ARTICLE I. NAME AND FUNCTION.

Section 1. NAME.

a. This program is known as the Association for Inter-Cultural Awareness (AICA) of the Associated Students, California State University, Fullerton, Inc. (ASI).

Section 2. FUNCTION.

a. AICA shall serve as the multicultural programming board of the ASI.
b. AICA encourages and supports the multicultural programming of Council Members by controlling the channeling of ASI funds.
c. AICA serves as an instrument of student opinion and advocacy.
d. AICA provides a forum for Council Members to share their experiences as a member of the California State University, Fullerton community.

ARTICLE II. MEMBERSHIP.

Section 1. REQUIREMENTS.

Clause 1. General Council membership is based on the following criteria:

a. Recognition by the Dean of Students Office;
b. By its constitution, promote an awareness of and actively celebrate the many differences which represent the campus community;
c. Must not engage in conversion activities;
d. Must not discriminate, devalue or denigrate; and,
e. Must desire to promote an understanding, a tolerance and a celebration of the diversity of the campus community.

Clause 2. To be sure, AICA serves to raise awareness of and celebrate the multicultural student body of California State University, Fullerton.

Clause 3. An organization needs not be a member to receive some ASI support for an event that is in accordance with the guidelines established by these bylaws for funding.

Section 2. PROCESS FOR OBTAINING MEMBERSHIP.

Clause 1. The petitioning organization must attend three consecutive General Council meetings within the same semester. At said meetings, the petitioner must announce the organization’s name as a visitor.

Clause 2. Following attendance at the third meeting, the petitioning organization must attend a meeting of the Finance Committee in which the petitioner is educated about the role and purpose of AICA.
Clause 3. At the Finance Committee meeting, the petitioning organization presents its portfolio. The Portfolio includes:

a. Proof of current recognition from SORC,

b. A copy of the organization’s bylaws,

c. A list of the organization’s leadership,

d. An organizational budget,

e. A list of planned activities including activities that the organization plans to ask AICA for funding,

f. A summary and history of the organization,

g. A description of organizational goals,

h. A rationale addressing why the group wants to join AICA,

i. A statement discussing how the petitioning organization will benefit from AICA membership, and a statement discussing how AICA and the campus community will benefit from the petitioning organization’s membership.

Clause 4. The Finance Committee deliberates and announces its decision at the time of the meeting. Successful petitioning organizations are seated at the next General Council meeting.

Section 3. MAINTAINING MEMBERSHIP STATUS.

Clause 1. All representatives register with the Administrative Chair no later than the second week of each semester or by the second week after gaining membership. To register, General Council member provides:

a. updated list of officers with contact information,

b. an organizational budget for the year, and

c. a list of planned events for the year.

Clause 2. Failure to register results in immediate removal from the General Council until such time that the organization registers with the Administrative Chair.

Section 4. Loss of AICA Membership

Clause 1. The General Council may vote to remove members for willfully misrepresenting information used to render decisions on financial matters and/or for failing to fulfill agreements made with the General Council as conditions for funding. After the review and recommendation of a committee established for this purpose, a two-thirds vote by the General Council is required to successfully remove a voting member from the Council.

Clause 2. Upon removal from AICA, all unspent funds allocated to the Council Member in question revert back to the respective AICA budget line items.

Clause 3. Council Members may also be dismissed from AICA by:

a. Failing to register with the Administrative Chair at the beginning of every semester,

b. Accruing a total of four General Council meeting absences as stated in the Attendance Policy outlined in Article II, Section 5, and
c. Neglecting or failing to meet the duties and expectations of an AICA Representative outlined in Article VI.

Clause 4. A Council Member removed is reinstated only after the fulfillment of any Council stipulations, at the discretion of the Executive Board, and upon fulfilling the process of Obtaining Membership outlined in Article II, Section 2.

Section 5. MEETING ATTENDANCE.

Clause 1. The Vice Chair shall record all members present, absent and tardy in the meeting minutes.

Clause 2. A strict attendance policy is held for Council Members at General Council and at Committee meetings. Absences shall result in the following actions being taken by the Administrative Chair:

a. A first absence levies an oral warning.
b. A second absence levies a written warning.
c. A third absence levies an oral and written notice of probation.
d. A fourth absence levies dismissal from AICA.

Clause 3. Council Members are allowed two excused absences per semester but must be approved by the Administrative Chair prior to missing a meeting.

Clause 4. Council Members failing to appear at a General Council meeting by roll call are considered tardy. Council Members will accrue one absence for every third tardy appearance.

Clause 5. Council Members may leave a General Council meeting early only under certain circumstances.

a. If it is two hours into the meeting and the meeting has not been adjourned and if the absence does not have the effect of reducing quorum for a pending vote.
b. For meetings running on time, Council Members may leave after Sign-up for Next Week’s Agenda.
c. Council Members leaving the meeting under other circumstances are considered to have an “incomplete” attendance for the meeting. Council Members will accrue one absence for every third “incomplete” attendance.

Clause 6. Council members must attend all mandatory AICA events. Mandatory events are those which require active participation, including but not limited to: doing an activity at an event; helping set up, host, or facilitate an event; representing your culture at an event; and promoting learning outcomes at an event. Failure to attend a mandatory event will result in an absence.

ARTICLE III: RATIFICATION AND AMENDMENTS OF BYLAWS

Section 1. RATIFICATION OF BYLAWS.

a. For these Bylaws to become effective, they must be approved by a two-thirds roll call vote of the General Council members present and voting and then be ratified by the ASI Board of Directors.
Section 2. **AMENDMENTS.**

a. Any amendments to these Bylaws require a two-thirds roll call vote of the General Council members present and voting.

Clause 1. The Finance Committee must review amendments to these Bylaws prior to presentation to the General Council.

Clause 2. All proposed amendments to these Bylaws will have a first reading at a regularly scheduled General Council meeting.

Clause 3. At the General Council meeting immediately following the first reading of any proposed amendments to these Bylaws, the proposed amendments are taken as an order of business.

**ARTICLE IV: OFFICERS.**

Section 1. **ADMINISTRATIVE CHAIR**

Clause 1. The General Council shall elect, by a majority roll call vote, an Administrative Chair.

Clause 2. Administrative Chair serves for a full-year term from June 1st to May 31st.

Clause 3. Refer to Policy Statement #119

The Administrative Chair must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Clause 4. The Administrative Chair shall have all rights and privileges of General Council members.

Clause 5. The Administrative Chair shall exercise the privilege to vote in General Council or Finance Committee meetings only in the case of a tie.

Section 2. **APPOINTED OFFICERS**

Clause 1. The Administrative Chair shall appoint three coordinators;

a. Vice Chair
b. Diversity Coordinator
c. Events Coordinator

Clause 2. These appointments shall be subject to confirmation by a majority vote of the General Council.

Clause 3. Coordinators serve for a full-year term from June 1st to May 31st.

Clause 4. Refer to Policy Statement #119

Appointed coordinators must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at
CSUF during the semester prior to their application, and must maintain these standards.

Clause 5. Appointed officers shall have all rights and privileges of General Council members with the exception of voting privileges.

Section 3. ELECTION OF THE ADMINISTRATIVE CHAIR

Clause 1. Annual nominations open at the General Council meeting two weeks before Spring Break and close at the conclusion of the last General Council meeting before Spring Break.

Clause 2. Voting takes place at the first General Council meeting following Spring Break.

Clause 3. In the event of a tie vote, the current Administrative Chair calls a Final Deliberation. In this deliberation, the council are asked to come to a majority vote after a period of discussion with a time limit expressed by the Administrative Chair. After this discussion, the Council enters into a final vote.

Clause 4. The Administrative Chair shall be elected by a majority vote of the General Council membership present and voting.

Clause 5. In the event of a tie final vote, the current administrative chair breaks the tie.

Section 4. SELECTION OF APPOINTED OFFICERS.

Clause 1. Applications are available immediately following the election of the Administrative Chair.

Clause 2. The Administrative Chair interviews candidates for each of the positions.

Clause 3. The Administrative Chair forwards the selected appointments to the General Council for confirmation.

Section 5. RESPONSIBILITIES OF THE ADMINISTRATIVE CHAIR.

The Administrative Chair shall:

a. Call to order and preside over all regular and special General Council meetings and Finance Committee meetings.

b. Be responsible for the administration of all funds allocated by the General Council.

c. Be responsible for fulfilling, on behalf of AICA, all obligations outlined in the ASI Bylaws and Policy Statements. (Reporting to the Board of Directors & the Executive Senate, Budget Proposal, etc.)

d. Coordinate the collection of Evaluation Forms from General Council members.

e. Keeps an accurate list of registered General Council Members.

f. Oversees the membership application process to the General Council as well as monitors membership status of Council Members.

Section 6. RESPONSIBILITIES OF THE VICE CHAIR
The Vice Chair shall:

a. Be responsible for preparing and posting, in compliance with all provisions of the Gloria Romero Open Meetings Act (posting at least 72 hours in advance for regular meetings and 24 hours in advance for special meetings), agendas for all regular and special General Council meetings.

b. Post agendas for all regular and special General Council meetings outside the AICA office and outside the ASI Executive Offices.

c. Be responsible for maintaining attendance records for all General Council members.

d. Be responsible for maintaining an archive of all proposals, minutes, agendas and handouts from General Council meetings.

e. Submit a current written financial statement at each General Council meeting.

Section 7. RESPONSIBILITIES OF THE EVENT COORDINATOR

The Event Coordinators shall:

a. Plan and implement AICA programming during the fall and spring semesters

b. Produce 4-6 events for the overall academic year.

c. Meet with General Council members who receive allocations for an event in order to assist with implementing the event.

d. Facilitate discussions and collaboration amongst the General Council to promote paired programming.

e. Coordinate marketing for all AICA sponsored programming.

f. Meet with General Council members who receive allocations for an event in order to plan marketing for the event.

Section 8. RESPONSIBILITIES OF THE DIVERSITY COORDINATOR

The Diversity Coordinator shall:

a. Be responsible for scheduling cultural presentations on the agenda for regular General Council meetings.

b. Attend meetings of organizations for dialoguing on issues of concern.

c. Work with Lobby Corps on raising awareness of legislative activities.

d. Present at General Council meetings during allotted advocacy time.

Section 9. REMOVAL OF OFFICERS

Clause 1. Any officer is subject to removal by a two thirds roll call vote of the General Council members present and voting.

Clause 2. Any Council Member who finds an officer failing to satisfy the responsibilities of the position, abusing authority, or violating AICA, ASI or University policy can initiate the removal process.

Clause 3. Initiation of the removal process requires a petition specifically stating the grounds for removal and being duly signed by one-third of the representatives of the General Council.

Clause 4. A hearing to review the grounds for removal presented in the petition is held at the regular General Council meeting following the submission of the recall petition.

At the hearing:

a. All grounds for removal are read.
b. The petitioner and the respondent are allowed adequate time for explanation/rebuttal.
c. If the Administrative Chair is the respondent, the hearing is chaired by the Vice Chair.
d. At the conclusion of discussion, the question is called.

Clause 5. If the hearing results in removal, the ASI Board of Directors is notified.

Clause 6. If the Administrative Chair is removed, nominations immediately open following the conclusion of the removal hearing and remain open until the adjournment of the following regular General Council meeting.

Clause 7. A new Administrative Chair is elected in a special election held at the General Council meeting following the closure of nominations and shall take office immediately to fulfill the term of office vacated by the previous Administrative Chair.

Clause 8. If an Appointed Officer is removed, the Administrative Chair will appoint, a new officer, confirmed by the General Council, to the position to fulfill the term of office vacated by the previous officer.

ARTICLE V: Student-At-Large Members

Section 1. STUDENT-AT-LARGE MEMBERS SERVE AS A SUPPORT SYSTEM to the AICA Executive Board and General Council while representing the general CSUF population.

Clause 1. Student-At-Large members shall have all rights and privileges of General Council members with the exception of voting during General Council meetings. Student at Large members can vote during Finance Committee.

Clause 2. Student-At-Large members serve for a full-year term from June 1st to May 31st

Section 2. RESPONSIBILITIES OF THE STUDENT-AT-LARGE

The Student-At-Large members shall:

a. Assist with the promotion and advertising of all AICA sponsored programming.
b. Assist with the planning and implementation of all AICA sponsored programming.
c. Present one Advocacy and Cultural Presentation per semester.
d. Attend weekly General Council meetings.
e. Consult with the members of the Executive Board and Advisors regularly
f. Attend a summer and winter orientation.

Section 3. SELECTION

Clause 1. Applications are available immediately following the election of the Administrative Chair.

Clause 2. The Administrative Chair interviews candidates and selects 3 Student-At-Large Members.

Clause 3. Refer to Policy Statement #119
Student At Large members must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.0 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Section 4. REMOVAL OF STUDENT-AT-LARGE MEMBERS

Clause 1. Any Student-At-Large member is subject to removal by the Executive Board. Clause

2. Any Executive Board member or General Council member who finds a Student-At-Large member failing to satisfy the responsibilities of the position, abusing authority, or violating AICA, ASI, or University policy can initiate the removal process.

Clause 3. Initiation of the removal process requires a petition specifically stating the grounds for removal.

Clause 4. The Executive Board will review the grounds for removal presented in the petition and will make a decision by a majority vote. If there is a tie, the Administrative Chair will act as the tie-breaker.

Clause 5. If the hearing results in removal, the General Council is notified.

Clause 6. If a Student-At-Large member is removed, the Administrative Chair will appoint a new member, with consultation from the Executive Board and Advisors, to the position to fulfill the term of the position vacated by the previous member.

ARTICLE VI: AICA Representatives.

Section 1. AICA Representatives serve as the main representative of each organization recognized by AICA for the term of one semester, fall or spring.

Section 2. Expectations and duties of the AICA Representative include:

a. Attendance of a summer and winter orientation,
b. Renewing AICA membership,
c. Attendance of weekly General Council meetings,
d. Presenting Cultural Presentations,
e. Serving on the Finance Committee at least two times per semester,
f. Attending and actively participating in AICA-sponsored events including Rally Against Hate and other activities that occur over that fall and spring semesters,
g. Exchanging information from General Council meetings with their respective organizations,
h. Consulting with members of the Executive Board and Advisors.

ARTICLE VII: MEETINGS.

Section 1. GENERAL COUNCIL MEETINGS.

a. The AICA General Council shall meet on a weekly basis during each academic semester, beginning the first week of classes.
Clause 1. Meeting agendas follow the general format as follows:

<table>
<thead>
<tr>
<th>General Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Call to Order</td>
</tr>
<tr>
<td>II. Roll Call</td>
</tr>
<tr>
<td>III. Public Speakers</td>
</tr>
<tr>
<td>IV. Approval of the Agenda V. Approval of the Minutes</td>
</tr>
<tr>
<td>VI. Financial Consent Items</td>
</tr>
<tr>
<td>VII. Financial Support Requests</td>
</tr>
<tr>
<td>VIII. Student at Large Reports</td>
</tr>
<tr>
<td>IX. Executive Board Reports</td>
</tr>
<tr>
<td>a. Administrative Chair</td>
</tr>
<tr>
<td>b. Vice Chair</td>
</tr>
<tr>
<td>c. Events Coordinator</td>
</tr>
<tr>
<td>d. Diversity Coordinator</td>
</tr>
<tr>
<td>X. Advisors</td>
</tr>
<tr>
<td>X. Board of Directors Representative</td>
</tr>
<tr>
<td>XI Cultural Presentations</td>
</tr>
<tr>
<td>XII. Members Privilege</td>
</tr>
<tr>
<td>XIII. Sign-Up for Next Week's Finance Committee</td>
</tr>
<tr>
<td>XIV. Adjournment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finance Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Call to Order</td>
</tr>
<tr>
<td>II. Roll Call</td>
</tr>
<tr>
<td>III. Old Business</td>
</tr>
<tr>
<td>IV. New Business</td>
</tr>
<tr>
<td>V. Adjournment</td>
</tr>
</tbody>
</table>

Section 2. SPECIAL MEETINGS.

Clause 1. The Administrative Chair may call a special meeting of the General Council at any time, in accordance with the Gloria Romero Act.

Clause 2. Representatives may call a special meeting by submitting a petition duly signed by one third of voting members of the AICA General Council. The AICA Chair calls this special meeting within 48 hours upon receiving the petition.

Section 3. EXECUTIVE BOARD

Clause 1. The purpose of the Executive Board is to discuss issues pertaining to the General Council or issues falling within the purview of the mission and function of AICA.

Clause 2. The Executive Committee is composed of the officers, elected and appointed, and the advisors. The advisors are non-voting members of the committee.

Section 4. FINANCE COMMITTEE
Clause 1. Finance Committee will have 8 voting members.
   a. The voting members consist of 4 Executive Board Members, 4 General Council
      Members/Student-at-Large
   b. There can only be one Student-at-Large per finance committee.

Clause 2. The Finance Committee has two specific duties delegated to it.
   a. The admission of new General Council members
   b. The allocation of ASI funds to support multicultural programming implemented by
      AICA General Council members.

Clause 3. The AICA Finance Committee has full authority to allocate requests up to $1500.00

Clause 4. For requests over $1500.00, the AICA Finance Committee makes a recommendation
           to the General Council.

Clause 5. The Finance Committee is charged to ensure that there are adequate funds available
           for the spring semester.

Section 5. QUORUM, VOTING & DECORUM.

Clause 1. A quorum must be present at all regular and special General Council or Finance
           meetings in order for official business to be conducted.

Clause 2. Quorum is defined as one more than half of the AICA General Council or Finance
           Committee voting membership. New memberships and suspensions automatically
           adjust quorum accordingly.

Clause 3. A voting member is defined as any eligible representative who has registered with
           the Administrative Chair and has the approval of the organization’s leadership to
           act as an agent for said organization.

Clause 4. Voting privileges commence upon proper registration with the Administrative
           Chair.

Clause 5. All General Council meetings, and most Committee meetings, are conducted in

Clause 6. All meetings are open to all members of the public. Members of the public
           wishing to address the General Council may do so during the Public Speakers
           item on the agenda or vis-à-vis a General Council representative.

Clause 7. Members of the public may be requested to leave if they in any way disrupt the
           operation of the meeting.

ARTICLE VIII: FUNDING PROCEDURES.

Section 1. GENERAL PROCEDURES

Clause 1. AICA does not fund events that are part of a class, are a prerequisite for a class,
and/or, are not significantly initiated, organized and administered by students.

Clause 2. AICA funds are not to be used for

a. Fundraising
b. Awards/gifts for Council Members’ organizations
c. Events already receiving financial support from the ASI.

Clause 3. ASI and AICA Recognition

a. At the beginning and the end of the event, a verbal acknowledgment of ASI and AICA funding must be made.
b. All printed material must acknowledge the financial support of AICA and ASI.
c. All printed materials associated with the event are required to have the ASI logo. The logo must be at least five percent of the sheet. Any printed materials must follow existing ASI and CSUF printing policies regarding content.

Clause 4. Event Admission

a. Any event funded by AICA must have free admission to CSUF students.
b. Groups may charge an admissions fee to non-CSUF students to cover event-related costs not funded by AICA.
c. All monies collected must be properly receipted and accounted.
d. Any monies, which exceed the amount needed to cover event-related costs, must be returned to AICA. This amount is not to exceed the amount originally allocated by the Finance Committee or General Council.
e. Any monies over those specified above may be kept by the group.
f. At the time of admission to any AICA funded event, attendants to the event are required to sign in to an AICA sign in sheet, unless another attendance measure is approved by the Chair. An attendance measure must be submitted to the Vice Chair no later than 5pm the day after the event. One tardy will be applied per 24-hour period past the 5pm deadline. This clause does not apply to open spaced venues, or venues with no visible entrance.

Clause 5. Retroactive Funding

a. Requests for retroactive funding must be submitted to the Finance Committee within two weeks of the event or by the second meeting of the semester.
b. If required to go to the AICA General Council, a retroactive funding proposal requires a two-thirds vote.

Clause 6 Council Decisions

a. Financial consent items may not receive additional AICA funds once approved by AICA finance committee. Financial support requests may not receive additional AICA funds once approved the AICA general council.
b. An organization may not re-propose for a previous event that was rejected funding by the AICA finance committee or general council during the current school year. An alternative event is considered different when it has a different name, theme, and learning objectives.
Section 2. TRAVEL (8077)

Clause 1. AICA may fund a maximum of two persons from an AICA Organization to attend any one conference. Attendees should not be graduating during the current academic year.

Clause 2. All requests for travel must have three quotes.

Clause 3. All requests for accommodation must have three different hotel quotes.

Section 3. CONTRACTS, FEES AND RENTALS (8074)

Clause 1. Speaker or Performer funding guidelines are as follows:
   a. AICA may fund an honorarium for a speaker. The honorarium should cover all costs such as travel, lodging, duplication of materials, parking, etc.
   b. AICA does not fund California State University, Fullerton faculty.
   c. AICA does not fund gifts for any speaker or performer.
   d. AICA may fund up to $500 for disc jockeys, per event.
   e. All requests for funding speakers must have three quotes, unless the speaker is an expert in the field or has unique knowledge of or position in the culture represented.
   f. All requests for performers must have three quotes. Clause 2. Food funding guidelines are as follows:

   a. AICA does not fund full meals, nor costs related to serving items (cups, napkins, plates, utensils, etc).
   b. AICA does not fund social gatherings without verifiable cultural content.
   c. As part of a cultural presentation or show, AICA may fund cultural and ethnic foods up to $750 for one major annual event per General Council Member. A major event is a cultural presentation or show with at least two hundred anticipated attendances.
   d. AICA may fund cultural and ethnic foods up to $400, for smaller events, as a part of a cultural presentation or show.
   e. All requests for food funding must have three quotes.
   f. All AICA funded events are required to use caterers located within 25 miles of campus, unless the specific cultural food is not found locally.

Clause 3. Culture presentation and show funding guidelines are as follows:

   a. AICA may fund the rental of costumes, which are traditional dress.
   b. AICA may fund culturally related decorations. Any non-consumables items are to be returned to the AICA Executive Board.
   c. AICA may fund the costs associated with the event managers, ticket sellers, security and campus police. A printout of the reservation form from the Titan Student Union must accompany the proposal.
   d. AICA may fund the rental of off-campus venues in accordance with ASI policy. The off-campus venue must be within 20 miles of the campus.
e. All requests for cultural presentation and show funding must have three quotes, except for fees associated with the Titan Student Union and University Police.

Clause 4. AICA will not fund more than $10,000 for any single event. All AICA funded events, with the exception of culture shows, will be funded based on tiers and cost per person. Cost per person is derived by dividing the AICA requested amount by the attendance measure. If this is an ongoing event, then the previous years’ attendance shall be presented to the AICA Finance Committee. The tiers and cost per person requirements are as follows:

a. Tier 1: Events under $1000 must have a cost per person below $25. Should the cost per person be over $25, AICA will only fund $500 for the event.

b. Tier 2: Events between $1000 and $1999.99 must have a cost per person below $20. Should the cost per person be over $20, AICA will only fund $1000 for the event.

c. Tier 3: Events between $2000 and $2999.99 must have a cost per person at or below $15. Should the cost per person be over $15, AICA will only fund $2000 for the event.

d. Tier 4: Events $3000 or over must have a cost per person below $10. Should the cost per person be over $10, AICA will only fund $3000 for the event.

Clause 5 Any contract, fee, or rental over $1000 will need a minimum of 10% contribution from the organization seeking AICA funding.

Section 4. PROPOSAL PRESENTATION

Proposals for funding should follow the following guidelines:

Clause 1. Completed Allocation Request Form, which includes answers to the following eight questions:

a. What type of program or event (i.e., panel discussion, film screening, speaker, conference, symposium, performance, cultural show, etc.) does your group want to host? What are the components that make up the event?

b. What is the purpose of the event? Please be specific.

c. What would members of the university community learn if they attend this event? List 3 specific educational and cultural outcomes of your event.

d. What is the expected attendance? If applicable, list last year’s verified attendance and what the expected attendance was.

i. Attendance break-down with visible CSUF and community attendees

e. If applicable, how would you rate the success of last year’s program on a scale from 1 (Poor) to 5 (Excellent)

ii. Please explain your rating.

f. Who is the leadership of the organization? List name, emails and phone numbers of the president, treasurer and AICA representative.

g. If applicable, how would you rate the success of last year’s program on a scale from 1 (Poor) to 5 (Excellent). Please explain your rating.

h. What is the budget for the program? Using the table provided, list all items required for planning the event, what costs are being requested from AICA and what costs the club is contributing. Complete the vendor quote sheet.
Clause 2. Bring to the Finance Committee Meeting 10 copies of each:

a. Completed Allocation Request Form.  
b. Confirmed facility reservation.  
c. A brief biography of speakers or performers.  
d. Flyers and promotional material.  

Clause 3. Electronic Distribution

a. Allocation Request Form must be emailed to the Administrative Chair by the Friday before the Finance Committee meeting.  
b. After the Finance Committee meeting, the Vice Chair posts the Allocation Request Form to the AICA homepage and emails it to each General Council Member.  

Clause 4. AICA does provide for funding for programming sponsored by non-member organizations. Any request must meet the guidelines proscribed in the Bylaws. The non-member organization’s proposal needs to be sponsored by a Council Member. Non-member funding is limited to $750.00.  

Section 5. Program Evaluation

Clause 1. Each Council Member is responsible for completing an evaluation form for AICA funded programs no later than two weeks following the program. Evaluation forms address the educational aspects of the programs as well as feedback and comments.  

a. Self-Evaluation Form: Each Council Member must submit these forms for each of its programs funded by AICA.