

B.I.C.C.
Representative
Materials

Fall 2006
Spring 2007

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GENERAL INFORMATION

Mission Statement

The purpose of the Business Inter-Club Council (BICC) is to facilitate greater and improved degrees of communication and cooperation between the student business-related clubs, organizations, associations, societies, and fraternities affiliated within the California State University, Fullerton College of Business and Economics. In addition, the BICC shall strive to foster and promote school unity within the entire student body of the CSUF CBE, to facilitate and aid in the continual existence and success of all chartered business organizations of CSUF and to enhance the reputation of this body at CSUF and within the community at large.

Membership

Membership in the BICC shall consist of general members, adjunct members, the BICC Executive Board, and advisors. General members shall consist of one BICC representative for each currently chartered CBE organization. The selection method of this representative shall be at the discretion of the individual organization. Any members of each organization are welcome to attend the meetings at any time.

CONSTITUTION OF BUSINESS INTER-CLUB COUNCIL CALIFORNIA STATE UNIVERSITY, FULLERTON

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of this organization shall be the College of Business and Economics (CBE) Business Inter-Club Council of California State University, Fullerton (CSUF), hereafter known as the BICC.

Section 2. The purpose of the BICC is to facilitate greater and improved degrees of communication and cooperation between the student business-related clubs, organizations, associations, societies, and fraternities affiliated with the CBE. In addition, the BICC shall strive to foster and promote school unity within the entire student body of the CBE, to facilitate and aid in the continual existence and success of all registered business organizations on CSUF, and to enhance the reputation of this body at CSUF and within the community at large.

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, creed, religion, gender, political affiliation, sexual orientation or physical handicap.

Section 2. Membership in the BICC shall consist of general members, the BICC Executive Board, and the advisor.

Section 3. Voting membership is limited to regularly enrolled (non-extended education) students representatives of active status.

Clause 1. Active Status:

1. Any member attending regularly scheduled meetings on a continuous basis shall be active and eligible to vote.
2. Honorary extension toward: Dean and the Assistant Dean for Student Affairs of the CBE

Clause 2. Inactive Status:

1. Any member missing two consecutive scheduled meetings will lose voting/proposing privileges until active status is reinstated. Active status shall be reinstated once an inactive member has attended two consecutive meetings.
2. In the anticipation of an absence, it is the responsibility of the BICC representative or active member to designate a proxy or replacement member of his/her club to fulfill his/her absence. If this is done, the status is kept active and no voting/proposing privileges will be revoked.
3. Any member missing three scheduled meetings shall become inactive and ineligible to vote *or propose for funding* for the remainder of the current semester.

Section 4. General members shall consist of one BICC representative for each currently registered CBE organization. The selection method of this representative shall be at the discretion of the individual organization.

Section 5. Any general member may be suspended or expelled from the BICC for conduct obviously contrary to the Constitution or for conduct which impairs the rights of the members to enjoy the benefits of the organization. The complaint must be made in writing and submitted by any member of the BICC. After the complaint is submitted to the organization, the offending member has the right to a 24 hour notice of a hearing before his/her peers at a regular meeting and the offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present.

Section 6. Judiciary Hearing Cases

A. Appeals

1. Must be submitted in writing by the individual appealing the issue at hand to the general membership.
2. All circumstantial evidence or support documents such as witnesses or testimonies must also be presented to the general membership at the time of the hearing. No late submission will be accepted.

B. Impeachment

1. Circumstantial evidence against the officer in question of impeachment must exist and also be presented to the general membership.
2. Any written documents, verbal statements, testimonies and/or records for or against the officer or council members at hand must be presented at the time of the hearing. No late submissions will be accepted. If the individual fails to comply with the above mentioned rule, the case will be dismissed by the BICC.

C. Criminal

1. All accusations and defenses must be supported by circumstantial evidence. These may include but not be limited to police reports, CSUF campus police reports, witness testimonies or any material handled by the accused at hand.
2. If the BICC deems the case at hand to be out of its jurisdiction, the case must be handed over to the US law for resolution.

Section 7. At all designated judicial hearings, the BICC Executive Board and advisor shall serve as the acting mediators and arbitrators (Note: These individuals at no time will serve as witnesses for the defendant or the accuser).

ARTICLE III. OFFICERS

Section 1. The elected officers of the organization shall be the President and the Vice President of Finance. They, along with the following positions, make up the BICC Executive Board: Executive Vice President, Vice President of Programs, Vice President of Corporate Relations, Vice President of Campus Relations, and Vice President of Administration. The elected officers of the BICC shall coordinate the application and selection process of all non-elected officers with the Advisor. A confirmation vote of

non-elected officers will be made by the BICC general membership. The term of office for all positions will be one year beginning July 1st.

Section 2. Powers and duties of officers:

Clause 1. President

1. Preside over and attend all meetings and processes of the BICC, or if unable to attend, to notify the Executive Vice President in advance
2. Assist all Executive Board Members in successful completion of their duties.
3. Be the official spokesperson of the organization, representing the policies, views, and opinions of the BICC in its relations with the campus and community at large
4. Serve on the CBE Senate as the student representative, or if unable to attend, to delegate a proxy or replacement
5. Serve on the ASI Executive Senate as the BICC representative, or if unable to attend, to delegate a proxy or replacement
6. Keep an open line of communication with the Dean and the Assistant Dean for Student Affairs of the CBE, and the Associated Students, Inc. (hereafter known as ASI)
7. Coordinate the schedules of the officers to represent the BICC and CBE at New Student Orientation - Student Life in July.

Clause 2. Vice President of Finance

1. Attend council meetings.
2. Meet weekly with the Director of ASI
3. Handle all financial affairs and budgeting of the organization.
 - a. Prepare a written/verbal summary of BICC funds as necessary or requested by the President or general council.
 - b. Discuss and review funding proposals with general members, and approve proposals to be placed on the BICC agenda
 - c. Process reimbursement paperwork
 - d. Shall prepare and present a budget for the BICC to ASI and the Finance Committee.

Clause 3. Executive Vice President

1. Attend and assist the President in presiding over all BICC processes and meetings.
2. Preside over all council meetings in the absence of the President. In such meetings to assume the voting privileges of the President instead of normal voting rights.
3. During the academic year shall, along with the help of the President and Vice President of Finance, submit two written reports outlining the business and expenditures to the Executive Senate.
4. Assist all Executive Board Members, at the discretion of the President, in successful completion of their duties.
5. Arrange room reservations for BICC meetings and events

Clause 4. Vice President of Programs

1. Attend council meetings
2. Coordinate all events sponsored by the BICC
3. Chair ad-hoc committees formed to plan BICC events

Clause 5. Vice President of Corporate Relations

1. Attend council meetings
2. Maintain a database of corporate contacts
3. Maintain and manage relations with corporate contacts
4. Initiate and pursue corporate sponsorship for the BICC
5. Provide oversight for member organizations that are seeking corporate sponsorship

Clause 6. Vice President of Campus Relations

1. Attend council meetings
2. Gather and summarize information about all events sponsored by the CBE, BICC, and member organizations
3. Gather and summarize information about campus-sponsored events that would be of interest to the BICC
4. Document BICC sponsored events
5. Promote the BICC as well as its sponsored events to CSUF

Clause 7. Vice President of Administration

1. Attend council meetings
2. Prepare the agendas for BICC meetings
3. Take notes during BICC meetings and create minutes
4. Duplicate and distribute agendas, minutes, and other printed materials to the council.
5. Email agendas and minutes to the appropriate on-campus offices per ASI policy.

Section 3. Officer qualifications:

Clause 1. Must be a regularly enrolled (non-extended education) student in good standing at California State University, Fullerton.

Clause 2. Must not be serving on a Board of Directors of any student organization for the upcoming term desired.

Clause 3. Currently classified as a Pre-Business or Business major.

Clause 4. Must be in good academic standing (2.0 or better cgpa)

Clause 5. Must not exceed more than two (2) officers from any one club or organization.

Section 4. Petition by 1/3 of the total number of members is cause for a recall election. The complaint must be stated in writing and submitted by a recognized club member. After the complaint is submitted to the organization, the offending officer has the right to a 48 hour notice of a hearing. A recall election will be conducted as a “Special Election”. Recall requires an affirmative vote of 2/3 of the total voting membership.

Section 5. In the event an elected officer is unable to fulfill his/her term of office, there will be a “Special Election”. Any eligible member, including those already holding office, can apply for a vacated officer position.

ARTICLE IV. MEETINGS

Section 1. Regular meetings are scheduled weekly during the academic year.

Section 2. Special meetings are called by an elected officer or by 20% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) notice prior to the Special Meeting time.

Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.

ARTICLE V. ELECTIONS

Section 1. Paid officers are elected once an academic year. Elections are to be held at least five weeks prior to semester examinations for the following year’s term.

Section 2. At least one week’s notice will be provided for any meeting at which an election is held.

Section 3. Votes will be cast by roll call and counted by the Vice President of Administration.

Clause 1. If the Vice President of Administration is running in an election, another executive board member, chosen at the council’s discretion, will count the votes.

Section 4. A candidate must receive at least 51% of the votes or run off elections will be held.

Section 5. Each registered CBE organization with voting active status shall have one vote, including all BICC Executive Board members.

Section 6. In the event of a tie, the BICC President’s vote has a weight of two.

ARTICLE VI. ADVISOR

Section 1. The BICC advisor shall consist of a non-elected non-voting permanent position filled by the Assistant Dean for Student Affairs for the CBE.

ARTICLE VII. DUES

Section 1. BICC does not assess membership fees.

Section 2. All money must be deposited into an Associated Students, Incorporated accounting office agency account.

ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION

Section 1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before the amendment is voted on.

Section 2. Approval by 2/3 of the voting members present at a regular organization meeting will pass the proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 3. A copy of this constitution/by-law and/or amendment to this constitution must be filed in the Dean of Students Office at California State University Fullerton.

Section 4. An ad-hoc committee may be formed to review or propose amendments to the constitution. Upon approval by the ad-hoc committee, amendments will be presented to the council for approval.

ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event the BICC should become defunct, all assets will be turned over to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

ARTICLE X. STATEMENT OF AFFILIATION

Section 1. This organization is affiliated with the CBE and ASI.

ARTICLE XI. RULES OF ORDER

Section 1. The BICC accepts Roberts Rules of Order as its rules of order.

Section 2. Any issue not directly written in this document will be resolved by referring to the Roberts Rules of Order.

ARTICLE XII. APPROVAL

Section 1. This constitution was approved on April 25, 2006

MEMBER ORGANIZATION RULES

Club and Organization Leadership Requirements

Students who would like to provide leadership and serve as officers of clubs and organizations are required to abide by the following:

1. Students who serve in leadership positions within a club/organizations (i.e., President/Chair, Vice President/V. Chair, Treasurer, Secretary, Public Relations Chair, etc.) must be currently enrolled (non-extended education), in at least 6 units and in good academic standing (i.e., minimum 2.0 grade point average) recommended.
2. Each student organization must include a minimum of 3 leaders: a president/chair and a treasurer are mandatory officers; the third position can be a V.P. secretary, etc. It is recommended that each student organization fill all of its leadership positions.
3. Students who are listed as club and organization members who are authorized to make reservations on behalf of the organization must be currently enrolled (non-extended education), in at least 6 units and in good standing (i.e., minimum 2.0 grade point average) recommended and be listed as "Blueprints designees" on the application for recognition.
4. Student who are listed as Public Contacts must be currently enrolled (non-extended education), in at least 6 units and in good standing (i.e., minimum 2.0 grade point average) recommended.

Faculty and Staff Advisors

Each student club/organization is required to have an advisor. Advisors to student organizations must be staff or faculty employed by CSU Fullerton on an at least half-time or full-time basis. Advisors should also be aware of the enrollment status of each of the officers and be committed to providing assistance to the club or organization leadership. Application for recognition must be reviewed and signed by the advisor and Assistant Dean for Student Affairs if the club or organization is college based or by the ASI Recreational Sports Coordinator. Please contact the Student Organization Resource Center for assistance in identifying an advisor.

Responsibilities and Role of Advisors

CSU Fullerton has over 250 recognized student clubs and organizations. Groups range from interests as diverse as the Surf Club to the Political Science Student Association. For a club or organization to acquire recognition, each student club/organization must have an advisor. Advisors to student organizations must be

faculty or staff members employed by CSU Fullerton on an at least half-time basis or full-time basis. Behind almost every successful student organization there is an effective advisor. An effective advisor has a strong belief in the organization and wants to help students and the organization be successful. They are willing to share their expertise and make a commitment to spend time with the group as well as be a liaison between the University and the organization. Past experience and research has shown that greater interaction with faculty and staff aids in student retention.

Generally, the advisor's responsibilities to the organizations are to:

- A. Be familiar with University policies and regulations and the organization which he/she advises.
- B. Assist the officers and members in becoming acquainted with these policies.
- C. Encourage and assist the organization in carrying on an active and significant program.
- D. Be available to sign disbursements, requisitions, applications, request forms, etc.
- E. Call to the attention of the officers of the organization any serious failure of the organization or its members in assuming responsibilities and assist in overcoming these problems.
- F. Be present at all scheduled meetings and social functions of the organization, as time permits.
- G. Be sure that the organization submits all forms requested by the University on time.

SOFTBALL TOURNAMENT RULES

1. Two women must be on each team's roster and playing at all times. In the event that a team has less than two women, that team must have a ghost player on their roster and will receive an out each inning.
2. A flip of a coin between the two managers will determine the home team before each game. Each manager must also exchange batting orders before each game.
3. Teams may play with nine players if the umpire ejects the tenth from the game. Teams may not finish a game with less than nine players. If a team has less than nine players, they will forfeit that game and have a loss recorded. Also, teams that are not ready to play when the game starts will forfeit the game.
4. A mercy rule will go into effect if any team leads by more than 15 runs at the end of an inning.
5. When batting, each player will receive their pitches from a member of their own team. Each batter will have the opportunity to hit a total of four pitches; there are no balls or strikes called. After four pitches, the batter is out. This includes foul balls. Any ball not hit past the pitcher's mound and is not hit in between the two base lines is considered foul.
6. All home runs will be determined the day of the event.
7. The length of each game will be determined by the number of teams eligible to play the day of the event.
8. No game will be called mid-inning. Each team will have equal opportunities at bat.
9. Any piece of equipment that is used by one team must be made accessible to the other team,
10. Metal spikes are prohibited; anyone wearing them will be ejected
11. A team is eliminated after they have lost twice
12. When a defensive player clearly has the ball and is waiting for the runner and the runner deliberately crashes into the defensive player, the runner is declared out. The runner is then ejected from the tournament, the ball is dead, and all runners must return to the last base touched at the time of the collision. This is a judgment call and the umpire's decision is final.
13. No stealing is permitted. Runners may tag-up, however no leads are allowed.
14. All decisions made by the umpires are final. No disputes may be registered on judgment calls made by the umpires. Any player that leaves the dugout to dispute a call will be ejected from the tournament. It is the team manger's responsibility to control the conduct of their team.
15. No alcohol is allowed.
16. It is expected that all games are a display of good sportsmanship and professionalism between the teams. Any trash talking to umpires or opponents, loss of temper or disruption of any kind may result in immediate ejection of the player or team from the tournament. In general, any team abusing any other rules and regulations will risk the chance of forfeiting the game or being removed from the tournament.
17. When batting, each player will receive their pitches from a member of their own team. Each batter will have the opportunity to hit a total of four pitches; there are no balls or strikes called. After four pitches, the batter is out. This includes foul balls. Any ball not hit past the pitcher's mound and is not hit in between the two base lines is considered foul.
18. All home runs will be determined the day of the event.
19. The length of each game will be determined by the number of teams eligible to play the day of the event.

BICC MEETINGS: RULES OF ORDER

Meeting Begins:

The President (or presiding officer) will bring the meeting to order

Roll Call:

The Vice President of Administration will call the names of each member organization. If in attendance, the representative for that organization will respond "present". If not in attendance at the time of role-call, the organization will be marked absent.

Executive Officer Reports:

Executive Officers' Reports will begin with the President and each officer will yield to the next. After each office has given their report, they will ask if there are any questions at which time a representative may raise their hand to be recognized.

Old Business:

Old business will be conducted by the president one item at a time. If an organization has a comment, suggestion, or statement to make they must raise their hand and be acknowledged before speaking.

In order for an agenda item to be discussed, there must be a motion and a second. The organization that first motions will be the "primary" sponsor and the second will be the "secondary" sponsor. The suggested language of a particular motion will be noted in the agenda.

Ex: (Accounting Society): "I move that the council will consider allocating no more than \$250 from account 033B-8077 to fund Johnny Titan's attendance at the National Economic Forecast.

(Finance Association): "Second – Finance Association"

The organization that is proposing is not allowed to be the primary/secondary sponsor of the motion (Economics Association in the above example). After a motion is made and seconded, the proposing organization will be allowed to explain the proposal.

After concluding the explanation, the primary sponsor will be given the opportunity to ask questions of the person that is proposing. After the primary sponsor yields, the secondary sponsor will be given the same opportunity. After the secondary sponsor yields, other organizations may raise their hand to be recognized.

If a discussion is going on for too long, the president may ask that a motion be made to table the discussion until the next meeting or ask the discussion to continue for a specific amount of time (ex: Given this topic's importance, I move

that we discuss the topic for an additional five minutes). After such a motion, a second will be required.

When discussion has concluded, the presiding BICC officer will say: "Seeing no more questions, we will move into a role call vote". The Vice President of Administration will call off the names of members in attendance, at which time the member will respond yes/no/abstain. Members should continue to ask questions about the proposal until they have arrived at a yes/no conclusion. **Abstentions should only be used by the proposing organization, and members that entered the discussion late.** When all members have voted, a result will be announced.

Rather than voting "no" to an entire proposal, a member may suggest an amendment to the original proposal (ie: lowering the amount to be funded per person or reducing the number of persons being funded). Once a member is recognized, they may say their motion.

Ex: (BICC Presiding-Officer): "Finance Association"

(Delta Sigma Pi): "I move that the council consider amending the original motion to read "The council will consider allocating no more than \$200 from account 033B-8077 to fund Johnny Titan's attendance at the National Economic Forecast.

(Accounting Society): "Second – Accounting Society"

The member making such a motion becomes the "primary" sponsor of the amendment, and a "secondary" sponsor is required for the council to discuss it. Discussion will occur in the same way as it does for the primary motion. When discussion on the amendment is completed, a vote will be taken to approve or not approve the **amendment**. Once the amendment has passed/failed, discussion will return to the original (or newly amended) motion. Another vote is still required for the motion to pass/fail.

Voting is set as one vote per member organizations, and a majority plus one is required for a motion to pass. In the event of a tie, the President of the BICC will cast the tie-breaking vote.

New Business:

New business will be conducted in the same way as old business.

Member's Privilege:

Members are given this opportunity to address the council. At this time intentions to propose should be announced.

Adjournment:

The President will call for the meeting to adjourn either when all items on the agenda have been covered or when the pre-scheduled ending time for the meeting is reached.

ATTENDANCE POLICY

Representatives are expected to attend **ALL** BICC meetings. Sending an alternative representative is allowed, but the council should be notified in advance.

Absences:

First:

Written warning issued to representative, advisor, and organization's president about consequences of further absences.

Second:

Written notice issued and delivered to the organization, notifying that proposing/voting privileges have been suspended for **four weeks**. Attendance during BICC meetings is mandatory during this time.

Third:

Written notice issued and delivered to the organization, notifying that proposing/voting privileges have been suspended for **eight weeks**. Attendance during BICC meetings is mandatory during this time.

Fourth:

Written notice issued and delivered to the organization, notifying that proposing/voting privileges have been suspended for **the remainder of the financial year** (ending June 30th). Attendance during BICC meetings is mandatory during this time.

Additional:

BICC will vote to determine consequences.

Tardiness:

An organization will be considered "tardy" and not absent if they arrive during the first ten minutes of the meeting. Two tardy's will count as one absence.

PROPOSAL PROCEDURE

revised Aug 2006

All forms are available at <http://cbect.fullerton.edu/bicc>

TWO meetings prior to the BICC meeting you wish to propose in, announce your intent to propose during Member's Privilege, and confirm with the Vice President of Finance.

ONE meeting prior to the BICC meeting you wish to propose in, submit the rough draft of your proposal to the Vice President of Finance and the Financial Review Committee for suggestion, corrections, and comments. You can submit your packet earlier than this deadline, but no later. Your proposal will be returned to you that same Tuesday.

Your proposal packet consists of (in this order):

- Allocation Request Form
- Completed Funding Questionnaire (typed on your organization's letterhead)
- Summary of total expenses (per person), and breakdown of how costs are going to be covered (.ie. fundraisers, personal contribution, BICC funding). All participants should be identified--either as a board member (and position), or as a member of the organization
- Proper documentation to support expenses listed in the expense summary. Examples:
 - At least three quotes for airfare
 - At least three quotes for hotels (or for one specific hotel if sponsored by conference)
 - Flyer supporting registration costs

The VP of Finance & Financial Review Committee will review your packet, and the following actions may be taken:

- Let you know that everything is in order and approve proposing at the next meeting
- OR alert you to changes that must be made prior to proposing (i.e. per ASI policy or missing paperwork). These changes need to be made and the packet resubmitted for approval. If the packet is not approved by noon on Thursday, the proposal cannot occur at the next meeting—it will be delayed at least until the meeting after that. For this reason it is to your advantage to submit your packet to the VP of Finance *as early as possible*. There are no exceptions!

After your packet is approved, make copies for all the BICC Representatives and Executive Board members (approx. 25). Bring these copies to the meeting that you are proposing in. At the meeting, be prepared to discuss the importance of the event, why

you are sending each participant, and why you feel the proposal amount is appropriate. Remember that funds are limited!—ideally everyone could go to all events and receive full funding, but this is not the case.

In general, you should keep in mind:

- 100% funding is not given
- Participants should cover some of the cost themselves
- Organizations should attempt to fundraise for the event
- In the case of higher-dollar amount conferences, no more than four members should be sent from an organization
- Not all proposals are approved

It is the responsibility of the BICC Representatives to scrutinize all proposals and determine if they are appropriate or not. If a proposal is not appropriate, a motion can be made to amend the proposal to a lower amount or to reduce the number of participants. If such motions fail, it may be necessary to decline the entire proposal.

If you have any questions, please contact
the VP of Finance as early as possible.

An example of the questionnaire is found within your BICC Representative folder.

POST-PROPOSAL PROCEDURE

revised Aug 2006

All forms are available at <http://cbect.fullerton.edu/bicc>

Prior to your event:

- Have all participants fill out a “Delegate Contract Form”. Turn all completed forms into the CBE Assistant Dean for Student Affairs (Emeline Yong) in LH-700
- If you will be using personal vehicles or rental vehicles for the event, have all drivers fill out an “Authorization to use Privately-Owned/Rented Vehicle” Form. Turn all completed forms into the ASI Executive Office TSU 211.

During the event:

- Save ALL ORIGINAL RECEIPTS!!! Copies of receipts, credit card statements, cancelled checks, etc cannot be accepted.**
 - Hotel Receipts should be on the Hotel letterhead
 - Conference/Event receipts should be on the host’s official letterhead
 - For airfare:
 - Save all boarding tickets
 - Confirmation of [paid] ticket fees (i.e. printed email)

After the event:

- Each participant must write a [minimum] of a 350 word summary about the event. This should include useful information learned at the event (i.e. Dr. Puri showed how the increasing trend of...)—not merely a summary of activities (i.e. first we had a session with Bill Gates, then we broke off, then we had a banquet...)
- No later than **two BICC meetings** after returning from the event, the BICC rep needs to give a follow-up presentation to the BICC Representatives. In approximately 2-3 minutes, the rep should give a summary of the event including useful information learned.
- No later than **4 weeks** after the event, the Travel Receipt Envelope (8077) is to be given to the VP of Finance. The packet consists of the following, each participant funded by the BICC needs to provide the proper documentation listed below (in this order):
 - Copy of Finalized Proposal Packet
 - Original Receipt from Hotel
 - Original Receipt for Airfare
 - All Participants Boarding Passes for both departure & return flights
 - Original Receipt for Conference Registration
 - 350 word summary of event [minimum]
 - Listing of who is receiving what reimbursement, and the mailing address for each person

IMPORTANT!!!

- Valid receipts are required for all reimbursements.
- Failure to meet deadlines **terminates** the funding request—no reimbursement will be given.
- Fulfill deadlines as early as possible.

As the BICC Representative for your club/organization, you are responsible for guiding your club/organization's funding request and reimbursement process. You need to understand all rules/procedures. If you have any questions, contact the VP of Finance as early as possible.

AWARDS

Awards are given by the BICC to recognize outstanding member organizations. The number of awards and criteria is determined by the BICC Executive Board. These awards will be presented at the (Spring) End-Of-The-Year Party.

Previous awards that have been given include:

- Best Business Organization
- Outstanding Campus Relations
- Outstanding Community Outreach
- Outstanding Corporate Relations
- Outstanding Revitalization

Trophies are also given to the winners of the Sports Tournament in the semester held.

REPRESENTATIVE'S RESPONSIBILITIES

- Regular attendance at BICC Meetings, per the Attendance Policy
- Represent the overall viewpoint/wishes of the member organization to the BICC
- Open line of communication between member organization and the BICC
- Guide the member organization through the proposal and reimbursement procedures
- Participate in BICC committees, as designated by the BICC Executive Board

→ Knowledge of all contents within the BICC Representative Materials Binder ←