

INTER CLUB COUNCIL BUDGET COMMITTEE BY-LAWS

PREAMBLE: The purpose of these By-Laws is to provide structures and procedures to implement the Associated Students Constitution.

ARTICLE I. NAME, DEFINITION, AND FUNCTION

Section 1 Name

- A. AS Inter Club Council Budget Committee

Section 2 Definition

- A. The AS Inter Club Council Budget Committee is an Associated Student government sub-committee which serves to make fiduciary recommendations regarding the allocation of AS Funds by the AS Finance Committee.

Section 3 Function

- A. The primary function of the ICC Budget Committee is to recommend the allocation of AS Funds to sponsor and/or subsidize any Student-University Club/Organization event to the ICC portion of the AS Annual Budget. The recommendation includes funds to be used for events open to the entire campus but that are put on by one or more registered clubs/organizations as a co-sponsorship between Associated Students and the club/organization.

ARTICLE II. MEMBERSHIP

Section 1 Permanent members of the Committee shall be AS Vice President of Student Organizations (Co-Chairperson), AS Vice President of Finance (Co-Chairperson), the Vice President of Student Organizations, the Director of Student Activities, and one (1) representative from each type of USD Student Organization.

Section 2 Members will be either (1) nominated by each organization then voted on by the ICC if need be or (2) appointed by the VP of Student Organizations.

Section 3 To be able to petition for membership of the Committee the student organization must be officially registered with the Associated Students for at least one academic year. Petitions are to be submitted to the Vice President of Student Organizations on a rolling basis and are available from the AS Vice President of Student Organizations.

Section 4 If an appointed member cannot attend a meeting, it is the ICC's responsibility to appoint and send another representative. Any appointed member to the committee who misses one (1) meeting will have his/her position revoked.

ARTICLE III. ADMINISTRATIVE OFFICERS OF COMMITTEE AND THEIR RESPONSIBILITIES

Section 1 The Co-Chairs

- A. Shall be the AS Vice President of Student Organizations and the AS Vice President of Finance.
- B. Shall preside at all meetings of the Committee and establish rules for its proceedings.
- C. Shall appoint a Committee Secretary responsible for recording minutes and forwarding them to the Chair of the AS Finance Committee.
- D. Shall be responsible for contacting all permanent members of the committee including all registered USD student organizations to inform them of Committee dates, times, responsibilities and procedures.
- E. Shall have the power to call emergency meetings or special sessions of the Committee.

- F. Shall be responsible for scheduling and distributing agendas and minutes appropriate to each meeting.
- F. Shall have veto power over any Committee legislation he/she deems inappropriate subject to the existing channels of appeal.

ARTICLE IV. MEETINGS

- Section 1 The I.C.C. Budget Committee shall meet on two occasions.
- Section 2 The first I.C.C Budget Committee meeting shall take place in May, regarding funding for the upcoming academic year, and the second meeting shall take place in December, regarding any additional funding requests for the spring.
- Section 3 The ICC Budget Committee will meet when necessary upon prior notice of no less than 7 working days by the Co-Chairs of the Committee. The Co-Chairs of the ICC Budget Committee will specify in writing its meeting time and day.
- Section 4 All meetings of the Committee shall be open to all members of the Associated Students. Any member of the AS may speak upon recognition, but shall not have the right to vote or make any motions.
- Section 5 The decision making process may be determined by the Committee using the quorum and voting process outlined in Article V of these By-Laws. The process of the Committee shall be either consensus or voting.

ARTICLE V. QUORUM AND VOTING

- Section 1 The voting members of the committee are the representatives from each student organization type.
- Section 2 Two thirds (2/3) of the entire Committee shall constitute a quorum.
- Section 3 A two thirds vote is needed to constitute a decision on behalf of the Committee. It is the duty of the Committee to vote for recommendation purposes to the AS Finance

Committee.

Section 4 The ICC Budget Committee shall have the power to override the veto of the Chair by a two-thirds vote of its entire voting membership.

ARTICLE VI REQUIREMENTS AND REGULATIONS FOR FUNDING

Section 1 The appointed representatives of the Clubs/Organizations must be from clubs/organizations recognized by the AS according to the AS Constitution, Senate approval and judicial review.

Section 2 The item, event or service which is being recommended to the Finance Committee must not be in conflict in any way with the operations of the AS, or in any way cause legal actions to be brought against the AS.

Section 3 All potential events being reviewed must have the proper forms turned in to the Committee before a recommendation for funding is made.

Section 4 All events must be open to the entire student body must be advertised and thoroughly promoted as co-sponsored events with the AS Logo on all printed advertising. This includes all on and off campus events. If the Organization receiving funds does not do so, all expenses related to marketing will not be reimbursed. Events not open to the entire student body and fund-raising events may only be presented to the AS Budget Committee.

Section 5 Any action or decision by the Committee can be appealed to the AS Finance Committee.

Section 6 The Committee reserves the right to deny any event financial assistance or funding.

Section 7 In order to request and receive funds, any club/organization cannot have more than one (1) Inter Club Council meeting absence per semester.

Section 8 All contracts must be signed by an authorized university representative. Students are not authorized to sign contracts for the university.

Section 9 Funds may not be allocated for alcoholic beverages. Receipts for alcohol will not be honored.

Section 10 Changes to programs submitted and approved for funding must be submitted to Associated Students Vice President of Finance and Vice President of Student Organizations. After consultation with advisors to ICCBC, the Associate Vice President for Finance will submit the proposed change in program to Associated Students Finance Committee for approval.

ARTICLE VII. AMENDMENTS

Section 1 These By-Laws may be amended in the following way:

- A. Any member of the Committee or member of the AS Senate who is entitled to full participation in its activities may, at any regular meeting of this Committee or AS Senate, submit a proposed amendment.
- B. The AS Senate must approve the proposed amendment no later than the next scheduled meeting of the Committee.
- C. The Committee Secretary or the AS Chief of Staff must then keep the proposed amendment posted publicly for a period of five (5) class days.
- D. A two-thirds majority of the AS Student Senate shall be necessary for the adoption of an amendment to these By-Laws.

ARTICLE VIII. RATIFICATION PROCEDURES

Section 1 These By-Laws shall be submitted to the AS President yearly for administrative approval and be subjected to the right of appeal by the President of the University of San Diego and the Board of Trustees.

Section 2 Final ratification of these By-Laws will be effected by a

two-thirds vote of the entire AS Student Senate yearly.

REVISED APRIL 22, 2009