



Run for an Inter Club Council (ICC) Officer position

The positions of ICC Chairperson, ICC Chair of Finance, and ICC Chair of Marketing will be available to serve the term of **March 6, 2019– March 5, 2020**.

Winter Quarter Deadlines

ICC Officers Elections Information Meeting (3rd & 4th week)

***Wed. Feb 13, 1:30 pm – 2:30 pm**
(Student Council Chambers B/C)

Application Deadline (4th week)

Thurs, Feb. 14, By 4:00 pm
(Office of College Life)

Elections (4th, 5th, 6th week)

***Wed. Feb. 20, 1:30 pm – 2:30 pm**
***Wed. Feb. 27, 1:30 pm – 2:30 pm**

ICC Pass the Torch Training Days

***Fri. Mar. 1, 3:30 pm – 5:30 pm**
***Fri. Mar. 8, 3:30 pm – 5:30 pm**

ICC New Officers Retreat (7th week)

***Sat. Feb. 23, 10:00 am – 7:00 pm**
(To Be Confirmed)

Sworn In at the end of the ICC Winter Finale (9th week)

***Wed. Mar. 6, 1:30 pm – 2:30 pm**

Spring Quarter

Spring Welcome Reception

***Wed. Apr. 10, 1:30 pm–2:30 pm**

First ICC Meeting as ICC Officers (2nd week)

***Wed. Apr. 17, 1:30 pm–2:30 pm**

***Meetings held in the Student Council Chambers, lower level of the Hinson Campus Center**

ICC CODE

ARTICLE II. MEMBERSHIP AND DUTIES

Section 1. ICC Officers

A. The ICC Officers are

1. ICC Chairperson
2. ICC Chair of Finance
3. ICC Chair of Programs
4. ICC Chair of Marketing

B. Membership Requirements

1. Must be enrolled at De Anza College with a minimum of 4 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 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 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 (DASB) Senate, a club officer, or the Student Trustee.
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 the weekly 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
 - a. Be the official spokesperson for the ICC.
 - b. Preside over all ICC Meetings.
 - c. Chair and attend the weekly officers' meetings.
 - d. Attend the DASB Executive Meeting, as needed.
 - e. Attend the DASB Senate Meetings as needed to represent ICC/club interests.
 - f. Serve in the absence of the ICC Chair of Finance, ICC Chair of Programs and/or ICC Chair of Marketing.
 - g. Serve as a voting member in the DASB election committee or assign another ICC officer to attend. (see DASB Election Code)
 - h. Manage the ICC Internship program.

2. ICC Chair of Finance
 - a. Be responsible for all ICC financial matters and fundraising activities.
 - b. Submit weekly written updates on ICC accounts
 - c. Be an authorized and required signer for the accounts assigned by the ICC Finance Code.
 - d. Serve in the absence of the ICC Chairperson, ICC Chair of Programs, and/or ICC Chair of Marketing.
 - e. Represent ICC financial matters to the DASB Budget and Finance Committee or DASB Senate when ICC is on agenda of DASB's Finance Committee's Meeting or DASB General Meeting.
3. ICC Chair of Programs
 - a. Oversee the bidding process for club concession sales at the DASB Flea Market.
 - b. Serve in the absence of the ICC Chairperson, ICC Chair of Finance, and/or ICC Chair of Marketing.
 - c. Be in charge of signing independent contract forms.
 - d. Serve as the Point Person for all ICC events, as clarified in Article V, section 1.
4. ICC Chair of Marketing
 - a. Be responsible for marketing all ICC sponsored events.
 - b. Create ICC promotional materials.
 - c. Serve in the absence of the ICC Chairperson, ICC Chair of Finance, and/or ICC Chair of Programs.
 - 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).

ARTICLE VIII. ELECTIONS

Section 1. ICC Officers

A. Term of office

The ICC Officers shall serve for one year during the ninth (9th) week of Winter Quarter and ending the ninth (9th) week of Winter Quarter the following year.

B. Election Process

1. The election of the ICC Officers shall be held during the Fourth (4th) Fifth (5th) Sixth (6th) Week if needed in the Winter Quarter. Applications for position shall be due no later than the Fourth (4th) 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 Senate or Student Trustee at the same time
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 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 (9th) week of the Winter Quarter.

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. If a vacancy occurs after the 5th week in the fall quarter or during the winter quarter then the ICC position may not be filled.

ELECTION GUIDELINES**Feb. 20 and 27 (if needed) / 1:30 pm - 2:30 pm.**

Please note that this is only a suggestion. You are free to express, using any medium you wish, any compelling talent/idea/past experiences, etc that you think would make you stand out from others. You have 3 minutes to present yourself.

- Using detailed examples, please talk about a time where you lead others or initiate a positive improvement in your community. What motivated you to act, and what you learned from it?
- You are welcome to bring your resume (limit to one-sided page) for us to gain background understanding of you. There's a projector available for your convenience.

After your presentation you will have a Question and Answers Session to answer 3 questions in total: 1 from designated ICC Chair, 2 from the ICC Reps. Each answer is limited to 1 minute. All other candidates are to stay outside while you're speaking.

After answering all the questions, you have an additional 1 minute for closing remarks. You need 50% plus 1 vote to be elected. You will be asked to come back into the room after the ballots have been counted.

*If you're a current ICC Rep, make sure there is an alternative officer representing your club in the meeting.

THIS SECTION IS ONLY FOR ELECTED OFFICERS

ICC New Officers Retreat is on **Sat. Feb, 23 (Date to be confirmed) from 10 am - 7 pm**. Please meet in the Student Council Chambers. ICC will provide lunch and dinner. You will be asked to bring a snack to share with 10 people. We will have dinner off campus.

If you are elected then you will need to resign from any club officer or DASB committee position by Tuesday, **March 5, 2019**. The new ICC Officers will be sworn in at our ICC Winter Finale Reception on **Wed. March 6, 2019**. at 1:30 pm - 2:30 pm in the Student Council Chambers. Also, you will need to be enrolled in a minimum of 4 units and a maximum of 23 units and have a current and cumulative GPA of 2.5 throughout your ICC Officer term.

Also, we would like to have you come to our ICC Officers Meeting on **Wed. March 6** at 2:30 pm - 3:30 pm in a Room to be announced.

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| Spring Quarter, 2019 | |
| April 8- 11 | ICC Welcome Info Tent (supervised by ICC Officers, ICC Advisor and ICC Secretary) Main Quad |
| Mon. April 8 | ICC Officers Meeting, 1:30 pm - 3:30 pm, Student Council Chambers B/C |
| Wed. April 10 | ICC Spring Welcome Reception, 1:30 pm - 2:30 pm, Student Council Chambers A |
| Mon. April 15 | ICC Agenda Mtg, 1:30 pm - 2:30 pm, Student Council Chambers B/C |
| Wed. April 17 | The first official ICC Meeting, 1:30 pm - 2:30 pm, ICC Officers Meeting at 2:30 pm - 3:30 pm |

Just a reminder

ICC Agenda Mtgs begin on **Mon. April 15 – May 20** at 1:30 pm - 2:30 pm, Student Council Chambers B/C

ICC Officers Meetings are on Mon. & Wed. at 2:30 pm - 3:30 pm beginning **April 16 - May 20, 2019**

ICC Meetings are on Wed. at 1:30 pm - 2:30 pm

Please reserve:

Sat. April 27 8 am - 2 pm De Anza's Open House for High School Students & Family
(ICC and Clubs will have Info Tables in the Sunken Garden - Free De Anza t-shirt and lunch)

Fri. June 28 5pm-7pm De Anza Graduation, De Anza Outdoor Events Area

For Office of College Life Staff Use Only

_____ Completed Units

_____ Current Units

_____ Cumulative GPA

_____ Current GPA

DASB Member

Office of College Life Staff

Date