



# CODE

[www.deanza.edu/clubs](http://www.deanza.edu/clubs)

# ICC CODE

## TABLE OF CONTENTS

|              |  |       |
|--------------|--|-------|
| Article I    | Duties and Responsibilities of ICC.....  | 1     |
| Article II   | Membership and Duties.....               | 1     |
| Section      | (1) ICC Officers.....                    | 1-3   |
|              | (2) ICC Representatives.....             | 3-4   |
|              | (3) Club.....                            | 4-5   |
|              | (4) Club Officers.....                   | 5-6   |
|              | (5) Club Advisors.....                   | 6     |
| Article III  | Meetings.....                            | 6     |
| Section      | (1) ICC Meeting.....                     | 6-7   |
|              | (2) ICC Officers' Meetings.....          | 7     |
|              | (3) Club Meetings.....                   | 7     |
| Article IV   | Events.....                              | 7     |
| Section      | (1) ICC Events.....                      | 7     |
|              | (2) Club Events.....                     | 8     |
| Article V    | Club Awards.....                         | 8     |
| Article VI   | Mutual Respect.....                      | 8     |
| Article VII  | Elections.....                           | 8     |
| Section      | (1) ICC Officers.....                    | 8-9   |
|              | (2) Club Officers.....                   | 9     |
| Article VIII | Prospective Clubs.....                   | 9     |
| Section      | (1) Starting a Club.....                 | 9     |
|              | (2) Club Constitutional Approval.....    | 9     |
|              | (3) Trial Period.....                    | 10    |
|              | (4) Active Status.....                   | 10    |
| Article IX   | Discipline and Expulsion of Members..... | 10    |
| Section      | (1) ICC Officers.....                    | 10    |
|              | (2) Clubs.....                           | 10-11 |
| Article X    | Finances and Equipment.....              | 12    |
| Section      | (1) Finances.....                        | 12    |
|              | (2) Equipment.....                       | 12    |
| Article XI   | Amendments.....                          | 12    |
| Section      | (1) Process of Amending.....             | 12    |
|              | (2) Approval of Amending.....            | 12    |
| Article XII  | Right to Act.....                        | 13    |
| Article XIII | Glossary.....                            | 13    |



## DE ANZA INTER CLUB COUNCIL (ICC) CODE

### PURPOSE

The Inter Club Council (ICC) is an umbrella organization representing cultural, educational, honorary, philanthropic and social interests empowered to coordinate ICC, and assist with funds for clubs to promote communication and cooperation among clubs on campus.

### ARTICLE I. DUTIES AND RESPONSIBILITIES OF ICC

- A. Perform all duties and responsibilities as outlined in the ICC Codes.
- B. Represent all active student clubs and perform duties and responsibilities as necessary to promote the general welfare of De Anza College Student Clubs.
- C. Interpret, review, and enforce the ICC Codes.
- D. Hold meetings as specified in the ICC Codes and post documents of those meetings for public viewing.
- E. Publicize and communicate the activities and actions of the ICC.
- F. Oversee and be responsible for the expenditure of ICC and Club funds.
- G. Oversee, maintain, and regulate all ICC property and assets.
- H. See that a fair and impartial election is held in accordance with the adopted ICC Code and that ethical standards are maintained in all procedures.
- I. Oversee activities and programs promoted and/or funded by the ICC.
- J. Participate and represent the ICC on DASB or college committees when appropriate.
- K. Maintain responsibility for approved actions by the ICC.
- L. The ICC shall not discriminate on 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 majority, or indigenous group, birth, disability, and sexual orientation or preferences.

### ARTICLE II. MEMBERSHIP AND DUTIES

#### Section 1. ICC Officers

- A. The ICC Officers are
  1. ICC Chair
  2. ICC Chair of Finance
  3. ICC Chair of Programs
- B. Membership Requirements
  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. 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.

#### C. Duties and Responsibilities

##### 1. ICC Chair

- a. Be the official spokesperson for the ICC.
- b. Preside over all ICC Meetings.
- c. Submit weekly ICC Officer's report due by noon on Tuesday before ICC Meeting on Wednesday
- d. Be an authorized and required signer for the accounts assigned by the ICC Finance Code.
- e. Maintain at least two (2) office hours per week, Mon – Fri between 8.30 am – 5.30 pm
- f. Chair and attend the weekly officers' meetings.
- g. Attend the DASB Executive Committee Meeting.
- h. Attend different club meetings during the academic year.
- i. Attend the DASB Senate Meetings to represent ICC/club interests, only when ICC related items are on agenda
- j. Attend any meetings in the absence of the ICC Chairs of Finance or Programs.
- k. Attend and/or assist ICC sponsored events.
- l. Serve as an impartial officer in all dealings and procedures of the ICC.
- m. Have a working knowledge of the ICC Codes and Parliamentary Procedure.

##### 2. ICC Chair of Finance

- a. Be responsible for all ICC financial matters and fund raising activities.
- b. Submit weekly ICC Officer's report due by noon on Tuesday before ICC Meeting on Wednesday
- c. Submit monthly written updates on ICC accounts.
- d. Be an authorized and required signer for the accounts assigned by the ICC Finance Code.
- e. Maintain at least two (2) office hours per week, Mon – Fri between 8.30 am – 5.30 pm
- f. Attend the weekly officers' meetings.
- g. Attend different club meetings during the academic year.
- h. Serve in the absence of the ICC Chair.
- i. Represent ICC financial matters to the DASB Budget and Finance Committee or DASB Senate when needed.
- 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.

##### 3. ICC 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 ICC Officer's report due by noon on Tuesday before ICC Meeting on Wednesday.
- 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, Mon – Fri between 8.30 am – 5.30 pm
- 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.

#### D. ICC Officers Attendance & Duties

The ICC Officer(s) will no longer be eligible to hold their ICC officer position if an officer receives a total number of *seven (7)* points per quarter. If an officer misses or is late or doesn't complete the following and cannot miss three ICC meetings or three ICC Agenda meetings consecutively:

|               |   |
|---------------|---|
| ½ point       | 10 minutes late or leaves early to an ICC Agenda Meeting, ICC Officer's Meeting, ICC Meeting, Campus Center Meeting, ICC Office Hour, or ICC Events or ICC sponsored events   |
| 1 point each  | An ICC Agenda Meeting, ICC Officer's Meeting, ICC Meeting, Campus Center Board Meeting, ICC Office Hour, ICC Officer's Report (due by noon on Tuesday), moving & returning the ICC Tent within two working days before and after the Flea Market to the loading dock or storage room, turning in the requisition within two working days of the approved ICC Minutes for the transfer of funds for Club Awards, New Clubs, Inactive clubs and ICC bills, or not staying for at least two hours of the DASB meeting or DASB Executive Officers Meeting or assisting with Student Services Day or High School Outreach Day/Night. |
| 2 points each | ICC Officers Retreat, Club Expo   |
| 4 points each | Club Day, Spring Carnival, ICC Emergency Relief Concessions Stand, De Anza Graduation Information Tent  |

#### Section 2. ICC Representatives

##### A. The ICC Representatives are:

1. A club member elected or appointed by their respective club empowered to represent their respective club on the ICC.
2. A club officer listed on the current club Officer Roster may serve as the ICC Representative.

##### B. Membership Requirements

1. Each club shall specify in their constitution De Anza College unit and GPA requirements for ICC Representatives, but they must maintain a minimum of one-half quarter unit and a GPA of at least 2.0.
2. Must be current DASB Cardholder.
3. Cannot be an ICC Officer.
4. Cannot be a DASB Senator or Executive Officer, Jr. Senator, Agent or Student Trustee.
5. Cannot be the advisor of their respective club.
6. Cannot hold an elective office in more than two (2) clubs.
7. Fees must be up to date and paid in full.

##### C. Duties and Responsibilities

1. Be a voting member and attend all ICC meetings. The ICC Representative must be present for the duration of the ICC Meeting not missing more than five minutes at the beginning or end of the meeting or will be counted as absent.
2. Submit completed club officer roster forms when requested and any time there are any changes.
3. Submit club information updates.
4. Submit items for the ICC agenda.
5. Submit written club announcements.
6. Report to their respective club information discussed at the ICC meeting.

7. Solicit information from their respective club and report it at the ICC meeting.
8. Have a working knowledge of the ICC Codes and Parliamentary Procedure.
9. Represent only one (1) club at any ICC Meeting per quarter.

### Section 3. Club

#### A. Membership Requirements

1. Each club shall specify in their constitution De Anza College unit and GPA requirements for Club Members, but they must maintain a minimum of one-half quarter unit and a GPA of at least 2.0.
2. Members must be current DASB cardholder.
3. Clubs may award honorary memberships to club alumni.
4. Members may be De Anza College Staff.
5. Clubs shall not discriminate on 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 majority or indigenous group, birth, disability, and sexual orientation or preferences.

#### B. Duties and Responsibilities

1. Have a current Club Officer Roster on file in the Student Accounts Office.
2. Have an ICC Representative attend ICC Meetings and not miss four (4) meetings during the quarter.
3. One of the designated officers with signature responsibility must attend the ICC Club Officers' Orientation Meeting once per quarter, unless the designated officer is a 2<sup>nd</sup> year officer in the same club and already attended the ICC Club Officers' Orientation. If a club misses the orientation then the club will be put on probation. A designated officer must have a meeting with either an ICC Officer or ICC Advisor within three weeks or the club will become inactive.
4. Participate with shift at Welcome Week per quarter.
5. Submit a copy of their meeting schedule to the Student Activities Office by the 3<sup>rd</sup> week of the quarter. Failure to do so will result in the club being put on probation.
6. Keep records and minutes of all club meetings. Records and minutes of all club meetings shall be available to the ICC upon one (1) week's notice.
7. Hold club elections no later than the end of the sixth (6<sup>th</sup>) week in the Spring Quarter. If a club fails to hold their election, the club will be placed on three (3) weeks probation until elections are held. If after three weeks the club has not had their elections, then the club will become inactive..
8. Participate in all Club Days during the designated time.
  - a. If a club finds that it must be absent for any Club Day, they must submit a letter of explanation to the ICC Advisor in care of the Student Activities Office one (1) day prior to Club Day. Failure to do so will result in three (3) weeks probation.
  - b. Attendance will be taken twice, once at the beginning and once at the end of the event by checking in at the ICC tent.
  - c. No selling of refreshments allowed unless approved by ICC, and then by the Director of Campus Center.
  - d. Clubs must seek approval from ICC for the selling of objects pertaining to the club. Exceptions being club memberships, and club related materials.
  - e. Corporations cannot solicit business or advertise at Club Day and/or ICC sponsored events.

- f. There will be a \$25 fine for any club that fails to clean up its area at Club Day or failed to show up for a performance slot, that will go to the ICC Emergency Relief Fund.
  - g. ICC will provide entertainment.
  9. Maintain their club constitution in order to adhere with ICC codes and general guidelines. If a club fails to maintain its constitution, the club will be placed on three (3) weeks probation. Following any changes to ICC codes and/or guidelines, clubs will have a two (2) week period within which to submit their revised constitutions at the ICC Officers' Agenda Meeting
- C. Club Name/Logo/Colors
1. The club name, logo and colors shall belong to the club and may not belong to an individual or groups of students.

#### Section 4. Club Officers

##### A. Club Officers

1. Shall be designated by each respective Club Constitution.
2. There must be at least three (3) officers designated for the purpose of signature authorization for financial transactions
3. There must be at least four (4) club officers and not more than seven (7) club officers in each club.

##### B. Membership Requirements

1. Must be enrolled at De Anza College not on academic or administrative probation with the club requirement of units and GPA stated on Club Constitution 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.
2. Must be current DASB cardholder at the time of application, election/confirmation and through term of office. This includes any periods from election/confirmation to official swearing in ceremonies.
3. Cannot be an ICC Officer or an advisor of their respective clubs.
4. A student may not hold the president or treasurer position in more than one (1) club.
5. A student may hold two (2) officer positions in the same club or in two different clubs.
6. DASB Senators, Vice Presidents, Executive Vice President, President and Student Trustee must not hold more than one club officer position.
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 or designee by the end of the three week grace period. The club will be placed on inactive status.

##### C. Duties and Responsibilities

1. Have a working knowledge of the ICC Codes and their respective club constitution.
2. Be an authorized and required signer as designated by their respective club constitution.
3. Turn in Event Planning Forms, in a timely manner, to request meeting rooms or event venues.
4. Submit club budget requests.
5. Conduct and advertise regularly scheduled club meetings.
6. Maintain information for the club bulletin board.
7. Meet regularly with their respective club advisor.
8. Demonstrate financial responsibility for club activities.
9. Ensure all financial liabilities are processed in a timely manner.

## Section 5. Club Advisors

- A. Club/ Organization must have a club advisor who will give authorization for financial matter by the California Education Code.
- B. The role of advisor is to:
  - 1. Serve as the official staff representative of the college
  - 2. Work closely with the club to insure a cooperative relationship between the advisor and the club membership.
  - 3. Help each officer to understand their duties.
  - 4. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts of succeeding members to pay.
  - 5. Help students to understand and apply democratic principles within their own organizations and in working with others.
  - 6. 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.
  - 7. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
  - 8. Insure that all reasonable steps are taken to insure the safety and welfare of club members.
  - 9. Insure that appropriate college policies are upheld.
  - 10. To sign all club/ organization requisitions for the club/ organizations and to make sure that 1) the student treasurer or (co) president signs it and 2) that the expenditure is correct within all existing policies.
- C. Club advisors may be an advisor for up to two (2) clubs.
- D. If a club has no club advisor, then the club will be placed on inactive status.

## ARTICLE III. MEETINGS

### Section 1. ICC Meeting

- A. Regular meetings of the ICC shall be held not less than twice per month during the academic year, except for the month of finals.
- B. ICC meetings shall be conducted in accordance with Standard Code of Parliamentary Procedure; Sturgis, Alice; Fourth Edition, New and Revised.
- C. Quorum for the ICC Meetings shall be established when a simple majority of the ICC Representatives. Quorum must be in effect before any action can be voted upon. The following business may take place without quorum:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Club Announcements
  - 4. Business Reports
  - 5. Guest Speakers
  - 6. Club Status
  - 7. Adjournment
- D. Only one (1) club representative shall be allowed to sit at the table and represent their respective club.
- E. Guest Speakers' presentations will be limited to no more than three (3) minutes.
- F. Any ICC member may submit items for the agenda using the appropriate Agenda Item Request Form and submitting it at the ICC Officers' Agenda/Budget Meeting. Items submitted after the

ICC Officers' Agenda/Budget Meeting will be considered at the following ICC Officers' Agenda/Budget Meeting. The ICC member or club representative must be present at the ICC Officers' Agenda/Budget Meeting to explain the item, excluding a Bill of Particulars.

- G. Secret ballots will be utilized on matters involving ICC Officers.
- H. Voting for Flea Market Concessions will be by secret ballot. See ICC Concessions Code.
- I. I. Announcements will be limited to no more than (2) minutes.

## Section 2. ICC Officers' Meetings

### A. Agenda/Budget Meeting

- 1. Meet weekly on Mondays at 1.30 pm – 2.30 pm
- 2. Prepare the agenda for the ICC Meeting
- 3. Review budget requests and make recommendations for Inter Club Council approval
- 4. Review and approve club constitutions, bylaws, and club member agreement forms
- 5. Review and approve clubs on trial or for probation or inactive status

### B. Informational Meeting

- 1. Meet at least twice weekly, one meeting on Mon. 2:30 pm – 3:30 pm and the other meeting to be determined.
- 2. Provide leadership for the Inter Club Council
- 3. Select guest speakers for Inter Club Council meetings
- 4. Discuss Inter Club Council procedures and general business
- 5. Discuss and plan for programs and events
- 6. Determine schedule for club visitations
- 7. Determine if weather status for outside ICC Events (i.e. Club Day, Club Expo etc) should be postponed until the next week or cancelled.

## Section 3. Club Meetings

- A. Clubs must post their meeting times, locations, and dates five (5) week days in advance. Materials to be posted in the Club Bulletin Board must be signed by a club member/ club officer or club advisor and given to the Student Activities Front Desk.
- B. Clubs must submit Event Planning Forms to the Student Activities Office to schedule meeting facilities at least ten (10) working days in advance.
- C. Clubs must post their meeting times, locations, and dates five (5) week days in advance. Materials to be posted in the Club Bulletin Board must be signed by a club member/club officer or club advisor and given to the Student Activities Front Desk.
- D. Official club meetings must be held on the De Anza College campus at least once a month to provide open access to all De Anza students, faculty and staff. Off campus meetings will not be recognized.
- E. All official club actions involving financial considerations must be documented by either official minutes or the use of the Club Financial Action Form.

## ARTICLE IV. EVENTS

### Section 1. ICC Events

- A. Events and dates for events will be approved by the Inter Club Council
- B. The finished tally of items donated during the ICC drives under the correct guidelines by each club and presented by the ICC Officer(s) is permanent and non-negotiable.

### Section 2. Club Events

- A. Clubs should submit Event Planning Forms and Club Budget requests for events at least one (1) month in advance. Events may not be considered unless forms are submitted at least fifteen (15) working days in advance.
- B. A preliminary meeting must occur between the club's event organizers and the ICC Advisor when planning events.

#### ARTICLE V. CLUB AWARDS

- A. See Guidelines for Club Awards
- B. Clubs not on trial or probation are eligible for club awards. Clubs must be present at the ICC End of the Quarter Reception to be eligible for the club award drawing

#### ARTICLE VI. MUTUAL RESPECT

- A. Any activity planned by a club must be socially acceptable and in accordance with all local and college regulations.
- B. Clubs must be mutually respectful to the diversity of our campus when planning events and also at DASB/ICC/Club meetings/events.
- C. No club shall attend another's meeting with the intent of disrupting the meeting.
- D. Clubs must not advertise/promote negative items about another club.
- E. Clubs shall not discriminate on the basis of gender, race, color, creed, national origin, religion, sexual orientation, gender identification, and/or physical limitations.
- F. Clubs must also respect DASB rules and regulations.
- G. The ICC Mutual Respect Policy is as follows and must be adhered to:  
To all who participate with the Inter Club Council, when you enter/participate in the ICC/DASB/Club Meeting, ICC/DASB/Club Events, Student Council Chambers, and Club Room you commit to the following:
  - 1. **Respect** each other's minds and physical beings.
  - 2. **Honor** each other's ethnicity/race, gender, sexual orientation, and beliefs even if they are different from your own. Clubs shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, language or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership or a national minority or indigenous group, birth, disability, and sexual orientation or preferences.
  - 3. **Remember** you are all worthy people; speak to each other with dignity. Avoid all unnecessary swearing, put-downs, and gossip.
  - 4. **View** conflict as an opportunity to grow. Avoid all violence, blaming, and name-calling. Seek privacy, listen to other person's side uninterrupted, and then present your side.
  - 5. **Give** constructive feedback. Remember to focus on the ideas, not the person.
- H. Cases involving individual club members of De Anza College shall be referred for action to the ICC Advisor and/or Dean of Student Development.
- I. Any violations of Article VI may lead to club probation or inactive status (see Article IX, Section 2, B).

#### ARTICLE VII. ELECTIONS

##### Section 1. ICC Officers

- A. Term of office  
The ICC Officers shall serve for one year during the tenth (10<sup>th</sup>) week of Winter Quarter and ending the tenth (10<sup>th</sup>) week of Winter Quarter the following year.

## B. Election Process

1. The election of the ICC Officers shall be held during the sixth (6<sup>th</sup>) week of the Winter Quarter. Applications for position shall be due no later than the fifth (5<sup>th</sup>) Tuesday of the Winter quarter by 4:30pm in order that the Student Activities Officer verifies the eligibility of the candidates. The candidates name will be announced at the ICC Meeting fifth (5<sup>th</sup>) Wednesday of the Winter quarter before elections.
2. ICC Officers shall be elected by a simple majority vote of active ICC Representatives present at that ICC 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 of elections at the tenth (10<sup>th</sup>) week of the Winter Quarter.

## C. Vacancies

In the event that any officer resigns or is removed from office, then an election will be held as soon as possible.

## Section 2. Club Officers

Clubs must hold their elections no later than the end of the sixth (6<sup>th</sup>) week in the Spring Quarter. If a club fails to hold their election and fails to submit a revised Club Officer Roster, the club will be placed on inactive status.

## ARTICLE VIII. PROSPECTIVE CLUBS

### Section 1. Starting a Club

Any individual or group wishing to initiate a club should procure a "How to Start a New Club" Packet and should register their intent with the ICC Advisor and/or ICC Officers who will provide them necessary assistance in scheduling meetings, drawing up constitutions, and financial guidance.

### Section 2. Club Constitution Approval

Every prospective club must have ten (10) De Anza club members who are current members of DASB, club advisor(s) and a club constitution. A club rep must present their club's constitution to the ICC Officers' Agenda Meeting no later than the 6<sup>th</sup> week of Fall, Winter and Spring quarter. This constitution must be in accordance with the ICC Codes and ICC/ Club Constitution sample. A prospective club's constitution will need to be reviewed by the ICC Officer(s) before the club is officially presented to the ICC.

#### A. The process for constitutional approval of a prospective club will be as follows:

1. First week: Present a constitution at ICC Officers' Agenda Meeting. 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 Officers recommends changes to the club's constitution, then the prospective club must come again to the next ICC Officers' Agenda Meeting.
2. Once the constitution has been reviewed, changes (if any) have been made, and it has been approved by the ICC Officers, then the club on trial status will be announced under club status on ICC agenda. The club on trial must submit a Club Officer Roster and have a new club orientation with the club officers, one of the ICC Officers or ICC Advisor and at least one club advisor needs to attend the entire meeting within three (3) weeks of this announcement otherwise it will lose its club on trial status and have to start the process again.

### Section 3. Trial Period

- A. Prospective clubs will be recognized during trial period and must attend ICC meetings and sit in the audience.
- B. Clubs do not have a vote (or make motions) until trial period is over.
- C. To end trial period the club must
  - 1. Attend new club orientation with club officers and club advisor(s) and also have their financial Roster completed and turned in at this meeting
  - 2. Complete an Event Planning Form for club meeting (at least once a month and at least three times for the quarter) to the Student Activities Office
- D. If trial period is not ended in three weeks, then the process will need to be repeated.
- E. Clubs will be officially recognized to the ICC once the club's Financial Roster has been submitted and the orientation has been completed, and then will be having voting privileges at the ICC meeting.

#### Section 4. Active Status

- A. Clubs on Trial shall be made active after completing a New Club Orientation Meeting with an ICC Officer or ICC Advisor.
- B. The ICC Chairs may approve to allocate the funds of an inactive club to a new club if the purpose/goals are similar.

### ARTICLE IX. DISCIPLINE AND EXPULSION OF MEMBERS

#### Section 1. ICC Officers

- A. Any five (5) ICC Representatives acting together may invoke impeachment proceedings for any ICC Officer by submitting a Bill of Particulars to the ICC officers not in question calling for the ICC Officer's removal from serving as an ICC Officer. The Bill of Particulars must be submitted prior to or at the ICC Officers' Agenda/Budget Meeting. A Bill of Particulars submitted after this meeting will be considered at the following ICC Officers' Agenda/Budget Meeting.
- B. The Bill of Particulars must cite the section(s) of the ICC Code(s), DASB Code(s), or College/District Regulations that have been violated by the ICC Officer in question.
- C. The ICC officers not in question will place the impeachment proceeding on the ICC agenda for the next regularly scheduled ICC meeting following the ICC Officers' Agenda/Budget Meeting at which it was presented and the ICC Advisor shall notify the ICC Officer in question of their right to appear at the removal proceeding.
- D. Discussion must be based upon the grievance filed as per Article VIII, Section 1, A and B.
- E. Removal of an officer requires a two-thirds (2/3) affirming vote of the ICC.
- F. If all three officers are in question, then the ICC Advisor shall put the Bill of Particulars on the Agenda and shall chair the meeting.

#### Section 2. Clubs

##### A. Probation

Club Probation is the penalty for a club not following the requirements of the ICC.

- 1. The probation time period shall be three (3) weeks from the day of the ICC meeting at which a club's probation is announced. Exception: Article X Section 2. Equipment.
- 2. Probation penalties for one (1) violation ICC Club Requirements.
  - a. Club funds are frozen except to pay outstanding debts to on/off campus bills and will not pay for personal reimbursement occurred during the month of probation.
  - b. Forfeit use of campus facilities except for designated meeting times.

- c. Forfeit voting privileges at ICC Meetings.
  - d. Forfeit DASB Flea Market bidding privilege.
  - e. Must attend every ICC Meeting while on probation.
  - f. Not eligible for Club Awards Funds.
  - g. If a club does not attend 3 consecutive ICC Meetings, after being put on probation, the club will then be put on inactive status.
3. Probation penalties for two (2) violations ICC Club Requirements.
- a. The club goes on inactive status (see Article IX, Section 2, B)

## B. Inactive Status

If a club is on probation and continues to violate ICC Club Requirements it will be made inactive.

1. The ICC Officers and or Advisor will make numerous attempts, both verbally and written, to contact club officers in question and their advisor(s).
2. If the club is determined to be inactive, it will be announced under Club Status on ICC Agenda at the next ICC Meeting of the clubs inactive status. As of that meeting the club is no longer a club on campus until it is recognized and petitions the ICC as if it were a new club.
3. If a club feels it has been dealt with unfairly, it has the opportunity to express its grievance at the next ICC Meeting following the announcement revoking the club's charter. If the club's grievance is valid, it will require a two-thirds (2/3) vote of the active clubs' ICC Representatives present at the ICC Meeting to reinstate the club. Clubs reinstated in this manner shall be on three weeks probation.
4. The ICC shall freeze the account of a club made inactive. The funds will revert to the ICC Scholarship account if the club remains inactive for a period of one calendar year from the date that club was made inactive. Under no circumstances will the funds be returned.

Clubs may also request to be made inactive in the event that its members know they cannot meet ICC Club Requirements. Requests to be made inactive shall be in writing or by email or by phone call and by a club advisor or club officer.

## C. Grievances

Clubs may be put on probation or inactive status for violations of Article V. Mutual Respect.

1. Grievances against clubs must be submitted in writing to the ICC Advisor in care of the Student Activities Office, prior to or at the ICC Officers' Agenda/Budget Meeting. Items submitted after the ICC Officers' Agenda/Budget Meeting will be considered at the following ICC Officers' Agenda/Budget Meeting.
2. Grievances must cite the section(s) of the ICC Code(s), DASB Code(s), or College/District Regulations that have been violated by the Club in question.
3. The disciplining of clubs shall be a two meeting process. It shall be introduced and discussed at the first meeting with a confirming vote at the second meeting.
4. Discussion must be based upon the grievance filed as per Article VIII, Section 2, C, 1 and 2.
5. A club may be disciplined with a two-thirds (2/3) vote of the active clubs' ICC Representatives present at the ICC Meeting.
  - a. Disciplinary actions may include club probation, club inactive status, or a fine.

- b. When voting on club probation or inactive status there must be a time period stated in the motion. This time period will be the length of time probation is to last; or the length of time an inactive club, or similar club with mostly the same people, must wait before attempting to petition as a new club.

## ARTICLE X. FINANCES AND EQUIPMENT

### Section 1. Finances

- A. All ICC/Club money must be deposited with the Student Accounts Office at De Anza College.
- B. All ICC/Club Finances must be transacted in accordance with the De Anza College ICC Financial Code.
- C. Any club willfully and knowingly violating any of the DASB/ICC/Club financial procedures shall have your DASB/ICC and club funds frozen immediately. The club will be placed on inactive status and student(s) involved will be referred to the Dean of Student Development.

### Section 2. Equipment

- A. All clubs must complete a Student Activities Office Equipment Checkout Form in order to use any ICC owned equipment.
- B. Clubs not returning equipment at or before the time stated on this form will have five dollars (\$5) per day fine, up to the cost of equipment deducted from their club account.
- C. Clubs returning equipment that is damaged or is not returned will have the replacement value of the equipment deducted from their club account.
- D. ICC equipment may be taken off campus with the stipulation that the club has sufficient funds to cover damage/loss/repair/or replacement. One of the ICC Officers must approve usage of ICC equipment.
- E. If equipment is not returned, or cost paid, by the end of the quarter, club will be on probation until item is returned or paid for.
- F. Any use of equipment by non-clubs shall require approval by one of the ICC Officers. If equipment is not returned or if damaged than a bill for replacement of equipment will be given to that office.

## ARTICLE XI. AMENDMENTS

### Section 1. Process of Amending

- A. All proposed amendments to the ICC Codes shall be in accordance with the following procedure:
  - 1. The ICC Executive Committee shall review the codes, solicit suggestions from the ICC and Clubs, make amendments, and present their recommendations to the ICC for approval. Their recommendation shall first appear as an information item on the ICC Agenda.
  - 2. The ICC shall discuss and review the recommendation of the ICC Executive Committee.

### Section2. Approval of Amending

- A. The ICC Codes may be adopted by a two-thirds (2/3) vote of the ICC, with a time period no less than seven (7), but not greater than thirty (30) calendar days between the Information and Discussion/Action items on the ICC Agenda.

## ARTICLE XII. RIGHT TO ACT

Any ICC Officer, ICC Representative, Club or Club Member does not have the right to incur any debt, become involved in any business, or speak to any issue under the title or implying the title of ICC in any way unless given full authority to do so by the ICC.

Any Club Officer or Club Member does not have the right to incur any debt, become involved in any business, or speak to any issue under the title or implying the title of their club in any way unless given full authority to do so by their club.

#### ARTICLE XIII. GLOSSARY

Bill of Particulars      A statement detailing the particular reasons or causes for action.

#### ARTICLE XIV. ENABLING CLAUSE

The Inter Club Council (ICC) Code, as outlined, shall be adopted and become effective upon approval in accordance with Article X of the ICC Code and shall supersede all conflicts with other ICC Codes and previous ICC Codes.

Adopted: June 8, 2005

Revised: March 7, 2007

Revised: June 6, 2007

Revised: November 14, 2007

Revised: March 12, 2008