



Inter Club Council Minutes
November 6, 2019
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 Amy Hua called the meeting to order at 1:30 pm

2. Guest Speaker(s):

3. Approval of the ICC Minutes – October 23, 2019

Production moved and seconded by Active Minds to approve the October 23, 2019 ICC Minutes. There were no objections to approve the ICC Minutes. The motion to approve the ICC Minutes was passed by consensus.

4. Approval of Today's ICC Agenda

Circle K moved and seconded by Psychology to approve today's Agenda. There were no objections to approve the agenda. The motion to approve Today's Agenda was passed by consensus.

5. Club(s) on Probation: (16)

(Expired Roster): (11)

Must turn in a new Financial Roster to get off Probation:

Anime Club, Click the World, Data Science, Explorers Nest, Filmmakers Union (DAFU), History Club, ISV (International Student Volunteers), Malaysian and Singaporean Association, Photography Club, Shotokan Karate Club, Triathlon Club.

(Missed Financial Orientation): (7)

Must attend make-up Financial Orientation:

3D Printing Club, ISV, Marketing Club, PISO, Triathlon Club, VSA, Women's March Youth Empower DA.

6. Inactive Clubs: (0)

7. Clubs on Trial : (11)

Bay Area Scientists in Schools, Bravo Drama Appreciation and Acting Club, DND Club, Global Investment Strategy, Habitat for Humanity De Anza, International Youth Fellowship, Jewish Student Union, Meditation Club, Sociology Club, Vector is Fun, Visual Music League.

Must have New Club Orientation Mtg with Club Officers and Club Advisor no later than TUES. NOV. 12, 2019 Noon.

8. New Clubs: (6)

1. Ability De Anza
2. Almost Three-Comma Club

- 3. Mobile Applications Club
 - 4. Southeast Asian Student Association
 - 5. Whole Cake Club
 - 6. Vegan Club
- Congratulations on officially becoming part of the ICC.
All clubs will receive a one-time allocation of \$100 each.

9. Number of Active Clubs: (77)

10. Calendars

10.1 ICC/Club Calendar of Events as of 10/21/19

Information is from the Event Planning Request Form
(**New Information in Bold/ * Money collected**)
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(**New Information in Bold/ * Money collected**)

Nov 14 ICC Fall Mixer – 7:00 pm – 9:00 pm – Conference Room A&B

10.2 DASB Calendar of Events as of 10/21/19

Information is from the Event Planning Request Form
(**New Information in Bold/ * Money collected**)

11. Club/ICC Allocation Account Balance Status as of 10/16/19

Description	Account Number	Account Balance
ICC/Events Awards	(#41-54600)	\$7,200.00
ICC Allocation-New Club Account	(#41-54720)	\$1,800.00
ICC Club Allocations	(#41-54730)	\$7,400.00
ICC Fundraising Holding	(#44-4285)	\$0.00
ICC Capital	(#44-4290)	\$3,938.47
ICC Inactive Hold	(#44-4300)	\$7,390.18
ICC Scholarship Account	(#44-4310)	\$15,284.41
ICC	(#44-4320)	\$5,617.97

12. Club Constitution Change: N/A

13. Business

13.1 Club Budget Requests

Production moved and seconded by Art Guild to approve Career Development Clubs budget request of \$150.00 from Club/ICC Allocation Account #41-54730 to Career Development Club (#41-54565-4013) for a new banner to promote the club.
The motion to approve Career Development club request of \$150.00 was passed by consensus.

Intervarsity moved and seconded by Outdoor Club to approve the Red Cross Club budget request of \$50.00 from Club/ICC Allocation Account #41-54730 to Red Cross Club (#41-54015-4010) for club supplies such as duct tape, poster board paper etc.
The motion to approve Red Cross Club request of \$50.00 was passed by consensus.

The Club/ICC Allocation balance is \$7200.00

13.2 Fall Mixer

Fall mixer tickets are available for sale. Tickets cost \$5 each and clubs get to keep \$4 from the sale of each ticket. The remaining \$1 is used to fund the ICC Scholarship account.
Clubs can get up to 20 tickets each but can request for more if they manage to sell out.
Contact the ICC Chairperson Amy Hua (ICCChairperson@deanza.edu) or the ICC Chair of Finance Romina Iranmanesh (ICCFinance@deanza.edu) or visit the ICC office during their office hours to collect tickets for your club.

13.3 ICC Code Proposed Changes

ICC Chairperson Amy Hua reviewed the following proposed Amendments to the ICC Code.
Circle K moved and seconded by Auto Tech to approve the proposed changes to the ICC Code.
There were no objections. The motion was passed by consensus.

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
5. ICC Chair of Club Affairs
6. ICC Vice Chair of Finance
7. ICC Vice Chair of Programs
8. ICC Vice Chair of Marketing

D. Duties and Responsibilities of individual ICC Officers

Add

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 as needed to represent ICC/club interests.
- f. Serve in the absence of the ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and/or ICC Chair of Club Affairs.
- g. Serve as a voting member in the DASB election committee or assign another ICC officer to attend. (see DASB Election Code)
- h. Manage the ICC Internship program.

2. ICC Chair of Finance a. Be responsible for all ICC financial matters and fundraising 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 Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and/or ICC Chair of Club Affairs.
 - 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, ICC Chair of Marketing and/or ICC Chair of Club Affairs.
 - c. Be in charge of signing independent contract forms.
 - d. Serve as the Point Person for all ICC events, as clarified in Article V, section 1.
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 Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing and/or ICC Chair of Club Affairs.
 - d. Be responsible for all ICC materials on social media.
 - e. Be the liaison to contact with other off campus organizations.
 - f. Be responsible for conducting the ICC weekly newsletter (except summer, from the second week to the ninth week).

5. ICC Chair of Club Affairs

- a. Oversee club affairs
- b. Overlook new clubs on trial
- c. Serve in the absence of the ICC Chairperson, ICC Chair of Finance, ICC Chair of Programs, and/or ICC Chair of Marketing.

6. ICC Vice Chairs

- a. Work closely with the respective ICC Chairs
- b. Sit in as the Chair in Chair's absence unless conflict of interest, then the ICC Chairperson will sit in their absence
- c. Have an understanding of all ICC operations
- d. Other obligations as an ICC Officer
- e. Succeed the Chair position when respective Chair Position is vacant with a majority approval in the ICC Meeting

ARTICLE IX. PROSPECTIVE CLUBS

Section 2. Club Constitution Approval

A. The process for constitutional approval of a prospective club will be as follows:

1. Present a constitution in a word document 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 Chairperson and ICC Advisor no later than noon on Tuesday. If there are 3 or more mistakes that are non-format mistakes club will be rejected as a new club on trial.

Section 3. Trial Period

Add

- G. Club on Trial must send in monthly update/prospective plans reports for the first quarter to ICC Chair of Club Affairs. Failure to do so will result in restarting the club on trial process.

13.4 Financial Orientation Quiz

Many clubs failed the financial orientation quiz held after the Financial Orientation meeting on 10/30/19. Please meet with the ICC officers if you have any questions.

14. Reports

DASB Liaisons: Bhuvaneshwari Natarajan and Katie Hsu

Marketing and Environmental Sustainability committees are doing a tabling event during Nov 9-14. Two clubs are welcome to join each day to promote their clubs and increase membership.

DASB is planning a donation drive to collect items and thoughts for donation. All students are invited to participate.

Office of College Life Director: Hyon Chu Yi-Baker

We are waiting for the county to get back to us to see if we can have clubs legally resell packaged drinking water and soda at the flea market in order to promote club participation and help generate revenue for clubs.

15. Roll Call

Check ICC Glass Display outside the Student Council Chambers for Roll Call.

16. Announcements

1. Remind app will be used to notify clubs of various announcements in addition to the other means of notification. To sign up, clubs need to text @deanzaic to 81010.
2. Active minds will hold their tea social between 11am – 12pm on Friday during the club meeting. They will also be hosting Millie Perea from the Financial Aid Outreach Office) on 11/22 between 11-12pm at the Santa Cruz Room to provide information to students about Financial Aid available at De Anza.
3. The Communication League will be holding their first meeting on Friday (11/15) between 11:30 – 12:30pm in L31. All students are welcome to attend.

17. Adjournment

ICC Chairperson Amy Hua adjourned the meeting at 2:15 pm.