

## How to Start a New Club at De Anza

Presented by the Inter-Club Council (ICC) of De Anza College

### BEFORE STARTING A CLUB

*Interested in starting a new club? Here are some questions you want to consider before getting started:*

- What is the **purpose** of your club? What community, interest, or need will you create space for?
- Have you made sure that what you're thinking is a **unique club**? Take some time to review the [Club List](#) to make sure, and consider reaching out to similar existing clubs if they exist before starting a new one. Please note that the ICC would not approve the creation of a new duplicate club.
- Leading a club is an amazing opportunity, but it's also a time commitment and responsibility. Are you **able to include club duties in your schedule**?
- Have you **talked to others** who may be interested in bringing this club? You'll need to find at least one advisor, fellow officers, and members so start talking to people now!

***If you're ever not sure about the above questions, you can always schedule an appointment to meet with the ICC Officers and Advisor who support Club Affairs:***

ICC Chairperson	Khanh Ngo	<a href="mailto:ICCChairperson@fhda.edu">ICCChairperson@fhda.edu</a>
ICC Chair of Club Affairs	Cedric Buenviaje	<a href="mailto:ICCClubAffairs@fhda.edu">ICCClubAffairs@fhda.edu</a>
ICC Chair of Equity	VACANT	<a href="mailto:ICCEquity@fhda.edu">ICCEquity@fhda.edu</a>
ICC Secretary	Alicia Kong	<a href="mailto:ICCSecretary@fhda.edu">ICCSecretary@fhda.edu</a>
ICC Advisor	Maritza Arreola	<a href="mailto:arreolamaritza@fhda.edu">arreolamaritza@fhda.edu</a>

### NEW CLUB PROCEDURES

*Ready to get the club started? Here are the steps:*

<p><b>Set up a Preliminary Meeting</b> (Optional)</p>	<ul style="list-style-type: none"> <li>• If the club has any questions or needs any help creating their constitution, finding an advisor, etc., make an appointment with the ICC Advisor or an ICC Officer. Appointments can be made by email. Start by emailing the ICC Advisor and Chair of Club Affairs.</li> </ul>
<p><b>1. Create a Club Constitution and fill out Club Petition</b></p>	<ul style="list-style-type: none"> <li>• Create your Club Constitution. You may use our <a href="#">Club Constitution Template</a> – <b>DO NOT</b> delete any important information from the template.</li> <li>• Recruit at least ten (10) De Anza students (NOT including planned officers) and at least one (1) Club Advisor to attend the first informal meeting.</li> <li>• Complete the "Petition to Organize a New Club" form. Note that while campus is closed due to COVID-19, this form can be accepted without member signatures – advisor(s) do need to sign. (<a href="#">Blank Petition</a>) (<a href="#">Fillable Petition</a>)</li> </ul>
<p><b>2. Send forms to ICC Officer via email</b></p>	<ul style="list-style-type: none"> <li>• Send your Constitution and Petition to the ICC Secretary and ICC Advisor. The ICC Officers will review the constitution for approval. Send the finalized version ASAP if changes are requested.</li> <li>• The club will be given a "New Club On Trial" status for the upcoming ICC Representative Meeting</li> </ul>

<p><b>3. Schedule a New Club Orientation Meeting and submit ICC Club Financial Roster</b></p>	<ul style="list-style-type: none"> <li>• Schedule a New Club Orientation Meeting: Email the ICC Secretary and ICC Advisor to schedule a meeting. All club officers and at least one (1) advisor must be present. Meeting lasts at least an hour.</li> <li>• Turn in the completed <a href="#">Financial Roster</a> form (blue form in office) BEFORE the orientation meeting with club officers and advisor signatures.</li> </ul>
<p><b>4. ICC Meeting</b> (Wednesday 1:30-2:30 PM on <a href="#">Zoom</a>)</p>	<ul style="list-style-type: none"> <li>• Club will change from “New Club on Trial to a “New Club” following completion of Step #4.</li> <li>• If the “New Club on Trial Status has not ended within three weeks, then the process needs to be repeated.</li> <li>• Send an ICC Representative to the first ICC Meeting after completion.</li> </ul>
<p><b>5. Benefits: 1-time New Club Allocation of \$50 and Copy Code</b></p>	<ul style="list-style-type: none"> <li>• One-time \$50 allocation (unless the club is being reactivated within one year and there were previous club funds in the Inactive Club Account.</li> <li>• The club’s copy code (to make copies on the copier in the Office of College Life) is to be use for official club business.</li> </ul>
<p><b>6. Book space for club meeting / send proof of meetings</b></p>	<ul style="list-style-type: none"> <li>• Due to COVID-19, this step is not applicable. HOWEVER, clubs must hold at least 3 meetings/events each quarter (about 1 per month) and send proof to secretary. Clubs should also send meeting information for the website.</li> <li>• When clubs are able to return to on-campus meetings, you will need to fill out a Meeting room and Dining Info Form (signed by Club Advisor) to request a meeting room. Submit to Office of College Life office at least 10 days prior to the meeting date.</li> </ul>
<p><b>7. Attend ICC Meetings (<a href="#">Zoom</a>)</b></p>	<ul style="list-style-type: none"> <li>• Send the club’s ICC Representative to biweekly ICC Meetings every other Wednesday 1:30-2:30 PM PST via Zoom to continue Active club status.</li> </ul>

**FREQUENTLY ASKED QUESTIONS**

1. Q: How many officers should my club have?  
A: There must be at least four (4) and no more than seven (7) club officers in each club.
2. Q: Can I create a club without any advisor? Who qualifies as an advisor for my club?  
A: No, clubs/organizations must have a club advisor who will give authorization for financial matters as stated by the California Education Code. Club advisors may be an advisor for up to two (2) clubs. Clubs must have at least one advisor, but are encouraged to have more than one. Club Advisors must be a Foothill De Anza District employee as a Part Time Faculty Member who teaches at least one class, Full Time Faculty Member, or a Classified Professional who may have access to medical benefits.
3. Q: Should the representative who attends ICC Representative Meetings on the club’s behalf be the president or founder of the club?  
A: Not necessarily. The club can assign any club officer to attend ICC Meetings. But a member can only represent one club, and the meetings are mandatory in order to maintain active status.
4. Q: What if my club missed the New Club Orientation?  
A: Your club will be put on probation. A designated officer much have a makeup meeting with an ICC Officer or Advisor within two (2) weeks or the club will become inactive.