

Registered Campus Organizations (RCOs)
with Negative ASUCI Club Account Balance

A partnership with the Office of Campus Organizations and ASUCI

An RCO with a negative ASUCI club account balance will be subjected to the following:

1. ASUCI's Senior Financial Analyst notifying the RCO signers via email about the negative balance. The ASUCI Senior Financial Analyst will communicate with the RCO to find out a plan to address the negative balance. The Office of Campus Organizations will be cced in this email to the organization signers.
2. Notification of a RCO's negative ASUCI Club Account balance will be provided to the Student Center & Event Services and the Office of Campus Organizations.
3. If a RCO ASUCI Club Account remains negative after a 30-day grace period, then the ASUCI Senior Financial Analyst will report this to the Office of Campus Organizations. The RCO is then required to meet with a staff member from the Office of Campus Organizations to develop a plan to remedy this situation before the end of the quarter. Office of Campus Organizations staff will initiate this meeting. The RCO registration status will be changed to 'hold' until at least one signer meets with the Office of Campus Organizations staff to develop a plan. This 'hold' status will be released after the organization signers have met with the Office of Campus Organizations and a plan to remedy the negative balance has been approved.

Note: A 'hold' status denies a RCO privileges like reserving space, insurance coverage, holding meetings, etc.

4. The RCO will have the remaining quarter to remedy this accounting situation. If not remedied by Monday of Week 1 in the following quarter, then ASUCI will initiate a payment collection through the signers' personal ZOT accounts. The negative amount will be distributed evenly to each signer's ZOT account.
5. As a result of a negative ASUCI club account balance of \$250 or more, RCOs will not be able to reserve a venue with the Student Center & Event Services until the full debt is paid to their ASUCI account.

As cited in the Student Center & Event Services policy: If a registered campus organization attempts to use their ASUCI Club Account to pay for the Student Center & Event Services reservations and their ASUCI Club Account results in a negative balance due to such charges of \$250 or more, then the organization will lose their booking privileges for the Student Center & Event Services until the ASUCI Club Account balance is no longer negative. An organization should deposit the appropriate amount of funds into their ASUCI Club Account to remedy payment situations. Remember, an organization's ASUCI Club Account needs to have sufficient funds to pay bills.

RCOs with a negative ASUCI Club Account balance will not be able to re-register their organization using their ASUCI Club Account; instead they must pay cash or check to Student Life and Leadership (Student Center, G308)