. Membership requirements

A student may **hold up** to two (2) officer positions in the same club or in two different clubs.

~~DASB Senators, Vice Presidents, Chairs, Executive Vice President, President and Student Trustee~~ must not hold more than one club officer position.

C. Duties and Responsibilities

3. Turn in **Special Event Facility** Planning Forms, in a timely manner, to request meeting rooms or event venues.

ARTICLE III. . Inter Club Council (ICC) Internship

Section 1. ICC Interns

B. Application

2. ~~Receive endorsement from the Chairs (Finance and/or Programs and/or Marketing).~~ **Schedule an interview with the ICC Chairperson.**

C. Eligibility Requirements

4. Finish the tasks assigned by the ICC officers or ICC advisor in a timely manner.

ARTICLE IV. MEETINGS

Section 3. Club Meetings

B. Clubs must submit a Meeting Room and Dining Room Info Table Request form to the Office of College Life to schedule meeting facilities at least ~~ten~~ **twelve (10-12)** working days in advance.

ARTICLE V. EVENTS

Section 1. ICC Events

A. ICC events include Welcome Week, Club Day, Club Karaoke, Fall Dance, High School Outreach Day, Spring Carnival, ~~Campus Clean-up~~ and all other events held by ICC.

Section 2. Club Events

A. Clubs should submit a Meeting Room and Dining Room Info Table Request Form at least ~~ten~~ **twelve (10-12)** working days in advance.

ARTICLE VI. CLUB AWARDS

D. Club perfect attendance requires a club to attend the current **Welcome Week Info Tent**, Welcome Reception, and 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 VII. MUTUAL RESPECT

I. Any violations of Article VII may lead to club probation or inactive status (see Article **XI**, Section 1 and 2).

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 **ten 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 the ICC Agenda meeting or after the ICC general meeting.

ARTICLE IX. PROSPECTIVE CLUBS

A. The process for constitutional approval of a prospective club will be as follows:

1. Present a constitution **in a word document** 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 Chairperson and ICC Advisor no later than noon on Tuesday.
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/Financial Report and have a new club orientation **mtg.** with the club officers and **one club advisor with** one of the ICC Officers or ICC Advisor ~~and at least one club advisor needs to attend the entire meeting~~ within two (2) weeks of this announcement otherwise it will lose its club on trial status and have to start the process again. **The exception to having a club advisor attend the meetings is if that person is currently or has been a club advisor within a year.**

ARTICLE X. DISCIPLINE AND EXPULSION OF MEMBERS

Section 1. ICC Officers

F. If all officers are in question, then the ~~ICC Secretary~~ **DASB Liaison** shall put the Bill of Particulars on the Agenda and shall chair the meeting.

16. ICC Drawings

Silicon Valley Breast Cancer Walk – 2@ \$50

APASL / Click the World / VSA

ICC Financial Orientation Mtg – 2 @ \$25

VSA / Anime

17. Reports

ICC Chairperson: Rex Zhang

ICC Chair of Finance: Nway Htet Htet Aung

ICC Chair of Programs: Angela Lei

ICC Chair of Marketing: Anh S. Doan

DASB Liaison: Lawrence Su

ICC Advisor: La Donna Yumori-Kaku

18. Roll Call

(Action)

19. Announcements

20. Adjournment