

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.

II. 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 Club Coordination Council, 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 shall 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) Clubs failing to adhere to these policies may not be eligible for a Winter Reallocation.
- (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.

III. 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 Club Coordination Council in the previous Spring Allocation season.
- (c) In order to guarantee Contingency Fund appeals are heard by the CCC, appeals must be submitted at least two weeks (10 business days) before an event is scheduled to take place.
 - (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.
 - (ii) A club may not appeal to the CCC Contingency Fund more than twice within one academic year.
- (d) The CCC Collaboration Fund and FMB Collaboration Fund are available to help shoulder the costs of events sponsored by collaboration between two or more clubs or clubs and student organizations.
 - (i) To be eligible for CCC Collaboration Appeals, two or more clubs must work together to fund and host an event.
 - (ii) 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.

IV. 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.

V. 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.

VI. 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.

VII. 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.

VIII. 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.

IX. 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.

X. 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 allocatory 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.

XI. 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.

XII. 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.

XIII. 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.
 - (i) The CCC may, at its sole and absolute discretion, 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.