



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 1, 2022– June 1, 2023**.

Winter Quarter Dates

2022-2023 Officer Application OPENS

Mon. Mar 7, 9:00 am PT

ICC Officers Elections Winter Info Session

***Fri. Mar. 11, 10:00 pm – 11:00 am PT**

Spring Quarter

Spring Info Sessions (1st & 2nd week)

***TBD**

Application Deadline

Wed. Apr. 13, 9:00 am PT

Elections (3rd, 5th, 7th week)

***Wed. Apr. 20, 1:30 pm – 2:30 pm PT**

***Wed. May 4, 1:30 pm – 2:30 pm PT**

***Wed. May 17, 1:30 pm – 2:30 pm PT**

ICC New Officers Orientation (8th week)

***TBD**

Sworn In at the end of ICC Finale (9th week)

***Wed. Jun. 1, 1:30 pm–2:30 pm PT**

Student Leadership Recognition Gala

***Wed. Jun. 1, 4:00 pm–6:30 pm PT**

Fall Training (Summer, for 2 weeks before Fall Quarter)

***Tue. Sep. 6 – Fri. Sep. 16 (M-F, times TBD)**

***Meetings held on 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 in the absence of the DASG Chair of ICC, ICC Chair of Finance, ICC Chair of Programs, and/or ICC Chair of Marketing.
 - 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

- c. Model and implement an equity mindset and practice into ICC
 - d. Facilitate the creation of clubs that center underrepresented communities
 - e. Oversee programs and marketing 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. Serve in the absence of the DASG Chair of ICC, ICC Chair of Programs, ICC Chair of Marketing, and/or ICC Chair of Club Affairs
 - e. Represent ICC financial matters to the DASB Budget and Finance Committee or DASB Senate when ICC is on agenda of DASB's Finance Committee's Meeting or DASB General Meeting.
 4. ICC Chair of Programs
 - a. Oversee the bidding process for club concession sales at the DASG Flea Market.
 - b. Serve in the absence of the DASG Chair of ICC, ICC Chair of Finance, ICC Chair of Marketing, and/or ICC Chair of Club Affairs.
 - c. Be in charge of signing independent contract forms.
 - d. Serve as the Point Person for all ICC events, as clarified in Article V, section 1.
 4. ICC Chair of Marketing
 - a. Be responsible for marketing all ICC sponsored events.
 - b. Create ICC promotional materials.
 - c. Serve in the absence of the DASG Chair of ICC, ICC Chair of Finance, ICC Chair of Programs, and/or ICC Chair of Club Affairs
 - d. Be responsible for all ICC materials on social media.
 - e. Be the liaison to contact with other off campus organizations.
 - f. Be responsible for conducting the ICC weekly newsletter (except summer, from the second week to the ninth week).

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 DASB Senate or Student Trustee at the same time
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.

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. 20, May 4, May 18 (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 talent/idea/past experiences, etc. that you think would make you stand out from others. You have 3 minutes to present yourself.

- Using detailed examples, please talk about a time where you lead others or initiate 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 Question and Answers Session to answer 3 questions in total: 1 from designated ICC Chair, 2 from the ICC Reps. Each answer is limited to 1 minute. 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. 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 during Week 8 of Spring Quarter. Please look out for details.

If you are elected then you will need to resign from any club officer or DASB committee position by Tuesday,

May 31, 2022. The new ICC Officers will be sworn in at our ICC Winter Finale Reception on

Wed. Jun. 1, 2022. 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. March 6** at 4-6 pm to be announced as part of the 2022-2023 student leadership.

Just a reminder

ICC Representative Meetings are on Wed. at 1:30-2:30pm

Potentially returning for 2022-2023

- ICC Agenda Mtgs on **Mon.** at 1:30 pm - 2:30 pm
- ICC Officers Meetings are on Mon. or Wed. at 2:30 pm - 3:30 pm

We may move these back from Zoom to Student Council Chambers as determined by campus COVID guidelines.

PERSONAL STATEMENT (200 words or less): Why do you wish to be a part of the ICC and why do you think you would be good in this position?

Send the statement to ICC Advisor at ICCAdvisor@deanza.edu. It will be on the agenda for voting members to see.

CHAIR OF EQUITY ADDITIONAL QUESTIONS (answer ALL)

- What does equity mean to you?
- Share your understanding about underrepresented communities you are AND are not a part of; what are their needs and experiences at De Anza College?
- In your opinion, how can the ICC increase community participation from all (especially underrepresented) demographics at De Anza?

Send the statements to ICC Advisor at ICCAdvisor@deanza.edu. Applications will be reviewed by the ICC, and finalists will be called for an interview with the ICC Chairperson and ICC Advisor.

<i><u>For Office of College Life Staff Use Only</u></i>		
_____ Completed Units	_____ Current Units	
_____ Cumulative GPA	_____ Current GPA	<input type="checkbox"/> DASG Member
_____		_____
Office of College Life Staff		Date