

GUIDELINES OF THE CLUB COORDINATION COUNCIL UNIVERSITY OF NOTRE DAME STUDENT UNION

Preamble

The Guidelines below are intended as an informational tool for the clubs at the University of Notre Dame, and are applicable to all of the Clubs under the jurisdiction of the Club Coordination Council. They explain the expectations of the Club Coordination Council concerning club behavior and activity, and detail the relevant policies of the Club Coordination Council to encourage and enforce them.

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I. Definition of Terms.

- (a) CCC refers to the Club Coordination Council.
- (b) SAO refers to the Student Activities Office.
- (c) CCC funds refer to any funds received from the CCC. This includes, but is not limited to, Spring Allocations and Winter Reallocations, CCC Contingency and Collaboration Appeals, and Loans granted by the CCC.
- (d) FMB refers to the Financial Management Board of the Student Union.
- (e) P1 refers to new and reactivated clubs granted Probationary Year 1 status by the CCC that enter a one-year long probationary period.
- (f) P2 refers to clubs granted Probationary Year 2 status by the CCC that enter their second one-year long probationary period.

II. Probationary Club Terms.

- (a) Probationary clubs are required to host a minimum of three events with one being open to the Notre Dame campus, attend both Club Information Meetings, host one fundraiser, and meet all CCC and SAO requirements to maintain eligibility.
- (b) All P2 clubs and clubs granted P1 status in the Fall semester are required to participate in the Spring Allocation process, whereas participation in the Winter Reallocation Process is optional.
- (c) All P1 clubs granted P1 status in the Spring semester are required to participate in the Winter reallocation process during the following academic year, whereas participation in the Spring Allocation Process is optional.
- (d) Probationary clubs are eligible to receive funding from Spring Allocations and Winter Reallocations and apply for appeals.
 - (i) Probationary clubs are eligible to receive up to \$300 in their initial allocation request when they are first granted P1 status.
 - (ii) A probationary club is eligible to receive no more than \$500 from the CCC during a probationary year from all sources including their initial allocation, Spring Allocation, Winter Reallocation, and CCC appeal fund request(s).
 - (iii) Probationary clubs are eligible to appeal once to the CCC Contingency fund during their probationary year.
- (e) Clubs have two weeks [14 calendar days] from the date they are notified by the CCC that they have been deemed inactive after being reviewed at the end of their probationary period to appeal the decision to their respective division.

III. Allocation Eligibility.

- (a) To be eligible for any CCC funding, a club must be officially recognized by SAO and comply with all University policies. Clubs who follow CCC guidelines and adhere to registration and allocation deadlines set by the CCC and SAO will be prioritized for CCC funding.
- (b) In order to receive a Spring Allocation from the CCC, a club must not be projected to be insolvent at the completion of the fiscal year at the time at which the Spring Allocation is approved, nor may it have been insolvent at the completion of the fiscal year.
 - (i) The fiscal year shall be considered to begin on July 1 at 12:00 A.M. of a particular calendar year, and shall terminate on June 30 at 11:59 P.M. of the following calendar year.
 - (ii) An “insolvent” club shall be defined as a club that, at a given point in time, has a negative balance in its club account.
 - (iii) A club that is “projected to be insolvent at the completion of the fiscal year” is a club that, when all projected fundraising and expenditures are accounted for, would have a negative balance in its account at the end of the fiscal year.
- (c) In order to receive a Winter Reallocation from the CCC, a club must have participated in the previous academic year’s Spring Allocation process and must not be projected to be insolvent at the time which the Winter Reallocation is approved, with the exception of clubs granted P1 status during the Spring of the previous academic year.
- (d) All clubs denied a Spring Allocation due to a negative balance during the Spring Allocation meeting which later have a positive balance will be evaluated without further penalty, considering all events as new or unforeseen events for the purposes of appeal funding.

IV. Appeals and Additional Funding.

- (a) Clubs that are insolvent are not eligible for CCC Contingency or Collaboration appeals; however, they may appeal to the CCC for a loan with strict terms.
 - (i) A Loan must be repaid in full by April 1st of the current fiscal year in order for the loanee to be eligible for a Spring Allocation.
- (b) In order to be eligible for an Appeal, a club must have submitted a budget sheet to the CCC in the previous Spring Allocation season, with the exception of clubs granted P1 status during the Spring of the previous academic year.
- (c) The CCC Contingency Fund is available to individual clubs which demonstrate need for extra funding for an unforeseen event or unforeseen costs in hosting a planned event.

- (i) To be eligible for CCC Contingency appeals, an individual club must demonstrate need for extra funding for an unforeseen event or unforeseen costs in hosting a planned event which is aligned with the club's mission and purpose.
 - (ii) A club may not appeal to the CCC Contingency Fund more than twice within one academic year.
- (d) The CCC Collaboration Fund is available to help shoulder the costs of events sponsored by collaboration between two or more clubs or clubs.
 - (i) To be eligible for CCC Collaboration Appeals, two or more clubs must work together to fund and host a new event.
- (e) In order to guarantee Contingency Fund and Collaboration Fund appeals are heard by the CCC, appeals must be submitted at least two weeks [14 calendar days] before an event is scheduled to take place.
- (f) The FMB Collaboration Fund is available to help shoulder the costs of events sponsored by collaboration between clubs and student organizations.
 - (i) To be eligible for FMB Collaboration Appeals, one or more clubs must work together with one or more other branches of Student Government (Dorms, Class Councils, etc.) to fund and host an event. The club or clubs must be the primary sponsor(s) of the event to be eligible for FMB Collaboration Appeals.

V. Club Activity, Accounts, and Budgets.

- (a) All club funds must pass through the club's account.
- (b) Clubs may not use an off-campus or personal bank account for club funds.
- (c) Due to current SAO Policy, clubs are not permitted to utilize Venmo for the collection of dues, the disbursement of funds, nor any other club transactions. Alternatives to this form of collection could be a Paypal Account approved by the Student Activities Office, the (ND) Student Shop, or cash collections.
- (d) Any account that clubs have partial or restricted access to, in addition to their SAO club FOAPAL, must be disclosed to the CCC during Spring and Winter Allocations. This includes FOAPALs managed or administered by any academic department, Student Affairs office, or any other on-campus or off-campus source.
- (e) Clubs seeking to spend more than \$5000 (total cost), or 10% of its total budget, whichever is larger, for a single event, shall submit a request to be approved by FMB at least 2 weeks [14 calendar days] before the event is scheduled to take place.

VI. Dues.

- (a) All clubs (except those in the Social Service division), are required to collect a minimum of \$5 in dues per person per semester from all active club members.
- (b) Dues must be deposited into the club's account by the specified deadlines:
 - (i) For clubs collecting dues both semesters, fall dues must be deposited by November 1st.
 - (ii) Spring dues, and once a year dues, must be deposited by March 1st.
- (c) Dues paid to a national organization must be paid from fundraising or CCC allocations.
 - (i) They should first be deposited into a club's account.
- (d) Dues are considered paid when 75% of active, dues-paying members have paid these dues and they have been deposited in the club account.
- (e) Clubs affiliated with a national organization that explicitly prohibits the club from collecting dues must receive CCC approval in order to receive an exemption to the CCC dues collection requirement.
 - (i) Requesting clubs must send official documentation from the national organization to its respective Division Chair to be voted on by the CCC.
 - (ii) In the event of conflicting policies between the CCC and the national organization that a club is affiliated with, CCC policy takes precedence.

VII. Fundraising.

- (a) All clubs must fundraise a minimum of 20% of the total monetary allocation they receive from the CCC. Failure to do so may result in a reduction of their allocation.
 - (i) A club's total monetary allocation consists of the sum of their Spring and Winter Reallocations for a given academic year, along with any CCC Contingency or Collaboration Fund appeals they receive.
 - (ii) Concession Stand profits are not part of a club's total monetary allocation. Concession stand profits do not count towards the fundraising requirement.
- (b) Dues will count towards this fundraising requirement.
- (c) Only money deposited into a club's account shall automatically count towards the fundraising requirement.

VIII. Concession Stands.

- (a) The CCC shall allocate concession stands to eligible clubs as part of the Spring Allocation process.

- (b) Forfeiting a concession stand less than 2 weeks [14 calendar days] before the date of the concession stand will result in a minimum one-year ineligibility for future concession stands.

IX. Food.

- (a) The CCC has the discretion to prioritize food at particular events open to members of a club over food for general club meetings. In addition, the CCC has the discretion to prioritize food for particular events open to members of the community over food for general club meetings. The CCC may impose limits on funding available for food served at general meetings, in addition to limits imposed by the tier system, at its sole discretion.
- (b) CCC funds may not be spent on food for club officer meetings.
- (c) Food considered integral to an event will be funded in a different way than food considered to be a luxury within an event.

X. Social Media Policy.

- (a) Clubs must know and adhere to the University of Notre Dame Social Media Policy Handbook, and other policies when using social media.
- (b) Clubs should be aware of the effect their actions may have on their images, as well as the University's image.
- (c) Clubs should be aware that the Club Coordination Council may observe content and information made available by club members through social media. Clubs should use their best judgement in posting material that is neither inappropriate nor harmful to the University of Notre Dame, or its community.
- (d) Although not an exhaustive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, proprietary, harassing, libelous, or have the potential to create a hostile club environment.
- (e) Clubs are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, clubs should check with the Club Coordination Council.
- (f) If conflict has arisen through the club's social media account, clubs are encouraged to not engage in dialogue and contact the Students Activities Office for resources on conflict resolution.
- (g) Clubs should receive appropriate permission before referring or posting images of current or former members, students, or faculty. Additionally, clubs should receive appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks, or other intellectual property.

- (h) Subject to the Club Coordination Council's Guidelines, harmful social media activity that violates the above principles may subject a club to disciplinary action up to inactivation.

XI. Gifts and Donations.

- (a) The CCC allocation may not be donated, directly or indirectly, to any charitable organization, political party, or any other entity.
- (b) Only the net profits from any fundraising activities may be donated to any of the aforementioned parties.

XII. Apparel.

- (a) The only apparel the CCC allocation may be used to fund is apparel (such as uniforms, equipment, or costumes) which will stay with the club.
- (b) CCC funds may not be used to purchase any personal apparel (apparel that will not stay with the club). Club members are expected to buy their own t-shirts and personal club apparel.

XIII. Travel, Lodging, and Conference Fees.

- (a) CCC funds may be used to fund lodging and gasoline costs associated with conferences or competitions that a club attends. These funds may only fund up to an amount calculated by the General Services Administration and used by Notre Dame, which is updated annually.
- (b) SAO must approve all travel before travel costs may be reimbursed. If a club uses CCC funds for travel without appropriate authorization, the club may receive allocational penalties in the following year to compensate for the cost of travel, with additional penalties subject to the discretion of the CCC and/or SAO.
- (c) When possible, students should sleep in groups of four per room in order to reduce costs. Per university policy, individuals sleeping in a single room must be of a single gender.

XIV. Tier System.

- (a) The maximum amount the CCC will fund any one item will be designated by the tier system. The maximum percent the CCC will fund for each tier is shown below:
 - (i) Tier 1: Up to 80%
 - (ii) Tier 2: Up to 75%
 - (iii) Tier 3: Up to 70%
 - (iv) Tier 4: Up to 50%

- (v) Tier 5: Up to 35%
- (vi) Tier 6: Up to 20%
- (b) The Tiers will vary in accordance with the needs and interests of each of the divisions of the CCC. The Tier breakdown of each Division will be shown in the Division-Specific Guidelines.

XV. Penalties.

- (a) Clubs will be penalized, in accordance with the CCC Bylaws and Guidelines, for failing to follow the terms described in these guidelines.
- (b) Any club that misses a scheduled allocation interview will receive up to a 10% deduction in the Spring Allocation and Winter Reallocation (and up to an additional 5% per subsequent meeting missed).
 - (i) All other required forms must be filled out in their entirety, including signatures, and submitted in the proper manner prior to their stated deadline.
 - (ii) Any violation will result in up to a 10% penalty in the club's Spring Allocation and Winter Reallocation.
- (c) Any club that does not attend either or both Club Information Meetings or the Spring Budget Meeting will receive up to a 10% deduction in the Spring Allocation for each missed meeting.
 - (i) For Winter Reallocation, a club's final adjusted request will be reduced by 10% should the club have missed the Fall Club Information Meeting of that fiscal year.
- (d) Clubs that fail to collect dues from members will receive up to a 100% deduction in their Spring Allocation and Winter Reallocation.
- (e) Clubs that engage in bad faith behaviors, deliberately misrepresent their financial statements, or misuse any of their total monetary allocation will receive up to a 100% deduction in any of their monetary allocations for the current and/or the immediately following fiscal years.
 - (i) Failure to disclose all club accounts, and all other accounts to which the club has partial or full access to as referenced in IV.(d) shall be considered *per se* bad faith behavior in violation of these guidelines.
- (f) Application of or exemption from any penalty listed in these Guidelines is at the sole and absolute discretion of the CCC.

XVI. CCC Discretion.

- (a) All guidelines are subject to change at the sole and absolute discretion of the CCC. This may occur without prior notification.
- (b) The CCC may consider individual club circumstances in applying these guidelines and choose to waive or otherwise deviate from the written terms described in this document in response to exceptional circumstances experienced by a particular club or a particular set of clubs.
- (c) These Guidelines shall be read and interpreted in the light of the Bylaws of the Club Coordination Council. The CCC Bylaws shall take precedence over the CCC Guidelines.