



Inter Club Council Minutes (DRAFT)
January 24, 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

ICC Chairperson, Shu Ming, called the meeting to order at 1:37pm

2. Approval of the Minutes for January 17, 2018

Auto Tech moved and seconded by NAMI-DA to approve Minutes of January 17, 2018. There were no objections to approve the Minutes of January 17, 2018. The motion to approve the Minutes of January 17, 2018 was passed by consensus.

3. Approval of the Agenda for January 24, 2018

Shotokan Karate moved and seconded by Physics Club 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 Trial (2)

Go and Chess Club, Habesha Student Association – must have attended the New Club Orientation Meeting by Tuesday, Feb. 6, 2018.

5. Club(s) on Probation, Missed Welcome Week: (5)

Academic Quiz Bowl, Developers Guild, InterVarsity Christian Fellowship must attend the ICC Meetings on Jan. 24 and 31 to get off of probation.

Circle K, The Helping Hands must attend the ICC Meetings on Jan. 24, 31, Feb. 7 to get off of Probation.

6. Number of Active Clubs: (61)

7. Calendars

7.1 ICC/Club Calendar of Events as of 1/23/18

Information is from the Event Planning Request Form

(**New Information in Bold**/ * Money collected)

Jan 29. Dance Workshop hosted by Injoy Cultural Club,

2pm – 4pm @ Conference Room B

Feb 1. Club Day, 11:00 am – 1:00 pm, Main Quad

Feb 1. Open House hosted by PUSO, 3 pm – 7 pm @ Conference Room B

7.2 DASB Calendar of Events as of 1/23/18

Information is from the Event Planning Request Form

(**New Information in Bold**/ * Money collected)

Feb 14. Valentine's Day Event, 10:30 am – 2:00 pm @ Main Quad

Feb 28. Diversity Day, 10 am – 2:30 pm @ Main Quad

8. ICC/Club Account Balance Status as of 1/23/18 (New Information in Bold)

ICC Events Award Account	(#41-54600)	\$6,900.00
ICC Allocation-New Club Account	(#41-54720)	\$1,100.00
Club/ICC Allocation Account	(#41-54730)	\$6,284.00
ICC Fundraising Holding	(44-4285)	\$88.00
ICC Capital	(#44-4290)	\$5,530.45
ICC Inactive Hold	(#44-4300)	\$10,980.08
ICC Scholarship Account	(#44-4310)	\$18,232.60
ICC	(#44-4320)	\$3,068.19

9. Business

9.1 Concessions for Feb. 3, 2018

The De Anza Network -The De Anza Network aims to build our community through fun and exciting happenings and events. These events often cost us resources and are always open to all students. We will use the funds to give back to our De Anza family by building connections and community. We even welcome all ICC reps to come build this family. Thank You!

Medical Outreach Association –We would like to operate the concession stand to raise funds to lower costs for off-campus community outreach events and field trips, as well as pay for materials for guest speakers and other club meeting equipment.

Congratulations to De Anza Network, and MOA for receiving the Feb. 3 Concessions.

9.2 Club Budget Request

Shotokan Karate moved and seconded by Marketing to approve De Anza Political Revolution's (DAPR) request of \$150.00 from Club/ICC Allocation Account #41-54730 to DAPR #41-54438 for (#41-54438-4013) Club Banner (\$150). There were no objections to end discussion. There were no objections to approve budget. The motion to approve was passed by consensus.

4 Elements Hip Hop moved and seconded by M.E.Ch.A to approve Marketing Club's request of \$150.00 from Club/ICC Allocation Account #41-54730 to (#41-54168); \$50.00 for (#41-54168-4010) Supplies (Paper, pen, decoration), \$50 for (#41-54168-4060) Printing, \$50 for (#41-54168- 5745) Facebook Advertisements. There were no objections to end discussion. There were no objections to approve budget. The motion was passed by consensus.
(#41-54168) (\$50 for Technical Services (SD card) was denied because it's not a professional service or a supply)

Shotokan Karate moved and seconded by 4 Elements to approve Vietnamese Student Association's (VSA) request of \$100.00 from Club/ICC Allocation Account #41-54730 to VSA (#41-54460); \$100.00 for (#41-54460-4010)Decorations and Supplies intended for Club Day). There were no objections to end discussion. There were no objections to approve budget. The motion was passed by consensus.

9.3 Club Day Winter Jan. 25, 2018

The Club Day was moved to the next week, Feb. 1, due to the possibility of rainy weather on the date initially planned for.

9.4 ICC Concessions Proposed Changes

Developers' Guild moved and seconded by Auto Tech to approve the following proposed ICC Concessions Code changes. There was discussion. Anime moved and seconded by Shotokan Karate to end discussion. There were no objections to end discussion. There were no objections to approve the motion. The motion to was passed by consensus.

Article 1 Concession Bids, Section 1. Procedure,

E. In the event that no club has bid for the Concession Stand, then the ICC may choose to do the Concession Stand for the ICC Scholarship ~~or ICC Emergency Relief Fund~~ or postpone concession bid and voting until the next ICC meeting.

Article 1 Concession Bids, Section 2. Student Workers,

Clubs working the July, August, September Concession Stands(s) must supply a minimum of ~~five (5)~~ six (6) workers who are De Anza students or people who intent to enroll for fall.

Article 1 Concession Bids, Section 3. Voting,

A. The ICC will vote one month prior to each Flea Market. The exception will be the concession bids for June and July which will be voted in May and for August, September, and October, which will be voted upon in ~~June~~ **May**.

9.5 ICC Code Proposed Changes

CSSA moved and seconded by Auto Tech to approve the following proposed ICC Code changes. There was a discussion.. Shotokan Karate moved and seconded by DECA to end discussion. There were no objections to end discussion. There were no objections to approve the motion. The motion was passed by consensus.

Article II. Membership and Duties, Section 1. ICC Officers, B. Membership Requirements,

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.

Article II. Membership and Duties, Section 1. ICC Officers, D. Duties and Responsibilities of individual ICC Officers, 1. ICC Chairperson,

~~g. If Fall Dance is held, chairperson has the right to make the final decision.~~

~~h. g.~~ Attend DASB election committee or assign other ICC officer to attend. (see DASB Election Code

Article II. Membership and Duties, Section 1. ICC Officers, D. Duties and Responsibilities of individual ICC Officers, 3. ICC Chair of Programs,

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

Article III. Inter Club Council (ICC) Internship, Section 1: ICC Interns, B. Application,
Any DASB card holder may apply to be an ICC Intern **for Fall and Winter quarter** through the following procedure:

Article VI. Club Awards,

D. Club perfect attendance requires a club to attend the current Welcome Reception, 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 VIII. Elections, B. Election Process,

1. The election of the ICC Officers shall be held during the **Fourth (4th)** Fifth (5th) Sixth (6th) ~~Seventh (7th)~~ Week if needed in the Winter Quarter. Applications for position shall be due no later than the **Fifth (5th) Fourth (4th)** Monday of the Winter quarter by 4:00 pm for the Office of College Life to confirm the eligibility of the candidates.

Article IX. Prospective Clubs, Section 2, Club Constitution Approval,

1. Present a constitution 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 Chair **person** and ICC Advisor no later than noon on Tuesday.

Article XI. Club Probation, Section 2. Inactive Status,

E. The ICC shall freeze the account of a club made inactive. The funds will revert to the ICC Scholarship account #44-4310 **(75%) and to the ICC Account #44-4320 (25%)** if the club remains inactive for a period of one calendar year from the date that club was made inactive. Under no circumstances will the funds be returned.

9.6 ICC Financial Proposed Changes

FOS moved and seconded by Auto Tech to approve the following proposed ICC Financial Code changes. There was discussion. Injoy moved and seconded by G.R.A.N.D to end discussion. There was no objections to end discussion. There were no objections to approve the motion. The motion to approve was passed by consensus.

II. DASB/ICC Budget

The upcoming DASB/ICC budget proposal will be submitted by the ICC Officers and ICC Advisor: ~~in the The ICC shall vote on a revised upcoming budget if needed no later than the tenth (10th) week of Spring quarter by a two-thirds vote.~~ **Fall.**

III. DASB/ICC Allocations

The ICC Club Roster/Financial Report 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, other listed club officers and the club advisor(s) **signature(s)**. The ICC Club Roster/Financial Report must be turned in no later than the sixth (6th) week of the Spring Quarter. There must be a minimum of four (4) and a maximum of seven (7) club officers. The ICC Club Roster/Financial Report must be

completed whenever there is a change in club officers or club advisors or when the club changes its name **or when a new club is established**. All clubs that fail to do so will be placed on inactive status.

C. Club Special Allocation request:

2. The ICC may fund on campus club events (speakers, film, and entertainment, etc.) to be held on De Anza College that is open to all De Anza students. The club must publicize the event and list “Funded **partially** by ICC” on printed publicity.

5. Items with limitations

b. Allocation for an entertainment performer may not exceed \$300.00 and a group of ~~3~~ **4** or more performers may not exceed ~~\$800.00~~ **\$1,000.00**.

7. All printed materials must be printed on recycled paper and state “Printing funded (partially) by ICC on all the materials.

F. Clubs can make object code changes 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 **one of** the designated club officers’ signature and turn into 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 the other ICC officers.

IV. Club Awards

C. Clubs must attend the ICC meeting and the Fall or Winter or Spring Finale Receptions when an **award** drawing ~~prize~~ is held in order to win. ~~the drawing.~~

VII. Deposits

B. No part of the expense of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions. (Section **IX** EXPENDITURES C. 3.)

IX. Expenditures

A. The person seeking the funds from their club account (#44-xxxx) shall fill out a requisition with a copy of the Club Meeting Minutes that approved the expense or submit the Club Meeting Financial Action Form (available at the Student Accounts Office or the ICC Literature Rack **or on the website www.deanza.edu/clubs**) 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 the ICC Chair of Finance, 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 the 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.

1. Checks- Upon receipt of an approved requisition the Student Accounts Office shall prepare the check. ~~Ordinarily checks should be made payable to the vendor. If the invoice is to be mailed to the Student Accounts Office, please indicate the club name or contact~~

~~person to avoid any delay.~~ **Generally used for reimbursements to club members/advisors. Original detailed receipts are required.**

~~Each~~ **If a** cash advance is **requested, it is** limited to \$100 and will only be made out to the Club Officer designated signatures and must be signed by another Club Officer designated signature. A signed written agreement is required for all cash advance requests.

All cash advance requests and checks with receipts to follow will need to submit follow-up receipts **and any money not spent or invoice** within fifteen (15) working days of the check date **or June 30, whichever comes first**, along with a Receipts to Follow Form. Failure to do so will result in having the Student Accounts Office putting a hold on all club accounting transaction until receipt/invoice is submitted. Requests for reimbursements will not be processed without receipts / documentation. Original, detailed receipts are required.

3. Purchase Orders: All purchases/~~services over \$1,000~~ **that require payments to vendors and all services \$1,000 or greater**, 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. If for an open P.O. for services, an Independent Contract is required. 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, the 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 vacant, **the** other ICC officers can sign the requisition form. If there is no ICC officer available to sign, then the DASB Chair of Finance **or DASB designate** will sign.

X. Fees and Penalties

E. If a club doesn't sign up for Welcome Week by the **11th week (Friday) of Finals** or missed their original signed up time and covered another shift, then the club(s) will be charged a \$25 fine and the money will go to ICC #44-4320. If a club is inactive then the \$25 fee will not be charged.

XII. Service Contracts and Independent Contracts

A. A person seeking the funds from DASB/Club Account for payment shall fill out the proper form (obtained from the Student Accounts Office or the ICC Literature Rack **or at the Student Accounts website www.deanza.edu/studentaccounts**) and will secure appropriate approval signatures.

XIII Club Fundraisers, College Life Fundraiser/Money Collection Form

Clubs must complete the College Life Fundraiser/Money Collection form for each fundraiser activity or collecting funds for any reason at least one week prior to event. Failure to turn in the form will result in the Club account being frozen until the form is turned in. **The ICC Advisor will complete the form for De Anza Flea Market and the ICC Fall Dance.**

9.7 Running for ICC Officer Elections

The ICC Officers described their jobs as a part of ICC. ICC Officers meet weekly for the ICC Agenda Meetings, ICC Meetings, and ICC Officer Meeting(s), have 2 ICC Office hours per week for at least 6 hours per week plus extra time for ICC Special Events such as Club Karaoke, Club Day, and Community Event per quarter, Fall Dance, Spring Carnival, High School Student Open House at De Anza.

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

ICC Chairperson – Shu Ming Liu

I preside over the ICC Meetings.

ICC Chair of Finance – Kerry Harris

I handle all the finances of ICC such as ICC Allocation budget requests, ICC Requisitions for Club Awards, Club Fines, New/Reactivated Clubs and Inactive Clubs.

ICC Chair of Programs – Roxanne Leung

I've been in charge of organizing on-campus events like Club Day, Club Karaoke, Fall Dance, Breast Cancer Walk and more setting up an outreach event each quarter, and making sure that volunteers that sign up for events show up on time. I'm also responsible for the voting process and orientation meeting for the De Anza Flea Market Concessions for clubs.

ICC Chair of Marketing

I am in charge of designing flyers, posters and taking photos for ICC events. Also for maintaining ICC Facebook page and quarterly ICC Slide show.

It is a great opportunity to learn new things, make friends, and grow. Student leaders will learn time management skills, oral presentation skills. You will be representing Inter Club Council of De Anza at DASB Meetings, or to other school organizations

Please pick up an ICC Election Packet, if interested. See the ICC Officer of the position you are interested in or see the ICC Advisor during their respective ICC office hours.

ICC Officer Candidates will give speech at the ICC Meeting, and the following week the voting by ICC Reps and ICC Chairs. The ICC Chair will vote in the event of a tie.

9.8 Club Karaoke Drawing 2@\$50

(2@\$50 for Drawing)

Thank You: 4 Elements Hip Hop, Political Revolution, The De Anza Network, The Pacific Bridge, V.S.A for participating in Club Karaoke Winter 2017. A drawing was held.

Congratulations: DAPR and VSA for winning \$50 each.

10. Reports

ICC Chairperson: Shu Ming Liu

Welcome to the Winter Quarter of 2018!! We'll have an election coming up sometime this quarter for our ICC officer positions, so get the word out! If you or someone you know is interested in running, don't hesitate to contact us!

ICC Chair of Finance: Kerry Harris

If any clubs have any questions regarding budget requests or club accounts please see me after the meeting.

ICC Chair of Programs: Roxane Leung

Clubs who wish to promote their event can always email us and we can post it on our facebook page.

ICC Chair of Marketing: Mevani Gotama

1. Hi Guys! Welcome to 2018 Winter Quarter! I hope that you guys are having great classes this quarter and see you in the upcoming Club Day!
2. If you have other photos to be shared with us that's okay too! Send all photos to **ICCMARKETING1718@GMAIL.COM**
3. Follow our facebook to see any updates from our events @DEANZAICC

DASB Liaison: Ahmad Ali-Ahmad

If ICC is not for you, there's always DASB. Find a position that suits you. Check out flyers.

ICC Advisor: La Donna Yumori-Kaku

1. Banner or Postcard Printing: ICC uses Advantage Grafex 10161 S. De Anza Blvd. Cupertino Mon – Fri 8:00AM – 5:00PM 408-466-0915 Ben@advantagegrafix.com Needs PDF files with high resolution photo www.advantagegrafix.com
[See www.deanza.edu/clubs/banner.html](http://www.deanza.edu/clubs/banner.html)
2. On Campus Glass Display Cases: There are 10 locations. Please drop off club flyers or large posters by Thursday to be posted on Fridays by Office of College Life Student Employees.

3. Club Room Hours: The Club Room is open M-TH 7:00AM-9:00PM and F 7:00AM - 4:30PM. Use the door with the electronic lock at the end of the hallway since the other two doors are opened by 8:30AM and locked by 5:00PM.

4. De Anza Club Interest Forms: I am forwarding the emails of students who have indicated an interest in your club (from the De Anza club interest section) please be sure to contact them as soon as possible. I forward these emails only on Mon- Fri. so there may be a few days lack time when they originally sent it to me. Thanks.

5. New Student (Counseling 50) Classes: I need volunteers to assist me with these classes. Sign up on the half sheets after the ICC Meeting. Clubs who volunteer will be eligible for a \$50 drawing in Spring Quarter. Clubs must be present to win.

6. Equipment Check Out: The person who signs up for the equipment needs to be the person who picks up the equipment. Be sure to get instruction on how to use the equipment when you pick it up. Please return ALL the equipment back so others may use it. Please DO NOT take the equipment home with you

11. Announcements

Elias Kamal from DASB announced that there'll be Refugees and Us (an enlightening presentation about the refugee crisis in Europe with presenter Lisa Campbell, Executive Director of Do Your Part) happening on Friday, Feb. 2nd from 6-8 pm @ VPAC.
 Cheer and Dance announced that they're conducting the Jamba Juice fundraiser.

12. Roll Call

	Present	Absent	Probation Present	Probation Absent
4 Elements Hip Hop Club	X			
Academic Quiz Bowl			X	
Anime Club	X			
Auto Tech Club	X			
Badminton Club	X			
Cheer and Dance Team	X			
Chemistry Club		X		
Child Educators & Advocate Association	X			
Chinese Students & Scholars Association	X			
Circle K				X
Clean Energy Club	X			
Competitive Programming Club	X			
Cyber Security A.K.A CyberSec		X		
Data Science Club	X			
DECA	X			
Developers' Guild			X	
Environmental Club	X			
eSports		X		

	Present	Absent	Probation Present	Probation Absent
Explorer's Nest	X			
Fellowship of Overseas Students (FOS)	X			
Filmmakers Union (DAFU)	X			
G.R.A.N.D (Generosity, Respect, And,	X			
Green Union Conservation Club	X			
Hello World! Code Squad	X			
Hong Kong Student Association	X			
IDEA		X		
Injoy Cultural Club	X			
International Student Volunteers (ISV)	X			
InterVarsity Christian Fellowship at De Anza			X	
Inventors and Designers		X		
Iranian Student Association	X			
Japanese and American Association (JAA)	X			
K-Pop Dance Club	X			
Koala Tree	X			
Korean Student Association (KSA)	X			
M.E.Ch.A	X			
Marketing Club	X			
Math Club	X			
Medical Outreach Association	X			
Muslim Students Association (MSA)	X			
NAMI-DA on Campus Club	X			
Outdoor Club of De Anza College	X			
Permas Indonesian Students Organization	X			
Physics Club	X			
Political Revolution (DAPR)	X			
Pop Music Club		X		
Psychology Club	X			
PUSO (Pilipino Unity Student Organization)	X			
Red Cross (DARC)	X			
SaltWorks Christian Fellowship		X		
Second Journey		X		
Shotokan Karate Club	X			
Statistics Club (DASC)	X			
Student Nurse Organization	X			
Taiwanese Association of De Anza	X			
The De Anza Network (The Network)	X			
The Engineering Technology Club	X			
The Helping Hands			X	
The Pacific Bridge	X			
UNICEF De Anza	X			
Vietnamese Student Association (VSA)	X			
TOTAL	48	8	4	1
Club(s) on Trial				
Go and Chess Club	X			
Cross Cultural Partners	X			
Habesha Student Association	X			
TOTAL	3	0	0	0

13. Adjournment

Respectfully submitted by:

Arjun Shyam
ICC Secretary