



Inter Club Council Minutes
February 3, 2016
1:30 pm, Student Council Chambers

DRAFT

<http://www.deanza.edu/clubs>
<http://www.facebook.com/deanzaicc>

I <3 Clubbing @ De Anza

1. Call to Order

ICC Chairperson, Tu Hoang, called the meeting to order at 1:30 pm

2. Approval of the Minutes – January 27, 2016

Rainbow Club moved and seconded by CSA to approve the Minutes of January 27, 2016. There were no objections for approval. The motion to approve the Minutes of January 27, 2016 was passed by consensus.

3. Approval of Today's Agenda

The De Anza Network moved and seconded by CSA to approve Today's Agenda. There were no objections to approve the agenda. The motion to approve Today's Agenda was passed by consensus.

4. Club(s) on Probation

Missed Winter 2016 Welcome Week: (4)

- Ethical International Career Planning will be off probation at the end of Feb. 3 if they attend all ICC Meetings
- Leo Club, Students for Justice (SFJ) will be off probation at the end of Feb. 10 if they attend all ICC Meetings
- Circle K will be off probation at the end of Feb. 17 if they attend all ICC Meetings

Missed Winter 2016 Club Day: (2)

- Apple-N-Droid will be off probation at the end of Feb. 10 if they attend all ICC Meetings
- T-Tennis will be off probation at the end of Feb. 17 if they attend all ICC Meetings

5. Club(s) on Trial: (3)

Community Folk Dance Troup must have New Club Orientation Meeting By Tuesday, Feb. 9
Humans at De Anza must have New Club Orientation Meeting By Tuesday, Feb. 16

6. Reactivated Club(s) on Trial: (2)

Psychology Club, The Helping Hands must have New Club Orientation Meeting By Tuesday, Feb. 9

7. New Club(s): (2)

DA Dance Crew (#44-54140), De Anza Students for Bernie Sanders (#44-54438) will receive a one-time allocation of \$100.00

8. Number of Active Clubs: (72)

9. Calendars

9.1 ICC/Club Calendar of Events as of 2/2/16

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

- Feb. 4 Worship Service hosted by InterVarsity Christian Fellowship –
6:00 pm – 10:00 pm - SCCA
- Feb. 5 CPR/First aid training hosted by Red Cross Club – 10:30 am – 4:30 pm – SCCA
- Feb. 18 Campus Clean up sponsored by ICC – 11:30 am – 1:00 pm – Main Quad
- Feb. 27 Career Information Conference for business to talk about jobs in different field
hosted by DECA – 8:40 am – 2:30 pm – Conf. Rm.

9.2 DASB Calendar of Events as of 2/2/16

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

- Feb. 8-11 Tent City – 8:00 am – 4:00 pm – Main Quad
- Feb. 10 Meet Your Candidates Day – 12:00 pm – 2:00 pm - Patio**
- Feb. 11 Valentine's Day Event – 11:30 am – 1:00 pm – Main Quad

10. ICC/Club Account Balance Status as of 2/2/16 (New Information in Bold)

Club/ICC Allocation Account	(#41-54730)	\$ 7,860.80
ICC Allocation-New Club Account	(#41-54720)	\$ 1,100.00
ICC Emergency Relief Account	(#44-4289)	\$ 3,220.05
ICC Events Award Account	(#41-54600)	\$ 7,150.00
ICC Inactive Hold	(#44-4300)	\$16,409.63
ICC Scholarship Account	(#44-4310)	\$ 9,246.35
ICC	(#44-4320)	\$ 2,461.63

11. Business

11.1 Concession for March 5th, 2016

DECA - DECA is hosting/organizing a really big career conference on Feb. 27, 2016. Hence, we need to raise a lot of money and one of the effective method is to sell drinks at De Anza Flea Market on March 5th. We have experience working at the Flea Market and with the organizer, who recognized the efficiency of raising funds at the Flea Market and recommended us to do it again.

Students of Success - Plans for this quarter that we need the money on: Supplies for lectures, game/activity supplies etc...

Congratulations, Students of Success' concession starts at 8:30 am and DECA's concession starts at 9:00 am

11.2 Club Budget request

- a. Developers' Guild moved and seconded by Inclusability to approve The De Anza Network's request of \$150.00 from Club/ICC Allocation Account #41-54730 to The De Anza Network #41-54449-4013 for Club Banner. Green Party moved and seconded by Auto Tech to end discussion. The motion to approve The De Anza Network's request of \$150.00 from Club/ICC Allocation Account #41-54730 to The De Anza Network #41-54449-4013 for Club Banner was passed by consensus.

- b. Green Party moved and seconded by Hello World! Code Squad to approve Marketing Club's request of \$200.00 from Club/ICC Allocation Account #41-54730 to Marketing #41-54168-4010 \$150.00 for Supplies and #41-54168-4060 \$50.00 Printing Business Cards. Green Party moved and seconded by UNICEF De Anza to end discussion. There were no objections to end discussion. The motion to approve Marketing Club's request of \$200.00 from Club/ICC Allocation Account #41-54730 to Marketing #41-54168-4010 \$150.00 for Supplies and #41-54168-4060 \$50.00 Printing Business Cards was passed by consensus.
- c. CSA moved and seconded by Green Party to approve ICC's request of \$500.00 from Club/ICC Allocation Account #41-54730 to ICC Events/Awards #41-54600 for Club Awards. Auto Tech moved and seconded by Inclusability to end discussion. There were no objections to end discussion. The motion to approve ICC's request of \$500.00 from Club/ICC Allocation Account #41-54730 to ICC Events/Awards #41-54600 for Club Awards was passed by consensus.

11.3 ICC Elections

ICC Officers described the job as a part of ICC. ICC Officers meet for the ICC Agenda Meeting and have 2 ICC Office hours per week. For at least 6 hours of plus time for ICC Special Events such as Club Karaoke, Club Day, Community Event per quarter, Fall Dance, Spring Carnival, High School Open House at De Anza.

ICC Officer membership requires to be enrolled at De Anza College with minimum of 4, and maximum of 23 units quarter units. Also, must maintain a cumulative GPA of at least 2.5 during Spring, Fall, Winter and be a current DASB card holder.

ICC Chairperson – Tu Hoang

I am in charge of attending and presiding over the ICC Meetings.

ICC Chair of Finance – Tommy Lee

This position is in charge of handling all the finances from the ICC that includes ICC Allocation budget requests, ICC Emergency Relief requests, and processing ICC requisitions.

ICC Chair of Programs – Dora Lin

This person is in charge of organizing on-campus events. Club Day, Club Karaoke, Fall Dance, Breast Cancer Walk, Campus Clean Up and more setting up an outreach event each quarter, and making sure that volunteers that sign up for events show up on time. Also responsible for the De Anza Flea Market concessions for clubs.

ICC Chair of Marketing – Judy Chan

I am in charge of designing flyers, posters and taking photos for ICC events. Events include Club Day, Fall Dance and Spring Carnival.

Please pick up an ICC Election Packet. If interested. See the ICC officer of the position you are interested or see the ICC Advisor.

ICC Officer candidates will meet ICC Representatives and make speech at the next ICC Meeting on Wed. Feb. 10, 17, 24(if needed)

11.4 Club Room

ICC Chair of Finance Tommy Lee reminded clubs about “No food and drink in Club Room” policy which passed at last ICC Meeting because, there were reports of food found in Club Room past few days. The ICC Reps were asked to let students know if they go to the Club Room.

11.5 Club Day

11.6 ICC Finance Proposed Code Changes

III. DASB/ICC ALLOCATIONS

- A. The ICC Club Roaster/Financial Report ~~Financial Roster~~ 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, ~~or~~ other listed club officers **and the club advisor(s). The ICC Club Roaster/Financial Report must be turned in no later than the sixth (6th) week of the Spring Quarter. There must be with at least four (4) and up to no more than seven (7) club officers. and the club advisor(s), to be turned in by the sixth (6th) week of the Spring Quarter.** The ICC Financial Roster must be completed whenever there is a change in Club Officers or club Advisors or when the Club changes its name. All clubs that fail to do so will be placed on inactive status.
- C. Club Special Allocation request:
1. All requests for budget items must be submitted at the ICC Agenda Meeting by a club not on probation to be considered for the approval at the next ICC meeting. The budget request must have the two (2) Club Officers (**President, Co-President, Vice President or Treasurer**) designated signatures and a Club Advisor’s signature. The club representative or the club advisor must be present at the ICC Agenda and ICC Meetings to present the budget request.
 4. Items not funded are those that only benefit club members such as: club t-shirts, awards, refreshments for club events, capital equipment or off campus events, ~~and~~ alcohol or illegal materials etc, and past items already paid by the club or club members/club advisors.
 5. Items with Limitations:
 - d. Allocation for a club event will not exceed \$ ~~800.00~~ **1000.00**.
 - f. Allocation for supplies will be limited to ~~\$200.00~~ **250.00** per fiscal year (July 1-June 30).
 - h. Printing may not exceed \$250 per fiscal year (July 1 - June 30).**
 - h i.** An annual membership may not exceed \$300.00 and requested in June for the next fiscal year (July 1-June 30).
 6. Total allocations for club events will be limited to ~~\$1200.00~~ **1400.00** per fiscal year (July 1-June 30).

- F. Clubs can make object code change 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 the designated club officers' signature and turn in to 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 other ICC Officers.**

VI. ICC EMERGENCY RELIEF FUND

1. Major disasters or tragedies or support for a Non Profit Community Organization who has a 501C **and a US address** may be funded up to \$500.00 from the ICC Emergency Relief Fund. There is a limit of \$500.00 per specific disaster, tragedy or support for a Non Profit Community Organization that clubs may request per fiscal year (July 1-June 30).

VIII. CLUB 44-xxxx

1. Club event will follow Per Meal Policy: (which includes tax and tip)
~~Lunch will not exceed \$20.00~~
Lunch/Brunch will not exceed \$30.00
2. **Donations are limited to Non Profit Community Organizations who have a 501C and a USA address.**

X. EXPENDITURES

- A. The person seeking the funds from their club account (#44-xxxx) shall fill out a requisition **with the Club Meeting Financial Action Form** (available at the Student Accounts Office or the ICC Literature Rack) 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 ~~one of the ICC officers~~ **the ICC Chair of Finance**, and 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 ~~one of the ICC officers~~ **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.
- D. The Student Accounts Office will facilitate the transaction in one of the three (3) ways and will note on the requisition the action taken.
 3. Purchase Orders: All purchases over \$1,000 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. 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, ~~or one of the ICC officers~~ **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 not available, one of the other ICC officers can sign the requisition form. If there is no ICC officer available to sign, then the DASB Chair of Finance will sign.

XVI. DONATIONS TO CLUBS

2. ~~Student Accounts~~ **The District Foundation** Office will issue individual receipts for individual donations of \$250 or more or upon request. For Donations under this amount, the donor's canceled check shall serve as their receipt for income tax purposes.

11.7 ICC Code Proposed

ARTICLE ~~III~~ IV. MEETINGS

Section 2. ICC Officers' Meetings

A. Agenda Meeting

1. Meet weekly on Mondays at 1:30 pm – 2:30 pm, (Fall, Winter, Spring)
2. Prepare the agenda for the ICC Meeting
3. Review budget requests and make recommendations for Inter Club Council approval
4. Review and approve club constitutions, and club constitution revisions
5. Review and approve clubs on trial or for probation or inactive status
- ~~6. Review and approve Club Budget Object Code changes~~

ARTICLE III. Inter Club Council (ICC) Internship

Section 1 : ICC Interns

A. Purpose of Position

The intended purpose of the position of ICC Intern shall be:

- 1. To provide prospective ICC Chairs a means to gain the necessary knowledge on ICC.**
- 2. To provide members of the student body a platform for leadership development.**

B. Application

Any DASB card holder may apply to be an ICC Intern through the following procedure:

- 1. Submit a completed ICC Intern application to the Office of College Life.**
- 2. Receive endorsement from the Chairs of declared departments (Finance and/or Programs and/or Marketing).**
- 3. Receive approval from the Inter Club Council through the consent calendar.**

C. Eligibility Requirements

ICC Interns shall:

- 1. Be a DASB card holder at the time of application, confirmation, and throughout the term of office.**
- 2. Be currently enrolled in at least 4 units at De Anza College at the time of application, confirmation, and throughout the term of office. (Not in effect during**

summer quarter.)

3. Have an overall (cumulative) G.P.A. of at least 2.5 (on a 4 point scale) and not be on academic probation.

12. Reports

ICC Chairperson: Tu Hoang

1. ICC Election coming up: Please consider to run for ICC Officers. We need your contribution and enthusiasm to make a better ICC.
2. Don't forget to apply for ICC Scholarship. The deadline is April.
3. New: ICC Internship! Please take this opportunity to sharpen your experience.

ICC Chair of Finance: Tommy Lee

1. DECA, Stats Club, please come see me after the meeting.

ICC Chair of Programs: Dora Lin

1. I need to see the two clubs, which got concession bids today after meeting.
2. If it rains on this Saturday, the clubs that got the concession bid for February would automatically be eligible for March's concession stands. The clubs, which got the concession bid today for March, will be working on April's concession stands.
3. If you are enthusiastic enough, run for ICC Chair of Programs to hold fun events on campus! The deadline is next Monday.

ICC Chair of Marketing: Judy Chan

1. Run for ICC! Run for ICC!
2. I am launching a project about book design. If you are interested, please be a Marketing Intern!!!!!!

DASB Liaison: Keerthana Muthukrishnan

1. Lunar New Year event this Thursday, 2/4 from 11:30-1:00PM main quad.
2. Tent City 2/8 - 2/11 Main Quad Valentine's Day event next Thursday, 2/11 11:30 pm -1:00 pm inside cafeteria.

ICC Advisor: La Donna Yumori-Kaku

1. Clubs using the Student Council Chambers: Please be considerate with the sound level since there is the EOPS Office and DASB Senate that may hear the loud sounds. Also, please clean up the room after club usage even if the room was messy earlier.
2. Independent Contract Forms: Speakers/Entertainer/Catering, Etc. can be paid on the day of the event – But the Independent Contract Form needs to have been signed by the contractor and all persons involved.

You must have a written memo to Accounts Payable c/o District from your Club Advisor saying (1) he/she will be responsible for handling the money to the performers after the performers have fulfilled their obligations, (2) stating the specific DATE, with (3) as written request for Account Services to send the check to the advisor, Allow up to 4 Weeks for process. Please see me before beginning paperwork. Start Early!!

3. Club Meeting Room: Please take the trash outside. Any items left in room go to the Lost and Found; located at Campus Police. Please sit on the chairs and NOT on the tables. Thanks!
4. President Birthday / Holiday | Campus Closed: Friday, Feb. 12 and Monday, Feb. 15. Please plan accordingly.

5. Time off: I will be taking Fri. Feb 5 off. Please plan accordingly.

13. Announcements

4 Elements Hip Hop - Open Mic - 2/4/16 5:00 pm - 8:00 pm - Euphrat Museum of Art

Green Party - Activist Network - 2/5/16 11:30 am - 1:30 pm - CHC - Student organisations networking to upgrade De Anza for human rights

Economy and Policy - Campus Survey - 2/15/16 11:00 am - 2:00 pm - Main Quad - Giving away food, boothing to have people take a brief survey on the U.S. national debt.

14. Roll Call

	Present	Absent	Probation Present	Probation Absent
300! Bowling Club		X		
4 Elements Hip Hop Club	X			
Accounting & Finance Club	X			
Anime Club		X		
Apple-N-Droid			X	
Asian Pacific American Students for Leadership (APASL)	X			
Association of Computing Machinery (ACM)	X			
Auto Technology	X			
Badminton Club	X			
Biology Club	X			
Cheer and Dance Team	X			
Chinese Student Association (CSA)	X			
Christians on Campus		X		
Circle K			X	
Cross Cultural Partners Club (CCPC)	X			
DA Dance Crew	X			
DECA	X			
Desi Student Association (DSA)	X			
Developers' Guild	X			
Economy and Policy	X			
Elite Dance Club				
Engineering Technology Club (ETC)	X			
Ethical International Career Planning			X	

eSports	X			
Fashion & Lifestyle	X			
Fellowship of Overseas Students (FOS)	X			
Global Cultural Network (GCN)	X			
Grace Fellowship	X			
Green Party	X			
Happiness Club	X			
Hello World! Code Squad	X			
Hong Kong Student Association (HKSA)	X			
Inclusability	X			
International Student Volunteers	X			
InterVarsity Christian Fellowship at De Anza	X			
Iranian Student Association (ISA)	X			
Japanese and American Association (JAA)	X			
Koala Tree		X		
Korean Student Association (KSA)	X			
K-Pop Dance Club	X			
Latina/o Empowerment at De Anza (¡LEAD!)	X			
Leo Club De Anza			X	
Marketing Club		X		
Medical Outreach Association (MOA)	X			
Model United Nations(MUN)	X			
Music Club	X			
Muslims Student Association (MSA)	X			
Outdoor Club	X			
Permas Indonesian Student Organization (PISO)	X			
Phi Beta Lambda				
Philosophy	X			
Photography	X			
Physics Club	X			
Rainbow Club	X			

Red Cross Club	X			
Saltworks Christian Fellowship	X			
Second Journey	X			
Shotokan Karate	X			
Social Entrepreneurship Club (SEC)	X			
Statistics Club (DASC)	X			
Student Nurses Organization (SNO)	X			
Students for Bernie Sanders	X			
Students for Justice (SFJ)			X	
Students of Success	X			
Taiwanese Student Association (TSA)	X			
The De Anza Network	X			
The Reasoning Games Club				
The Recreaional Writing Club	X			
T-Tennis Club				X
Ultimate Layout	X			
UNICEF De Anza	X			
Union of Student Scholars	X			
Vietnamese Student Association (VSA)	X			
Volunteer of Nature Conservation (VONC)		X		
Young Americans For Liberty	X			
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Clubs on Trial				
Community Folk Dance Troup	X			
Psychology Club	X			
The Helping Hands	X			
Humans at De Anza	X			

15. Adjournment

ICC Chairperson, Tu Hoang, adjourned the meeting at 2:33pm

Respectfully submitted,

Jayne Kangley
ICC Secretary