

## **Salt Lake Community College Inter Club Assembly**

### **Mission Statement**

- 1- The Salt Lake Community College Inter Club Assembly (SLCCICA) desires that every chartered club be entitled to all the benefits of a recognized club. The SLCCICA budget is limited and provided by student fees.
- 2- The SLCCICA will evaluate each request individually and disperse funds based on merit, relevance, and validity. Budget requests will be investigated to insure that they are an appropriate use of student fees, the requested money is legitimate, and the budget is accurate.

### **Salt Lake Community College Inter Clubs Assembly**

- 1- The SLCCICA is composed of the recognized clubs presidents at SLCC. The chair of the SLCCICA is the Clubs and Organization Vice President.
- 2- The chair of the SLCCICA is the Clubs and Organizations Vice President:
  - a. The SLCCICA will officially convene no later than the first week of Fall Semester. The SLCCICA will form the council no later than the first week of Fall Semester to review any policies governing the SLCCICA.
  - b. Club officer elections must take place the week before finals and each member of SLCCICA must be sworn in.
- 3- A quorum is made of at least 23 Club Presidents
  - a. 23 Club Presidents must be present to vote on financial proposals.
- 4- Hold meetings at the scheduled SLCCICA meeting time:
  - a. The SLCCICA will meet every first Wednesday of the month during the Fall and Spring Semesters at noon.
    - i. The SLCCICA will follow a parliamentary procedure.
    - ii. The SLCCICA will not consider any policies not voted upon during the semester in which it is presented. The policy that is approved will take effect next semester. If any policies are not voted upon during the last week prior to this time will automatically be tabled indefinitely.
- 5- The SLCCICA will discuss matters concerning new club proposals, merit money, and chartering. If there are any issues regarding protocol and/or concerns they are also to be presented.
- 6- The SLCCICA will be responsible for the manner of which the meeting is run. The SLCCSA Constitution and any other governing application adopted by the SLCCICA must abide.

### **Policies and Procedures**

- 1- Funds are to be allocated for club development including and not limited to service projects, club conferences, trainings, activities, retreats and so forth; they are to be focused on benefiting the club as a whole and as many students as possible.

- 2- The SLCCICA budget is limited. The SLCCICA will only fund, up to but not exceeding, 40% of the total cost of any event. For this reason the club will be responsible for the remainder of the cost.
- 3- **Open Discussion:** All clubs given SLCCICA funds are required to report to the SLCCICA on how the money was spent and the benefits served to the club, student body, and the College (Failure to report will result in a suspension of funds).
- 4- Any funds/paperwork regarding chartering, merit money, and new club proposals excluding matching funds will be presented to the SLCCICA to be voted and discussed on.
- 5- The allocation of funds will concentrate more on club development as a whole, and conference fees, not the individual's expenses. Each case will be investigated individually.
  - a. Clubs that receive funding to attend conferences, conventions, workshops, etc., must return and report to the SLCCICA during **Open Discussion** within the next month of attending the event.
    - i. All clubs will fill out the **Spending Report Form** to their respective liaisons.
    - ii. When proposing for funds clubs must present "**actual documented**" prices. Budgeting over will not be tolerated and could result into suspension of privileges.
  - b. Funds allocated will not be discussed during summer semester.
- 6- A club in the process of becoming officially chartered or that had recently chartered is not immediately eligible for funding. The period of ineligibility is 15 school days after approval of the charter before a proposal may be submitted.
- 7- Any club found: misusing, over-spending, not accounting for spent funds, not turning in all required receipts at the end of the school year, or brought to the attention of any Club President, will be billed for the funds unaccounted for; all privileges will be suspended until the funds are paid for.
- 8- Any funds allocated by the SLCCICA may not be donated to a charity or outside organization, nor paid to an individual.
  - a. Reimbursements will not be given.
  - b. Any items or supplies that are bought with SLCCICA funds are property of SLCC and must maintain in appropriate conditions.

### **Applying for SLCCICA Funds**

- 1- Any chartering club requesting funds will need to meet criteria to present to the SLCCICA.
  - a. A completed **SLCCICA Fund Request Form**.
  - b. A completed, detailed and accurate budget breakdown. The breakdown should present the total amount of the event,
    - i. How much money the club is putting forth (i.e. fundraisers, club dues, club members' contribution, department donations, corporate sponsorships, etc.)
    - ii. How much they are requesting from the SLCCICA.

- 2- Clubs have the privilege of receiving funds by completing the **Merit Money Request Form: Three Club Sponsored Events and Activities.**
  - i. **Three Club Sponsored Events and Activities:** Must complete three activities before submitting request. Activities must be open to the entire campus.
  - ii. Clubs and Organizations that do fulfill this requirement can be awarded with \$30.00 but can get up to \$45.00 for each proposal given to the SLCCICA.
  
- 3- The passing of the SLCCICA fund: The SLCCICA fund will be presented in an SLCCICA meeting and will be circled and posted until the next held meeting, during which the SLCCICA will investigate the request for the funds and merit. The proposal will be debated and voted upon. In order for a proposal to pass, it must have a simple majority vote.
  - a. Those who will be in-charge of the investigated will be designated to the chair assigned to the club.
  
- 4- The SLCCSA Clubs and Organization Vice President must sign passed proposals. He/she has 4 school days to accept or deny a proposal. If a proposal is denied, the proposal will be given to the Clubs and Organizations Board and it can be overruled with a 2/3 majority vote. When a proposal is denied or passed, it will then be sent to the Chair presiding over the club.