



**Inter Club Council Agenda
February 3, 2016
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. Approval of the Minutes – January 27, 2016

3. Approval of Today's Agenda

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 (Info/Action)

11.2 Club Budget request (Info/Action)

a. The De Anza Network is requesting \$150.00 from Club/ICC Allocation Account #41-54730 to The De Anza Network #41-54449-4013 for Club Banner.

	Request	Recommendation
4013 / Banner	\$150.00	\$150.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$7,710.80

b. Marketing Club is requesting \$150.00 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.

	Request	Recommendation
4010 / Supplies	\$150.00	\$150.00
<u>4060 / Printing</u>	<u>\$ 50.00</u>	<u>\$ 50.00</u>
Total	\$200.00	\$200.00

If approved the Club/ICC Allocation Account #41-54730 balance will be \$7,510.80

c. ICC is requesting \$500.00 from Club/ICC Allocation Account #41-54730 to ICC Events/Awards #41-54600 for Club Awards.

	Request
ICC Events/Awards	\$500.00

The DASB Chair of Finance may need to do final approval

If approved the Club/ICC Allocation Account #41-54730 balance will be \$7,010.80

11.3 ICC Elections (Info)

11.4 Club Room (Info)

11.5 Club Day (Info)

11.6 ICC Finance Proposed Code Changes (Info)

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 ~~\$+200.00~~ **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

(Info)

~~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

ICC Chair of Finance: Tommy Lee

ICC Chair of Programs: Dora Lin

ICC Chair of Marketing: Judy Chan

DASB Liaison: Keerthana Muthukrishnan

ICC Advisor: La Donna Yumori-Kaku

13. Announcements

14. Roll Call

15. Adjournment