

**BYLAWS OF THE CLUB COORDINATION COUNCIL
UNIVERSITY OF NOTRE DAME STUDENT UNION**

Article I. *Purpose*

Section I.01. *The Club Coordination Council (CCC) shall disseminate information concerning undergraduate club issues and activities, recommend funding allocations for all undergraduate clubs, provide oversight for undergraduate clubs, serve as a representative of all undergraduate clubs, and actively promote cohesive and collaborative club programming.*

Article II. *Organization*

Section II.01. *Membership & Composition*

- (a) The CCC shall have a President, Vice-President, Controller, and Secretary, who shall together comprise the Executive Board of the CCC.
- (b) The CCC shall be composed of, but not limited to, six divisions:
 - (i) The Academic Division shall represent the interests of clubs focused on applied learning opportunities and professional development.
 - (ii) The Athletic Division shall represent the interests of intramural and club sporting teams.
 - (iii) The Cultural Division shall represent the interests of clubs with a shared ethnicity, geography, race, and other forms of cultural identity.
 - (iv) The Performing Arts Division shall represent the interests of clubs of theatrical or musical purposes.
 - (v) The Social Service Division shall represent the interests of clubs aimed at providing aid to communities in need.
 - (vi) The Special Interest Division shall represent the interests of clubs with a specific career-oriented or political purpose, with a religious purpose, or a purpose that is otherwise unaccounted for by the other divisions.
- (c) Each Division shall be composed of no more than six Division Representatives, not counting qualified outgoing seniors. One Division Representative shall serve as Division Chair for their respective Division.
 - (i) The role of qualified outgoing seniors are explained in Article III.06(c) of these Bylaws.

Section II.02. Meetings

- (a) All-Council Meetings will occur every other week during the academic year. Additional meetings may be called by the CCC President, the written consent of two-thirds of the Division Chairs, or the written consent of a simple majority of Division Representatives.
 - (i) Attendance at all CCC meetings is mandatory for all members. Each CCC member is allowed three excused absences and one unexcused absence per semester, as determined at the discretion of the CCC Executive Board.
 - (1) At the discretion of the Executive Board, if these qualifications are not met, the offending member may be removed from the CCC.
 - (2) If the offending member is a member of the Executive Board or a Division Chair, they shall be referred to the Student Union Ethics Commission per the Student Union Constitution.
- (b) A quorum of one-half of the Division Representatives must be present for the CCC to conduct business.
 - (i) If quorum is not met, the CCC may hold a special meeting to conduct business.
 - (1) Such a meeting may only be held if at least seven CCC members, including one member from each division and one member of the Executive Board, are present.
 - (2) In this event, a majority of votes will be required to approve a motion affecting clubs directly, and a two-thirds vote shall be required to approve all other motions. For these purposes, a majority will be defined as over one-half of the number of present and voting members, excluding abstaining members. These meetings shall be considered additional meetings pursuant to Section II.02(a) of these bylaws.
- (c) All meetings of the CCC shall and must be closed to non-members of the CCC.
- (d) The acting chair of the CCC shall not engage directly in conversation when discussing issues related to clubs. However, they may lead discussion by asking guiding questions.
- (e) The SAO Advisor to the CCC must be present for the CCC to conduct any business.
 - (i) The SAO Advisor to the CCC, in circumstances such as illness, may designate an alternate staff member from the SAO to serve as “acting advisor” to the CCC.
- (f) Robert’s Rules of Order shall be followed for all matters not specified in these Bylaws.

Section II.03. Voting

- (a) The CCC Division Representatives shall have one vote each on all matters. The CCC President, Vice-President, Controller, and Secretary may only vote on internal CCC

matters, and not on club business. The acting chair of the CCC shall be permitted to vote if and only if a vote results in a tie.

- (b) A majority of votes will be required to approve a motion affecting clubs directly, and a two-thirds vote shall be required to approve all other motions. For these purposes, a majority will be defined as over one-half of the number of present and voting members, excluding abstaining and absent members.

Article III. *Elections, Appointments, and Duties*

Section III.01. *CCC Executive Board*

(a) Election

- (i) Members of the CCC Executive Board shall serve a one-year term beginning April 1st of the year elected or appointed.
- (ii) Members of the CCC Executive Board shall enter a transition period upon election or appointment until their term begins during which they are responsible for assisting the current members of the CCC Executive Board.
- (iii) Members of the CCC Executive Board shall hold an enumerated position and may not hold any other enumerated position concurrent with their time of service, in accordance with Section 1.3 of the *Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac*.
- (iv) All members of the CCC Executive Board shall be responsible for:
 - (1) Forming a transition report to pass on to the incoming Executive Board;
 - (2) Updating the CCC Handbook by April 1st;
 - (3) Holding office hours by appointment;
 - (4) Performing other duties as needed;
 - (5) Developing a semesterly timeline listing all CCC programming and club deadlines within the first month of the academic year.

Section III.02. *CCC President*

(a) Election

- (i) The CCC President shall be elected by a majority vote of the CCC members prior to the first Student Senate meeting in March of each year. The outgoing CCC President shall cast a vote only in the case of a tie.
 - (1) In the event that no candidate should achieve a majority vote and there are more than two candidates remaining, the candidate(s) who receive the

least number of votes shall be removed from contention, and additional rounds of voting shall be held until one member secures a majority.

- (ii) The CCC President must be a CCC member at the beginning of the meeting during which the election for CCC President occurs.

(b) Responsibilities

- (i) Shall serve as chair of the CCC and ensure its efficient and effective operation.
- (ii) Shall serve as a voting member on the Senate, and represent all undergraduate club interests.
- (iii) Shall present a report of Senate proceedings to the CCC during the next meeting whenever the Senate discusses matters that pertain to the activities of clubs, the CCC, or Student Union finances. In the event attendance is impossible, the President will name a CCC member as a designated representative.
- (iv) Shall serve as the primary communication liaison between outside organizations and the CCC on non-financial matters relating to clubs.
- (v) Shall review, modify, and approve both the budget proposal for all club allocations and the proposal for the CCC operating budget to the Financial Management Board (FMB), as prepared by the CCC Controller.
- (vi) The Club Coordination Council President, or designee, shall address the Senate at least once each semester regarding the status of club funding at Notre Dame, the current means by which club leaders may obtain funding for their respective club, as well as any additional information pertaining to clubs that they may deem important for the Senate to know.

Section III.03. CCC Vice-President

(a) Election

- (i) The CCC Vice-President shall be elected by a simple majority vote of the CCC members on the same date as the CCC Presidential Election. The outgoing CCC President shall cast a vote only in the case of a tie.
- (ii) The CCC Vice-President must be a CCC member at the beginning of the meeting during which the election for CCC President occurs

(b) Responsibilities

- (i) Shall assist the President of the CCC to ensure its efficient and effective operation.
- (ii) Shall present a summary report of Executive Programming Board proceedings to the CCC at the next CCC meeting whenever the Board discusses matters that pertain to the activities of clubs, the CCC, or Student Union finances. In the event

attendance is impossible, the CCC Vice-President will name a CCC member to sit in place.

- (iii) Shall compile a list of all 1st year probationary, 2nd year probationary, inactive, and active clubs to submit to the Student Activities Office prior to the end of the academic year.
- (iv) Shall be responsible for compiling and updating the CCC precedent database for use by the CCC membership. Precedent shall not be binding, but may be used to inform decisions and discussion.
- (v) The CCC Vice-President may lead discussion by asking guiding questions, and may inform the CCC of how previous events were handled in the past if those events are relevant.

Section III.04. CCC Controller

(a) Appointment

- (i) The CCC Controller shall be appointed by the incoming CCC President and approved by a simple majority vote of the CCC prior to April 1st of each year.

(b) Responsibilities

- (i) Shall serve as a voting member of the FMB. Shall present a summary report of FMB proceedings to the CCC at the next CCC meeting whenever the FMB discusses matters that pertain to the activities of clubs, the CCC, or Student Union finances. In the event attendance is impossible, the Controller shall appoint a representative to sit in the Controller's place.
- (ii) Shall prepare and submit, with the approval of the CCC President, a budget proposal to FMB for both club allocations and the CCC operating budget at the annual FMB allocation meeting.
- (iii) Shall manage the CCC administrative account and appeal accounts.
- (iv) Shall be responsible for initiating the transfer of funds upon appeals being granted.
- (v) Shall compile a list of final club allocations for the Student Union Bookkeeper prior to the end of the academic year.
- (vi) The CCC Controller shall not engage directly in conversation when discussing issues related to clubs. The Controller may answer questions regarding CCC financing during discussion.

Section III.05. CCC Secretary

(a) Appointment

- (i) The CCC Secretary shall be appointed by the incoming CCC President and approved by a simple majority vote of the CCC prior to April 1st of each year.
- (b) Responsibilities
 - (i) Shall develop and submit a list of CCC members by April 1st to be disseminated to all clubs and the SAO for the upcoming year.
 - (ii) Shall serve as the archivist of the CCC archives and ensure their effective and efficient organization.
 - (iii) Shall facilitate the distribution of information among all members of the CCC including, but not limited to, minutes, club status, CCC events, and agenda. The Secretary will be responsible for ensuring all members of the CCC have access to the information necessary to ensure the efficient and effective completion of their responsibilities.
 - (iv) Shall keep a record of those in attendance at CCC Meetings, Club Information Meetings, and Budget Allocation Meetings.
 - (v) Shall be responsible for the preparation and distribution of minutes for CCC Meetings and any other meetings as requested by the CCC President or the CCC. The Secretary shall summarize the minutes from the previous meeting at the start of the meeting.
 - (vi) In the event that attendance is impossible, the CCC Controller shall sit in place of the Secretary, or appoint a representative to sit in the Secretary's place.
 - (vii) Shall make all public records of the CCC easily accessible to all students, faculty, and staff of the University.
 - (viii) Shall compile a document containing all agendas, dockets, and minutes for the year.
 - (ix) The CCC Secretary shall not engage directly in conversation when discussing issues related to clubs. The Secretary may answer questions regarding CCC minutes during discussion.

Section III.06. CCC Division Representatives

- (a) Elections
 - (i) CCC Division Representatives shall be elected on a division-by-division basis by the undergraduate clubs represented by each division at the spring Club Budget Meeting(s).
 - (ii) CCC Division Representatives shall serve a term from the first CCC meeting following their election to April 1st of the following year, unless such a representative is a qualified outgoing senior whom the CCC has voted to permit

to serve as such until their graduation pursuant to Article III.06(c) of these Bylaws.

- (iii) All candidates for the role of Division Representative must be dues-paying or otherwise active members of at least one club within the division they are nominated to represent.
 - (iv) Candidates must be nominated no later than 12 hours prior to the beginning of the time period when the election for Division Representatives should take place. All candidate names must be submitted to the CCC President.
 - (v) All candidates shall have the opportunity to address the voters after the close of nominations. Absent candidates may send a statement to the CCC on their behalf.
 - (vi) Active clubs, as designated by the Student Activities Office, shall receive one vote for their division. Absentee voting is allowed, but ballots must be submitted to the CCC President prior to the election.
 - (vii) For all divisions, the six candidates with the most votes shall serve as Division Representatives beginning no later than April 1 of the calendar year in which they are elected.
 - (1) If two or more candidates are tied for the last vacant slot in a Division, a runoff will be declared to all clubs in the Division and voting will resume for a period of 24 hours. This process will continue until there is no tie for the position.
 - (viii) If a CCC Division Representative will go abroad for part of their term, they may be allowed to maintain status as a Division Representative at the discretion of the CCC Executive Board.
- (b) Responsibilities
- (i) Shall serve as liaison and primary contact between the CCC and clubs for all questions, issues, and funding appeals.
 - (ii) Shall attend all CCC meetings, pursuant to the stipulations of Section II.02.
 - (iii) Shall conduct interviews and other duties related to the allocation process as defined by the CCC President, Controller, or Division Chair.
 - (iv) Shall monitor club activity and adherence to all CCC policies.
 - (v) The Division Representatives shall perform other duties determined by the CCC President, Vice-President, Secretary, and Division Chairs. Additional duties may be appealed to the entire Club Coordination Council and approved by a vote.
- (c) Qualified outgoing seniors

- (i) A “qualified outgoing senior” is defined as any Division Representative or member of the Executive Board, who, during the spring semester of the current academic year, plans to graduate from the University of Notre Dame du Lac at the end of the current spring semester or the immediately subsequent summer semester.
- (ii) Any qualified outgoing senior who wishes to continue working on the CCC until the end of the current academic year shall notify the incoming CCC President of their intent, in writing or e-mail, prior to the beginning of the annual election of CCC representatives which should take place during the relevant spring semester pursuant to Article III.06(a) of these Bylaws.
- (iii) Any qualified outgoing senior may, subject to a $\frac{2}{3}$ vote of the CCC Division Representatives taken prior to April 1 of the relevant academic year, serve as a Division Representative on any division for which they are otherwise eligible to be elected to, until the termination of the same academic year.

Section III.07. Club Coordination Council Division Chairs

(a) Appointment

- (i) The CCC Division Chairs shall be appointed by the incoming CCC President from the pool of incoming CCC division representatives prior to April 1st.
- (ii) The CCC Division Chairs shall serve a one-year term beginning April 1st.
- (iii) Each Division may only have one Division Chair at any given time.
- (iv) The CCC Division Chairs shall hold an enumerated position and may not hold any other enumerated position concurrent with their time of service as a CCC Division Chair, in accordance with Section 1.3 of the *Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac*.

(b) Responsibilities

- (i) Shall supervise, facilitate, and coordinate the efforts of the Division Representatives.
- (ii) Shall coordinate any allocation, appeal, or loan interviews from their respective divisions.
- (iii) Shall, at their discretion, report club activities or circumstances to the CCC when they are outside of the ordinary.
- (iv) Shall hold office hours for a minimum of one hour each week in a regular schedule updated each semester.
- (v) Shall form a Transition Report to pass on to incoming Division Chairs by April 1st.

- (vi) Shall update the CCC Handbook by May 1st.
- (vii) Shall perform other duties as determined by the CCC President and Vice-President. Additional duties may be appealed to the entire CCC and approved by a vote.

Section III.08. *Emeritus Members*

- (a) The Club Coordination Council may bestow the status of “Emeritus” upon any particular member or former member of the Club Coordination Council. This shall require a two-thirds majority vote. The granting of “Emeritus” status shall be reserved as the highest honor—a mark of distinguished service to the Club Coordination Council, above and beyond the expectations of an individual’s respective role(s).

Section III.09. All members of the CCC, and all candidates for CCC elections or appointments, must meet any other qualifications for office and carry out or be able to carry out any further duties as stated in the *Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac*.

Article IV. *Vacancy and Removal*

Section IV.01. *Removal from Office*

- (a) All members of the CCC may be removed from office by a two-thirds vote of the entire Council on account of negligence of duty.
- (b) The removal of any CCC member is subject to the Ethics Commission appeal process.
- (c) The procedure for the removal of the CCC President must follow Article 13.1, Impeachment and Removal, as in the Student Union Constitution.

Section IV.02. *Executive Board Vacancies*

- (a) In the event of the resignation or removal of the CCC President, the title and responsibility will be conferred to the CCC Vice-President. A new Vice-President must then be elected within two weeks from a pool of nominees who fulfill all requirements as per Section III.01(a)(iii) and Section III.02(a)(ii).
- (b) In the event of the resignation or removal of the CCC Vice-President, a new Vice-President must be elected within two weeks. Until then, the CCC President may appoint an acting Vice-President, who must fulfill all appropriate criteria for the role.
- (c) In the event of the removal or resignation of the CCC Controller or CCC Secretary, the CCC President shall fill the open position by appointment within two weeks of the

vacancy. This appointment shall be subject to the review and approval of the CCC by a two-thirds vote of the Division Representatives.

Section IV.03. *Division Vacancies*

- (a) In the event of the removal or resignation of a CCC Division Chair, the CCC President shall fill the open position by appointment within two weeks of the vacancy. This appointment shall be subject to the review and approval of the CCC by a two-thirds vote of the Division Representatives.
- (b) In the event of the removal or resignation of a CCC Division Representative, the CCC President may fill the position by appointment. This appointment is subject to the review and approval by the CCC.

Section IV.04. *Emergency Division Representative Addition Process*

- (a) The Emergency Addition procedure shall be activated at the discretion of the CCC by a two-thirds internal vote when a Division is not filled, and the Division sees the need to add another representative outside of the official election procedures.
- (b) If there is a vacant position in a CCC Division that the Division would like to fill, the Division must present the case to the entirety of the CCC and explain why the particular case is a state of emergency to be filled by emergency procedure.
- (c) A Division must notify all clubs it represents of the vacant position. Interested candidates must complete an application form provided to them by the Division.
- (d) The Division Chair will select the applicant they believe to be the highest qualified applicant for the vacant position.
- (e) The applicant will attend a CCC meeting, where they may be approved to join the CCC in full standing as Division Representatives by a two-thirds vote.

Article V. *Committees.*

Section V.01. *CCC Committees*

- (a) CCC Committees shall be responsible for addressing interdivisional responsibilities within the council.
- (b) All members of the CCC must serve in or chair at least one Committee.

Section V.02. *Committee on Club Consulting (C6)*

- (a) C6 shall be Chaired by the President, or a representative selected by the President who is subsequently confirmed by a majority vote of the Division Representatives prior to assuming the position of Chair of the Committee on Club Consulting.
- (b) C6 shall create initiatives ordered towards coordinating cohesive club programming through various means, excluding appeals, including, but not limited to:
 - (i) suggesting revisions to a club constitution, including assistance with formal restructuring of a club;
 - (ii) connecting clubs with academic departments, offices, and other agents of the University of Notre Dame du Lac that are not within the Student Union, in order to obtain alternate sources of funding;
 - (iii) providing logistical support and assistance to clubs for events that are in line with the mission of the CCC.
- (c) CCC First-Year Leadership Development Program (FYLDP):
 - (i) FYLDP shall be a subcommittee of C6.
 - (ii) FYLDP shall be responsible for:
 - (1) the development of the leadership skills of first-year students within the context of the CCC's purpose and mission;
 - (2) familiarizing first-year students on how the administrative bureaucracy of the University of Notre Dame du Lac interacts with the coordination of club programming;
 - (3) developing the event-programming skills of first-year students;
 - (4) empowering first-year students to better understand the policies of the Student Union, especially those policies that regularly affect clubs;
 - (iii) Membership within FYLDP shall be restricted as follows:
 - (1) C6 shall meet for the purpose of determining the membership of FYLDP before September 15 of each academic year;
 - (2) The Chair of FYLDP shall be appointed by the chair of C6 to serve on an annual basis, pursuant to the advice and consent of the majority of the Division Representatives of the Club Coordination Council;
 - (3) Students in their first year at the University of Notre Dame shall be eligible for membership within FYLDP;
 - (4) In order to become a member of FYLDP, students eligible for membership within FYLDP must receive either:
 - a) the recommendation of the Chair of FYLDP in addition to a simple majority vote of the present and voting members of C6 OR

- b) a two-thirds majority vote of the present and voting members of C6;
- (iv) Members of FYLDP who are neither Division Representatives nor members of the CCC Executive Board shall not be permitted to attend closed meetings of the CCC, unless specifically allowed by an internal vote of the CCC's present and voting members.

Section V.03. Recruitment Committee

- (a) Shall be chaired by the CCC Vice-President, or a representative selected by the Vice-President.
- (b) Shall coordinate the Annual CCC Recruitment Drive.
 - (i) The CCC shall conduct a recruitment drive at least once annually, including at least once during the fall semester, to fill vacant positions. All recruitment drives shall be orchestrated by the CCC Recruitment Committee.
 - (ii) The CCC Recruitment Committee shall open an application for the vacant seat(s) to all members of clubs within the given division who meet all appropriate criteria.
 - (iii) All students shall be notified of the openings during the recruitment drives. The finalized decisions of the Committee on CCC Recruitment shall be presented before the Council, where new members will be voted on with a 2/3 majority required for approval.
- (c) Shall be responsible for training all new CCC members in the exercise of their role.

Section V.04. Financial Committee

- (a) Shall be chaired by the Controller, or a representative selected by the Controller.
- (b) Shall collaborate with the Controller to ensure the Budget Sheet is free of errors and contains all relevant analytics prior to the Spring Allocation process.
- (c) Annual Spending Review
 - (i) The CCC annual spending review shall occur in the Fall subsequent to Spring Allocation. The Financial Committee shall be responsible for analyzing club spending from the prior year by generating a comprehensive breakout of spending by tier, category, and any other pertinent elements.
 - (ii) If necessary, the Committee shall present to the entire CCC any amendments they deem necessary to the relevant primary cut, including any adjustments to the existing tier system. Any conclusions or recommendations shall be presented to the entire CCC and approved with a two-thirds majority vote.

Section V.05. *Events Committee*

- (a) Shall be Chaired by the CCC Secretary, or a representative selected by the Secretary in case the Secretary cannot attend.
- (b) Shall plan retreats for the CCC on a semesterly basis to build community.
- (c) Shall be responsible for maintaining the CCC website.
- (d) Shall manage all CCC Social Media accounts.
- (e) Shall meet to award CCC Awards as a part of the Spring Awards process in collaboration with SAO, including both club and internal awards.

Section V.06. *Special Committees*

- (a) The CCC President shall be able to establish *ad hoc* Special Committees to address important matters outside of the purview of the ordinary committees.
- (b) Special Committees may be established by any CCC member by either the approval of the CCC President or by a two-thirds majority vote of the CCC.

Article VI. *Funding Requirements and Restrictions*

Section VI.01. *Eligibility*

- (a) For clubs to be eligible for any and all CCC funding, including loans, they must:
 - (i) Be officially recognized by the SAO and abide by University policies.
 - (ii) Not have a negative balance in their club account. Clubs with a negative balance in their club account are not eligible for any CCC funding including allocations, appeals, and concession stands, except in exceptional circumstances to be determined by a majority vote by the CCC.
- (b) Clubs with budget deficits are eligible to appeal to the CCC for a loan with terms strictly pursuant to these Bylaws.
 - (i) Have at least 50% of club officers be current, full-time Notre Dame undergraduate students.
 - (ii) Fundraise a minimum of 20% of the CCC allocation.
 - (1) Concession stands are not considered fundraising
 - (2) Dues, donations, and grants are considered fundraising.
 - (iii) Adhere to registration and allocation deadlines set by the CCC and SAO.
 - (iv) Attend the pre-budget information meeting, the allocation interview, and all Club Information Meetings (CIMs).

- (v) Collect dues, except for clubs in the Social Service division or clubs explicitly exempted from dues collection by a two-thirds majority vote of the CCC. Dues are considered paid when 75% of active members have paid.

Section VI.02. *Violations of Policy*

- (a) Clubs not adhering to CCC policy or deadlines:
 - (i) May be placed on a one semester long suspension by the CCC.
 - (ii) For the duration of the suspension, clubs will be ineligible for any allocation (including Concession Stands), appeals, and other CCC funding.
 - (iii) Suspension will end following one semester if the given requirements have been met.
 - (iv) May be penalized further as described in CCC Guidelines.

Section VI.03. *Restrictions*

- (a) Officially recognized clubs must use funds in accordance with the Fiscal Policies outlined in Article XVI of the *Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac*.
- (b) Clubs must also spend allocated funds in accordance with all CCC Guidelines.
 - (i) The CCC may restrict the spending of the current-year student activity fee allocation for any club. The CCC may also remove the current year student activity fee allocation.
- (c) The CCC Division, Sub-Division, and General Guidelines are to be updated by the respective Division Chairs during the Fall semester in preparation for the Spring semester in consultation with the CCC Executive Board.
- (d) All Guidelines revisions are subject to CCC approval by a simple majority vote.

Section VI.04. *Club Reactivations.*

- (a) Upon becoming inactive and successfully passing through the SAO club reactivation process, the reactivation decision shall fall to the CCC.
- (b) In deciding whether to reactivate a club deemed inactive, the CCC is responsible for meeting with the appealing clubs to understand the causes of their inactivity, gauge continuing interest in and sustainability of the club's mission, and assess the financial wherewithal of the club to execute on its mission.
 - (i) The obligation to meet with appealing clubs may fall either to CCC Divisions or CCC Committees, at the discretion of the CCC President.

- (c) The CCC division or committee responsible for meeting with the appealing club will present one of the following final reactivation recommendations:
- (i) Reactivate and recommend full-club status.
 - (ii) Reactivate and recommend probationary year 1 or 2 club status.
 - (iii) Deny reactivation.

Article VII. *Allocation Process*

Section VII.01. *Eligibility*

- (a) To be eligible for an allocation, a concession stand, and CCC appeal funds, a club must submit a budget sheet and other information as instructed at the spring CIM.

Section VII.02. *Meetings and Interviews*

- (a) At least two Division Representatives will interview at least two club representatives. The club representatives must include the person primarily responsible for completing the budget sheet and a club member who will return to the club in the next year. No Division Representative present can be a member of the club being discussed.

Section VII.03. *Budget*

- (a) Division Chairs shall compile a budget request once all division interviews are completed detailing individual club allocation recommendations for their division
- (b) The CCC Controller shall produce a budget request representing all clubs. This request is subject to the review and approval of the CCC President.
- (c) After review, this is presented to the entire CCC. Division Representatives will revise their recommendations based on available funding. The final budget will be compiled by the Controller and subject to the review and approval of the CCC President before being presented to the entire CCC for a vote.

Section VII.04. *Concession Stands*

- (a) The CCC shall allocate Concession Stands to eligible clubs as a part of the Spring Allocation Process.
- (b) Failure to submit the necessary paperwork or adhere to SAO and CCC protocols will result in forfeited concession stand eligibility.
- (c) Forfeiting a concession stand less than ten (10) business days before the date of the concession stand will result in a minimum one-year ineligibility for future concession stands.

- (d) The CCC will provide the SAO with a waitlist of clubs to be reallocated forfeited concession stands.

Section VII.05. *Appeal Process For Allocations*

- (a) Appeals of the CCC's allocation decisions may be appealed to the FMB following the procedure outlined in Section 10.3(h) of the *Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac*.

Article VIII. *Appeal Process*

Section VIII.01. *Club Coordination Council Appeal Funds*

- (a) Contingency Fund
 - (i) The Contingency Fund is for individual clubs that may need additional funding for an unforeseen or under-budgeted event.
- (b) CCC Collaboration Fund
 - (i) The CCC Collaboration Fund is for two or more clubs that are planning a new event together.
- (c) Financial Management Board (FMB) Collaboration Fund
 - (i) The FMB Collaboration Fund is for any club that is collaborating with another branch of the Student Union, such as one of the dorms, a Class Council, or SUB, to hold an event.
 - (ii) After being approved by the CCC, this request will also be presented to the FMB, who will make the final decision as to the amount of money allocated.
 - (iii) Further details regarding the FMB Collaboration Fund are described in Article X.7(e) of the Student Union Constitution.

Section VIII.02. *CCC Loans*

- (a) Clubs may request a loan from the CCC. The CCC may offer a loan instead of, or in addition to, an appeal.
- (b) Division Representatives shall hear club loan requests and then present the requests to the entire CCC, following the same procedures outlined for Appeals in Article VIII.
- (c) Loan requests may be made for events that have already occurred.
- (d) The terms of any loan are to be made considering the advice of the Division Chair, CCC Controller, and CCC President and approved by the entire CCC with a simple majority vote.

- (e) Clubs shall enter into a signed loan agreement with the CCC stipulating loan terms and penalties for default. Stipulations will be determined by the division and voted on by the CCC.
- (f) Loans shall not charge interest, and must be paid off by April 1st of the academic year in which the loan is granted.
- (g) Loans shall not be granted after April 1st of any given academic year.

Section VIII.03. *CCC Appeal Fund Submissions*

- (a) Appeals should be submitted at least 10 business days prior to the planned event. The CCC reserves the right to not hear an appeal submitted less than 10 business days before the event.
- (b) The CCC shall not hear appeals for events that have already occurred.
- (c) The CCC reserves the right to offer a loan instead of appeal funds.
- (d) Clubs may appeal for Contingency Funds no more than twice per academic year.
- (e) Probationary clubs may receive up to \$500 in Contingency Funding per academic year.

Section VIII.04. *Division Appeal Hearings*

- (a) At least two Division Representatives who are not members of the appealing club shall hear club appeals.
 - (i) Division Representatives may be present at a division's interview with any club to which they belong, provided the Representative is present as an officer of the club and not as a Division Representative, or if the Representative is present as an observing Division Representative and at least two additional Division Representatives are present.
- (b) If needed, a Division may ask a member of another division or a member of the Executive Board to sit in place of a Division Representative.

Section VIII.05. *CCC Appeal Hearings*

- (a) Members of the Division that heard the appeal will present the Appeal case and the Division's recommendation to the CCC.
 - (i) The member(s) presenting should have attended the interview.
 - (ii) Member(s) may not present an appeal for any club to which they belong.
- (b) Division Representatives may not take part in deciding a division's recommendation on an appeal for any club to which they belong.
- (c) Division Representatives may vote on any appeals presented for any club to which they belong. The Representatives may not provide any information during discussion

regarding the appeal unless the CCC President specifically requests information from them.

(d) Appeals shall be approved by the CCC with a simple majority vote.

Article IX. *Bylaws*

Section IX.01. The Bylaws of the CCC shall be approved and adopted by a two-thirds majority vote of the CCC. Amendments to these Bylaws shall be submitted to the CCC President for presentation to the entire CCC for review and approval.

Section IX.02. The CCC may temporarily suspend any article, section, subsection, or clause in these Bylaws by the consent of a three-quarters majority of present and voting members.

Section IX.03. The Bylaws must be reviewed and updated at least every year.

Section IX.04. The CCC shall present bylaws to the Student Union Ethics Commission by May 1st each year. The CCC's SAO advisor shall also approve these bylaws.