

## **Joint Council Co-sponsorship Committee of CCSC, ESC, GSSC, and SGA Constitution**

### **Article 1: Mission Statement**

**Section 1.** The mission of the JCCC is to provide funding for a student group under extenuating financial circumstances, including travel costs, or for a student group that wishes to start new programming but doesn't have extra funds to do so. The JCCC exists to provide emergency funding for student groups on campus.

### **Article 2: Membership and Duties**

**Section 1. Makeup** The VP of Finance (VPF) of each council (CCSC, ESC, GSSC, SGA) will sit on the JCCC, with additional delegation for each council to be decided upon by each VPF.

**Section 2. Chairing** The VPFs will rotate chair duty every two-three months. The schedule for 2019-2020 is:

- September/October: CCSC
- November/December and January: ESC
- February/March: GSSC
- April/May: SGA

The duties of the VPFs for 2019-20 are the following: CCSC: Making weekly JCCC schedule & reserving space ESC: Keeping the spreadsheet updated with date of event, receipts submitted, funding decision (promised vs. finalized), pot statistics GSSC: Submitting receipts to bookkeeping & chasing down receipts SGA: Follow up w groups for more info, responding to random emails & emailing decisions

**Section 3. Voting** Each council has one vote. Intra-council voting will be decided upon by each council's delegation. No council can be forced to contribute funds if it votes against a recommendation. Three councils can veto the decision to fund a group following the parameters established in the spending guidelines.

If the general councils cannot agree, then discussion may continue over email for the sake of

expediency.

**Section 4. Conflicts of Interest** If a delegate is a member of a student group asking for funds from the JCCC, that delegate must excuse themselves from the deliberations and voting. In terms of deliberations and voting, the delegate must appoint a council-affiliated proxy.

### **Article 3: Meetings**

**Section 1. Presentations** Upon receiving applications, the VPFs will schedule groups to come in to present their applications to the committee and answer questions. Members of the general Columbia community may also attend these presentations.

**Section 2. Voting** Voting may be done after each presentation or at the end of the meeting, in a closed session consisting only of elected and extended council members. The content of the deliberation will only be discussed within the JCCC committee, and with the applicants reviewed. Two of the four VPFs must be in agreement to begin a vote on any one presentation.

### **Article 4: Applying**

**Section 1. Application** Each group must submit an online application. This application will be the basis of the group's presentation to the JCCC.

**Section 2. Eligibility** Groups that are recognized by at least one of the five governing boards are eligible to apply to the JCCC only after pursuing funding from their respective governing board. Groups that are *not* recognized by a governing board but are affiliated with Columbia University (i.e. under Office of Multicultural Affairs (OMA), Residential Life, etc.) may also apply. Unrecognized groups may apply to the JCCC through an eligible group under a governing board. JCCC will only fund groups for undergraduate student expenses. All other groups or individuals are ineligible for funding.

JCCC will abide by all Columbia University spending policies and restrictions.

### **Article 5: Funding Process**

**Section 1. Ratio** Councils who vote in favor of funding a group shall split the funds by ratio of

student attendance. If such attendance is unknown or irrelevant, councils who vote in favor shall split funds by ratio of each school's student body. Exclusions to this may be decided upon at the discretion of the VPFs.

**Section 2. Payment Transfers** At a discretionary basis — but no less than once per semester — each VPF will transfer the aggregate funds they owe to a JCCC account. The VPFs will then allocate the funds from the JCCC account into group accounts that have been awarded funding.

No student group may receive JCCC funding that exceeds their JCCC allocation or final total costs (whichever is less)

**Section 3. Receipts** Student groups must give all relevant receipts to the VPFs before receiving funds or at the discretion of the VPFs. The receipts must be submitted to VPFs one week after the scheduled event for which the funding was allocated. If receipts are not submitted and no communication has occurred within one week, funding will not be allocated.

JCCC reserves the right to report any incidents of financial dishonesty.

## **Article 6: Amendments to the Constitution**

**Section 1. Constitutional Review** Once every one (1) year the JCCC Constitution will be reviewed in a closed session consisting only of elected and extended council members. All four undergraduate VPFs must be present to attain quorum.

**Section 2. Amendment process during Constitutional Review** An amendment may be proposed by any member of the elected and extended council members. A draft of the proposed amendment(s) shall be provided. A 3/4 vote of the VPFs shall be required to accept the amendment(s).

**Section 3. Amendment process between Constitutional Review** An amendment may be proposed by any member of the elected and extended council members. The chair shall document the proposed amendment(s) for the next Constitutional Review, to be included in all four VPFs' transition documents. All documented proposed amendments shall be considered by the elected and extended council members during the next Constitutional Review.

## **Guidelines and Policies 2019-2020\***

### 1. Travel Expenses

- a. Allocation can be used for, at most, 50% of cost-effective transportation and lodging expenses
- b. Allocation cannot be used for food for traveling groups while off-campus.
- c. Allocation cannot be used for international travel-excepting Canada and Mexico, which will be deliberated on a case by case basis.
- d. Allocation cannot be used for transportation within New York City, if the cost per person exceeds \$6 per person (round trip).
- e. Travel between airports and hotels will be subject to scrutiny and evaluated on a case by case basis.

### 2. Attending Events

- a. Allocation can (within reason) be used for registration fees

### 3. Organizing New Events

- a. Food and drink
  - i. \$2.50 per attendee for a study break or snack event
  - ii. \$5.00 per attendee for sit-down dinners or other event wherein food is a primary focus of the event.
  - iii. \$7.50 per attendee for formal banquet-style meals, usually only once a semester.
- b. No JCCC funds may be used for charitable donations. If a group wishes to make a charitable donation with their event's funding, they must first reimburse all funds received from the JCCC.
- c. Publicity
  - i. Allocation cannot be spent on publicity for events with attendance of 30 or fewer.
  - ii. No more than \$30.00 may be spent on publicity for events with between 31 and 100 projected attendees. No more than \$75 may be spent on publicity for events with 100+ projected attendees.
- d. Prohibited items
  - i. T-shirts or apparel items for groups
  - ii. Events which fall outside

the academic term

iii. Awards for contests or tournaments, gifts or direct donations to charity

(though allocation may be spent toward the execution of the event). iv. Online advertising (such as Facebook ads) or advertisements which do not

reach Columbia undergraduates student body. v. Web space.

vi. Banners. vii. Photographers, video or camera operators. viii. Alcohol and tobacco products

ix. Payments to other groups (such as for performance fees, membership fees or consulting fees). x. Business cards

#### 4. Spending Vetoes

a. Three of the four VPFs can vote to veto allocations above \$250 per person.

**\*All guidelines and procedures are subject to the discretion of the four VPFs.**