



**Inter Club Council Minutes  
January 17<sup>th</sup>, 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 1:35 pm.

**2. Approval of the Minutes – November 15, 2017**

Shotokan Karate moved and seconded by Physics Club to approve the Minutes of November 15, 2017. There were no objections to approve the Minutes. The motion to approve the Minutes of November 15, 2017 was passed by consensus

**3. Approval of Today's Agenda- January 17,2017**

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. Clubs(s) who were late signing up for or changed Date/Time of Original Welcome Week Info Tent will be fined \$25 that goes to the ICC #44-4320: (4)**

Clean Energy, Inventors & Designers, Pop Music Club, PUSO (Total:\$100.00)

**5. Club(s) on Probation: (5)**

**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. 1 to get off Probation.

**6. Inactive Club(s): (2)**

Student of Success requested to be inactive by an email to La Donna on 12/11/17.

Technology & Business requested to be inactive by an email to La Donna on 1/10/17.

**7. Number of Active Clubs: (61)**

**8. Calendars**

**8.1 ICC/Club Calendar of Events as of 1/16/18**

Information is from the Event Planning Request Form

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

Jan 18. Club Karaoke, 11:30 am- 1:00 pm, Patio

Jan 25. Club Day, 11:00 am – 1:00 pm, Main Quad

**8.2 DASB Calendar of Events as of 1/16/18**

Information is from the Event Planning Request Form

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

Jan 18. DASB Students Rights and Services, 10:30 am – 1:30 pm, Main Quad

**9. ICC/Club Account Balance Status as of 1/16/18 (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

**10. ICC will transfer account balances from these clubs back to Club/ICC Allocation**

**Account #41-54730:**

VSA	(#41-54460-4010)	\$57.00
Pop Music Club	(#41-54735-4010)	\$3.67
Pop Music Club	(#41-54735-4013)	\$51.90
Marketing Club	(#41-54168-4013)	\$14.38
Marketing Club	(#41-54168-5745)	\$5.42
Marketing Club	(#41-54168-5922)	\$60.00
Red Cross	(#41-54015-4010)	\$12.00
Red Cross	(#41-54015-4013)	\$43.18
Physics	(#41-54165-4013)	\$51.90

**11. Business**

Roxanne will review Club Day Guidelines with the Clubs who were not at the meeting on November 15<sup>th</sup> of 2017, at the end of the ICC Meeting.

**11.1 Club Day Winter Jan. 25, 2018**

**Club Day is mandatory for clubs to attend.**

*Alternative date in case of rain*

**Date:**

Thursday, January 25, 2018

February 1, 2018

Thursday, April 26, 2018

May 3, 2018

**Time:**

11:00 am - 1:00 pm

**\*\* Please remember to check in by 11 am at ICC Tent in front of Fountain**

**and**

**check out starting at 1:10 pm with one of the ICC Officers in Blue ICC T-shirt or ICC Secretary who will be wearing an Aqua Blue t-shirt**

**Location:**

Main Quad

**9:00am – 10:30am**

Blow up (5) Balloons (clubs need to have at least 2 club members)

**9:00am – 11:00am**

Set Up Club Tables (1 Table/2 Chairs)

**10:30am – 11:15am**

Check in at ICC Tent

**1:00pm**

Club Group Photo on Library Steps

**1:10pm – 1:30pm**

Clean up (Put away tables and chairs, remove trash from your area)

Check out (find an ICC Officer in **Blue ICC T-shirt** and ICC Secretary in an **Aqua Blue T-SHIRT** to check your club area)

**Clubs must CHECK OUT before leaving; failure to do so will result in a \$25 fine.**

\$100: Award for Clubs

- Best Decorated Club Table (3 awards)

- Best Spirited (3 awards)
- Best Group Performance (song/dance/skit/poem etc.) (4 awards)
  - 2- for Performing Club's Purpose
  - 2- for Non-Performing Club's Purpose

**SIGN UP FOR A PERFORMANCE TIME AT THE ICC MEETING OR BLUE BULLETIN BOARD BEHIND BLUE PHOTO SCREEN– Ask for Sign Up Sheet. PERFORMANCES CAN BE A DANCE, SINGING, CHANTING, POETRY READING, SPORTS EXHIBIT, DEMONSTRATION, SKIT, OR GAME ACTIVITY THAT IS PERFORMED BY CLUB MEMBERS OR INVOLVES AUDIENCE.**

*Please present your music in a USB flash drive to the DJ for your performance.*

**FINES OF \$25 IF CLUB LEAVES TABLE/CHAIR OR FAILS TO PERFORM. A DOUBLE FINE OF \$50 WILL BE GIVEN TO CLUBS WHO COMMIT BOTH OFFENSES.**

***Reminder!! Print Club Handouts before Club Day  
Have Club Room File Drawer Key ☺***

Please Check-in 5 minutes before your performance at the ICC Tent  
Tables and chairs are provided. Each club is limited to one (1) table and two (2) chairs.  
**CHOICE OF LOCATION IS ON A FIRST COME BASIS.**

Each club will need to provide:

- Volunteers to set up and return one (1 table and 2 chairs available at the Flag Pole or Fountain Area)
  - Club sign and decorations.
  - Food items need to be wrapped. Don't bring candy that will melt on a warm day.
  - Club Banner, Sign or Poster with the Club Name
- Please assist other clubs who may ask for help with their table/chair.

Reminder - No homemade food or loud music. If a club cannot participate in Club Day, a written note must be submitted at least twenty-four (24) hours prior to the event. Please check in at the ICC Info Table when you set up and when you leave. Clean up your immediate area. Club(s) will be charged a \$25 fine if the area is not cleaned up or if you leave your table or chairs.

**CLUB(S) ON TRIAL**

- Will have to share their table with another prospective club. Set up in front of the Administration Building near the Flag Pole. Check in at the ICC tent first before setting up.

**11.2 ICC Concessions Proposed Changes**

Roxanne reviewed the proposed changes to the ICC Concessions Code. The ICC will vote at the next ICC Meeting.

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**.

**11.3 ICC Code Proposed Changes**

Mevani and Shu Ming reviewed the proposed changes to the ICC Concessions Code. The ICC will vote at the next ICC Meeting.

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 (4<sup>th</sup>)** Fifth (5<sup>th</sup>) Sixth (6<sup>th</sup>) ~~Seventh (7<sup>th</sup>)~~ Week if needed in the Winter Quarter. Applications for position shall be due no later than the **Fifth (5<sup>th</sup>) Fourth (4<sup>th</sup>)** 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.

### **11.3 ICC Financial Proposed Changes**

Kerry reviewed the proposed changes to the ICC Concessions Code. The ICC will vote at the next ICC Meeting

#### **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 (10<sup>th</sup>) 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 (6<sup>th</sup>) 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](http://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 **11<sup>th</sup> 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](http://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.**

## 12. Reports

### **ICC Chairperson: Shu Ming Liu**

1. 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**

Welcome yall! Have a fun quarter up ahead and hope you guys will take part in club activities and make it a productive time out there.

### **ICC Chair of Programs: Roxane Leung**

Hey there! The Club Day is coming up, so aren't you all excited? Let me know if you have any questions and we'll be happy to help you out.

### **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 and Club Karaoke!
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: Ruby Khan** – Absent/There was no report

**ICC Advisor: La Donna Yumori-Kaku**

1. Happy 2018-Year of the Dog. Wishing you a happy, healthy and successful year!
2. Club Meeting Room Request Reminder - The ICC Code requires that all clubs need to schedule their club meeting by the 3<sup>rd</sup> week of each quarter (except summer). If the club fails to turn in an Event Planning Request Form then the club will be put on probation. Clubs are required to have a club meeting once a month. Even if your advisor has reserved a meeting room for your club then please let me know all the dates, time and location of the club meetings. You may either use an Event Planning Form to indicate that the room is already reserve or you may email me the information.
3. Club Event in the Patio/Main Quad for winter quarter: Please plan to have alternative indoor location due to possibility of rain.
4. Club Constitutions: They are on [www.deanza.edu/clubs](http://www.deanza.edu/clubs) these are the current copies that we have. Any changes to the constitution have to be approved at a club meeting with a quorum (50% plus one of your membership) and 2/3 of the club members at the club meeting. Then the revising copy needs to be submitted to the ICC Officers Agenda Meeting for final review. The revised copy need to be sent to me in Word Document and then it will be posted on the De Anza College Club website.
5. ICC Equipment: Reminder it is the clubs responsibility to return borrowed equipment on time. Other clubs may be counting on the equipment. Please let us know if the equipment is not working properly.
6. Winter Welcome Week: De Anza Clubs helped 360 students according to the tally sheets. Thanks!

**13. Announcements**

Roxanne announced that ICC Karaoke will happen on Jan. 18 from 11:30 AM-1:00 PM at the Patio. She reiterated that the Club Day will be on Jan. 25 from 11:00 AM-1:00 PM at the Main Quad, and that Feb. 1 will be the backup date for Club Day if it's rained out on Jan. 25.

**14. Roll Call**

	Present	Absent	Probation Present	Probation Absent
<b>4 Elements Hip Hop Club</b>	X			
<b>Academic Quiz Bowl</b>			X	
<b>Anime Club</b>	X			
<b>Auto Tech Club</b>	X			
<b>Badminton Club</b>	X			
<b>Cheer and Dance Team</b>	X			
<b>Chemistry Club</b>		X		
<b>Child Educators &amp; Advocate Association</b>	X			
<b>Chinese Students &amp; Scholars Association</b>	X			
<b>Circle K</b>				X
<b>Clean Energy Club</b>	X			
<b>Competitive Programming Club</b>	X			
<b>Cyber Security A.K.A CyberSec</b>		X		
<b>Data Science Club</b>	X			
<b>DECA</b>		X		
<b>Developers' Guild</b>			X	
<b>Environmental Club</b>	X			
<b>eSports</b>		X		
<b>Explorers' Nest</b>	X			
<b>Fellowship of Overseas Students (FOS)</b>	X			



	Present	Absent	Probation	Probation
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			
<b>TOTAL</b>	<b>40</b>	<b>16</b>	<b>3</b>	<b>2</b>
<b>Club(s) on Trial</b>				

## 15. Adjournment

Respectfully submitted by:

Arjun Shyam  
ICC Secretary