

## EVENT FUNDING ALLOCATION COUNCIL CODE

### I. NAME

This document shall be called the Event Funding Allocation Council (EFAC) Code.

### II. AUTHORITY

This code is established under the authority given in Article IX, section 1.a.(4) of the Restated Bylaws of the Associated Students (AS) of California State University, Chico (CSUC).

### III. PURPOSE

The purpose of this code is to define the composition and operation procedures of the EFAC.

### IV. DATE OF EFFECTIVENESS

This code shall be effective upon approval of the Government Affairs Committee (GAC) and the Board of Directors (BOD).

### V. AMENDMENTS

This code may be amended by a 2/3 vote of the EFAC with approval of the GAC and reported to the BOD.

### VI. MEMBERSHIP

#### A. Voting Membership: Nine (9)

1. Commissioner of Student Organizations and Resources (only votes in case of a tie).
2. Eight (8) students at large:
  - a) Four (4) appointed by the Commissioner of Student Organizations and Resources (SOAR). A diversity in membership is encouraged and representatives from different multicultural organizations will be given priority.
  - b) One (1) appointed by the Executive Vice President.
  - c) One (1) appointed by the Commissioner of Sustainability Affairs.
  - d) One (1) student appointed by the Commissioner of Diversity Affairs.
  - e) One (1) student jointly appointed by the Commissioner of Diversity Affairs and the Commissioner of SOAR.

#### B. Non-Voting Membership: Three (3)

1. Staff Advisor from Student Life and Leadership.
2. Director of AS Programs and Government Affairs, or designee.
3. One (1) faculty member, recommended by Academic Senate.

#### C. Term of Office

1. Once appointed and continues until the last meeting of the academic year.

#### D. Officers

1. Chair
  - a) Shall be the Commissioner of SOAR.
  - b) Shall preside over all meetings of the Council.
  - c) Shall ensure preparation of the agenda.
  - d) Shall report to the GAC following each formal meeting.

- e) Shall work with Government Affairs Office Operations Coordinator on overall budget coordination of this area, including preparation, monitoring and final reconciliation. All final reconciliations are to be achieved by the end of the current Commissioner's term.
- 2. Vice Chair
  - a) Shall be appointed by the Chair from the voting membership.
  - b) Shall aid the Chair in performing their duties as outlined in the Duties for the Commissioner of SOAR and shall take the place of the Chair in their absence.
- E. Rules for Voting Members
  - 1. Voting members must adhere to the AS Appointment Policy.
  - 2. Vacancies shall be filled by the person currently holding the office that made the appointment. These appointments are subject to approval by an absolute majority of the GAC.

## VII. MEETING PROCEDURES

- A. The EFAC is to be an active Council, meeting at least twice a month after council members are appointed during the regular academic year.
- B. The Chair shall set aside and publish a regular meeting time and location at the beginning of each academic year.
- C. The EFAC meetings shall be publicly announced and open, as stated in the Gloria Romero Open Meeting Act, and shall be conducted according to Robert's Rules of Order, Newly Revised.
- D. Agenda items for the formal business sessions of the EFAC shall be presented to the Chair. Agendas will be distributed to each member seventy-two (72) hours in advance of the meeting.
- F. A quorum shall consist of more than half of the full voting members.

## VIII. DUTIES AND RESPONSIBILITIES

- A. Shall act as a funding body to allocate funds from the Activity Fee for campus events hosted by recognized student organizations. Diversity in programming to a broad range of students is encouraged.
- B. Shall act as a liaison and create opportunities for communication between the AS and recognized student organizations. Specific attention will be given to assisting the groups to comply with the AS and University policies and procedures and where appropriate, propose changes in these policies to the respective policy setting body.
- C. Shall outreach to recognized student organizations to develop successful organizational and production models for presenting events.

Approved GAC:	11/10/95	Reported to BOD:	5/14/08
Approved BOD:	12/1/95	Revisions Approved EFAC:	4/28/10
Clean-up Changes:	Summer 1999	Revisions Approved GAC:	5/10/10
Revisions Approved GAC:	5/12/00	Reported to BOD:	5/12/10
Reported to BOD:	5/15/00	Revisions Approved EFAC:	4/24/13
Revisions Approved GAC:	4/5/04	Revisions Approved GAC:	5/3/13
Reported to BOD:	4/7/04	Reported to BOD:	5/6/13
Revisions Approved AFC:	4/30/08	Revisions Approved EFAC:	10/29/15
Revisions Approved GAC:	5/12/08	Revised Approved GAC:	11/10/15

Reported to BOD:	11/18/15
Revisions Approved EFAC:	11/8/17
Revisions Approved GAC:	11/27/17
Reported to BOD:	11/29/17
Revisions Approved EFAC:	Unable to convene EFAC
Revisions Approved GAC:	2/27/19
Reported to BOD:	3/6/19