



Inter Club Council Minutes
January 16, 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 Rex Zhang called the meeting to order at 1:35 pm.

2. Guest Speaker(s): (0)

3. Approval of the Minutes – Nov. 14, 2018

4 Elements Hip Hop moved and seconded by Auto Tech to approval the minutes of Nov.14 2018. There were no objections to approve the Minutes. The motion to approve the Minutes of Nov. 14, 2018 was passed by consensus.

4. Approval of Today's Agenda

Outdoor moved and seconded by APASL to approval Today's Agenda. There were no objections to approve the agenda. The motion to approve the Today's Agenda was passed by consensus.

5. Clubs have a \$25 Fine for missing original Welcome Week sign up date and signing up for a second date: (6)

4 Elements Hip Hop / Accounting / Artificial Intelligence / Developer's Guild / Pop Music / SAGA

Fines will be transferred by ICC Chair of Finance to ICC account (#41-4320)

6. Club(s) on Probation: (22)

Missed Welcome Week

Chemistry / Cognitive Science / Competitive Programming / Entrepreneurship and Investment / FemEd / Go and Chess / Grace Fellowship / Hello World / HKSA / Infamy WWII History and Legacy / International Student Volunteers / Japanese and American Association / K-Busking / Koala Tree / Math / Muslim Student Association / Second Journey / Share Endeavors / Statistic / The Pacific Bridge / UNICEF / VSA.

Must attend 1/16, 1/23 ICC Mtg. to get off probation

7. Club(s) on Trial: (3)

De Anza Art Guild / De Anza Tabletop / Punjabi

Must attend New Club Orientation Mtg. no later than Tues. Jan. 30

8. Number of Active Clubs: (79)

9. Calendars

9.1 ICC/Club Calendar of Events as of 1/15/19

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

Jan 17. Club Karaoke, 11:30 am – 1:00 pm, Patio

Jan 24. Club Day, 11:00 am – 1:00 pm, Main Quad

Jan 31. Alternative Club Day date in case it rains, 11:00 am – 1:00 pm, Main Quad

9.2 DASB Calendar of Events as of 1/15/19

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

Jan. 30. Meet your Senators Day, 10:30 am – 1:30 pm, Main Quad

10. Club/ICC Allocation Account Balance Status as of 1/15/19

| | | |
|---------------------------------|-------------|-------------|
| ICC Fundraising Holding | (#44-4285) | \$904.00 |
| ICC Capital | (#44-4290) | \$5,159.27 |
| ICC/Club Allocations | (#44-54730) | \$6,539.00 |
| ICC Allocation-New Club Account | (#41-54720) | \$300.00 |
| ICC Events Award Account | (#41-54600) | \$6,550.00 |
| ICC Inactive Hold | (#44-4300) | \$5,000.23 |
| ICC Scholarship Account | (#44-4310) | \$21,506.82 |
| ICC | (#44-4320) | \$5,514.88 |

10.1 ICC will transfer account balances from these clubs back to Club/ICC Allocation

Account #41-54730:

| | | |
|---------------------------------|----------------|----------|
| Career Development | #41-54565-4013 | \$41.00 |
| | #41-54565-4060 | \$27.73 |
| Economics Student Honor Society | #41-54221-4013 | \$120.00 |
| Injoy Cultural | #41-54690-4013 | \$100.00 |
| VSA | #41-54460-4010 | \$24.33 |
| Young Americans for Liberty | #41-54499-4013 | \$66.00 |

11. Business

11.1 Club Budget Requests

Outdoor moved and seconded by Economic Students Honor Society to approve Business Information Technology (BIT) request of \$250.00 from Club/ICC Allocation Account #41-54730 to BIT (#41-54051-4010) \$100.00 for supplies and (4013) \$150.00 for Banner. There were no objections to end discussion or approve budget. The motion to approve the request of \$250.00 was passed by consensus.

Taiwanese Student Asso. moved and seconded by Auto Tech to approve Accounting request of \$150.00 from Club/ICC Allocation Account #41-54730 to Accounting (#41-54009-4013) \$150.00 Banner. There were no objections to end discussion or approve budget. The motion to approve the request of \$150.00 was passed by consensus.

SAGA moved and seconded by 4 Elements Hip Hop to approve Badminton request of \$150.00 from Club/ICC Allocation Account #41-54730 to Badminton (#41-54119-4013) \$150.00 Banner. There were no objections to end discussion or approve budget. The motion to approve the request of \$150.00 was passed by consensus.

Badminton moved and seconded by PUSO to approve Circle K request of \$75.00 from Club/ICC Allocation Account #41-54730 to Circle K (#41-54135-4013) \$75.00 Banner. There were no objections to end discussion or to approve budget. The motion to approve the request of \$75.00 was passed by consensus.

Health and Medical Science moved and seconded by APASL to approve ICC requests of \$500.00 from ICC/Club Allocations (#41-54730) to ICC Allocations –New Clubs (#41-547220)

Health and medical Science moved and seconded by APASLICC request of \$1,221.00 from ICC Capital (#44-4290) for amplifier, 4 Channel 70v for student council chambers. There were no objections to end discussion or to approve the budget. The motion to approve the budget f \$500 was passed by consensus. The DASB Finance Committee needs to approve it.

11.2 Club Day Winter Jan. 24, 2019



De Anza College Club Day Guidelines

Club Day is mandatory for clubs to attend.

Alternative date in case of rain

| | | |
|--------------|----------------------------|------------------|
| Date: | Thursday, January 24, 2019 | January 31, 2019 |
| | Thursday, April 25, 2019 | May 2, 2019 |

Time: 11:00 am - 1:00 pm

**** Please remember to check in by 11 am at ICC Tent in front of Fountain and check out starting at 1:10 pm with one of the ICC Officers in Blue ICC T-shirt or ICC Secretary who will be wearing an Aqua Blue t-shirt**

Location: Main Quad

9:00am – 10:30am OPTIONAL Blow up (5) Balloons (clubs need to have at least 2 club members)

9:00am – 11:00am Set Up Club Tables (1 Table/2 Chairs)

10:30am – 11:15am Check in at ICC Tent

1:00pm Club Group Photo on Library Steps

1:10pm – 1:30pm Clean up (Put away tables and chairs, remove trash from your area)

Check out (find an ICC Officer in **Blue ICC T-shirt** and ICC Secretary in an **Aqua Blue T-SHIRT** to check your club area)

Clubs must CHECK OUT before leaving; failure to do so will result in a \$25 fine.

\$100: Award for Clubs (Clubs on probation are not eligible for price)

- Best Decorated Club Table (3 awards)
- Best Spirited (3 awards)
- Best Group Performance (song/dance/skit/poem etc.) (4 awards)
 - 2- for Performing Club's Purpose
 - 2- for Non-Performing Club's Purpose

SIGN UP FOR A PERFORMANCE TIME AT THE ICC MEETING OR BLUE BULLETIN BOARD BEHIND BLUE PHOTO SCREEN– Ask for Sign Up Sheet. PERFORMANCES CAN BE A DANCE, SINGING, CHANTING, POETRY READING, SPORTS EXHIBIT, DEMONSTRATION, SKIT, OR GAME ACTIVITY THAT IS PERFORMED BY CLUB MEMBERS OR INVOLVES AUDIENCE.

Please present your music in a USB flash drive to the DJ for your performance.

FINES OF \$25 IF CLUB LEAVES TABLE/CHAIR OR FAILS TO PERFORM. A DOUBLE FINE OF \$50 WILL BE GIVEN TO CLUBS WHO COMMIT BOTH OFFENSES.

Reminder!! Print Club Handouts before Club Day

Have Club Room File Drawer Key 😊

Please Check-in 5 minutes before your performance at the ICC Tent

Tables and chairs are provided. Each club is limited to one (1) table and two (2) chairs.

CHOICE OF LOCATION IS ON A FIRST COME BASIS.

Each club will need to provide:

- Volunteers to set up and return one (1 table and 2 chairs available at the Flag Pole or Fountain Area)
 - Club sign and decorations.
 - Food items need to be wrapped. Don't bring candy that will melt on a warm day.
 - Club Banner, Sign or Poster with the Club Name
- Please assist other clubs who may ask for help with their table/chair.

Reminder - No homemade food or loud music. If a club cannot participate in Club Day, a written note must be submitted at least twenty-four (24) hours prior to the event. Please check in at the ICC Info Table when you set up and when you leave. Clean up your immediate area. Club(s) will be charged a \$25 fine if the area is not cleaned up or if you leave your table or chairs.

CLUB(S) ON TRIAL

- Will have to share their table with another prospective club. Set up in front of the Administration Building near the Flag Pole. Check in at the ICC tent first before setting up.

11.3 ICC Newsletter

Rex announced that the ICC will send a newsletter via email to all club emails. The newsletter will include announcements about upcoming ICC and club events The first newsletter will be sent out next week.

11.4 ICC/DASB Elections

Rex announced that the applications for ICC Elections for ICC Chairperson, ICC Chair of Finance, ICC Chair of Programs and ICC Chair of Marketing are open. Applications will be due by Jan. 28 by 4pm. Elections will be held at the Jan 30 ICC Mtg and will extend to the next two mtgs. if needed. Lawrence went over guidelines for the general DASB elections. He said that all potential candidates need to create a campaign and voting will be done by De Anza student.

11.5 ICC Financial Code Proposed Changes

III. DASB/ICC ALLOCATIONS

- E. Once the allocation is approved by ICC, then 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—**but cannot go past June 30.**

VII. CLUB 44-xxxx

1. Club event will follow Per Meal Policy: (which includes tax and tip)

Breakfast will not exceed \$10.00

Lunch will not exceed \$15.00

Dinner will not exceed \$30.00

The amount needs to include tax and tip per person. An **original**, itemized receipt needs to be attached to a requisition for reimbursement.

VIII. DEPOSITS

- C. All cash receipts and disbursement and all official bookkeeping records shall be the responsibility of the Student Accounts Office Staff, who ~~shall be bonded employees of the District.~~ **are covered under the District's Insurance Policy**

IX. 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 or on the website www.deanza.edu/clubs) 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 the ICC Chair of Finance, the ICC Advisor, Dean of Student Development and the Director of ~~Budget and Personnel~~ **Fiscal Services.** Club/DASB account

(#41-xxxx, DASB) will secure the signatures of 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~~ **Fiscal Services**.

XII. SERVICE CONTRACTS AND INDEPENDENT CONTRACTS

Contracts for orchestras, facility rental, entertainers, athletic events, speakers, etc., must be signed by Director of ~~Budget and Personnel~~ **Fiscal Services**. 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. All services \$1,000.00 or greater require a District Purchase Requisition for a District P.O. to be generated

A. A person seeking the funds from DASB/Club Account for payment shall fill out the proper form (obtained from the Student Accounts Office or the ICC Literature Rack or at the Student Accounts website www.deanza.edu/studentaccounts), and will secure appropriate approval signatures.

XIV. DONATIONS TO CLUBS

5. Clubs need to inform ICC of their intent to solicit donations via the ~~College Life Money Collection form section on the back page of the Event and Meeting Planning Request Form~~ **the College Life Fundraiser / Money Collection Form**

11.6 ICC Flea Market Concession Code Proposed Changes

SECTION 2. Student Workers

Clubs working the July, August, September Concession Stands(s) must supply a minimum of ~~five (5)~~ **six (6)** workers who are De Anza students or people who intent to enroll for fall.

SECTION 3. Voting

- A. The ICC will vote one month prior to each Flea Market. The exception will be the **C**oncession **B**ids for June, and July, ~~which will be voted in May and for~~ August, September, and October, which will be voted upon in ~~June~~ **May**.
- B. The ICC Chair of Programs will determine whether a secret ballot will be taken for determining the Flea Market concessions. If there are enough clubs to work the **C**oncessions then the ICC Chair of Programs can ask for a voice vote for approval.
- 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. 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.

12. Reports

ICC Officers

DASB Liaison: Lawrence Su

ICC Advisor: La Donna Yumori-Kaku

1. Happy 2019-Year of the Pig. Wishing you a happy, healthy and successful year!
2. Club Meeting Room Request Reminder - The ICC Code requires that all clubs need to schedule their club meeting by the 3rd week of each quarter (except summer). If the club fails to turn in an Event Planning Request Form then the club will be put on probation. Clubs are required to have a club meeting once a month at De Anza College. Even if your advisor has reserved a meeting room for your club then please let me know all the dates, time and location of the club meetings. You may either use an Event Planning Form to indicate that the room is already reserved or you may email me the information.
3. Club Event in the Patio/Main Quad for winter quarter: Please plan to have alternative indoor location due to possibility of rain.
4. Club Constitutions: They are on www.deanza.edu/clubs these are the current copies that we have. Any changes to the constitution have to be approved at a club meeting with a quorum (50% plus one of your membership) and 2/3 of the club members at the club meeting. Then the revising copy needs to be submitted to the ICC Officers Agenda Meeting for final review. The revised copy needs to be sent to me in Word Document and then it will be posted on the De Anza College Club website.
5. ICC Equipment: Reminder it is the clubs responsibility to return borrowed equipment on time. Other clubs may be counting on the equipment. Please let us know if the equipment is not working properly.
6. Winter Welcome Week: De Anza Clubs helped 457 students according to the tally sheets. Thanks!
- 7.

ICC Important Dates

- Thurs. Jan 17 ICC Karaoke 11:30 AM-1:00 PM Patio, In Event of Rain Tables #5 and #6 Booked in Dining Hall
- Thurs. Jan 24 Club Day 11:00 AM-1:00 PM Main Quad
- Thurs. Jan. 31 Back up date for Club Day if rained out on Jan. 24
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Sign Up on Clipboards at ICC Meeting/Office of College Life

- Club Day Entertainment – Thursday, January 24, 2019
- New Student/ Counseling 5 Classes – Student Leaders Needed

13. Roll Call

| | Present | Absent | Probation Present | Probation Absent |
|---|----------|----------|-------------------|------------------|
| 4 Elements Hip Hop Club | X | | | |
| A Black Culture | | X | | |
| Academic Quiz Bowl | | X | | |
| Accounting Club | X | | | |
| Anime Club | | X | | |
| 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 Programming | | | X | |
| Club | Present | Absent | Probation Present | Probation Absent |
| Cognitive Science | | | X | |
| DECA | | X | | |
| Developers' Guild | X | | | |
| Dream Ministries | | X | | |
| Economic Student Honor Society | X | | | |
| Entrepreneurship and Investment | | | | X |
| Explorer's Nest | X | | | |
| Fellowship of Overseas Students (FOS) | X | | | |
| Fem Ed Club | | | | X |
| Filmmakers Union (DAFU) | X | | | |
| Go and Chess Club | | | | X |
| Grace Fellowship | | | | 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 |
| Injoy 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-Busking | | | | X |
| K-Pop Dance 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 | | | |
| Music & Affection Volunteering 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 | | | |
| Second Journey | | | X | |
| Share Endeavors | | | | X |
| Shotokan Karate Club | X | | | |
| Statistics Club (DASC) | | | X | |
| Student Nurse Organization | X | | | |
| Taiwanese Association of De Anza | X | | | |
| The Helping Hands | X | | | |
| The Engineering Technology Club | X | | | |
| The ESL | X | | | |
| The Pacific Bridge | | | | X |
| UNICEF De Anza | | | | X |
| Vietnamese Student Association (VSA) | X | | | |

| | | | | |
|------------------------------------|----------------|---------------|--------------------------|-------------------------|
| Women in Computer Science | X | | | |
| World Languages | X | | | |
| Club | Present | Absent | Probation Present | Probation Absent |
| Young Americans for Liberty | X | | | |
| TOTAL | 45 | 14 | 4 | 16 |
| Clubs on Trial | | | | |
| Art Guild, De Anza | X | | | |
| Puniabi | | X | | |
| Table Top, De Anza | X | | | |
| TOTAL | 2 | 1 | 0 | 0 |

14. Announcements

No announcements were made

15. Adjournment

Rex adjourned the meeting at 2:30 pm