



# Inter Club Council Application 2016-2017

More Info. :  
<https://www.facebook.com/deanzaicc/>

Turin in to the Office of College Life located in the Lower Level of the Hinson Campus Center.

Due by Monday, February 8, 2016 at 4:30 PM



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

The positions of ICC Chairperson, ICC Chair of Finance, ICC Chair of Programs, and ICC Chair of Marketing will be available to serve the term of **March 9, 2016– March 15, 2017**.

ICC Officers Elections Information Meeting	<b>*Wed. Jan. 27, 1:30 pm – 2:30 pm</b> <b>Mon. Feb. 1, 2:30 pm – 3:30 pm</b> <b>(Student Council Chambers B/C)</b>
Application Deadline	<b>Mon. Feb. 8, By 4:00 pm</b> <b>(Office of College Life/Student Activities)</b>
Elections (Each candidate will be allowed up to three minutes for a speech followed by questions from the ICC.)	<b>*Wed. Feb. 10, 1:30 pm – 2:30 pm</b> <b>*Wed. Feb. 24, 1:30 pm – 2:30 pm (if needed)</b>
ICC New Officers Retreat	<b>*Sat. Feb. 27, 9:00 am – 8:00 pm</b>
Sworn In at the end of the ICC Winter Finale	<b>*Wed. Mar. 9, 1:30 pm – 2:30 pm</b>
First ICC Meeting as ICC Officers	<b>*Wed. Apr. 13, 1:30 pm–2:30 pm</b> <b>*Meetings held in the Student Council Chambers, lower level of the Hinson Campus Center</b>

### ICC CODE

#### ARTICLE II. MEMBERSHIP AND DUTIES

##### Section 1. ICC Officers

###### A. The ICC Officers are

1. ICC Chairperson
2. ICC Chair of Finance
3. ICC Chair of Programs
4. ICC Chair of Marketing

###### B. Membership Requirements

1. Must be enrolled at De Anza College with a minimum of 4 quarter units and a maximum of 23 units throughout the term of officer beginning in spring, fall and winter quarter. 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 current/quarterly and an overall cumulative GPA of at least 2.5 or the applicant does not have a GPA 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 DASB 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, junior senator, agent, or intern of the De Anza Associated Student (DASB) Senate, a club officer, or the Student Trustee.
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. 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.
  2. 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.
  3. 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.
  4. Must attend at least two (2) different club meetings per month during the academic year (Oct-Jun).
  5. Assist ICC sponsored events.
  6. Serve as an impartial officer in all dealings and procedures of the ICC.
  7. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
  8. Attend the weekly officers' meetings.
  9. Be responsible for all ICC events.
  10. Report on club participation in ICC events.
- D. Duties and Responsibilities of individual ICC Officers
1. ICC Chairperson
    - a. Be the official spokesperson for the ICC.
    - b. Preside over all ICC Meetings.
    - c. Chair and attend the weekly officers' meetings.
    - d. Attend the DASB Executive Meeting, as needed.
    - e. Attend the DASB Senate Meetings to represent ICC/club interests, only when ICC related items are on agenda.
    - f. Serve in the absence of the ICC Chair of Finance, ICC Chair of Programs and/or ICC Chair of Marketing.
    - g. If Fall Dance is held, chairperson has the right to make the final decision.
    - h. Attend DASB election committee or assign other ICC officer to attend. (see DASB Election Code)
  2. ICC Chair of Finance
    - a. Be responsible for all ICC financial matters and fund raising 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 ICC Chairperson, ICC Chair of Programs, and/or ICC Chair of Marketing.
    - 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.
  3. ICC Chair of Programs
    - a. Oversee the bidding process for club concession sales at the DASB Flea Market.
    - b. Serve in the absence of the ICC Chairperson, ICC Chair of Finance, and/or ICC Chair of Marketing.
    - c. Be in charge of signing independent contract forms.
  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 ICC Chairperson, ICC Chair of Finance, and/or ICC Chair of Programs.
    - d. Be responsible for all ICC materials on social media.
    - e. Be the liaison to contact with other off campus organizations.



### Inter Club Council (ICC) Officer Application

Please complete and return at the ICC Meeting or at the Office of College Life Office front desk by **Monday, February 8, 2016 by 4 pm**

I, \_\_\_\_\_, have read and understand the requirements  
(PRINT NAME)

for qualifications in order to apply as an ICC Officer. In signing this application, I agree to assume responsibility for maintaining enrollment at De Anza College with a minimum of minimum of 4 quarter units and a maximum of 23 units throughout the term of officer beginning in spring, fall and winter quarter. Must be current DASB cardholder. Must be a student not on academic or administrative probation and maintain a current/quarterly and an overall cumulative GPA of at least 2.5 or the applicant does not have a GPA 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. May not be voting member, junior senator, agent, or intern of the De Anza Associated Student (DASB) Senate, a club officer, or the Student Trustee. This includes any periods from election/confirmation to official swearing in ceremonies. Failure to comply with the above mentioned requirements will result in the ICC Officer being removed from office. I understand that if I fail to comply with the above mentioned requirements in each quarter, winter through winter, then I will not be eligible to continue serving on the ICC and will have a moral responsibility to resign as an ICC Officer. I also understand that my submission of this completed application will allow the Office of College Life Staff to review my academic record in order to verify my eligibility to serve in the Inter Club Council. Furthermore, there is no guarantee that completion of the eligibility requirements will automatically qualify me as an ICC Officer.

\_\_\_\_\_  
Applicant's Signature Date: \_\_\_\_\_

Please check only **one** position you are running for:  
 ICC Chairperson  ICC Chair of Finance  ICC Chair of Programs  ICC Chair of Marketing

**PLEASE PRINT**

Legal Name: (First, Middle-Optional, Last)  
[Grid for name entry]

Preferred First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Cell Phone: ( ) - - Home Phone: ( ) - -

Do you have text?  Yes  No

Email Address: [Grid for email entry]

Student ID #: Eight (8) Digit Student ID Number (**NOT** Nine (9) Digit Social Security Number or Equivalent)  
[Grid for student ID entry]

Club Involvement: \_\_\_\_\_

What is the best time to reach you? \_\_\_\_\_

**OTHER INFORMATION**

# of units completed at De Anza College \_\_\_\_\_ # of units currently enrolled at De Anza College \_\_\_\_\_  
# of hours employed per week \_\_\_\_\_

**For Office of College Life Staff Use Only**  
\_\_\_\_\_  
Completed Units \_\_\_\_\_ Current Units  
\_\_\_\_\_  
Cumulative GPA \_\_\_\_\_ Current GPA  DASB Member  
\_\_\_\_\_  
Office of College Life Staff \_\_\_\_\_ Date