



Inter Club Council Agenda
November 19, 2014
1:30 pm, Student Council Chambers

<http://www.deanza.edu/clubs>
<http://www.facebook.com/deanzaicc>
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1. Call to Order

2. Approval of Today's Agenda

3. Approval of the Minutes – November 12, 2014

4. Club(s) on Probation:

4a. Clubs who missed Fall 2014 Welcome Week Info Tent (1)

- *Club will be off Probation on 11/5 at end of ICC Meeting
- *Radical Vegans of De Anza (RVODA)

4b. Clubs who missed ICC Financial Orientation Meeting (2)

- *Clubs will be off Probation after the club has a Make Up ICC Financial Orientation Meeting with one of the ICC Officers or ICC Advisor no later than Noon 11/18/14: Future Business Leaders of America (FBLA), New-Lon-Kong,

5. Club(s) on Trial: (2)

- Cycling Dons, Planned Parenthood Generation Action (PPGA)

6. New Club(s): (1)

Will receive a one time \$100.00 allocation from the ICC Allocation-New Club Account (#41-54720) for becoming a New Club.

7. Reactivating Club(s): (1)

8. Number of Active Clubs: (73)

9. Calendars

9.1 ICC/Club Calendar of Events as of 11/11/14

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

Thur Nov 20 Film & Discussion event hosted by Inclusability – 3:45pm – 6:30pm, Conference Room A

9.2 DASB Calendar of Events as of 11/11/14

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

Nov 17-19 Make Your Voice Heard Week hosted by Student Services –
10:30am – 6:00pm, Main Quad East

**Tues Nov 25 I Am Thankful For: hosted by Diversity and Events – 11:30am – 1:00pm,
Main Quad**

10. ICC/Club Account Balance Status (New Information in Bold) (As of 11/11/14)

Club/ICC Allocation Account	(#41-54730)	\$9,200.00
ICC Allocation-New Club Account	(#41-54720)	\$1,300.00
ICC Emergency Relief Account	(#44-4289)	\$5,487.45
ICC Events Award Account	(#41-54600)	\$9,700.00
ICC Inactive Hold	(#44-4300)	\$8,350.44
ICC Scholarship Account	(#44-4310)	\$8,525.10
ICC	(#44-4320)	\$2,520.48

11. Business

11.1 Club Concessions for December 6 (Info/Action)

11.2 ICC Emergency Relief Budget Request (Info/Action)

ICC is requesting \$500 from the ICC Emergency Relief Fund Account (#44-4289) to

Requested	Recommended
\$500	

If approved the ICC Emergency Relief Fund Account #44-4289 will be \$4,577.45

11.3 ICC Concessions Code Update (Info/Action)

Article I CONCESSION BIDS / SECTION 1. PROCEDURE / B.

A **Club Officer** ~~student representative~~ from the club must be present at the entire ICC meeting to present the bid for a Concession Stand and remain until the selection of the concession stands are announced.

Article I CONCESSION BIDS / SECTION 1. PROCEDURE / E.

In the event that no club has bid for the Concession Stand, then the ICC may choose to do the Concession Stand for the **ICC Scholarship** ~~Emergency Relief Fund~~ or postpone concession bid and voting until the next ICC meeting.

Article I CONCESSION BIDS / SECTION 3 Voting / C.

Clubs will vote for one club for the Concession Stand and the club with the highest number of votes will receive the opportunity to operate the concession stand. ~~Clubs will vote for one club for the Concession Stand.~~ In the event of a tie then both clubs will receive it. In the event of more than a two-way tie, then a drawing will be held.

Article I CONCESSION BIDS / SECTION 4 Community Outreach Drink Stand / D.

In the event that no club has bid for the Community Outreach Concession Stand, then the ICC may do the Concession Stand for the ICC **Scholarship** ~~Emergency Relief Fund~~ or there will be a drawing to determine which club will receive it.

Article I CONCESSION BIDS / SECTION 6 July/August/September/October Concessions / A.

Concessions forms will be due at the designated ICC meeting. If possible each club will receive one concession stand. If there are not enough clubs for each month's concessions then the ICC may operate a stand to benefit the ICC **Scholarship** ~~Emergency Relief Fund~~ and then there will be a drawing to determine which club(s) will receive an additional concession stand.

Article II DUTIES OF CLUBS OPERATING CONCESSIONS / SECTION 1. Club Responsibilities / A.

The ICC rep of the clubs **and club members** who receive the Concession Stand must meet with the ICC Chair of Programs or ICC Advisor after the ICC meeting to set up a meeting time to review the Concessions guidelines and walk to the Food Services Loading Dock.

Article II DUTIES OF CLUBS OPERATING CONCESSIONS / SECTION 1. Club Responsibilities / C.

Due to insurance liability, only De Anza club members or **De Anza** students or staff may work the Flea Market Concession. During the July, August, September Concession, only people who intend to enroll at De Anza in the fall are eligible to work.

11.4 ICC Financial Code Update

(Info/Action)

II. DASB/ICC BUDGET

The upcoming DASB/ICC budget proposal shall be approved by the ICC no later than the ~~fifth (5th)~~ **eighth (8th)** week of the ~~Fall~~ **Spring** Quarter by a two-thirds vote. The ICC shall vote on a revised upcoming budget if needed no later than the tenth (10th) week of Spring quarter by a two-thirds vote.

III. DASB/ICC ALLOCATIONS / Section B.

The ICC will approve an allocation of \$100 for each new club who do not have funds in a previous club account. Reactivated clubs will receive their club funds from the ICC Inactive Hold if it was within one year of inactive status. If the previous club account has less than \$100 then the reactivated club will receive the additional \$100 allocation. The new club will receive the DASB allocation into their 44-xxxx club account after the club officers and club advisor attend a new club orientation meeting with one of the ICC Officers or ICC Advisor and the ICC Financial Roster is on file at the Student Accounts Office within three (3) weeks of being a Club on Trial. **A Club Advisor for a new or reactivated club doesn't have to attend the New Club Orientation Meeting if they are or has been a club advisor within the last two years.**

III. DASB/ICC ALLOCATIONS / Section E.

Once the allocation is approved by ICC, then ~~a memo with the account # will be given to the clubs in their mailbox and to the club advisor(s)~~ **an email will be sent to the club and club advisor(s)**. The clubs must process their financial matter within a period of three (3) weeks of approval or three (3) weeks

after the club event or by June 30 if funding is for an event or purchase in June. Any amount left in the designated account for clubs after the three (3) weeks period shall be transferred back to the ICC Club Allocations account. Clubs may ask for an extension of three (3) weeks at the ICC Agenda Meeting.

IV. CLUB AWARDS / Section C.

Clubs must attend the ICC meeting **and the Fall or Winter or Spring Finale Receptions** when a drawing prize is held in order to win the drawing.

V. ICC SCHOLARSHIPS

The ICC Scholarships will be funded 75% from the Inactive Club Account and 2% from the De Anza Flea Market Concessions **and ICC Dance or ICC fundraisers**. There will be up to ~~ten (10)~~ **eight (8) \$1,000** Carolee Erickson Memorial ICC Scholarships offered per fiscal year (July 1 – June 30).

VI. ICC Emergency Relief Fund / Section 6

The ICC/DASB Dance Income will raise funds for the ICC Scholarship or ICC Emergency Relief Fund.

X. EXPENDITURES / Section B

The approved requisition needs to be turned into the Student Accounts Office and a check will be ~~ready after 1:30 pm on the day processed~~ **when all authorization signatures are secured.** ~~except when the campus is closed or during breaks, office may be closed, or during the Student Accounts Office year end closure. There is a \$25 service fee if a check is returned by the bank for any reason, and it is the club's responsibility to collect on the returned check.~~

X. EXPENDITURES / Section D / Section 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 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 ~~be forwarded to District Material Services~~ **then be created in the District's Banner System.** District Material will issue a Purchase order to vendor.

XI. FEES AND PENALTIES / Section A

If a club fails to pay a bill within a twenty-five (25) day period **or by June 30**, one of the ICC Officers or ICC Advisor will be authorized to deduct it from their club account upon being informed by the ICC Advisor. There will be a \$25 service charge for delinquent invoice that will go into the ICC Emergency Relief Fund (Account #44- 4289).

XI. FEES AND PENALTIES / Section D

If a club signs up for an ICC sponsored event/entertainment slot ~~or for the Club Glass Display Case~~ and fails to participate then there will be a \$25 fine that will be deducted from their club account by one of the ICC Officers. The fine will go to the ICC Emergency Relief (Account #44- 4289).

XI. FEES AND PENALTIES / Section F

If a club doesn't sign up for Welcome Week **by the Friday of Finals** or missed their original signed up time and covered another shift, then the club(s) will be charged a \$25 fine and the money will go to ICC Emergency Relief Fund (Account #44-4289). **If a club is inactive then the \$25 fee will not be charged.**

XII. MAINTENANCE OF RECORDS / Section B.

~~All equipment purchased by ICC with De Anza student funds remain the property of De Anza Associated Student Body and will be stored in De Anza Premises when not in use.~~

XII. MAINTENANCE OF RECORDS Section C then becomes B.

€B. An annual audit of all DASB accounts, club accounts and trust accounts shall be made by a certified public accountant (CPA) retained by the College District. Any unannounced audit may be made by District-retained CPA at any time.

XIII. SERVICE CONTRACTS AND INDEPENDENT CONTRACTS

Contracts for orchestras, facility rental, entertainers, athletic events, speakers, etc., must be signed by Director of Budget and Personnel. ~~All contracts must be made out in triplicate; one copy shall remain with the Club Advisor and one copy shall be filed with the ICC Advisor.~~ Payment for service contracts must be initiated by the Independent Contract Form procedure, paid by the district. Club members should never make a direct payment to an individual contractor for their service to the club, and then try to get reimbursed from the Student Accounts Office. Our district policy requires that all service payments should be made by the District Office because of the Internal Revenue Code.

ICC/DASB Masquerade Dance Evaluation/Dance Ticket Sales/Drawing (Info/Drawing)

1 @ \$100 for most tickets/ 5 @ \$50 for Clubs who sold 10 or more 1 @ \$50 for Dance Set up/Clean Up

I <3 Clubbing@De Anza Drawing – 4 @ \$50 (Info/Drawing)

12. Reports:

ICC Chairperson: Omer Yosef
ICC Chair of Finance: Simon Siu
ICC Chair of Programs: Raisa Hernandez
ICC Chair of Marketing: Joyce Lin

DASB Liaison: Rhea Goveas
ICC Advisor: La Donna Yumori-Kaku

13. Announcements

14. Roll Call

15. Adjournment