



# Honoraria guidelines

## Isla Vista Community Relations Committee

You get paid for being a member of IVCRC. Or, more accurately, you get paid for doing good work for IVCRC.

This is an important responsibility.



## With great power yada yada

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If this is your first time joining a student organization since high school, you're probably not used to making money from participating in academic extracurriculars. Well, that's changing. And with that change comes increased expectations.

Because you're being paid for your work, **you must consider IVCRC to be something of a part-time job**—perhaps not as demanding of a part-time job as others, but a part-time job nonetheless. You must, for example, make every effort to attend all our meetings, respond to messages quickly, and complete your tasks capably.

In other words, you shouldn't consider IVCRC to be that thing you do "every once in a while." That's just not how it works anymore.



## Dollars and cents

Every student contributes \$685.23 a year [as of 2022](#), willingly or otherwise, toward Associated Students. You could buy a pretty nice iPhone with that amount of money! Or a PS5! Or put it toward your student debt! Or blow it all on crypto!

IVCRC gets a sliver of that money—\$3.33 every quarter and \$2.37 in the summer, to be exact. That might not sound like much, but multiply that by 25,000 undergraduates and you start getting to some big bucks. **\$184,922.25 big, in fact.** That amount could pay for 4 years of your tuition, housing, food, weed, and other crucial expenses combined, and you'd still have a few tens of thousands of dollars left to blow on crypto.<sup>1</sup>

### **And that's our budget for just one year.**

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<sup>1</sup> Calculation assumes \$40,000 in annual college expenses over 4 years. If you're paying out-of-state tuition, \$184,922.25 might cover you for 3 years—which is still a lot.

If we were doing this for free, we'd be much more lenient regarding your responsibilities. But every student is paying you to do your job, and is paying quite a bit at that.

So please do your best. Make the appropriate sacrifices. Everyone is counting on you.



## Won't someone think of the children!

If you do not attend [meetings](#), we cannot meet quorum. If we cannot meet quorum, we cannot fund community projects. If we cannot fund community projects, we force the organizers to delay or cancel them, and we will have let them down. In turn, **we will have let down the kids, families, and non-students of IV, whom it is our mission to serve.**

We are public figures. Let us prove to those people who have lost faith in AS—who say we are merely [cosplaying for power and money](#)—that they are wrong.



## So how much do we get for this again?

Non-chairs can apply for a maximum of \$300 per quarter. In some cases, you may be able to exceed \$300 (more about this later). Chairs can apply for a maximum of \$450 per quarter.

**Deductions to your honorarium may be possible if you do not sufficiently fulfill your responsibilities as a board member of IVCRC**, as detailed in [Calculation](#) and [Other considerations](#). The chairs will evaluate your performance throughout the quarter and will notify you as soon as the thought of deductions crosses our mind. We will also tell you what you can do to course correct and/or make back that money, like spending extra time planning an event.

Yes, this is way less than minimum wage. But [honoraria](#) is payment for volunteer services, stuff you ordinarily wouldn't be paid for at all. If someone pays you even a cent to do something—something that you'd usually do for free, no less—that means they are holding you to some sort of standard, and that means you better do that something well.



# Terminology

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The money people get for working for AS, and by extension IVCRC, is called “honoraria.” For pedantic types, the singular form is “honorarium.”



# Calculation

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## Meeting attendance

IVCRC has 9 general meetings per quarter, one per week. We do not have general meetings on Weeks 0, 10 (dead week), or 11 (finals week).

Attending general meetings is vital for keeping up with announcements, what everyone else is doing, and where we as a team are going. For every quarter:

- **You are allowed 2 excused absences without penalty** (you notify one of the chairs before the meeting that you won’t be able to make it).
- If you have excused absences remaining, an unexcused absence will deduct \$25 from your honorarium (and deduct from your excused absences).
- If you have no excused absences remaining, every absence (excused or not) will deduct \$50 from your honorarium.

**If you cannot attend a meeting, you must make a good-faith effort to send a proxy**—that is, someone who attends a meeting on your behalf. See

 [Meeting guidelines](#) for more information.

If you have a schedule conflict that prevents you from attending general meetings:

- Notify your department chair as soon as possible.
- Try to find a proxy for the whole quarter.
- [Do an extra hour of IVCRC work](#) every week to make up for that lost time.

Other notes:

- Attendance also means being present attention-wise, so no phones, laptops, or homework unless it’s IVCRC-related or the chairs make an exception.
- If you miss a meeting, you must consult with your proxy (if you have one) and read the minutes (the meeting notes) afterward.

- If you leave early for vacation, you must make yourself available for meetings via Zoom. Vacation starts only when the official UCSB holiday starts. That's one of the reasons we offer hybrid meetings: If you can't attend in person, you can join virtually. Plan ahead and do all that you can to secure a time and location where you can participate fully in the meeting.



## Good communication (50% total, 5%/week)

We're a team, and as a team, people have to know that they can count on you to be there when they need you, just as you can count on them to be there when you need them. **Respond to messages within 24 hours**; exceptions include dead week, finals week, weekends, and holidays. Persistent delays in responses outside of these times will lead to deductions, unless you notify the team beforehand that you won't be available for some time.

See [Communication guidelines](#) for more information.



## Doing your job (50% total, 5%/week)

Yeah, like, please do your job.

**Every Monday at 10am, you'll get a message from Slackbot (on Slack) asking you to submit your member report for the week.** Include an update for your primary, secondary, and quick tasks (and preferably finish them all). Then, before each general meeting, review everyone else's report in the #ivcrc-reports channel and come prepared with questions.

Other notes:

- If you can't get something done on time, please shoot us a message and we can move back the deadline or find someone to assist you—saying you need help is a sign of maturity, not weakness, and reflects well on you.
- If you do not make "satisfactory progress" (as determined by the chairs) for at least 7 of the 9 general meetings, we will contact you to discuss it.
- If you have a schedule conflict that prevents you from attending general meetings, you must do extra work to make up for that lost hour every week. **In this case, your work at minimum needs to be better than satisfactory to be satisfactory.**

## Going above and beyond (10% total)

If you do something extraordinarily well, you can make up for deductions in other areas. Maybe you push yourself to ask tough questions, or you do all you can to lend a helping hand, or you spend lots of time coming up with a great event idea—whatever it is, we didn't ask you to do it, but we're glad you did. **If you exceed 100% of your honoraria at the end of the quarter, we will reward you with a gift card or something extra as a token of our appreciation.**

## Other considerations

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### Paid leave

All members of IVCRC are eligible for 7 days of paid leave per quarter. This means you can do no IVCRC work whatsoever for 7 regular working days and still get full honoraria. This will hopefully help alleviate pressure from emergency situations and busy periods.

Paid leave is separate from the “going above and beyond” category described in the previous section, which compensates for honoraria that you've lost. Paid leave, on the other hand, prevents you from losing it in the first place.

Paid leave also doesn't apply to existing non-work days, which currently include weekends, holidays, dead week, and finals week. We already encourage you not to do IVCRC-related work during these times, and there's already no penalty.

To use one or more of your paid leave days, you need to tell us first and give us a reason. Your reason doesn't have to be profound—even something as simple as “I don't want to think about IVCRC for a week” is fine.

### Bonding sessions

Attending an IVCRC bonding session, such as a study session, relaxation session, or retreat, gets you 10% of honorarium for the “going above and beyond” category, or 1% of your overall honorarium. You can earn up to 50% of your “going above and beyond” honorarium per quarter this way, or 5% of your overall honorarium.

## IVCRC-funded projects

A big part of IVCRC is funding projects that other people bring to us. Attending or participating in one of these projects not only shows our funding requesters that we care about the outcome of their project but also gets you 10% of honorarium for the “going above and beyond” category, or 1% of your overall honorarium. You can earn up to 50% of your “going above and beyond” honorarium per quarter this way, or 5% of your overall honorarium.

## Applying for honorarium

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### For non-chairs

You don’t get honorarium automatically—you have to fill out a form at the end of every quarter. The form asks for your name, address, committee, the amount of honorarium you’re requesting, and how you’ve fulfilled your board member duties. Yes, you can request something lower than your maximum if for whatever reason you’d rather not have the full amount.

We’ll send a link to the form when it’s available. If you don’t fill out the form before the deadline, AS will often offer “retroactive honoraria” early in the next quarter, meaning you can apply for the previous quarter’s honorarium—we’ll send a link to that as well. And if you don’t fill out *that* form, well, that usually means your money is gone forever.

You’ll get a check in the mail a few weeks after you fill out the form. The amount you get is determined both by the calculation we described earlier and the amount you requested on the form—whichever amount is lower is the amount you get.

And if you don’t want honoraria, you don’t have to fill anything out. Perhaps you’d rather not accept any student fees for your services, which is admirable.

### For chairs

Chairs also have to manually request their honoraria at the end of every quarter, using the same form as non-chairs. Most of the process is the same.

We’ve been talking a lot about your honorarium, but at the end of the quarter, you’ll have the opportunity to decide how much honoraria we as the chairs should get,

based on the same guidelines on the previous page. Responses will be completely anonymous, and the honorarium we each get will be determined by the average of how much you all think we individually deserve.

We will hold ourselves to that. And you can request a budget report from Katherine Kosearas to confirm for yourself that we haven't taken more than we should've.