



Inter Club Council Minutes
February 10, 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 – February 3, 2016

Auto Tech moved and seconded by ETC to approve the Minutes of February 3, 2016. There were no objections for approval. The motion to approve the Minutes of February 3, 2016 was passed by consensus.

3. Approval of Today's Agenda

Anime Club moved and seconded by Auto Tech 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: (2)

Leo Club, Students for Justice (SFJ) will be off probation at the end of Feb. 10 if they attend all ICC Meetings

Missed Winter 2016 Club Day: (1)

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

5. Club(s) on Trial: (1)

Humans of De Anza must have New Club Orientation Meeting By Tuesday, Feb. 16

6. Reactivated Club(s) on Trial: (1)

Psychology Club must have New Club Orientation Meeting By Tuesday, Feb. 16

7. New Club(s): (1)

Community Folk Dance Troup will receive a one-time allocation of \$100.00

8. Reactivated Club(s): (1)

The Helping Hands will receive a reactivation allocation of \$200.00

9. Inactive Club(s): (1)

T-Tennis missed Club Day and 4 ICC Meetings (2 Probations)

10. Number of Active Clubs: (73)

11. Calendars

11.1 ICC/Club Calendar of Events as of 2/9/16

Information is from the Event Planning Request Form

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

- 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.

11.2 DASB Calendar of Events as of 2/9/16

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

12. ICC/Club Account Balance Status as of 2/9/16 (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

13. Business

13.1 ICC Elections

The ICC Officer applicants gave a speech about why they are running for the positions, what their qualifications are and shared their ideas for ICC. ICC Representatives were given the opportunity to write questions for the candidates. Candidates will be answering selected questions at the next ICC Meeting.

ICC Chairperson – Nicole Qihong Bu

ICC Chair of Finance – Uyen Pham

ICC Chair of Programs – Tiffany Yek Si Kam

ICC Chair of Marketing – Angela Wei Oi Tan, Anna Yahui Xing

13.2 ICC Finance Proposed Code Changes

ETC moved and seconded by Badminton Club to approve the following changes to the ICC Financial Code. Philosophy Club moved and seconded by MSA to end discussion. There were no objections to approve the motion. The motion to approve the ICC Financial Code changes was passed by consensus.

III. DASB/ICC ALLOCATIONS

- A. 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, or other listed club officers **and the club advisor(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 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 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. 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~~ **1,000.00**.
 - f. Allocation for supplies will be limited to ~~\$200.00~~ **250.00** per fiscal year (July 1-June 30).
 - h. Printing may not exceed \$250.00 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~~ **1,400.00** 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 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.

VI. ICC EMERGENCY RELIEF FUND

1. Major disasters or tragedies or support for a Non Profit Community Organization who has a 501C **and a United States 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 United States address.**

X. 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) 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~~ **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.
- 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~~ **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 not available, one of the other ICC officers will 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

Tu, ICC Chairperson reviewed the proposed changes to the ICC Code. Approval will be voted at the next ICC Meeting.

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 **is needed**
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 the ICC Intern shall be:

- 1. To provide 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 ICC Chairs (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 and current) G.P.A. of at least 2.5 (on a 4 point scale) and not be on academic probation.**

14. Reports


ICC Chairperson: Tu Hoang

1. Don't bring food and beverage into Club Room guys! Keep it clean so we can operate it for students.
2. Happy Lunar New Year.
3. Good luck on your midterms!

ICC Chair of Finance: Tommy Lee

1. People who have suggestions or advices for ICC things, please feel free to come to our Monday ICC Agenda meeting to discuss with us, so that we can put it on the agenda for the whole ICC meeting to discuss.
2. Due to Holiday on Monday, my office hours will be Tuesday 5:30 pm – 6:30 and Wednesday 12:30 pm – 1:30 pm

ICC Chair of Programs: Dora Lin

1. Win \$50 for Campus Cleanup on Feb. 18 from 11:30-1:00. Sign up for Campus Cleanup 
2. Apply for scholarships.
3. Happy Holidays!
4. Due to Holiday on Monday, my office hours will be Wednesday 3:30 pm – 5:30 pm

ICC Chair of Marketing: Judy Chan

1. Good luck to our candidates.
2. We're looking for interns!!
3. Happy Valentine's Day :O)
4. I <3 Clubbing @ De Anza. Drawing @\$50 deadline Mon. Feb.29 to ICCMarketing@deanza.edu

DASB Liaison: Keerthana Muthukrishnan

1. Tent City 2/8 - 2/11 Main Quad Valentine's Day event next Thursday,2/11, 11:30PM -1:00PM inside cafeteria.

ICC Advisor: La Donna Yumori-Kaku

1. Club Events: Please see me before or when you turn in your Event Planning Request Form so I can review the form to avoid any delay with your request. It just takes a few minutes to review. I can also provide free parking permits for your speaker(s).
2. Eco Pass/Clipper Pass: Please use your own Eco Pass/Clipper Pass. If you are borrowing or giving it out to someone then YOU could get a very expensive fine. The information is stated on the card. Please read the tiny print!
3. Club Meeting Room for Spring Quarter 2016: Please turn in an Event Planning Request Form, (Lavender colored form # 6 in the rotating file outside of Office of College Life), signed by club advisor now to reserve room. Forms will be processed in the order received. Remember the club needs to put a request for Club Meeting Room every quarter.
4. New Clock in Student Council Chambers.
5. Friday – Feb. 12, Monday - Feb. 15: Holiday/Campus Closed. There will be No Club Meetings since the room is not scheduled.

15. Announcements

Marketing Club – 2/11/16 - Mangowin Carreer Workshop – 6:00 pm – 8:00 pm – History Center - Interview, Resume, Carreer Workshop. Many companies will come to join the event.

Economy and Policy – 2/10/16 – Survey - online – The site is back online. I want to apologize and let everyone know.

Rainbow & Inclusability – 2/16/16 – Anti Valentine’s Day – 12:30 pm – 4:30 pm – Student Council Chamber A – An event to celebrate nonromantic love. Hang out with friends, play board games, and watch a movie. Refreshment will be provided. You can come anytime

16. 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	
Community Folk Dance Troup		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			
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			
Permias Indonesian Student Organization	X			
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 Helping Hands	X			
The Recreational Writing 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				
Psychology Club	X			
Humans at De Anza		X		

17. Adjournment

ICC Chairperson, Tu Hoang, adjourned the meeting at 2:23 pm

Respectfully Submitted,

Jayne Kangley

ICC Secretary