

How to STAFF T a New Club



“Inspiring Creativity and Connections”

www.deanza.edu/clubs

For More Information, Please contact: ICC Office (408) 864-8693

Peter Lin, ICC Chairperson
(408) 864-5432 x3741
ICCChair@deanza.edu

Diep “Denise” Ngoc Nguyen, ICC Chair of Finance
(408) 864-5432 x3742
ICCFinance@deanza.edu

Alan Y. C. Chang, ICC Chair of Programs
Specialist
(408) 864-5432 x3743
ICCPrograms@deanza.edu

La Donna Yumori-Kaku, College Life
(408) 864-8692
ICCAAdvisor@deanza.edu

For more information about the De Anza Associated Student Body Senate go to
www.deanza.edu/dasb



PROCEDURE FOR STARTING A NEW CLUB

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

Preliminary Meeting	<p>1. Sign up on the ICC office (lower level of the Hinson Campus Center) to set up a meeting with either the ICC Chair, the ICC Chair of Finance, the ICC Chair of Programs, or the College Life Specialist 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 publicity strategies.</p>
Requirements to start a club	<p>2. Submit a copy of the club constitution to one of the following ICC Chair, ICC Chair of Finance, the ICC Chair of Programs, or the College Life Specialist/ICC Advisor to review prior to the first informal club meeting.</p> <p>3. Recruit one or more De Anza faculty or staff to serve as club advisor(s) who will be actively involved in supporting the club's goals.</p> <p>4. Have a minimum of ten (10) De Anza students who have current DASB cards interested in the club attend the first informal meeting. The club constitution should be presented to the group and voted upon. If there are not a sufficient number of students at that time, then another meeting will need to be scheduled.</p>
Club Meetings	<p>5. 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.)</p>
Meeting with ICC Officers to approve club	<p>6. The approval of the club constitution will be as follows:</p> <ul style="list-style-type: none"> • A club rep must present 3 (three) copies of the constitution at the ICC Officers' Agenda Meeting which meets on Monday at 1:30pm – 2:30 pm in the Student Council Chambers. The club constitution will be reviewed by the ICC Executive Committee at this meeting with the prospective club for compliance with the ICC Codes. If the ICC Executive Committee recommends changes then the prospective club must come again with the revised constitution to the next ICC Officers' Agenda Meeting • Once the constitution has been reviewed, changes (if any) have been made, and it has been approved by the ICC Executive Committee, then New Club On Trial status will be announced under club status on ICC agenda. • A copy of the final club constitution in Word Document will need to be sent by email to ICCAdvisor@deanza.edu
Trial Period	<p>7. Trial Period</p> <ol style="list-style-type: none"> a. The club will be recognized during the trial period. b. 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. c. To end the trial period, the club must: <ul style="list-style-type: none"> • Attend a new club orientation with all club officers, club advisor(s) with an ICC officer or the ICC Advisor/College Life Specialist 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) d. If the trial period is not ended in three weeks, then the process needs to be repeated. e. The club will be officially recognized into the ICC once the club's Financial Roster has been submitted and the orientation has been completed, and will have all the club benefits.
Final Club Approval	<p>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), and can only 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.</p>
Attend ICC Meetings	<p>9. 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.</p>



DE ANZA COLLEGE

Club Advisor's Responsibilities

The purpose of having De Anza faculty/staff 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.

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: _____

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

Please Print Name	Signature	Student ID #
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 Club Name 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. Do not leave this italicized section in final constitution.*)

PURPOSE OF CLUB

ARTICLE II

The purpose of the club is to

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**

ARTICLE III

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

Reminder: Please note that there must be at least four (4) and not more than seven (7) 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.*)
Club elections will be held no later than the 6th week of Spring 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 OFFICER 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

- The role of the advisor is to:
- Section 1.
 - 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 Officers' Agenda Meeting.



Prospective New Club Timeline

Winter 2010

Attend ICC Officers Agenda Meeting at 1:30pm-2:30pm in the Student Council Chambers Bring 4 copies of the Club Constitution and Final Constitution (in word document) Email to ICC Advisor @deanza.edu	Attend ICC Meetings at 1:30pm in the Student Council Chambers Send an ICC Representative to this meeting. Failure to attend will result in Club on Trial process to have to be repeated	All New Club Officers and one or more Club Advisor must attend Orientation Meeting. Also the Club Financial Roster is due at this meeting with an ICC Officer or ICC Advisor. No later than (see date below) Otherwise club will not be recognized and will have to start repeat New Club Process again	
Monday, January 11	Wednesday, January 13	Tuesday, February 2	By Noon
Monday, January 25	Wednesday, January 27	Tuesday, February 16	By Noon
Monday, February 1	Wednesday, February 3	Tuesday, February 23	By Noon
*Monday, February 8	Wednesday, February 17	Tuesday, March 2	By Noon
*Wed, Feb 10-Mandatory ICC Financial Orientation meeting. Club President, or Vice President, or Treasurer MUST attend.			

OFFICE HOURS

Sign up on the ICC office door (located next to the Financial Aid Office 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 Chair	Peter Lin	ICCChair@deanza.edu	Tu/Th: 4:00PM-5:00PM
ICC Chair of Finance	Denise Nguyen	ICCFinance@deanza.edu	Mon: 3:30PM-4:30PM Wed: 3:00PM-4:00PM
ICC Chair of Programs	Alan Y. C. Cheng	ICCPrograms@deanza.edu	Wed/Th: 10:30AM-11:30AM
ICC Advisor	La Donna Yumori-Kaku	ICCAdvisor@deanza.edu	Mon/Tu: 10:00AM-12:00PM