



## Run for Inter Club Council (ICC) Chair of Programs

The positions of ICC Chairperson of Programs will be on the ballot serving from **October 21, 2009–  
March 10, 2010.**

Announce at ICC Fall Welcome Reception	<b>Wednesday September 23, 2009</b>
Review ICC Chair Requirements/duties at ICC Chair of Programs Information Meeting	<b>*Monday, October 5, 2009 @ 2:30PM</b>
Nominations/ Application Deadline (Office of College Life)	<b>Tuesday, October 13, 2009 By 4:00 PM</b>
Announce Candidates names at ICC Meeting	<b>*Wednesday, October 14, 2009</b>
Elections (Each candidate will be allowed up to three minutes for a speech followed by Questions from the ICC. Sworn-In at the end of ICC Meeting)	<b>*Wednesday, October 21, 2009 1:30 PM – 2:30 PM</b>
First ICC Meeting as ICC Officers (if Election was completed on 10/21)	<b>*Wednesday, November 4, 2009</b>

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

### ELIGIBILITY (De Anza ICC Code Article II Section 1B)

1. Must be enrolled at De Anza College with a minimum of 7.5 quarter units 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. 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 current/quarterly and an overall cumulative GPA of at least 2.0 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, junior senator, or agent of the De Anza Associated Student (DASB) Senate, a club officer, or the Student Trustee.
5. The ICC officers may not be family members when serving during the same term of office.
6. There will be a limit of two terms serving as any ICC Chair
7. Failure to comply with the above mentioned requirements will result in the Officer being removed from office. Officers must be confidentially notified and will be given one week to appeal before automatic removal. Appeals must be discussed with the Advisor and/or Dean of Student Development & EOPS by the end of the three week grace period.

DUTIES (Source: ICC Code)

**I.C.C. Chair of Programs**

- A. Be responsible for all ICC sponsored events.
- B. Oversee the bidding process for club concession sales at the DASB Flea Market.
- C. Submit weekly written business report at each ICC Meeting.
- D. Report on club participation in ICC sponsored events.
- E. Be an authorized and required signer for the accounts assigned by the ICC Finance Code.
- F. Maintain at least two (2) office hours per week.
- G. Attend the weekly officers' meetings.
- H. Attend different club meetings during the academic year.
- I. Serve in the absence of the ICC Chair and ICC Chair of Finance.
- J. Be available to attend ICC sponsored events.
- K. Serve as an impartial officer in all dealings and procedures of the ICC.
- L. Have a working knowledge of the ICC Codes and Parliamentary Procedure.

**I.C.C. Officers**

- A. Meet weekly at least 48 business hours before the ICC Meeting
- B. Prepare the agenda for the ICC Meeting
- C. Review budget requests and make recommendations for Inter Club Council approval
- D. Review and approve club constitutions, bylaws, and club member agreement forms
- E. Review and approve clubs for probation or inactive status

If you have any questions regarding duties and responsibilities, contact ICC Officers at 408-864-8693 or by email

[ICCChair@deanza.edu](mailto:ICCChair@deanza.edu)

[ICCFinance@deanza.edu](mailto:ICCFinance@deanza.edu)

ICC Advisor, La Donna Yumori-Kaku at 408-864-8692 [ICCAAdvisor@deanza.edu](mailto:ICCAAdvisor@deanza.edu)

