



**Inter Club Council Agenda
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**
2. **Guest Speaker(s): (0)**
3. **Approval of the Minutes – Nov. 14, 2018**
4. **Approval of Today's Agenda**
5. **Clubs \$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

- 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

(Info/Action)

Business Information Technology (BIT) is requesting \$250.00 from Club/ICC Allocation Account #41-54730 to BIT (#41-54051-4010) \$100.00 for supplies and (4013) \$150.00 for Banner.

	Request	Recommendation
4010/Supplies	\$100.00	\$100.00
4013/ Promotional (Banner)	\$150.00	\$150.00
Total	\$250.00	\$250.00

If approved the Club/ICC Allocation balance will be \$6,289.00

Accounting is requesting \$150.00 from Club/ICC Allocation Account #41-54730 to Accounting (#41-54009-4013) \$150.00 Banner.

	Request	Recommendation
4013/ Promotional (Banner)	\$150.00	\$150.00
Total	\$150.00	\$150.00

If approved the Club/ICC Allocation balance will be \$6,139.00

Badminton is requesting \$150.00 from Club/ICC Allocation Account #41-54730 to Badminton (#41-54119-4013) \$150.00 Banner.

	Request	Recommendation
4013/ Promotional (Banner)	\$150.00	\$150.00
Total	\$150.00	\$150.00

If approved the Club/ICC Allocation balance will be \$5,989.00

Circle K is requesting \$75.00 from Club/ICC Allocation Account #41-54730 to Badminton (#41-54135-4013) \$75.00 Banner.

	Request	Recommendation
4013/ Promotional (Banner)	\$75.00	\$75.00
Total	\$75.00	\$75.00

If approved the Club/ICC Allocation balance will be \$5,914.00

ICC requests \$500.00 from ICC/Club Allocations (#41-54730) to ICC Allocations –New Clubs (#41-547220). If approved by ICC then the DASB Finance needs to approve it.

ICC requests \$1,221.00 from ICC Capital (#44-4290) for amplifier, 4 Channel 70v for student council chambers. If approved by ICC then the DASB Finance Committee needs to approve it.

11.2 Club Day Winter Jan. 24, 2019 (Info)

11.3 ICC Newsletter (Info)

11.4 ICC/DASB Elections (Info)

11.5 ICC Financial Code Proposed Changes (Info)

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

(Info)

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 concession bids 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 concessions 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 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

13. Roll Call

(Action)

14. Announcements

15. Adjournment