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# ICC CODE

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# ICC CODE

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## DE ANZA INTER CLUB COUNCIL (ICC) CODE

### PURPOSE

The Inter Club Council (ICC) is an umbrella organization representing cultural, educational, honorary, philanthropic, religious and social interests empowered to coordinate ICC, assist with funds for clubs and to promote communication and cooperation among clubs on campus. The

Inter Club Council shall comprise of the ICC Representatives, ~~ICC Chairperson~~ **DASG Chair of ICC**, ICC Chair of Club Affairs, ICC Chair of Equity, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing, ICC Vice Chair of Finance, ICC Vice Chair of Programs, ICC Vice Chair of Marketing, and ICC Advisor.

### ARTICLE I. DUTIES AND RESPONSIBILITIES OF ICC

- A. Perform all duties and responsibilities as outlined in the ICC Codes.
- B. Represent all active student clubs and perform duties and responsibilities as necessary to promote the general welfare of De Anza College student clubs.
- C. Interpret, review, and enforce the ICC Codes.
- D. Hold meetings as specified in the ICC Codes and post documents of those meetings for public viewing.
- E. Publicize and communicate the activities and actions of the ICC.
- F. Oversee and be responsible for the expenditure of ICC and Club funds.
- G. Oversee, maintain, and regulate all ICC property and assets.
- H. See that a fair and impartial ICC election is held in accordance with the adopted ICC Code and that ethical standards are maintained in all procedures.
- I. Oversee activities and programs promoted and/or funded by the ICC.
- J. Participate and represent the ICC on ~~DASB~~ **DASG** or college committees when appropriate.
- K. Maintain responsibility for approved actions by the ICC.
- L. The ICC shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or majority or indigenous group, birth, disability, and sexual orientation or preferences.

## ARTICLE II. MEMBERSHIP AND DUTIES

### Section 1. ICC Officers

#### A. The ICC Officers are

1. ~~ICC Chairperson~~ **DASG Chair of ICC**
2. ICC Chair of Club Affairs
3. ICC Chair of Equity
4. ICC Chair of Finance
5. ICC Chair of Programs
6. ICC Chair of Marketing
7. ICC Vice Chair of Finance
8. ICC Vice Chair of Programs
9. ICC Vice Chair of Marketing

#### B. Membership Requirements

1. Must be enrolled at De Anza College with a minimum of **4 8** quarter units ~~and a maximum of 23 units throughout the term of officer beginning in spring, fall 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 minimum of current/quarterly and an overall cumulative GPA of ~~2.5~~ **2.0** 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~~ **DASG** 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, or intern of the ~~De Anza Associated Student~~ **De Anza Student Government (DASB DASG)** Senate, a club officer, or the Student Trustee with the exception that **the DASG Chair of ICC is on Senate and** the ICC Vice Chair may serve as an officer for a club.
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. 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.
2. 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.
3. Must attend at least two (2) different club meetings per month during the academic year (Oct-Jun).
4. Assist ICC sponsored events.

5. Serve as an impartial officer in all dealings and procedures of the ICC.
6. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
7. Attend all ICC meetings and ICC officers' meetings.
8. Be responsible for all ICC events.
9. Report on club participation in ICC events.

#### D. Duties and Responsibilities of individual ICC Officers

##### 1. **ICC Chairperson DASG Chair of Inter Club Council (ICC)**

- 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 DASG** Executive Meeting, ~~as needed~~.
- e. Attend the **DASB DASG** 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, ICC Chair of Equity, and/or ICC Chair of Club Affairs.
- g. ~~Serve as a voting member in the DASB DASG election committee or assign another ICC officer to attend. (see DASB Election Code)~~
- h. Manage the ICC Internship program.
- i. **Perform all duties delegated to them by the DASG Senate as a Chair**

##### 2. ICC Chair of Club Affairs

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

##### 3. ICC Chair of Equity

- a. Increase diversity and opportunity on the ICC and in Clubs
- b. Serve as liaison between equity-centered De Anza programs and the ICC
- c. Model and implement an equity mindset and practice into ICC
- d. Facilitate the creation of clubs that center underrepresented communities
- e. Oversee programs and marketing for ICC to reach a greater range of communities at De Anza

##### 4. 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 Chairperson DASG Chair of ICC**, ICC Chair of Programs, ICC Chair of Marketing, and/or ICC Chair of Club Affairs.
- e. Represent ICC financial matters to the **DASB DASG** Budget and Finance Committee or **DASB DASG** Senate when ICC is on agenda of **DASB DASG**'s Finance Committee's Meeting or **DASB DASG** General Meeting.

##### 5. ICC Chair of Programs

- a. Oversee the bidding process for club concession sales at the **DASB DASG** Flea Market.

- b. Serve in the absence of the ~~ICC Chairperson~~ **DASG Chair of ICC**, 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.
6. 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~~ **DASG Chair of ICC**, ICC Chair of Finance, ICC Chair of Programs, 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).
7. 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~~ **DASG Chair of ICC** 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.

#### E. ICC Officers Attendance & Duties

The ICC Officer(s) will no longer be eligible to hold their ICC officer position if an officer receives a total number of four (4) or more points per-quarter (Spring, Fall, Winter). If an officer misses or is late or doesn't complete the following without excuse form approved by the ICC Advisor

½ point	10 minutes late or leaves early to an ICC Agenda Meeting, ICC Officer's Meeting, ICC Meeting, Campus Center Meeting, ICC Office Hour, or ICC Events.
1 point each	An ICC Agenda Meeting, ICC Officer's Meeting, ICC Meeting, Campus Center Board Meeting, ICC Office Hour, ICC Newsletter, turning in the requisition within one working day of the approved ICC Minutes for the transfer of funds for Club Awards, New Clubs, Inactive clubs and ICC bills, not staying at the <del>DASB</del> <b>DASG</b> meeting or <del>DASB</del> <b>DASG</b> Executive Officers Meeting as needed or High School Outreach Day.
2 points each	ICC Officers Retreat, ICC Training or ICC event. (except the events on the 4 points category).
4 points each	Club Day, Spring Carnival, ICC Scholarship Concession Stand, Fall Dance.

#### Section 2. ICC Representatives

##### A. The ICC Representatives are:

- 1. A club member elected or appointed by their respective club empowered to represent their respective club on the ICC.

2. A club officer listed on the current club Officer Roster may serve as the ICC Representative except if they are **DASB DASG** Senate Member or Student Trustee.

#### B. Membership Requirements

1. Each club shall specify in their constitution De Anza College unit and GPA requirements for ICC Representatives, but they must maintain a minimum of one-half (.5) quarter unit and a GPA of at least 2.0.
2. Must be current **DASB DASG** Cardholder.
3. Cannot be an ICC Officer.
4. Cannot be a **DASB DASG** Senator member
5. Cannot be the advisor of their respective club.
6. Cannot hold an elective office in more than two (2) clubs and/or the ICC Vice-Chair.
7. Fees must be up to date and paid in full.

#### C. Duties and Responsibilities

1. Be a voting member and attend all ICC meetings. The ICC Representative must be present for the duration of the ICC Meeting not missing more than ten minutes at the beginning of the meeting and present during the roll call or will be counted as absent.
2. Submit completed club officer roster forms when requested and any time there are any changes.
3. Submit club information updates.
4. Submit items for the ICC agenda.
5. Submit written club announcements.
6. Report to their respective club information discussed at the ICC meeting.
7. Solicit information from their respective club and report it at the ICC meeting.
8. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
9. Represent only one (1) club at any ICC Meeting.
10. ICC Representative attendance is mandatory at ICC meetings. One of the club officers on the Club Roster/Financial Report except a **DASB DASG** Senate or Intern or the Student Trustee may go to the ICC meeting when the ICC Representative is unavailable.

### Section 3. Clubs

#### A. Membership Requirements

1. Each club shall specify in their constitution De Anza College unit and GPA requirements for Club Members, but they must maintain a minimum of one-half quarter (.5) unit and a GPA of at least 2.0.
2. Members must be current **DASB DASG** card holder.
3. Clubs may award honorary memberships to club alumni.
4. Members may be De Anza College Staff.
5. Clubs shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or majority or indigenous group, birth, disability, and sexual orientation or preferences.

#### B. Duties and Responsibilities

1. Have a current Club Financial Roster/Report on file in the Student Accounts Office.
2. Have an ICC Representative attend ICC Meetings and not miss one (1) meeting during the quarter.

3. One of the designated officers with signature responsibility must attend the ICC Financial Orientation Meeting in the fall and spring, unless the designated officer is a 2<sup>nd</sup> year officer in the same club and already attended the ICC Club Officers' Orientation. If a club misses Financial Orientation then the club will be put on probation. A designated officer must have a makeup meeting with either an ICC Officer or ICC Advisor within two weeks or the club will become inactive.
4. Submit a copy of their meeting schedule to the Office of College Life by the 3<sup>rd</sup> week of the quarter. Failure to do so will result in the club being put on probation.
5. Keep agendas, records and minutes of all club meetings. Agendas, records and minutes of all club meetings shall be available to the ICC upon one (1) week notice. Failure to do so will result in the club being put on probation.
6. Hold club elections no later than the end of the sixth (6<sup>th</sup>) week in the Spring Quarter. If a club fails to hold their election, the club will be placed on two (2) weeks probation until elections are held. If after three weeks the club has not had their elections, then the club will become inactive.
7. Participate in all Club Days during the designated time.
  - a. If a club finds that it must be absent for any Club Day, they must Email an explanation to the ICC Advisor five (5) days prior to Club Day only one (1) time during the academic year. Failure to do so will result in two (2) weeks probation.
  - b. Attendance will be taken twice, once at the beginning and once at the end of the event by checking in at the ICC tent.
  - c. No selling of refreshments allowed unless approved by ICC, and then by the Director of Campus Center.
  - d. Clubs must seek approval from ICC for the selling of objects pertaining to the club. Exceptions being club memberships, and club related materials.
  - e. Corporations cannot solicit business or advertise at Club Day.
  - f. There will be a \$25 fine for any club that fails to clean up its area at Club Day or failed to show up for a performance slot, that will go to the ICC #44-4320. There will be a \$50 fine if the club misses both.
  - g. ICC will provide entertainment.
8. Maintain their club constitution in order to adhere with ICC codes and general guidelines. If a club fails to maintain its constitution, the club will be placed on two (2) weeks probation. Following any changes to ICC codes and/or guidelines, clubs will have a two (2) week period within which to submit their revised constitutions at the ICC Officers' Agenda Meeting
9. Return ICC equipment on time.
10. Post club meeting within 10 working days of room confirmation.

#### C. Club Name/Logo/Colors

1. The club name, logo and colors shall belong to the club and may not belong to an individual or groups of students.

### Section 4. Club Officers

#### A. Club Officers

1. Shall be designated by each respective Club Constitution.
2. There must be at least three (3) officers (President or Co-President, Vice President, Treasurer) designated for the purpose of signature authorization for financial transactions
3. There must be at least four (4) club officers and not more than seven (7) club officers in each club.



4. There must be at least four (4) different De Anza students serving as officers.

#### B. Membership Requirements

1. Must be enrolled at De Anza College not on academic or administrative probation with the club requirement of units and GPA stated on Club Constitution 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.
2. Must be current **DASB DASG** cardholder at the time of application, election/confirmation and through term of office. This includes any periods from election/confirmation to official swearing in ceremonies.
3. Cannot be an ICC Officer or an advisor of their respective clubs.
4. A student may not hold the president or treasurer position in more than one (1) club.
5. A student may hold up to two (2) officer positions in the same club or in two different clubs.
6. **DASB DASG** Senate member and Student Trustee must not hold more than one club officer position.
7. Failure to comply with the above mentioned requirements will result in the Club Officer being removed from office. Club 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 or designee by the end of the three week grace period.

#### C. Duties and Responsibilities

1. Have a working knowledge of the ICC Codes and their respective club constitution.
2. Be an authorized and required signer as designated by their respective club constitution.
3. Turn in Special Event Facility Planning Forms, in a timely manner, to request meeting rooms or event venues.
4. Submit club budget requests.
5. Conduct and advertise regularly scheduled club meetings.
6. Maintain information for the club bulletin board.
7. Meet regularly with their respective club advisor.
8. Demonstrate financial responsibility for club activities.
9. Ensure all financial liabilities are processed in a timely manner.

#### Section 5. Club Advisors

- A. Club/ Organization must have a club advisor who will give authorization for financial matter by the California Education Code.
- B. Club advisors may be an advisor for up to two (2) clubs.
- C. Club Advisor must be a Foothill De Anza District employee as a Part Time Faculty Member who teaches at least one class, full time Faculty Member or a Classified Professional who may have access to medical benefits.
- D. Club Advisor may not be related to a club officer of the same club.
- E. If a club has no club advisor, then the club has two weeks during the Fall/Winter/Spring quarter for replacing the club advisor. If a club has no club advisor during the Summer then the club has till the end of the second week of Fall quarter to replace club advisor. If there is no club advisor, then the club will be placed on inactive status.
- F. The role of advisor is to:
  1. Serve as the official staff representative of the college

2. Work closely with the club to insure a cooperative relationship between the advisor and the club membership.
3. Help each officer understand their duties.
4. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts of succeeding members to pay.
5. Help students to understand and apply democratic principles within their own organizations and in working with others.
6. Be present for all official club/ organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/ organization.
7. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
8. **Insure Ensure** that all reasonable steps are taken to **insure ensure** the safety and welfare of club members.
9. **Insure Ensure** that appropriate college policies are upheld.
10. To sign all club/ organization requisitions for the club/ organizations and to make sure that 1) the student treasurer or (co) president or vice president signs it and 2) that the expenditure is correct within all existing policies.

## ARTICLE III. Inter Club Council (ICC) Internship

### Section 1. ICC Interns

#### A. Purpose of Position

The intended purpose of the position of 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 DASG** card holder may apply to be an ICC Intern for Fall and Winter quarter through the following procedure:

1. Submit a completed ICC Intern application to the Office of College Life.
2. Schedule an interview with the **ICC-Chairperson DASG Chair of ICC**.
3. Receive approval from the Inter Club Council through the consent calendar.

#### C. Eligibility Requirements

ICC Interns shall:

1. Be a **DASB DASG** 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 2.0** (on a 4 point scale) and not be on academic probation.
4. Finish the tasks assigned by the ICC officers or ICC advisor in a timely manner.

## ARTICLE IV. MEETINGS

### Section 1. ICC Meeting

- A. Regular meetings of the ICC shall be held not less than twice per month during the academic year, except for the first month of fall quarter and the month of finals.
- B. ICC meetings shall be conducted in accordance with the current election of Standard Code of Parliamentary Procedure; Sturgis, Alice.
- C. Quorum for the ICC Meetings shall be established when a simple majority of the ICC Representatives. Quorum must be in effect before any action can be voted upon. The following business may take place without quorum:
  1. Call to Order
  2. Roll Call
  3. Club Announcements
  4. Business Reports
  5. Guest Speakers
  6. Club Status
  7. Adjournment
- D. Only one (1) club representative shall be allowed to sit at the table and represent their respective club.
- E. Guest Speakers' presentations will be limited to no more than (3) three minutes.
- F. Any ICC member may submit items for the agenda by attending the ICC Agenda Meeting. Items submitted after the ICC Agenda Meeting will be considered at the following ICC Agenda Meeting. The ICC member or club representative must be present at the ICC Agenda Meeting to explain the item, excluding a Bill of Particulars.
- G. Secret ballots will be utilized on matters involving ICC Officers.
- H. Voting for Flea Market Concessions will be by secret ballot. See ICC Concessions Code.
- I. Announcements will be limited to no more than (3) three minutes.

### Section 2. ICC Officers' Meetings

- A. Agenda Meeting
  1. Meet not less than twice per month on designated Mondays at 1:30 pm – 2:25 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
- B. Informational Meeting
  1. Meet at least twice a week, on Mon. and Wed. 2:30 pm – 3:30 pm
  2. Provide leadership for the Inter Club Council
  3. Select and contact guest speakers for Inter Club Council meetings
  4. Discuss Inter Club Council procedures and general business
  5. Discuss and plan for programs and events
  6. Determine schedule for club visitations

C. ICC Meetings

1. Must be available at 1:00pm –2:30pm on Wednesdays.

Section 3. Club Meetings

Clubs must post their meeting times, locations, and dates five (5) days in advance.

- A. Materials to be posted in the Club Glass Display Case must be signed on the back of the flyer by a club officer or club advisor and given to the Office of College Life Front Desk. Failure to post club meeting within 10 working days of room confirmation will result in club being put on probation.
- B. Clubs must submit a Meeting Room and Dining Room Info Table Request form to the Office of College Life to schedule meeting facilities at least twelve (12) working days in advance.
- C. Official club meetings must be held on the De Anza College campus at least once a month to provide open access to all De Anza students, faculty and staff. Off campus meetings will not be recognized. Failure to have two (2) Club meetings per quarter will result in Club being put on Probation.
- D. All official club actions involving financial considerations must be documented by either official Club Meeting minutes or the use of the Club Financial Action Form.

## **ARTICLE V. EVENTS**

### **Section 1. ICC Events**

- A. ICC events include Club Day, Club Karaoke, Fall Welcome, Fall Dance, High School Outreach Day, Spring Carnival and all other events held by ICC.
- B. Events and dates for events will be approved by the Inter Club Council

### **Section 2. Club Events**

- A. Clubs should submit a Meeting Room and Dining Room Info Table Request Form at least twelve (12) working days in advance.
- B. A preliminary meeting must occur between the club's event organizers and the ICC Advisor when planning events.

### **Section 3. ICC Sponsored Events**

- A. All events using ICC resource including funds from 41 accounts and equipment from ICC.

## **ARTICLE VI. CLUB AWARDS**

- A. See Guidelines for Club Awards
- B. Clubs not on trial or probation are eligible for club awards.
- C. Clubs must be present at the ICC Meeting or Fall/Winter/Spring Finale Receptions for Club award drawing.
- D. Club perfect attendance requires a club to attend the current Welcome Reception, and 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 VII. MUTUAL RESPECT

- A. Any activity planned by a club must be socially acceptable and in accordance with all local and college regulations.
- B. Clubs must be mutually respectful to the diversity of our campus when planning events and also at ~~DASB~~ DASG/ICC/Club meetings/events.
- C. No club shall attend another's meeting with the intent of disrupting the meeting.
- D. Clubs must not advertise/promote negative items about another club.
- E. Clubs shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or majority or indigenous group, birth, disability, and sexual orientation or preferences.
- F. Clubs must also respect ~~DASB~~ DASG rules and regulations.
- G. The ICC Mutual Respect Policy is as follows and must be adhered to:  
To all who participate with the Inter Club Council, when you enter/participate in the ICC/~~DASB~~ DASG /Club Meeting, ICC/~~DASB~~ DASG /Club Events, Student Council Chambers, and Club Room you commit to the following:
  - 1. Respect each other's minds and physical beings.
  - 2. Honor each other's ethnicity/race, gender, sexual orientation, and beliefs even if they are different from your own. Clubs shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or majority or indigenous group, birth, disability, and sexual orientation or preferences.
  - 3. Remember you are all worthy people; speak to each other with dignity. Avoid all unnecessary swearing, put-downs, and gossip.
  - 4. View conflict as an opportunity to grow. Avoid all violence, blaming, and name-calling. Seek privacy, listen to other person's side uninterrupted, and then present your side.
  - 5. Give constructive feedback. Remember to focus on the ideas, not the person.
- H. Cases involving individual club members of De Anza College shall be referred for action to the ICC Advisor and/or Dean of Student Development.
- I. Any violations of Article VII may lead to club probation or inactive status (see Article XI, Section 1 and 2).



## ARTICLE VIII. ELECTIONS

### Section 1. ICC Officers

#### A. Term of office

The ICC Officers shall serve for one year during the ninth (9<sup>th</sup>) week of Spring Quarter and ending the ninth (9<sup>th</sup>) week of Spring Quarter the following year.

#### B. Election Process

1. The election of the ICC **Chair of Club Affairs, Chair of Finance, Chair of Programs, and Chair of Marketing** Officers shall be held during the Fourth (4<sup>th</sup>) Fifth (5<sup>th</sup>) Sixth (6<sup>th</sup>) Week if needed in the Winter Quarter. Applications for position shall be due no later than the 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.
2. An ICC Officer candidate may not be running for a **DASB DASG** Senate or Student Trustee at the same time, **with the exception of the DASG Chair of ICC who must follow DASG Election procedures (see DASG Elections Code).**
3. In the event that there are no candidates for an ICC officer then it will be extended for two weeks after original deadline.
4. ICC **Chair of Club Affairs, Chair of Finance, Chair of Programs, and Chair of Marketing** Officers shall be elected by a quorum vote of active ICC Representatives present at that ICC Meeting. In the event that there are three (3) or more candidates and no one person receives a quorum of votes then the top two (2) candidates will participate in a run-off election. New officers will be sworn in upon completion of elections at the ninth (9<sup>th</sup>) week of the **Winter Spring** Quarter.
5. The ICC Chair of Equity will be appointed by the **ICC Chairperson DASG Chair of ICC** and ICC Advisor based on an application and interview process. In addition to general ICC membership requirements, applicants for the Chair of Equity must also fulfill 4-5 of the following requirements:
  - Know of or be involved in two or more programs at De Anza.
  - See through an equity lens and wish to increase participation from all communities at De Anza.
  - Have strong written and verbal skills and be comfortable writing many emails and taking lots of Zoom calls with program directors.
  - Have a good understanding of the community make-up at De Anza, including transfer statistics and demographic success rates.
  - Have a clear idea of how you can help students at De Anza through this position.
6. The ICC Vice Chairs nominations will be named by the ICC Chairs. The nominations will be reviewed during ICC Agenda Meeting, and need a quorum vote to approve during the ICC Meeting. Vice Chair nominations must occur within two ICC Meeting when respective chairs are elected or Vice Chair positions become vacant.

#### C. Vacancies

1. In the event that any officer resigns or is removed from office, then an election will be held as soon as possible.

### Section 2. Club Officers

Clubs must hold their elections no later than the end of the sixth (6<sup>th</sup>) week in the Spring Quarter. If a club fails to hold their election and fails to submit a revised Club Officer Roster by the end of sixth (6<sup>th</sup>) week in the Spring quarter, the club will be placed on inactive status. If there is any changes in officers' positions, clubs should notify ICC officers with their new Club Roster/Financial Report within ten 10 business days. If there is any new officer elected, clubs should submit the new Club Roster/Financial Report attached with the meeting minutes of the election during the ICC Agenda meeting or after the ICC general meeting.

## ARTICLE IX. PROSPECTIVE CLUBS

### Section 1. Starting a Club

Any individual or group wishing to initiate a club should procure a “How to Start a New Club” Packet and should register their intent with the ICC Advisor and/or ICC Officers who will provide them necessary assistance in scheduling meetings, drawing up constitution, and financial guidance.

### Section 2. Club Constitution Approval

Every prospective club must have ten (10) De Anza club members who have current **DASB DASG** cards, club advisor(s) and a club constitution. A club rep must present their club’s constitution to the ICC Agenda Meeting no later than the Sixth (6<sup>th</sup>) week of Fall, Winter and Spring quarter. This constitution must be in accordance with the ICC Codes and ICC/ Club Constitution sample. A prospective club's constitution will need to be reviewed by the ICC Officer(s) before the club is officially presented to the ICC.

- 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 DASG Chair of ICC** 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.
  2. Sign up for a new Club Orientation no later then the 2nd ICC meeting.
  3. Once the constitution has been reviewed, changes (if any) have been made, and it has been approved by the ICC Officers, then the club on trial status will be announced under club status on ICC agenda. The club on trial must submit a Club Officer Roster/Financial Report and have a new club orientation meeting. with the club officers and one club advisor with one of the ICC Officers or ICC Advisor within two (2) weeks of this announcement otherwise it will lose its club on trial status and have to start the process again. The exception to having a club advisor attend the meetings is if that person is currently or has been a club advisor within a year
  4. Within two weeks after being recognized as a new club, then the club must have their first meeting. The first club meeting must have at least five (5) members attend (not including the club officers and the advisor). Failure to have the first club meeting will be placed on inactive status. If clubs have problems with holding their first meeting within two weeks, extension should be asked at the ICC Agenda Meeting.
  5. If a new club were to be recognized as a club at the 8<sup>th</sup> week of the quarter. They must have their first club meeting within three (3) weeks after the first day of the upcoming quarter.

### Section 3. Trial Period

- A. Prospective clubs will be recognized during trial period and must attend ICC meetings and sit in the audience.
- B. Clubs do not have a vote (or make motions) until trial period is over.
- C. To end trial period the club must
  1. Attend new club orientation with club officers and club advisor(s) and also have their Club Officers Roster/Financial Report completed and turned in at this meeting

2. Complete a Meeting Room and Dining Info Table Request Form for club meeting (at least once a month and at least three times for the quarter) to the Office of College Life
- D. If trial period is not ended in two weeks, then the process will need to be repeated.
- E. Clubs will be officially recognized to the ICC if the club's Club Officers Roster/Financial Report has been submitted, the orientation has been completed, and then will be voting at the ICC meeting. Club on trial will need to attend the ICC Financial Orientation Meeting.
- F. New Clubs will need to have 4-7 club officers, 10 club members and a club constitution and a Club Advisor.
- 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.

#### Section 4. Active Status

- A. A Club on Trial who had their New Club Orientation no later than Noon of Tuesday shall be recognized at the next ICC Meeting.
- B. The ICC Chairs may approve to allocate the funds from the Inactive Club Hold Fund of an inactive club within one year to a new club if the purpose/goals are similar.

## **ARTICLE X. DISCIPLINE AND EXPULSION OF MEMBERS**

### **Section 1. ICC Officers**

- A. Any five (5) ICC Representatives acting together may invoke impeachment proceedings for any ICC Officer by submitting a Bill of Particulars to the ICC Officers not in question calling for the ICC Officer's removal from serving as an ICC Officer. The Bill of Particulars must be submitted prior to or at the ICC Agenda Meeting. A Bill of Particulars submitted after this meeting will be considered at the following ICC Agenda Meeting.
- B. The Bill of Particulars must cite the section(s) of the ICC Code(s), **DASB DASG** Code(s), or College/District Regulations that have been violated by the ICC Officer in question.
- C. The ICC Officers not in question will place the impeachment proceeding on the ICC Agenda for the next regularly scheduled ICC Meeting following the ICC Agenda Meeting at which it was presented and the ICC Advisor shall notify the ICC Officer in question of their right to appear at the removal proceeding.
- D. Discussion must be based upon the grievance filed as per Article IX, Section 1, A and B.
- E. Removal of an officer requires a two-thirds (2/3) affirming vote of the ICC.
- F. If all officers are in question, then the **DASB DASG** Liaison shall put the Bill of Particulars on the Agenda and shall chair the meeting.

## ARTICLE XI. CLUB PROBATION

### Section 1. Probation

- A. Club Probation is the penalty for a club not following the requirements of the ICC. A Club will be put on probation for missing Welcome Week, Club Day, ICC/Club Financial Orientation, missing one (1) ICC Meeting, not having current Club Officers Roster/Financial Report, not returning ICC equipment, not having club elections by the sixth week of spring quarter, or for violations of ICC Mutual Respect Article VI, or damaging De Anza property.
- B. The probation time period shall be two (2) weeks from the day of the ICC meeting at which a club's probation is announced. Probation penalties for one (1) violation ICC Club Requirements.
  - 1. Club funds are frozen except to pay outstanding debts to on/off campus bills and will not pay for personal reimbursement occurred during the month of probation.
  - 2. Forfeit use of campus facilities except for designated meeting times.
  - 3. Forfeit voting privileges at ICC Meetings.
  - 4. Forfeit ~~DASB~~ ~~DASG~~ Flea Market bidding privilege.
  - 5. Must attend every ICC Meeting while on probation.
  - 6. Not eligible for Club Awards.
  - 7. If a club does not attend 2 consecutive ICC Meetings after being put on probation, the club will then be put on inactive status.
- C. Probation penalties for two (2) violations ICC Club Requirements.
  - 1. The club goes on inactive status (see Article XI, Section 2, B)

### Section 2. Inactive Status

- A. If a club is on probation and continues to violate ICC Club Requirements it will be made inactive.
- B. The ICC Officers and or ICC Advisor will make numerous attempts, both verbally and written, to contact club officers in question and their advisor(s).
- C. If the club is determined to be inactive, it will be announced under Club Status on ICC Agenda at the next ICC Meeting of the clubs inactive status. The club is no longer recognized and would have to petition the ICC as if it were a new club.
- D. If a club feels it has been dealt with unfairly, it has the opportunity to express its grievance at the next ICC Meeting following the announcement revoking the club's charter. If the club's grievance is valid, it will require a two-thirds (2/3) vote of the active clubs' ICC Representatives present at the ICC Meeting to reinstate the club. Clubs reinstated in this manner shall be on three weeks probation.
- 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.
- F. Clubs may also request to be made inactive in the event that its members know they cannot meet ICC Club Requirements. Requests to be made inactive shall be in writing or by email or by phone call and by a club advisor or club officer.

### Section 3. Grievances

Clubs may be put on probation or inactive status for violations of Article VI. Mutual Respect.

- A. Grievances against clubs must be submitted in writing to the ICC Advisor and ICC Officers in care of the Office of College Life, prior to or at the ICC Agenda Meeting. Items submitted after the ICC Agenda Meeting will be considered at the following ICC Agenda Meeting.
- B. Grievances must cite the section(s) of the ICC Code(s), ~~DASB~~ **DASG** Code(s), or College/District Regulations that have been violated by the Club in question.
- C. The disciplining of clubs shall be a two meeting process. It shall be introduced and discussed at the first meeting with a confirming vote at the second meeting.
- D. Discussion must be based upon the grievance filed as per Article IX, Section 2, C, 1 and 2.
- E. A club may be disciplined with a two-thirds (2/3) vote of the active clubs' ICC Representatives present at the ICC Meeting.
  1. Disciplinary actions may include club probation, club inactive status, or a fine.
  2. When voting on club probation or inactive status there must be a time period stated in the motion. This time period will be the length of time probation is to last; or the length of time an inactive club, or similar club with mostly the same people, must wait before attempting to petition as a new club.

## ARTICLE XII. FINANCES AND EQUIPMENT

### Section 1. Finances

- A. All ICC/Club money must be deposited with the Student Accounts Office at De Anza College.
- B. All ICC/Club Finances must be transacted in accordance with the De Anza College ICC Financial Code.
- C. Any club willfully and knowingly violating any of the **DASB DASG** /ICC/Club financial procedures shall have their **DASB DASG** /ICC and club funds frozen immediately. The club will be placed on inactive status and student(s) involved will be referred to the Dean of Student Development.

### Section 2. Equipment

- A. A club officer must complete an Office of College Life Equipment Checkout Form in order to use any ICC owned equipment.
- B. Clubs not returning equipment at or before the time stated on this form will have five dollars (\$5) per day fine, up to the cost of equipment deducted from their club account.
- C. Clubs returning equipment that is damaged or is not returned will have the replacement value of the equipment deducted from their club account.
- D. ICC equipment may be taken off campus with the stipulation that the club has sufficient funds to cover damage/loss/repair/or replacement. One of the ICC Officers must approve usage of ICC equipment.
- E. If equipment is not returned, or cost paid, by the end of the quarter, club will be on probation until item is returned or paid for.
- F. Any use of equipment by non-clubs shall require approval by one of the ICC Officers. If equipment is not returned or if damaged then a bill for replacement of equipment will be given to that office.

### Section 3. Posting

- A. All club posters/flyers/etc. must be first approved and stamped by the Office of College Life.
- B. If there is a violation within the academic year a \$25 fine will be deducted from the club going to the ICC #44-4320.
  - 1.If the club has less than \$25 left in their account to pay off their ICC #44-4320 Fine, then the ICC Officers will determine what community services the club must do instead of the fine.
- C. If there is a second violation within the academic year, then the club will be put on probation.
- D. If there is a third violation within the academic year then the club will be made inactive.



## **ARTICLE XIII. AMENDMENTS**

### **Section 1. Process of Amending**

- A. All proposed amendments to the ICC Codes shall be in accordance with the following procedure:
1. The ICC Officers shall review the codes, solicit suggestions from the ICC and Clubs, make amendments, and present their recommendations to the ICC for approval. Their recommendation shall first appear as an information item on the ICC Agenda.
  2. The ICC shall discuss and review the recommendation of the ICC Executive Committee.

### **Section 2. Approval of Amending**

- A. The ICC Codes may be adopted by a two-thirds (2/3) vote of the ICC, with a time period no less than seven (7), but not greater than thirty (30) calendar days between the Information and Discussion/Action items on the ICC Agenda.

#### **ARTICLE XIV. RIGHT TO ACT**

Any ICC Officer, ICC Representative, Club or Club Member does not have the right to incur any debt, become involved in any business, or speak to any issue under the title or implying the title of ICC in any way unless given full authority to do so by the ICC.

Any Club Officer or Club Member does not have the right to incur any debt, become involved in any business, or speak to any issue under the title or implying the title of their club in any way unless given full authority to do so by their club.

## **ARTICLE XV. GLOSSARY**

Bill of Particulars      A statement detailing the particular reasons or causes for action.

## **ARTICLE XVI. ENABLING CLAUSE**

The Inter Club Council (ICC) Code, as outlined, shall be adopted and become effective upon approval in accordance with Article XII of the ICC Code and shall supersede all conflicts with other ICC Codes and previous ICC Codes.

Adopted: June 8, 2005

Revised: March 7, 2007

Revised: June 6, 2007

Revised: November 14, 2007

Revised: March 12, 2008

Revised: May 14, 2009

Revised: March 10, 2010

Revised: November 24, 2010

Revised: January 19, 2011

Revised: January 27, 2011

Revised: January 24, 2013

Revised: January 22, 2014

Revised: January 21, 2015

Revised: January 20, 2016

Revised: February 3, 2016

Revised: February 17, 2016

Revised: May 31, 2017

Revised: January 12, 2018

Revised: January 26, 2018

Revised: November 14, 2018

Revised: February 19, 2019

Revised: November 6, 2019.

Revised: January 22, 2020

Revised: January 29, 2020

Revised: February 3, 2021