



**Inter Club Council Minutes**  
**November 7, 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 Chairsperson Rex Zhang called the meeting to order at 1:35 pm

**2. Guest Speaker(s): (1)**

- Sandra Magallon Cervantes, Financial Aid Outreach Asst. 408-864-8493  
[magalloncervantessandra@fhda.edu](mailto:magalloncervantessandra@fhda.edu)

Sandra from the Financial Aid office informed the audience that Financial Aid applications are now open. Scholarships applications are available in MyPortal, and are available for first year and transfer students. The Financial Aid Office is located in the Baldwin Winery and is open M-TH 8 am – 5 pm and F 8 am – 1 pm.

**3. Approval of the Minutes – Oct. 24, 2018**

Asian Pacific American Student Leadership moved and seconded by Anime to approve the Minutes of Oct. 24, 2018. There were no objections to approve the Minutes. The motion to approve the Minutes of Oct. 24, 2018 was passed by consensus.

**4. Approval of Today's Agenda**

Auto Tech moved and seconded by Outdoor to approve Today's Agenda. There were no objections. The motion to approve Today's Agenda was passed by consensus.

**5. Office of College Life – Hyon Chu Yi-Baker**

Auto Tech moved and seconded by Anime to remove Hyon Chu's presentation on the Office of College Life from Today's agenda.

**6. Club(s) on Probation: (9)**

Missed Welcome Week, Missed 3, Mtg. attended Financial Orientation

Academic Quiz Bowl

Must attend 11/7 ICC Mtg. to get off probation

Missed Financial Orientation

Developer's Guild / DECA / Injoy Cultural Club / Kendo / Math

Must attend Make-Up Financial Orientation Mtg. by 11/13 to get off probation

Missed Welcome Week, Missed 3 Mtg, Missed Financial Orientation: (3)

Go and Chess / Job Fair / Japanese Student Association

Must attend Make-Up Financial Orientation Mtg. on 11/13 and attend 11/7, 11/14 ICC Mtgs. to get off probation

**7. Club(s) on Trial: (4)**

Grace Fellowship / K-Busking Club / Music & Affection Volunteering Association /  
The Helping Hands

Must have New Club Orientation Meeting with Club Officers and Advisor by Tues, Nov. 13 2018, Noon.

**8. Inactive Club(s): (1)**

Missed Welcome Week, Club Day, Financial Orientation, and 4 ICC Mtg.  
The De Anza Network

**9. New Clubs: (2)**

A Black Culture Club / Artificial Intelligence Club

Will receive a one-time allocation of \$100

Both new clubs were not present to give additional information regarding their clubs.

**10. Club Constitution Changes:**

Accounting Club constitution was reviewed by ICC Officers at ICC Agenda Mtg. on Nov. 5, 2018

Accounting Club amended its constitution to add officer positions as well as change the official title of existing positions. Officers now consist of Present, Executive Vice President, Vice President Of Operations, Vice President of Finance, Vice President of Public Relations and vice president of Marketing.

**11. Number of Active Clubs: (76)**

**12. Calendars**

**12.1 ICC/Club Calendar of Events as of 11/5/18**

Information is from the Event Planning Request Form

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

Nov. 15 \*ICC/DASB Fall Mixer 7 pm – 9:30 pm – Conference Rm A/B

DJ: Soundsbyken Band:The Axidents

**12.2 DASB Calendar of Events as of 11/5/18**

Information is from the Event Planning Request Form

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

**13. Club/ICC Allocation Account Balance Status as of 11/5/18/18**

ICC/Club Allocations	(#44-54730)	\$6,659.00
ICC Allocation-New Club Account	(#41-54720)	\$1,600.00
ICC Events Award Account	(#41-54600)	\$9,000.00
ICC Inactive Hold	(#44-4300)	\$5,180.58
ICC Scholarship Account	(#44-4310)	\$20,910.23
ICC	(#44-4320)	\$5,316.01

**14. ICC Consent Calendar**

Auto Tech moved and seconded by PUSO to approve Min Jung, Sharon Zhang, Cellphone Wu and Dolores Liu as ICC Interns. Each intern was called up to the front to introduce themselves and explain why they wanted to join the ICC. No objections to approve the four interns listed

## **15. Business**

### **15.1 Flea Market Concession for Dec. 1**

Auto Tech submitted their concession bid form for Dec. 1. Auto Tech stated that they needed the concession to help fund their club activities. There is a 2<sup>nd</sup> Flea Market Concession that will be postponed to next ICC Mtg. Nov. 14.

### **15.2 Club Budget Request**

Badminton moved and seconded by Outdoor to approve Economics Students Honor Society request of \$120.00 from Club/ICC Allocation Account #41-54730.

Economics Students Honor Society (#41-54221-4013) requested \$120.00 for Banner.

There were no objections to end discussion or approve budget. The motion to approve the request of \$120.00 was passed by consensus.

### **15.3 Club Day Evaluations and Club Room Update**

ICC Officers and advisor went over the Club Day evaluations and Club Room updates that were discussed during the 10/24 Mtg. Suggestions for improving Club Day included giving more specific directions about group photo in front of the library and asking for club representatives to make class announcements to promote club day. Club Room suggestions included adding more artwork/murals to the room, adding brighter lights, and chalkboard and bulletin board. Clubs can make suggestions for Club Day or Club Room by emailing the ICC Officers/Advisor or during ICC Office Hours.

### **15.4 ICC Code Revision**

#### **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, ICC Chair of Finance, ICC Chair of Programs, ICC Chair of Marketing **and** ICC Advisor, ~~and ICC Representatives.~~

## **ARTICLE II. MEMBERSHIP AND DUTIES**

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

#### **B. Membership Duties**

2. Must be a student not on academic or administrative probation and maintain a **minimum of** current/quarterly and an overall cumulative GPA of ~~at least~~ 2.5 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.

C. Duties and Responsibilities of all ICC Officers

~~1. Submit weekly ICC Officer's report due by 5pm on Monday or by 5pm on Thursday if Friday and Monday are holidays or by 5pm on Friday if Monday is a holiday before ICC Meeting on Wednesday.~~

1 ~~2~~

2 ~~3~~

3 ~~4~~

4 ~~5~~

5 ~~6~~

6 ~~7~~

7 ~~8~~ Attend the weekly **ICC meetings and ICC officers' meetings.**

D. Duties and Responsibilities of individual ICC Officers

1. ICC Chairperson

e. Attend the DASB Senate Meetings **as needed** to represent ICC/club interests.  
~~only when ICC related items are on agenda.~~

~~g. Attend~~ **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.**

3. ICC Chair of Programs

**d. Serve as the Point Person for all ICC events, as clarified in Article V, section 1.**

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

4. ICC Chair of Marketing

**F. Be responsible for conducting the ICC weekly newsletter (second week to the ninth week of Fall, Winter, and Spring Quarter).**

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)** ~~six (6)~~ or more points per ~~year~~ ~~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** ~~and cannot miss three ICC meetings or three ICC Agenda meetings consecutively:~~

1 point each

An ICC Agenda Meeting, ICC Officer's Meeting, ICC Meeting,

Campus Center Board Meeting, ICC Office Hour, ~~ICC Officer's Report (due by 5pm on Monday or Friday by 5 pm if Monday is a holiday), ICC Newsletter, moving & returning the ICC Tent within one working day before and after the Flea Market to the loading dock or storage room,~~ 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 DASB

meeting or DASB 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).

## Section 2. ICC Representatives

### B. Membership Requirements

4. Cannot be a DASB ~~Senator~~ **Senate member** ~~or Executive Officer, Jr. Senator, Agent or~~ Student Trustee.

### 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.

## Section 3. Clubs

### B. Duties and Responsibilities

1. Have a current Club Financial **Roster/Report** on file in the Student Accounts Office.  
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 ~~the~~ **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.

8. 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. ~~There will be a \$50 fine if the club misses both.~~

## Section 4. Club Officers

### B. Membership requirements

A student may **hold up** to two (2) officer positions in the same club or in two different clubs.

~~DASB~~ **Senate member or**, ~~Vice Presidents, Chairs, Executive Vice President, President~~ and Student Trustee must not hold more than one club officer position.

### C. Duties and Responsibilities

3. Turn in **Special** Event **Facility** Planning Forms, in a timely manner, to request meeting rooms or event venues.

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

### Section 1. ICC Interns

#### B. Application

2. ~~Receive endorsement from the Chairs (Finance and/or Programs and/or Marketing).~~ **Schedule an interview with the ICC Chairperson.**

C. Eligibility Requirements

**4. Finish the tasks assigned by the ICC officers or ICC advisor in a timely manner.**

ARTICLE IV. MEETINGS

Section 3. Club Meetings

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 ~~ten~~ **twelve** (~~10-12~~) working days in advance.

ARTICLE V. EVENTS

Section 1. ICC Events

A. ICC events include Welcome Week, Club Day, Club Karaoke, Fall Dance, High School Outreach Day, Spring Carnival, ~~Campus Clean-up~~ and all other events held by ICC.

Section 2. Club Events

A. Clubs should submit a Meeting Room and Dining Room Info Table Request Form at least ~~ten~~ **twelve** (~~10-12~~) working days in advance.

ARTICLE VI. CLUB AWARDS

D. Club perfect attendance requires a club to attend the current **Welcome Week Info Tent**, 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

I. Any violations of Article VII may lead to club probation or inactive status (see Article **XI**, Section 1 and 2).

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

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.
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 ~~and at least one club advisor needs to attend the entire meeting~~ 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.**

## ARTICLE X. DISCIPLINE AND EXPULSION OF MEMBERS

### Section 1. ICC Officers

F. If all officers are in question, then the ~~ICC Secretary~~ **DASB Liaison** shall put the Bill of Particulars on the Agenda and shall chair the meeting.

### **16. ICC Drawings**

**Silicon Valley Breast Cancer Walk – 2@ \$50**

APASL / Click the World / VSA participated

VSA automatically received the prize for bringing the most members to the event. Click the World won the second drawing

**ICC Financial Orientation Mtg – 2 @ \$25**

VSA / Anime answered the quiz correctly

VSA and Anime received the drawing of \$25

### **17. Reports**

No Reports Submitted

ICC Chairperson: Rex Zhang

ICC Chair of Finance: Nway Htet Htet Aung

ICC Chair of Programs: Angela Lei

ICC Chair of Marketing: Anh S. Doan

DASB Liaison: Lawrence Su

ICC Advisor: La Donna Yumori-Kaku

1. Veterans Day/ Holiday: Thank you Veterans! De Anza will be closed on Friday, November 12, 2018

2. Club Officer Signature: Remember to have club officers sign their signatures the same way that they signed on the Club Financial Roster form on all official club attendance, Club Financial Action Form, Requisitions, etc.
3. Club Meetings for Winter Quarter, 2019: Please turn in Meeting Room and Dining Room Table Request Form (Lavender Form) now for a room. Classrooms for Fridays are available. Forms are processed in the order that they are turned in. Clubs who have a room in the fall aren't guaranteed the same room. Winter quarter classes start Monday, January 7, 2019
4. Parking Permits: I am requesting Online Parking Permits and will email it back to the club, if I see the request for parking permit on the Special Event Facility Request Form (Yellow Form)
5. Club Copy Code: Clubs without a Club Copy Code please see ICC Secretary, Stephanie, after the ICC meeting or come to the Office of College Life and see Stephanie or La Donna
6. Welcome Week Winter Quarter, Jan. 7-10, 2019: Mandatory for all clubs to sign up for one shift. Sign Ups at the ICC Meeting, Deadline is on Friday, December 14<sup>th</sup> and then at the Office of College Life on the Blue Bulletin Board on the wall behind the Photo ID Screen
7. Club Advisors: Reminder that there needs to be a Club Advisor at club meetings, at on campus and off campus events. Another De Anza Staff member may serve in place of your club advisor but that person should meet with the club advisor and club officers before the event, receive the names/phone #'s, emails of the club officers and also get an overview of the program. If the event is a multiple day(s) then there may be several De Anza Staff who serve as the advisor of that event.
8. Off Campus Liability Waiver Forms: Reminder that club members need to complete an Off Campus Liability Waiver Form when club members go to off campus events. The form may be filled out for the year-Today's date to June 30, 2019. Also, if there are any minors (under age 18) then the Minor form needs to be completed and signed by the minor's guardian. The Student Field Trip/Excursion Request Form needs to be completed for each off campus events.
9. Club Financial Action Form: This form needs to be signed by the Club Secretary and Club Advisor. If the Club Secretary is not present the form needs to be signed by 2 designated officers, Club President, or Vice-President, or Treasurer, and the Club Advisor. ICC Reps may not sign the form unless they are also one of the above Club Officers.
10. ICC Fall Finale Reception on Wed. Nov. 22 1:30pm-2:30pm, Student Council Chamber: ICC/Clubs Slide Show, refreshments and drawing for all. Clubs need to be present at Reception to be eligible for Fall Perfect Attendance Drawing 10@\$100 (Attended Fall Welcome Info Tent, Fall Welcome Reception, All ICC Meetings, ICC Financial Orientation Meeting, have club Meeting once a month and Club Financial Roster is current.
11. New Clubs Drawing at ICC Fall Finale Reception on Wed. Nov. 21 1:30pm-2:30pm, Student Council Chamber: Club must be present to win 5@\$100

**ICC Important Dates**

- Thu. Nov. 15 "Fall Mixer" sponsored by ICC and DASB, 7 pm – 9:30 pm, Conference Room A/B, Hinson Campus Center
- Wed. Nov,21 ICC Fall Finale Reception 1:30 pm -2:30 pm Student Council Chamber

**18. Roll Call**

	Present	Absent	Probation Present	Probation Absent
<b>4 Elements Hip Hop Club</b>		X		
<b>A Black Culture</b>		X		
<b>Academic Quiz Bowl</b>				X
<b>Accounting Club</b>	X			
<b>Anime Club</b>	X			



	Present	Absent	Probation Present	Probation Absent
Artificial Intelligence		X		
Asian Pacific American Student Leadership	X			
Auto Tech Club	X			
Badminton Club	X			
BlockChain of De Anza	X			
Buisness Information Technology (BIT)	X			
Career Development	X			
Cheer and Dance Team	X			
Chemistry Club	X			
Child Educators & Advocate Association		X		
Chinese Students & Scholars Association (CSSA)	X			
Christians on Campus		X		
Circle K	X			
Click the World	X			
Competitive Programing	X			
Cognitive Science	X			
DECA				X
Developers' Guild				X
Dream Ministries	X			
Economic Student Honor Society	X			
Entrepreneurship and Investment	X			
ESL Club	X			
Explorer's Nest	X			
Fellowship of Overseas Students (FOS)	X			
Fem Ed Club	X			
Filmmakers Union (DAFU)	X			
Go and Chess Club				X
G.R.A.N.D	X			
Health and Medical Science	X			
Hello World! Code Squad		X		
Hong Kong Student Association		X		
IDEA	X			
Infamy WWII History and Legacy	X			
Inioy Cultural Club	X			
International Student Volunteers (ISV)	X			
InterVarsity Christian Fellowship at De Anza	X			
Iranian Student Association	X			
Japanese and American Association (JAA)				X
Job Fair			X	
K-Pop Dance Club			X	
Kendo Club				X
Koala Tree	X			
Korean Student Association (KSA)	X			
Malaysian and Singaporean Association	X			
Marketing Club	X			
Massage 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 (PISO)		X		
Pop Music Club		X		
Psychology Club	X			
PUSO (Pilipino Unity Student Organization)	X			
Red Cross (DARC)	X			
Robotics	X			
SAGA	X			

	Present	Absent	Probation Present	Probation Absent
<b>Second Journey</b>	X			
<b>Share Endeavors</b>	X			
<b>Shotokan Karate Club</b>	X			
<b>Statistics Club (DASC)</b>	X			
<b>Student Nurse Organization</b>	X			
<b>Taiwanese Association of De Anza</b>	X			
<b>The Engineering Technology Club</b>		X		
<b>The Pacific Bridge</b>		X		
<b>UNICEF De Anza</b>	X			
<b>Vietnamese Student Association (VSA)</b>	X			
<b>Women in Computer Science</b>	X			
<b>World Languages</b>	X			
<b>Young Americans for Liberty</b>	X			
<b>TOTAL</b>	<b>55</b>	<b>12</b>	<b>3</b>	<b>6</b>
<b>Clubs on Trial</b>				
<b>Grace Fellowship</b>	X			
<b>Helping Hands</b>	X			
<b>Music and Affection Volunteering Association</b>	X			
<b>K-Busking</b>	X			
<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **19. Announcements**

Job Fair Club encouraged the audience to join De Anza's job fair team. The club will offer free on campus workshops, more information can be found at [deanzajobfair.com](http://deanzajobfair.com)

Malaysian and Singaporean Association promoted their transfer workshop that will take place Nov. 16

Economic Student Honor Society invited the audience to attend the club's first economy information conference.

Career Development advertised their career seminars for art, technology, and communication careers

### **20. Adjournment**

ICC Chairsperson Rex Zhang adjourned the meeting at 2:30 pm

Submitted by,  
Stephanie Lam  
ICC Secretary