

**LMCAS STIPEND PROGRAM
GUIDELINES
Last Revised: 04/16/10**

LMCAS Bylaws: Section VII, Article I

Compensation and Reimbursements:

“Board Members shall serve without salary. However, the Board may authorize payment of stipends to any or all of its members and to any appointees who are subject to Board confirmation. Changes to such authorization shall be subject to a two-thirds vote of the then current membership of the Board. Board Members and other officers and agents of the LMCAS may be compensated for expenses incurred in the conduct of official business in accord with regulations adopted by the Board. Such compensation shall be approved in advance and shall not exceed that which could be granted to LMC employees under comparable circumstances.”

Each year, during the annual budgeting process, LMCAS may authorize funds to be set aside for stipends. In order to receive a stipend, one must follow the guidelines set forth in this document.

STIPENDS:

Officers: \$1,000 per year/\$500 per semester = \$3,000 Total Funds Allocated/Year
(President, Vice President, Vice President of Finance)

Senators: \$800 per year/\$400 per semester = \$8000 Total Funds Allocated/Year

Requirements:

In order to be eligible to receive a stipend, you must:

- Complete 6 hours of volunteer work per week(8 for Officers)/108 per semester/averaged over semester (144 for officers)in addition to required Office Hours and weekly LMCAS Board Meetings. Must maintain a timesheet on a weekly or daily basis for volunteer hours.
- Complete 2 required office hours per week/36 hours per semester (in addition to volunteer hours). You can miss up to 8 hours of office hours per academic year; 4 per semester.
- Attend required LMCAS Board meetings each week. (You may have no more than 2 consecutive absences per semester/ 4 absences per academic year. Notification should be provided to the Advisor and/or LMCAS President 48 hours before absence to be deemed excusable. (Excused absences must be approved by the board.)
- Attend required district, college-wide or regional/statewide committee meetings to which you are assigned. You can have 2 absences per committee per semester; which equals 4 absences per academic year. For committees that meet monthly, this is 50% absences allowed. Students can miss these meetings upon notification to the Advisor and the Committee Chair in advance of the meeting when possible. Students should also request from the Committee Chair, that any pertinent information and handouts including deadlines and tasks assigned be provided to them after the meeting. Excused absences include illness and family emergencies. Homework, Exams and Personal Appointments is not an excused absence. (Participation in these committee meetings, except for SGC can count for volunteer hours).

- Prove attendance at assigned committee meetings by providing agendas, minutes, handouts, and notes for the meetings you attend. Materials must be kept in appropriate binder in office.
- Participate in all events and activities sponsored by LMCAS unless excused by LMCAS Board. Participation contingent on Senators' availability with regard to work and class schedules and can be excused for unforeseen emergencies. Homework/Test and Personal Appointments is not an excuse.

Note: You may reschedule your office hours if you discover that you have a conflict. Please notify advisor if change must occur.

Volunteer Hours are defined as:

- Uncompensated committee work
- Subcommittees of events, activities, business.
- Anything student government related outside of required LMCAS Board Meetings and Office Hours.

Paid committees and outside work on those committees will not be included in volunteer hours

Examples of Volunteer Hours include:

- Participation on LMCAS Activity Planning meetings
- Work related to LMCAS Events
- Participation on campus committees (excluding SGC)

ACCOUNTABILITY:

Attendance:

- Your timesheets are your responsibility, and will be available in a binder in the office.
- Units enrolled and GPA are reviewed monthly by Advisor, in addition to at the end of the semester.
- Timesheets must be filled out daily and/or weekly to track volunteer hours, office hours, and participation at events.
- Your assigned committee minutes must be readily accessible in the appropriate binder and submitted to the advisor at the end of each semester.
- The Advisor and the LMCAS President review the timesheets and other required documentation, and provide a warning to Senators if they are subject to jeopardizing their stipend through any violation to any policy listed herein.
- Upon approval of attendance the advisor will sign off.

***If the advisor, using your time sheet and committee binder cannot verify attendance at LMCAS meetings, committee meetings, office hours, volunteer hours or participation at events you will not receive a stipend.**

****If Timesheet/performance is challenged, the LMCAS Board will schedule an agenda item to address the concern at its next meeting. If there will be no more meetings before the end of the academic year (eg. Spring semester), the LMCAS Board may hold a special session to address the concern.**

Additional Requirements:

- It is the individual's responsibility to maintain their own timesheets. If the timesheets are not kept up, you will not be eligible to receive a stipend.
- You must save the minutes from the committees that you sit on in the appropriate binder to verify your attendance. If you do not you will not receive a stipend.

Stipend Budget

Annual (Anticipated):

| | |
|-----------------------------|--------------------------|
| 3 officers @ \$500 x 2 sem. | \$3,000 per year |
| 10 senators @ \$400 x 2 sem | \$8,000 per year |
| Total per year | \$11,000 per year |

These amounts to be approved each year during the LMCAS budgeting process.