

# ASCC CO-CURRICULAR FUNDING CODE

## **ARTICLE I: Name**

This document shall be known as the ASCC Co-Curricular Event and Program Funding Code (CCEPFC).

## **ARTICLE II: Authority**

This code is established under the authority of the Associated Students of Chabot College Constitution under the direction of the CLPCCD Board of Trustees.

## **ARTICLE III: Amendments**

The purpose of the CCEPFC is to provide funding for events, activities, and programs sponsored by members of the Chabot faculty, staff, administration and students which serve the educational, cultural, social, recreational and extracurricular interests of the student body. However, there is no obligation due to the existence of this code to provide any co-curricular funding to the college.

## **ARTICLE V: Committee Authority and Responsibility**

The ASCC CCEPFC shall:

- A. Have the authority to fund events, programs, and activities within the guidelines of this committee code, approved by a majority vote of the members and with the approval of the ASCC Senate.
- B. Have the authority to determine the level of recommended funding.
- C. Have the authority to recommend to the ASCC that allocated funds be frozen or withdrawn from the program funded, due to non-compliance with allocation stipulations, funding parameters or violations of ASCC or Chabot College policies.
- D. Have the responsibility to implement and enforce all budget stipulations and the intent of the funding allocation.
- E. Be responsible for making recommendations for changes for this code and/or committee forms, guidelines for requesting funding, and required supporting documentation.

## **ARTICLE VI: Membership**

- A. The ASCC Controller, who shall serve as the Chair. The Chair shall be the official spokesperson for the committee. He/she shall preside over the meetings of the Committee, and shall only vote in the case of a tie.
- B. Two (2) members of the ASCC Senate.
- C. Two (2) faculty or staff members appointed by the Chair, upon the recommendation of the student members of the Committee.
- D. All staff and faculty members shall be non-voting members. Faculty and staff on the committee may not present any proposals during the committee tenure.
- E. Five (5) students, members of ASCC, 3 of whom must be non-ASCC Senate members appointed by the Senate interview Committee. All student committee members must all meet the criteria specified in the “Eligibility Policy for Participation in Student Activities.”
- F. The Director of Student Life or their designee shall be the advisor to the Committee and shall be an ex-officio, non-voting member.

## **ARTICLE VII: Meeting Procedures**

- A. The committee shall meet annually.
- B. Quorum shall consist of a simple majority of the voting student members.
- C. The procedures of the committee shall be established by the Chair, with consultation of the committee members. Meetings will operate within the parameters of Robert’s Rules of order (Newly Revised), unless otherwise decided by the committee.
- D. No proxies may serve for voting members of the committee.

## **ARTICLE VIII: Funding Procedures**

- A. Any Chabot student, faculty, administrator or staff may submit proposals for funding.
- B. All proposals must be completed prior to submission. Proposals must include specifics on sponsorship, a budget with excepted expenses and revenue, the event facility or locations, co-sponsorship and/or examples of publicity and an explanation as to the benefit of the program for Chabot Students. Supporting documents shall be submitted with the proposal in the form of official estimates of costs associated with the program.
- C. For program proposals, which have been funded in the previous year by the college or ASCC Co-Curricular funds, a full budget accounting and evaluation of the use of that funding must be submitted with the new request for funding. This must detail how the previous allocation was spent and how it directly benefited Chabot students.

- D. All funding proposals must be submitted using the ASCC CCEPFC proposal form. A copy of the proposal must be submitted to the Committee Advisor for reference and record keeping.
- E. Evaluations must be submitted annually reviewing all expenses and outcomes of the funding.
- F. All publicity and marketing for funded events and programs must contain the ASCC logo and credit for program sponsorship or co-sponsorship.
- G. For programs or events which charge an admission fee, which are allocated ASCC co-curricular fees, there must be a 50% discount off the printed student admission rate for ASCC students who have paid the Activity Fee.
- H. Committee responses to funding proposals will be given within 5 working days of the completion of the funding request reviews.

### **ARTICLE IX: Funding Guidelines**

Committee funds shall not be allocated:

- A. For events or programs not open to the entire Chabot community.
- B. For events that have an admission fee, which do not utilize collected fees to offset programs or event expenses. (Allocations may not be used to underwrite fundraising events.)
- C. To any individual, department, or organization to attend a conference, convention, or specific meeting or to sponsor the same at Chabot (competitive events are permitted).
- D. To any program which does not benefit the students of Chabot College.
- E. To any individual, department, or organization to sponsor a conference, meeting, retreat, or convention.
- F. To any event, program, or activity which is in conflict with the guidelines and policies of the College.
- G. For donating funds or services to another agency.

The Committee will determine whether or not the money requested primarily benefits the students at Chabot College.

Anyone found to have misled the Committee regarding the program sponsorship, event content or purpose, or who has personally benefitted financially or otherwise from the program's implementation, will lose their privileges to receive funding allocations for one full academic year.