Inter-Council Agreement

The Inter-Council Agreement serves to foster collaborative efforts among the four undergraduate student councils at Columbia University. In working together, the Columbia College Student Council (CCSC), Engineering Student Council (ESC), General Studies Student Council (GSSC), and Student Government Association (SGA) strive to better serve the Columbia & Barnard community. This document, then, contains guidelines for equitable distribution and definition of contributions from involved Councils in all events, policies and other initiatives.

Point-People

For a Council to be included in the planning of an event or the discussion of an initiative, they must assign a Point-Person. This person, once appointed, has the following responsibilities: (1) represent the needs of his/her student body; (2) represent the needs of the project to his/her parent council; and (3) inform his/her advisor about the project, at least three weeks before its execution. Finally, the Point-People are responsible for the completion of this Agreement, which should be submitted to their VP Finance/Funding/Intergroup at least two weeks prior to the project.

Planning Committee

The Point-People, together, must form and lead the Planning Committee. The Planning Committee should ensure that the project equitably and effectively caters to the undergraduate populations represented. In doing so, the Planning Committee must be aware of the diverse interests, opinions and circumstances of the different populations being served by this project.

The Point-People and the Planning Committee must decide upon and divide the responsibilities associated with the planning and execution of the project among the council involved. Those responsibilities must be outlined in the Project Specifications before this Agreement can be signed.

The Point-People, together, must decide upon a meeting time for the Planning Committee, and this meeting must end by 10:00pm, at the request of an involved Council.

Volunteering & Event Attendance

Prior to an event, the Planning Committee must decide upon a minimum number of volunteers per Council to staff the event. In addition, participating Councils must show their support of the event through overall Council presence. Council members are expected to attend the event, even if they were not involved in the planning.

Financial Contributions

Each involved Council is required to financially contribute to projects according to the ratio of the schools' enrollments for the applicable school year. For the 2008-2009 school year, this ratio is as follows: CCSC: 2.87; ESC: 1.00; GSSC: 0.70; SGA: 1.69. There may be exceptions to funding an event in ratio. Finance/Funding VPs of each council involved must be consulted if the event Planning Committee wishes to fund the event out of ratio. Finally, a lead account must be specified for each project, with that responsibility rotating fairly and evenly among the councils. The lead account will serve as the main account for all related expenditures and contributions.

Advisor Approval

Each Point Person is responsible for informing his/her advisor about the project throughout both the planning and execution phases. An advisor's sign-off for this project is required and signifies his/her knowledge of the project and commitment to help facilitate the project. The advisors, amongst themselves, will designate responsibilities associated with the execution of the project.

A Council's failure to adhere to all of these guidelines will result in suspension from the Planning Committee and could lead to removal from the project in the future. Finally, and most importantly, the Council's lack of involvement could jeopardize their constituency's participation in the project. However, once this contract has been signed, the financial contributions agreed upon are binding.

Project Specifications

Today's Date: _____

Project Name: _____

Project Date & Time: _____

Project Location: _____

Involved Councils & Point-Person *(check if involved)*:   Lead Account?

- ☐ CCSC: _____   ☐
- ☐ ESC: _____   ☐
- ☐ GSSC: _____   ☐
- ☐ SGA: _____   ☐

Responsibilities of Each Council:

CCSC: _____
_____

ESC: _____
_____

GSSC: _____
_____

SGA: _____
_____

Minimum Volunteers Per Council: Anticipated Financial Contribution Per Council:

CCSC: _____   CCSC: (2.87) _____
ESC: _____   ESC: (1.00) _____
GSSC: _____   GSSC: (0.70) _____
SGA: _____   SGA: (1.69) _____

Signatures: *(Signing council representative must be a member of the executive board or president of his/her class)*

CCSC: Council Rep: _____ VP Funding: _____

ESC: Council Rep: _____ VP Intergroup: _____

GSSC: Council Rep: _____ VP Finance: _____

SGA: Council Rep: _____ VP Finance: _____

Lead Advisor?

Student Development & Activities Advisor, CCSC & ESC Class Councils: _____ ☐

Advisor, GSSC and Class Councils: _____ ☐

College Activities Office Advisor, SGA and Class Councils: _____ ☐

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