

# ICC Finance Code





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**I. OBJECTIVES**

This Financial Code is established to define policies and procedures for approving and expending funds under the control of Diablo Valley College Inter Club Council (ICC), to ensure that all financial transactions are made in the best interests of the clubs and in accordance with all pertinent Associated Student of Diablo Valley College (ASDVC), State, and District Financial regulations.

The Diablo Valley College Student Life Office will handle all club financial transactions. Off-campus bank accounts are illegal according to the California Education Code.

**II. ICC BUDGET**

1. The budget shall be broken into three parts: club events, ASDVC attended Federal/State conferences such as ASACC and SSSCC, CCCSAA, and retreat fund.

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2. The ***Club Event*** budget will be broken into two parts, fifty percent (50%) will be used for events held during the Fall semester, and fifty percent (50%) will be used for events held during the Spring semester. The amount left from the Fall budget will be transferred to the Spring semester. Funds for the Spring semester events may be allocated in the Fall semester and will be counted as a Spring semester allotment.
3. To access reserves see article VII
4. ICC will allocate 2000 dollars to send ICC representatives to Federal or State Level conference attended by ASDVC board members and officially approved by ASDVC board such as ASACC and SSCCC.
  - A. ICC member who desires to attend conference shall demonstrate knowledge and understanding of issue(s), which are discussed at ASACC and/or SSCCC conferences.
  - B. This shall be demonstrated by giving a presentation about these issue(s) to the ICC board prior to the approval vote.
  - C. Candidates are required to write essay(s); ICC executive board shall decide questions for essay(s). These questions shall include but are not limited to questions ASDVC requires its members to write. The ICC executive board shall have the power to ask any additional questions.
  - D. The ICC board shall take a vote to approve any candidate; simple majority is required for approval.
  - E. If there are more candidates than money allocated, additional funds could be requested from ASDVC.
  - F. If there are more candidates than money allocated, each candidate is required to give a speech, write an essay, and give a presentation to The ICC board. The ICC board shall decide who will attend the conference by simple majority vote.
  - G. ASDVC members are excluded from attending ASDVC sponsored conferences as representatives of ICC.
5. 1000 dollars shall be allocated for the ICC retreats during Fall and Spring semesters. The amounts are 500 dollars for each retreat. The amount left from Fall retreat will be transferred towards Spring retreat. No vote is required for this item.
  - A. If retreat(s) costs more than 1000 dollars additional money will go through normal process of approval by the ICC board.

- B. ICC can approve more than 500-dollar maximum for retreat(s), if necessary. The maximum amount for retreat shall not exceed 600-dollar maximum.
- C. Retreat funds unused during spring retreat shall be used for club events.
- D. Fall Retreat shall take place no later than October 15<sup>th</sup>; if fall retreat takes place later than October 15<sup>th</sup> no funds shall be allocated from ICC budget. Spring Retreat shall be held no later than April 1<sup>st</sup>; if spring retreat takes place after April 1<sup>st</sup> no funds shall be allocated from ICC budget.

### III. ELIGIBILITY

1. All clubs except those currently inactive or on probation, according to the ICC Code, are eligible for funds from ICC and/or ASDVC.
2. Special Allocations
  - A. Only new clubs and/or clubs that are in the process of reactivating are eligible for special allocations (see IV-2).
3. Any club violating the ICC Code and/or ASDVC/ICC Financial Code guidelines shall have its club account and all pending funds requests frozen immediately.
  - A. Official club events that have been approved and sponsored by ICC/ASDVC funds cannot be used for the purchase of but not limited to: tobacco, alcohol, and illegal substances/drugs. Furthermore, participants cannot be under the influence of alcohol and/or illegal substances/drugs.
  - B. If such violations occur, reimbursements will be reviewed on a case-by-case basis by the ICC advisor, Student Union Manager, and Dean of Student Life.
4. ICC funds are only applicable for on-campus official club events, field trips, tournaments, club materials and/or State recognized conferences.
5. ICC will not reimburse, nor allocate any funds for promotional material of any kind. If the club feels promotional materials are essential, they have the burden of proof. A super majority will be required from the ICC board for final decision.
6. Clubs who need start-up money to hold a fundraiser may petition the ICC for a loan not to exceed \$300 per fundraiser. The Student Life Office must approve the fundraiser.

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- A. If the club makes a profit or breaks even on the fundraiser, the loan must be repaid to the ICC within 2 weeks of the fundraiser.
  - B. If the club sustains a loss on the fundraiser, it does not have to repay the loan to the ICC.
  - C. Club must explain in writing why loss happened and what went wrong. The ICC board will assess if the club should repay the money back to ICC.
  - D. The club will be placed as an action item the following week to discuss possible financial repercussions against the club by the ICC board. See section 3 sub point B.
  - E. The club's funds requesting status will be limited to 100 dollars for the semester.
  - F. A two-thirds vote will be needed to rescind funding status to normal.
7. Food money allocations for field trips shall not exceed the maximum amount of 150 dollars per 10 students and one advisor. ICC will not allocate more than 150 dollars for food for ANY **field trip**; if additional funds for food are desired, the club could request funds from ASDVC.
8. Clubs financed by ICC are required to take pictures of the event(s); which they were financed to do/attend.
- A. Pictures **MUST** be given/presented either in a digital or hard copy format, to the ICC President, ICC Historian, or Student Life Office designee, no later than one week from the time the event took place.
  - B. If pictures were not submitted in a timely manner, the club will not be reimbursed until pictures are given to the ICC President, ICC Historian, or Student Life Office designee.

### IV. ALLOCATION PROCEDURES

1. All allocations are subject to the following:
- A. The maximum amount for each club event cannot exceed \$500. The only exceptions are retreats and ASDVC attended conferences.
  - B. The maximum requested amount from the ICC for each activity cannot exceed \$500. If additional funds are desired, the club can petition the ASDVC.

- C.** Mileage will be reimbursed according to the current district reimbursement rate. Only mileage for conferences and tournaments will be reimbursed. Mileage reimbursements will only be allocated for club members who are current registered students at DVC, and advisors who are currently full time employees of DVC.
- D.** Meals for individuals participating in conferences and/or tournaments that are not covered in the registration or any other fees will be reimbursed at the ASDVC food rates.
- E.** To ensure that ICC's limited funds are disbursed in the best interests of the DVC student body, preference will be given to, but not limited to, clubs who adhere to the following criteria: (not all criteria may apply):
- i.** Clubs must attend all ICC meetings
  - ii.** Club events that directly benefit a greater number of students over events benefiting a limited number of students
  - iii.** Club events enhancing the reputation of Diablo Valley College
  - iv.** Proposals that have been submitted well in advance before the event, allowing the board more time for thoughtful consideration
  - v.** Clubs who have conducted fundraising and have exhausted all other resources
- F.** The commissioner of Finance and the ICC President may view all petitioning club account(s) to verify the financial status of the club.
- G.** A copy of each of the following forms must be filled out and submitted to the ICC Commissioner of Finance or the ICC President and the Student Activities Coordinator three (3) weeks before the event and at least 72 hours before the next ICC Ways and Means Committee (WMC) meeting:
- i.** Activities Request Form
  - ii.** Detailed Budget
  - iii.** ICC Funds Request form (including the requested memo)
  - iv.** Any other forms that may be needed by the Office of Student Life

- v. A map print-out of the starting and ending destination point for conferences and/or tournaments only.

- H. The ICC President must notify the Commissioner of Finance about funds request prior to meeting at which they are discussed.
- I. The Commissioner of Finance must keep a record of all funds requests that have been submitted and/or approved by the ICC.
- J. Intentional misrepresentation of information, including withholding pertinent information, may result in disqualification of the club from future funds requests for the rest of the academic year.
- K. After all paperwork is submitted, the funds request will appear as a discussion item at the WMC meeting and as an action item at the following ICC meeting. If the WMC fails to meet quorum, all funds requests will be heard as a discussion item at the ICC meeting and then as an action item during the following week's ICC meeting.

## V. EXPENDITURES OR CHANGES TO ALLOCATIONS

1. All financial transactions will be made through the Student Life Office.
2. Clubs that receive a grant or loan from the ICC, the reimbursements will be paid directly out of the ICC account. Funds will NOT be transferred into the club account. Funds that are not spent on the approved activity remain in the ICC account.
3. Once the ICC has approved the funds, the club president and the club advisor must sign and submit the "ASDVC/ICC Funds Agreement" before reimbursements or payments will be made.
4. In order to be reimbursed, expenditures must be made according to the detailed budget submitted and approved by the ICC.
5. If the club wishes to reallocate approved funds, a new detailed budget must be submitted to the ICC President at least 72 hours before the ICC meeting. It will be placed on the agenda as an action item and must be approved by a super-majority vote.
6. Appropriate documentation for all reimbursements and expenditures must be submitted to the Student Life Office no later than two (2) weeks after the event. All reimbursement requests must be submitted prior to the end of the fiscal year (June 30). An ASDVC Reimbursement Form must be submitted along with the following documentation:

- ❖ A copy of the approved detailed budget
  - ❖ A copy of the club's minutes which approve the expenditure/reimbursement (if the club's funds are to pay for the expenditure)
  - ❖ All original receipts and/or invoices and/or sales agreement for each person that needs reimbursement
  - ❖ On your reimbursement form, remarks should include: club name, event name, event date, and if ICC or ASDVC allocated funds, please specify the meeting date in which the action item was approved.
7. Amounts that exceed the approved detailed budget will not be reimbursed unless approved by the ICC.
  8. Allow 10 business days for processing of a check for reimbursement or payment.
  9. For depositing collected funds see "The Student Organization Handbook."

## **VI. FUNDS FROM INACTIVE CLUBS**

1. Funds from clubs that have been on inactive status for at least two consecutive academic years (fall and spring semesters of two academic years) will revert to the ICC reserve account in the fifth semester for allocation per this Code.
2. Students who reactivate a club within four semesters of the onset of inactive status will retain the funds in the club's account under the following conditions:
  - A. The reactivated club's basic mission and goals remain consistent with those stated in the inactive club's last constitution.
  - B. The ICC President in consultation with the ICC Advisor will determine this. In the case of a disagreement, the Dean of Student Life will make the final determination.
  - C. The club meets the requirements stated in the ICC Code.

## **VII. RESERVE ACCOUNT**

1. All funds that are collected from inactive clubs will be placed in a reserve account.

2. The ICC may access account under the following conditions:
  - A. Must exhaust all ASDVC allocated funds for that semester.
  - B. The executive board will make a recommendation to ICC via super majority. A super majority is required by the ICC board for accessing the reserve account.
  - C. The ICC may take out up to 8% for the reserve account per semester.

## VIII. AMENDMENTS

1. Any member that wishes to amend the Financial Code must submit their amendment(s) to the ICC Executive Board. The Executive Board must discuss the amendment(s) and vote with a simple majority whether to present the amendment(s) to the ICC board. If said amendment(s) is(are) presented to the ICC board, the amendment(s) must pass with a super majority.
2. If the Executive Board rejects the amendment(s), the ICC member must get written consensus from 25% of the ICC board and submit the amendment(s) and the written consensus to the ICC president.
3. Amendments must be submitted to the ICC president in writing at least seventy-two (72) hours before the ICC meeting to be discussed at a previous ICC regular official meeting prior to a vote. The amendment(s) must pass with super majority from the ICC board and ASDVC.
4. The ICC president will present the amendments to the ASDVC board for final approval. The ASDVC board may only accept or reject the amendment(s).

## IX. DEFINITIONS

TERM	DEFINITION
Super majority	3/4 vote
Simple majority	50% + 1 vote
Major majority	2/3 vote
Events	Need to have an activities request form and a memo, please see Student Hand Book and ICC Code

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<b>Materials</b>	Items that are used for club events cannot be the following: refreshments, promotional and/or edible items. Examples: equipment, sound systems	10
<b>Academic year</b>	Fall and Spring Semester only	
<b>Promotional Materials</b>	Any materials used to promote the club that are, but not limited to: fliers, posters, banners.	
<b>Mileage Reimbursement</b>	Reimbursements will only be given to drivers (club members) that transport only club member, currently registered DVC students, or club advisors.	