




How To
START
A
NEW CLUB

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NICOLE BU
ICC CHAIRPERSON
ICCChairperson@deanza.edu

UYEN TU PHAM
ICC CHAIR of FINANCE
ICCFinance@deanza.edu

TIFFANY KAM
ICC CHAIR of PROGRAMS
ICCPrograms@deanza.edu

ANNA XING
ICC CHAIR of MARKETING
ICCMarketing@deanza.edu

LA DONNA YUMORI-KAKU
COLLEGE LIFE ADVISOR
ICCAdvisor@deanza.edu
(408) 864-8692

For more information, please contact ICC Advisor (408) 864-8692



PROCEDURE FOR STARTING A NEW CLUB

Any De Anza student(s) interested in starting a new club at De Anza College will need to do the following:

Preliminary Meeting	<ol style="list-style-type: none"> 1. Sign up on the ICC Office (lower level of the Hinson Campus Center) to set up a meeting with the ICC Chairperson, ICC Chair of Finance, the ICC Chair of Programs, ICC Chair of Marketing or the ICC Advisor/College Life Advisor and discuss the purpose of the proposed organization. There will be an overview on how to write a club constitution, assistance in finding club advisor(s), suggestions as to how to recruit members and develop marketing strategies.
Requirements to start a club	<ol style="list-style-type: none"> 2. Submit a copy of the club constitution to one of the following ICC Chair, ICC Chair of Finance, the ICC Chair of Programs, ICC Chair of Marketing or the ICC Advisor/College Life Advisor to review prior to the first informal club meeting. 3. Recruit one or more De Anza faculty, classified professionals or two advisors if the Faculty is part time, to serve as club advisor(s) who will be actively involved in supporting the club's goals. 4. Have a minimum of ten (10) De Anza students who have current DASB cards attend the first informal meeting. The club constitution should be presented to the group and approved. If there are enough students at that time, then another meeting will need to be scheduled.
Meeting with ICC Officers to approve club	<ol style="list-style-type: none"> 5. The approval of the club constitution will be as follows: <ul style="list-style-type: none"> • A club rep must present 5 (five) copies of the constitution at the ICC Agenda Meeting which meets on Monday at 1:30pm – 2:25 pm in the Student Council Chambers "B". The ICC Officers will review the club constitution with the prospective club for compliance with the ICC Codes. If the ICC Officers recommends changes then the prospective club must come again with the revised constitution to the next ICC Agenda Meeting • Once the constitution has been reviewed, changes (if any) have been made, and it has been approved by the ICC Officers then New Club On Trial status will be announced under Club(s) on Trial on ICC agenda. • A copy of the final club constitution in Word Document will need to be emailed to ICCChair@deanza.edu and ICCAdvisor@deanza.edu
Trial Period	<ol style="list-style-type: none"> 7. Club on Trial Period <ol style="list-style-type: none"> a. The club does not have a vote (or cannot make motions/seconds), is not eligible for club awards, may not sign up for Club Day Entertainment or request club funds until the trial period is over. b. To end the trial period, the club on trial: <ul style="list-style-type: none"> • Attend a new club orientation with all club officers, one club advisor with an ICC officer or the ICC Advisor/College Life Advisor and also have their Club Financial Roster completed and turned in at this meeting • Complete an Event Planning Form for club meetings (at least once a month) to the Office of College Life (formerly Student Activities Office) c. If the club on trial status is not ended in three weeks, then the process needs to be repeated. d. The club will be officially recognized into the ICC once the club's Financial Roster has been submitted and the orientation has been completed.
Final Club Approval	<ol style="list-style-type: none"> 8. After the club orientation meeting, the club will receive the club's copy code (to make copies on the copier in the Office of College Life, (formerly the Student Activities Office), to be used for official club business). The new club will receive a one-time \$100 allocation unless the club is being reactivated within one year and there were previous club funds in the Inactive Club Account.
Club Meetings	<ol style="list-style-type: none"> 9. Fill out an Event Planning Form (signed by the club advisor) to request a meeting room submitted to the Office of College Life (formerly Student Activities Office) at least ten (10) days prior to meeting date. (Form is available in the Office of College Life (formerly Student Activities Office), lower level of the Hinson Campus Center.)
Attend ICC Meetings	<ol style="list-style-type: none"> 10. Send the club's ICC representative to weekly ICC meeting on Wednesdays at 1:30pm in the Student Council Chambers to continue active club status.



DE ANZA COLLEGE

Club Advisor's Responsibilities

The purpose of having De Anza faculty/classified professional club advisors is to ensure that the college fulfills its obligation to students and to conform to both the Education Code and District policy. According to Division 9, Article 5, of the Education Code, students "...shall be free to organize and join associations to promote their common interests." The Foothill/De Anza Community College District brochure on "Student Freedoms and Responsibilities", Article III, Section A, Subsection 3, states that advisors should advise the organization in the exercise of its responsibilities but they shall not have authority over the policy of the organization. An advisor is there to ensure that students have the opportunity to grow and learn from activities outside of the classroom and to make sure that the club/organization conforms to the District's policies and regulations. (For example: No alcoholic beverages during an official club/organization activity.)

THE DUTIES OF THE CLUB ADVISOR ARE TO:

- Serve as the official staff representative of the college.
- Work closely with the club to ensure a cooperative relationship between the advisor and the club membership.
- Assist each officer of the club in understanding their duties.
- Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- Assist students to understand and apply democratic principles within their own organizations and in working with others.
- Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
- Ensure that all reasonable steps are taken to insure the safety and welfare of club members.
- Ensure that appropriate college policies are upheld.
- Sign all club/organization requisitions for the club/organizations and to make sure that
 - 1) the student treasurer or president or vice president signs it and
 - 2) that the expenditure is correct within all existing policies.



PETITION TO ORGANIZE A NEW CLUB
(Give to the ICC Chairperson at the ICC Officers' Agenda meeting)

Please note: There must be at least 4 club officers and not more than 7 club officers. There must be at least 4 different students involved as club officers.

Name of the proposed club: (De Anza may used as part of the club names but will not be listed as De Anza on ICC documents, Website etc.)

Description of the club (to be used on the ICC/Club Web site/Flyer, limited to 50 words or less):

Club E-mail and Club Website to be listed on ICC/ Club Website

Club E-mail: (optional)

Club Website: (optional)

Club Social Network Site (Facebook, etc.): (optional)

ADVISOR(S)

A suggestion is to have two club advisors. Also, if you have a Part Time Faculty as a club advisor then there should also be a full time faculty or staff member because if the Part Time Faculty is not teaching a quarter then the club would not have a club advisor and become inactive.

Please print clearly. This information is listed on the De Anza club website.

I, as Club Advisor agree to fulfill the duties of the club advisor as stated in the Club Constitution.

Name Office Phone Email Advisor's Signature

1.

2. :

3. :

Select ONE club heading (Check only one!)

- Academics Community Service Diversity Political
Religious Special Interest Sports Support

We, the undersigned (club members), agree to the following:

1. Club membership will be open to all De Anza students regardless of the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, languages or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership of a national minority or indigenous group, birth, disability, and sexual orientation or preferences.
2. To have a student representative at the Inter Club Council meetings upon the approval of the club's constitution.
3. To have as part of the club's philosophy to be of service to the students of De Anza.
4. To have mutual respect and cooperate with other clubs.
5. To understand the college's policies as they relate to clubs and to observe these policies in all official activities of our club.

Name of Club: _____

De Anza students who are CLUB MEMBERS (minimum of 10 students required) - Please list Club member's information on back

Please Print Name	Signature	Student ID #	Email Address
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

If there are additional names, please attach a sheet.

OFFICE USE ONLY

PETITION APPROVED

ICC Chairperson: _____

Date: _____

ICC Advisor/:College Life Specialist: _____

Date: _____

Insert ClubName CONSTITUTION

Do not leave this italicized section in the final constitution.

*(*This Club Constitution Template is also available at www.deanza.edu/clubs)*

ARTICLE I – NAME OF CLUB

The name of this club shall be *(May use De Anza in club name. De Anza will not be listed as part of club listing on ICC Documents, mailbox, website etc. Do not leave this italicized section in final constitution.)*

ARTICLE II – PURPOSE OF CLUB

The purpose of the club is to *(insert club's purpose)*

ARTICLE III – MEMBERSHIP

Any DASB cardholder who carries a minimum of 1/2 unit is eligible to join this club. The amount of the membership dues shall be voted by the **choose one a) club members or b) club officers**. A waiver for membership dues will be available to students who request it. Club members may not be on academic or social probation.

ARTICLE IV – QUALIFICATION AND ELECTION OF OFFICERS

Section 1

Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), must maintain _____ *(insert #)* units, have a current DASB card, and must not be on academic or social probation. *(Any unit or higher GPA is determined by the club. Do not leave this italicized section in your final constitution.)*

Section 2

Officers will be a President, Vice-President/ICC Representative, Secretary, and Treasurer. *(Or list different officer titles, please list them. Do not leave this italicized section in your final constitution.)*

The election of the Club Officers shall be held during the Sixth (6th) week of the Spring Quarter.

Club Officers shall be elected by a simple majority vote of active Club Members present at that Club Meeting. In the event that there are three (3) or more candidates and no one person receives a simple majority of votes then the top two (2) candidates will participate in a run-off election. New officers will be sworn in upon completion _____ week of the Spring or Fall Quarter.

Section 3

The election will be done by secret ballot by club members who have attended at least two meetings. (List additional information)

ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – President

- A. Preside over all meetings.
- B. Call special meetings.
- C. Carry out the provisions of the constitution.
- D. Appoint committees and chairpersons.
- E. Oversee all committee activities.
- F. *(List any additional responsibilities)*

Section 2 – Vice President/ICC Rep

- A. Assume the duties of the president in his/her absence.
- B. Perform any duties delegated by the president.
- C. Attend all Inter Club Council meetings.
- D. Report the results of ICC meetings at club meetings.
- E. *(List any additional responsibilities)*

Section 3 – Secretary

- A. Record and keep accurate minutes of all meetings.
- B. Act as correspondence clerk.
- C. Print and distribute agenda for all meetings.
- D. *(List any additional responsibilities)*

Section 4 – Treasurer

- A. Handle funds and finances for club.
- B. Keep financial records and collect dues.
- C. Pay bills and release funds as voted by the general membership.
- D. Make financial reports at least once a month at the meeting.
- E. *(List any additional responsibilities)*

ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Vice President/ICC Representative, Secretary, and Treasurer *(or list the different officer titles)* who shall meet as often as necessary.

Section 2 – Duties of the Executive Council

- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
- B. To execute policies determined by the general membership.
- C. To govern activities of the club.
- D. To compile agenda for general meetings.
- E. *(List any additional responsibilities)*

ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICERS AND MEMBERS

Section 1

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2

Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.

Section 3

Any officer vacancies shall be filled by an election held within two weeks.

ARTICLE VIII – MEETINGS

Section 1

There must be public notice of club meetings on the club board at least five (5) school days in advance.

Section 2

There must be a meeting at least once a month held at De Anza College.

Section 3

There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.

Section 4

Minutes must be kept of all financial action with the club secretary.

Section 5

The treasurer will need to make a written and oral report at least once a month at the meeting.

Section 6

(List any additional responsibilities)

ARTICLE IX – COMMITTEES

Section 1

The standing committees of this club shall be appointed as necessary:
(or list specific committee titles and brief description of committee. Do not leave this italicized section in your final constitution.)

ARTICLE X – ADVISOR

Section 1 – The role of the advisor is to:

- A. Serve as the official staff representative of the college.
- B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
- C. Assist each officer of the club in understanding their duties.
- D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
- F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- G. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
- H. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
- I. Ensure that appropriate college policies are upheld.
- J. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.
- K. *(List any additional responsibilities)*

ARTICLE XI – RESPONSIBILITIES

Section 1

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XII – RIGHT TO ACT

Section 1

Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIII – AMENDMENTS TO CONSTITUTION

Section 1

Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the ICC Agenda Meeting.



Prospective New Club Timeline

Spring 2016

*Meetings at Student Council Chambers B/C,
lower level of the Hinson Campus Center, 1:30 PM-2:20 PM*

SPRING 2016

Monday, April 11	Wednesday, April 13	Tuesday, April 26	By Noon
Monday, April 18	Wednesday, April 20	Tuesday, May 3	By Noon
Monday, April 25	Wednesday, April 27	Tuesday, May 10	By Noon
Monday, May 2	Wednesday, May 14	Tuesday, May 17	By Noon
Monday, May 9	Wednesday, May 11	Tuesday, May 24	By Noon
*Wed, May 18 1:30 pm – 2:30 pm -Mandatory ICC Financial Orientation meeting. Club President, or Vice President, or Treasurer MUST attend. CLUB ON TRIAL MUST ATTEND – Student Council Chamber A/B/C			

SPRING QUARTER OFFICE HOURS

Sign up on the ICC office door (located next to the Club Room lower level of the Hinson Campus Center) for a 45 minute appointment. If none of these dates/time work for a club orientation, then please email ICC Advisor@deanza.edu with 3 possible dates/times. **Sign up for a New Club Orientation no later than the 2nd ICC Meeting**

<u>Title</u>	<u>Name</u>	<u>Email</u>	<u>Office Hours</u>
ICC Chairperson	Nicole Bu	ICCChair@deanza.edu	Tu 11:30 am – 12:30 pm Th 3:00 pm – 4:00 pm W 4:00 pm – 6:00 pm
ICC Chair of Finance	Uyen Pham	ICCFinance@deanza.edu	W 4:00 pm – 6:00 pm
ICC Chair of Programs	Tiffany Kam	ICCPrograms@deanza.edu	M/W 11:30 am – 12:30 pm
ICC Chair of Marketing	Anna Xing	ICCMarketing@deanza.edu	Tu 1:30 pm – 3:30 pm
ICC Advisor	La Donna Yumori-Kaku	ICCAdvisor@deanza.edu	M 4:00 pm – 5:00 pm Tu/W 10:30 am – 11:30 am Th 2:00 pm – 3:00 pm