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 coordinate 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 at least every other week during the academic year. Additional meetings may be called either by the CCC President, or by five members of the CCC with 48 hours notice.

(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 Council per the Student Union Constitution.

(b) A quorum of two-thirds 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.

(i) CCC meetings are to be open to members of the FYLDP unless closed by a majority vote of the CCC.

(d) The agenda, including all available relevant information, evidence, and material, must be distributed in writing to the CCC general membership no less than 24 hours before consideration.

(e) 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.

(f) 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.

(g) The CCC shall adopt the most recently revised edition of *The Standard Code of Parliamentary Procedure* ("the Standard Code") as the official rules of procedure governing the operation of the CCC. These Bylaws shall take precedence in the event that the Standard Code and the Bylaws come into conflict. Any rule in the Standard Code may be suspended by a two thirds vote of the voting members present.

(h) No CCC meeting shall be held if neither the President nor the Vice President is available to serve as Chair.

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.

(c) The Chair of the CCC shall not vote on any matter, neither internal nor external to the CCC, except in the event of a tie on any matter called for a vote. When the President or Vice President serves as Chair, the voting rights and restrictions of the Chair take precedence over any other voting rights and restrictions they may hold.

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 March 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 position enumerated in the *Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac* concurrent with their time of service.

(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 Transition Plan and Handbook by March 1st;

(3) Holding office hours by appointment;

(4) Selecting new CCC members based on applications received during recruitment drives;

(5) Awarding CCC Awards as part of the Spring Awards process in collaboration with CCC Division Chairs and SAO;

(6) Developing a semesterly timeline listing all CCC programming and club deadlines within the first month of the academic year;

(7) Performing other duties as needed.

Section III.02. *CCC President*

(a) Election

(i) The CCC President shall be elected by a majority vote of the CCC members on a date established by the outgoing CCC Executive Board, allowing for a reasonable transition period before the incoming President takes office on March 1st.

(ii) 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.

(iii) 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) The President of the CCC shall serve as the Chair of the CCC and ensure its efficient and effective operation. If the President is unable to serve as Chair, the Vice President shall assume the role.

(ii) Shall serve as a voting member on the Senate, and represent all undergraduate club interests.

(iii) 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.

(iv) 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 the President cannot attend a Senate Proceeding, the President will name a CCC member as a designated representative.

(v) Shall convene officers from Notre Dame undergraduate clubs in order to receive feedback regarding Student Union and CCC policies and procedures on an as-needed basis.

(vi) Shall serve as the primary communication liaison between outside organizations and the CCC on non-financial matters relating to clubs.

(vii) 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.

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 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.

(iii) 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.

(iv) 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 March 1st of each year.

(b) Responsibilities

(i) Shall serve as a voting member of the Financial Management Board. 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.

(vii) Shall notify each undergraduate student club of its current available balance as stated in Notre Dame's general ledger at least once per semester after the undergraduate student clubs list has been updated.

(viii) Shall monitor all active undergraduate student clubs' balance and report, at least once per month, on undergraduate student clubs with negative available balance.

(1) If a club has a negative balance, the CCC Controller shall inform the club of their current balance and assist the club on devising a plan to achieve a positive balance.

(2) If a club does not communicate with the CCC after being informed of their negative balance by the CCC Controller in two calendar weeks, or acts negligently towards their negative balance, as determined by a majority vote of the CCC, the CCC Controller shall notify the Student Union Bookkeeper of the club's negative balance.

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 March 1st of each year.

(b) Responsibilities

(i) Shall be responsible for the preparation of minutes for all CCC Meetings and any other meetings as requested by the CCC President, the acting Chair of the CCC, or by five members of the CCC.

(1) 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.

(ii) 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.

(iii) Shall keep a record of those in attendance at CCC Meetings, Club Information Meetings, and Budget Allocation Meetings.

(iv) Shall make all public records of the CCC easily accessible to all students, faculty, and staff of the University.

(v) Shall develop and submit a list of CCC members by March 1st to be disseminated to all clubs and the SAO for the upcoming year.

(vi) Shall serve as the archivist of the CCC archives and ensure their effective and efficient organization.

(vii) 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.

(ii) CCC Division Representatives shall serve a term from the first CCC meeting following their election to March 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 March 1st 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 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 ⅔ vote of the CCC Division Representatives taken prior to March 1st 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.

(iv) Qualified outgoing seniors retain the right to vote on all matters that may come before the CCC in the months before their graduation from the University of Notre Dame du Lac, including during the Spring Allocation process.

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 March 1st.

(ii) The CCC Division Chairs shall serve a one-year term beginning March 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 by appointment.

(v) Shall form a Transition Report to pass on to incoming Division Chairs by March 1st.

(vi) Shall update the CCC Handbook by May 1st.

(vii) Shall assist the CCC Executive Board in reviewing new-member applications and conducting interviews during recruitment drives;

(viii) Shall finalize CCC Club Awards as part of the Spring Awards process in collaboration with the CCC Executive Board and SAO.

(ix) 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.

(b) 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 procedure for the removal of the CCC President must follow Article 13.1, Impeachment and Removal, as outlined 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 programing 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.

Section V.03. *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 and Audit Subcommittee

(i) The Annual Spending Review and Audit Subcommittee shall be a subcommittee of the Financial Committee.

(ii) This subcommittee shall be responsible for reviewing club spending with a particular focus on how Spring Allocation funding was used by clubs during the subsequent academic year.

(iii) This subcommittee will document the process used in reviewing club spending for future CCC members so that the audit and/or review process remains consistent over time.

(d) Financial Education Subcommittee

(i) The Financial Education Subcommittee shall be a subcommittee of the Financial Committee.

(ii) This subcommittee shall be responsible for developing an educational program for current and future club treasurers.

(1) The materials from this educational program will be assembled by the committee and distributed to club treasurers during the Fall Semester.

(2) This subcommittee shall plan a Treasurer Training Presentation to take place during the Spring Semester in preparation for the executive transitions of clubs and the Spring Allocation process.

(iii) This subcommittee will review the current CCC Guidelines for clubs and recommend changes or additions to the portions of those guidelines regarding financial recordkeeping and the treasurer role within clubs.

Section V.04. *Social Committee*

(a) Shall be Chaired by the CCC Vice President, or a representative selected by the Vice President. .

(b) Shall plan retreats for the CCC on a semesterly basis to build community.

(c) Shall plan other social gatherings for the CCC, including but not limited to dining hall dinners and holiday celebrations.

(d) In partnership with the entire Executive Board, shall be responsible for the CCC First-Year Leadership Development Program (FYLDP):

(i) FYLDP shall be a subcommittee of the Social Committee.

(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.05. *Marketing and Information Committee*

(a) Shall be chaired by the CCC Secretary, or a representative selected by the Secretary.
(b) Shall create posters and other visuals, both print and digital, on an as-needed basis.
(c) Shall be responsible for maintaining the CCC website.
(d) Shall manage all CCC Social Media accounts.
(e) Shall publicize the Annual CCC Recruitment Drive.
    (i) The CCC shall conduct a recruitment drive at least once annually to fill vacant positions. All recruitment drives shall be publicized by the Marketing Committee, in consultation with the CCC Executive Board.
    (ii) The CCC Marketing 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 clubs shall be notified of the openings during recruitment drives. The applications received by the Marketing Committee shall be forwarded to the CCC Executive Board following the application deadline.
    (iv) Finalized decisions of the Executive Board shall be presented before the Council, where new members will be voted on with a 2/3 majority required for approval.

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.

(i) 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.

(ii) In order to facilitate the development and work of any ad hoc Special Committees, the existing defined committees may be temporarily suspended on a semesterly basis by a three-quarters majority vote of the CCC.

(1) Any responsibility of a particular committee may be temporarily suspended by the chair of that committee on a semesterly basis.

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.

(1) Clubs with budget deficits are eligible to appeal to the CCC for a loan with terms strictly pursuant to these Bylaws.

(iii) Have at least 50% of club officers be current, full-time Notre Dame undergraduate students.

(iv) Fundraise a minimum of 20% of the CCC allocation.

(1) Concession stands are not considered fundraising

(2) Dues, donations, and grants are considered fundraising.

(v) Adhere to registration and allocation deadlines set by the CCC and SAO.

(vi) Attend the pre-budget information meeting, the allocation interview, and all Club Information Meetings (CIMs).

(vii) 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) Clubs who fail to complete the SAO summer re-registration process shall be considered inactive by the CCC.
(b) Significant financial activity shall be defined as a transaction recorded in GLez which does not fall into one of the following categories: interest on current account balance, year-end rollover, or donation transactions that can be reasonably assumed to be from ND Day.
(c) Clubs who either have had no significant financial activity in the past 7 academic years, or who last completed the SAO re-registration process 7 academic years ago, may be declared defunct by the CCC.

(d) Clubs declared defunct by the CCC shall have 14 days (2 weeks) from the date of their notification of defunct status to appeal the decision.

(e) Upon becoming inactive and successfully passing through the SAO club reactivation process, the reactivation decision shall fall to the CCC.

(f) 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.

(g) 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

(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) Clubs may appeal CCC funding decisions to the Financial Management Board following the procedure outlined in Article X, Section 3(h) of the *Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac*.
(b) Any appeal of a CCC funding decision must be submitted to the Financial Management Board within two weeks (14 calendar days) of the CCC's communication of the initial funding decision.

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) The money for all CCC appeal funds, excluding the FMB Collaboration Fund, are to be set aside from the total FMB allocation to clubs every year by the CCC Executive Board before the CCC Spring Allocation Process.

(b) 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.

(c) The CCC shall not hear appeals for events that have already occurred.

(d) The CCC reserves the right to offer a loan instead of appeal funds.
(e) Clubs may appeal for Contingency Funds no more than twice per academic year.
(f) 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. Any proposed amendment to these bylaws must be distributed in writing by the CCC Executive Board to the general membership of the CCC no less than 48 hours before conducting a vote.

Section IX.03. The CCC may temporarily suspend any article, section, subsection, or clause in these Bylaws by the consent of a three-quarters majority of present voting members.

Section IX.04. The Bylaws must be reviewed and updated at least every year.

Section IX.05. The CCC shall present updated Bylaws to the Student Union Ethics Council by May 1st each year. The CCC's SAO advisor shall also approve these Bylaws.