

Student Organizations Committee Bylaws

The Associated Students of Lewis & Clark

Amended: February 11th 2016

Article I - Purpose and Scope

1. The Student Organizations Committee (hereafter: SOC) is established to allocate student fees to student groups and provide guidance and advice pertaining to responsible and accountable spending practices
2. The SOC shall annually review the budget of each student group and disperse student fees amongst these groups with fairness and integrity for the benefit of the Lewis & Clark Community
3. SOC is responsible for ensuring that each student group adheres to the budgeting criteria outlined within these Bylaws and that budgeting decisions are made with fairness and integrity
4. SOC shall budget all student groups individually
 - a. Excepting any board comprised of subsidiary student groups, which shall receive one lump sum, which it may then distribute freely to its constituent groups
5. These bylaws cannot be construed to contain any implied rules, powers, or abilities not explicitly stated

Article II - Membership

1. The SOC shall be comprised of at least ten (10) and no more than fourteen (14) members in total
2. Student Organizations Coordinator (hereafter: Coordinator)
 - a. Shall act as chair of the SOC
 - b. Shall set meeting times for the SOC
 - c. Shall set an agenda for all SOC meetings
 - d. Shall serve as a resource for all student organizations
 - e. Shall coordinate efforts with the ASLC Treasurer and the Student Activities Director to educate and facilitate the function of student organizations
 - f. Shall hold regular office hours as prescribed by the ASLC President
 - g. Shall be responsible for the nomination and selection of all committee members not of the ASLC Senate
 - h. Will vote in SOC decisions only in the case of a tie
 - i. Shall be able to create subcommittees at their discretion
 - j. Shall have final approval of applications for student organizations
 - k. Shall work with all subcommittees
 - l. Shall work with the Application Subcommittee and student organizations to update the application process at the Coordinator's discretion
3. Student Organizations Committee Vice-Chair (hereafter: Vice Chair)
 - a. Shall be appointed by the Coordinator from the general membership of the SOC at the start of the academic year or upon vacancy
 - i. Must have one prior semesters of experience on the SOC

- b. Shall act as chair of the SOC in the absence or at the discretion of the Coordinator
 - i. In this event, shall assume all powers, responsibilities, and limitations of the Coordinator as prescribed within the ASLC Constitution and these bylaws
 - c. Shall serve as a voting member of the SOC
 - i. Shall be accorded one (1) vote
 - d. Shall perform SOC-related duties as delegated by the Coordinator
4. Committee Members
- a. Shall consist of at least four (4) and no more than eight (8) members of the CAS student body outside of the ASLC Senate, and exactly six (6) members of the ASLC Senate
 - b. Shall be selected by the Coordinator within four (4) weeks of the start of the fall academic semester
 - c. Shall serve as voting members of SOC
 - i. Shall each be accorded one (1) vote
 - d. Shall serve within SOC subcommittees as designated and created by the Coordinator
 - e. Shall attend all SOC meetings as set by the Coordinator
 - i. The Coordinator shall set a maximum number of allowable unexcused absences upon the first convening of the SOC
 - ii. Should any member exceed the allowable amount of unexcused absences, said member shall be automatically removed from the SOC unless otherwise stipulated by the Coordinator
5. Removal of Committee Members
- a. Voting members may be removed from the SOC by a two-thirds ($\frac{2}{3}$) vote of the committee or by a two-thirds ($\frac{2}{3}$) vote of the ASLC Senate
 - b. Removal may be considered under the following conditions
 - i. Gross negligence on the part of a committee member as it pertains to their duties
 - ii. Abuse of powers via lack of objectivity or the conferring of special favors
6. Responsibilities
- a. Must maintain neutral standards in the allocation decisions of funds
 - b. Must recuse themselves in the event of a conflict of interest, including but not limited to
 - i. Leadership in the organization for which funds are being allocated
 - ii. Active and vested membership within the organization for which funds are being allocated
7. Additional Members
- a. The Associate Dean of Student Engagement shall serve as an advisor and *ex officio* member of SOC
 - i. In the absence of the Associate Dean of Student Engagement the ASLC Cabinet and Senate Advisor shall fulfill their role
 - ii. Shall be present at allocations and appeals and may appear at other meetings at their own discretion
 - b. The ASLC Treasurer shall serve as an *ex officio* member of the committee to

- advise SOC on issues of budget
 - i. Shall serve as a consultant to the Coordinator
 - ii. May attend meetings at their own discretion
- c. A Secretary shall serve during periods of appeals and allocations
 - i. Shall take minutes at each of these meetings
 - ii. Shall be paid at the appropriate minimum wage by the Student Organizations Committee
- 8. Members of the SOC who are affiliated with an organization that has applied for funding shall recuse themselves from proceedings regarding said organization's application review
 - a. Affiliation shall be defined as active and involved membership within an organization
 - b. Committee members shall self-identify and articulate their affiliation with an organization to the committee prior to said committee's budget being brought up for review
 - c. The Coordinator, in their capacity as chair, shall serve as an impartial judge to determine if the affiliation warrants recusal
- 9. Membership Termination
 - a. Membership on SOC shall expire at the termination of the academic year

Article III-Subcommittees

1. The SOC shall be comprised of two (2) standing Subcommittees: The New Student Organization Subcommittee and the Budgeting Subcommittee
2. The New Student Organization Subcommittee
 - a. Shall meet with newly recognized student organizations
 - b. Shall assist newly recognized student organizations with the application process
 - c. Shall organize semi-regular forums open to all student organizations to provide information and insight into budget writing
3. The Budgeting Subcommittee
 - a. Shall coordinate with student organizations on the annual allocations process
 - b. Shall meet with student organizations which were allocated between \$4,000 and \$20,000 during the previous year's allocations process
 - c. Shall work with the Coordinator and student organizations to update the application process at Coordinator's discretion

Article IV - Meetings

1. Meetings shall be held at the discretion of the Coordinator
2. Minutes shall be taken at every meeting in which a monetary allocation takes place and/or at meetings open to all organization leaders
 - a. Minutes shall be made public within seven (7) days of their respective meeting

Article V - Coordination with Student Organizations

1. Registration
 - a. Registration is the process by which clubs submit their recognition

- application packets to the Student Organizations Committee
- b. All student organizations are subject to the registration process
- c. Registration for new clubs shall be accepted on a rolling basis
- d. Student organizations registering for recognition must provide
 - i. Signature and contact information of advisor
 - ii. Two unique primary student contacts and their contact information
 - iii. One unique finance contact and their contact information
 - iv. An organization constitution
 - v. An organization mission statement
 - vi. Risk management information
- e. Student organizations registering must meet with the Coordinator before being recognized
- f. Recognition of an organization is valid for one (1) academic year unless the organization renews their registration
 - i. Renewal of registration is necessary for continued recognition and funding
- g. All registered student organizations are entitled to receive a departmental email address, and a listing on the Lewis & Clark website
- 2. Renewal of previously registered clubs
 - a. Previously registered clubs must renew registration by October 1st
 - b. The renewal of registration requires the submission of the following to the SOC
 - i. An advisor name and contact information
 - ii. Two unique primary student contacts and their contact information
 - iii. One unique finance contact and their contact information
 - iv. Any amendments made to organization constitutions and mission statements since the previous registration
 - c. Failure to renew registration shall result in previously allocated funds reverting into the student body fee account

Article VI - Budgeting and Allocations

- 1. Informational meetings
 - a. The Coordinator shall host a well-publicized meeting for organization leaders to provide and explain the budgeting process for the upcoming academic year
 - b. The informational meeting shall take place at least four (4) weeks prior to the allocation process
- 2. Organization Budget Applications and Submissions
 - a. Applications shall be made available by the Coordinator online
 - b. The content of applications shall be determined by the Coordinator in consultation with the Applications Subcommittee
 - c. Applications shall be submitted to the Coordinator prior to the interview process in the month of March
 - i. The day and time shall be set at the discretion of the Coordinator
- 3. Mandatory consultation on Preliminary Budget Applications
 - a. Organizations with an application for a sum less than \$4,000 must attend Committee Office Hours as set by the Coordinator
 - b. Organizations with an application for a sum greater than \$4,000 but less than

Article VII- Budget Approval

1. Upon completion of the budget following the allocations process, the budget passes to the ASLC Senate for approval
 - a. The ASLC Senate shall have the opportunity to inquire about specific contents and decisions within the proposed budget
 - b. Budget approval requires a simple majority vote (2/3)
2. Upon approval by the ASLC Senate, budgeted funds shall be distributed at the start of the following academic year upon reapplication
3. Upon rejection by the ASLC Senate, the budget shall return to SOC to be reexamined by the committee
 - a. After reexamination has taken place, SOC must re-submit the budget to the ASLC Senate for approval

Article VIII - Appeals

1. Appeals shall take place during the fall and/or spring semesters
 - a. The Coordinator reserves the right to not hold appeals during the fall or spring
2. Any student organization formed prior to the preceding allocation process may appeal for additional funds
3. The Coordinator shall set a date for the appeals process at their discretion
4. Mandatory consultation on Appeals Applications
 - a. Prior to applying for appeals, student organizations must receive preliminary approval by the Coordinator or the Vice Chair
5. Appeals Meetings
 - a. Appeals take place in a closed-meeting process
 - b. A paid secretary shall be present during the appeals process, and shall be responsible for the following
 - i. Taking typed minutes
 - ii. Providing the minutes to the Coordinator upon completion
 - c. The SOC shall review each budget appeal request individually
 - d. The SOC shall review whether each organization has constructed a realistic and reasonable appeal application
 - i. Priority of consideration within an application is given to budget items that are essential and necessary to each organization as stipulated by the organization in question
 - ii. SOC shall have the discretion to allocate funding to the most realistic and reasonable items within each organization's proposed budget
 - iii. SOC reserves the right to make allocations decisions based upon available funds and perceived student demand for said funds to ensure the greatest possible equity
 - e. Organizations that submit late, improperly formatted, or incomplete applications may be ineligible for SOC fundings
6. Appeals are not subject to Senate approval

Article IX - Spending Guidelines

1. The limitations on the use of student body fee money are provided for within Student Organization Handbook and shall be considered binding by the SOC