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 2016-2017 is:
- September/October: CCSC
- November/December and January: ESC
- February/March: GSSC - SGA
- April/May: SGA - GSSC

The Chair is in charge of setting the weekly meeting agenda and facilitating the meetings. The Chair serves as primary contact person between the JCCC and student groups and is responsible for all additional custodial duties in relation to the committee.

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.

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.

Article 3: Meetings

Section 1. Presentations
Upon receiving applications, the VPFs will schedule groups to come in to present their applications to the council and answer questions. Non-council members 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. 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. 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 Chair 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). Student groups must give all relevant receipts to the Chair before receiving funds or at the discretion of the VPFs.

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 ¾ 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 2015-2016*

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.

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.
   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).

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