



# Student Organizations Committee Bylaws

## The Associated Students of Lewis & Clark

### Article I - Purpose and Scope

1. The Student Organizations Committee (hereafter: SOC) is established to allocate student fee money 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 fee money amongst these groups with fairness, equity, 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,
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. 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. Shall train and inform all members of SOC,
  - i. Will vote in SOC decisions only in the event of a tie, accorded one (1) vote,
  - j. Shall be able to create subcommittees at their discretion,
  - k. Shall work with all subcommittees,
2. SOC 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,
  - 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,
- 3. Committee Members
  - a. Shall consist of at least three (3) Senators,
  - b. Shall serve as voting members of SOC,
    - i. Shall each be accorded one (1) vote,
  - c. Shall serve within SOC subcommittees as designated and created by the Coordinator,
  - d. 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,
- 4. Additional Members
  - a. The following individuals shall serve as an advisor and ex officio member of SOC:
    - i. Vice President of Student Life/Dean of Students and/or designee,
    - ii. ASLC Cabinet & Senate Advisor,
    - iii. ASLC Treasurer,
- 5. Membership Nomination
  - a. Applications to SOC shall be made available within the first thirty (30) business days of the fall semester,
  - b. Members will be confirmed or rejected by the Coordinator,
- 6. Membership Termination
  - a. Membership on SOC shall expire at the termination of the academic year.

#### Article III - 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,
  - a. Minutes shall be made available to involved organizations within seven (7) days of their respective meeting,
- 3. Unless otherwise stipulated by the Coordinator, only SOC members may attend meetings.

#### Article IV - Annual Allocations

- 1. Budget Projections
  - a. The Coordinator shall work with the ASLC Treasurer, the Office of Admissions, the Student Activities Director, and the ASLC Cabinet and Senate Advisor to create an estimated projection of the student body fee for the following academic year,
  - b. The Coordinator shall subtract at least three percent (3%) of the projected total as a contingency fund,

2. Organization Budget Applications
  - a. Budget applications shall be made available by the Coordinator no later than March 1,
  - b. Budget applications shall be due in April at a date and time determined by SOC,
    - i. The exact date of this shall be approved by a simple majority (½) vote of SOC,
  - c. The content of the application shall be approved by a simple majority (½) vote of SOC,
3. Review Period
  - a. Between the opening of applications on or before March 1 and the April deadline, the Coordinator and members of SOC shall make themselves available to review and provide feedback on applications,
    - i. Organizations with an application for a sum less than \$5,000 are encouraged but not required to meet with any one member of SOC,
    - ii. Organizations with an application for a sum greater than \$5,000 but less than \$20,000 are required to meet with any one member of SOC,
    - iii. Organizations with an application for a sum greater than \$20,000 are required to meet with the Coordinator,
4. Application Submissions
  - a. Completed applications must be submitted to the Coordinator by the deadline,
5. Annual Allocations Day
  - a. The spring allocation process shall take place on a precise date to be set by the Coordinator,
  - b. Allocations take place in a closed-meeting process,

#### Article V - New Club Funding

1. The new club funding process shall take place as a rolling process during fall and spring semesters,
2. Both entirely new organizations and organizations that did not apply for a budget in the spring are eligible for new club funding,
3. Organizations must be registered with Lewis & Clark Student Activities before their budget application may be considered,
4. The New Club Funding allocations deliberations must follow the Allocation Guidelines outlined in Article VIII of this document,
5. New Club Funding is not subject to Senate approval.

#### Article VI - Appeals

1. Appeals shall take place as a rolling process during fall and spring semesters,
2. The SOC reserves the right to not hold appeals,
  - a. This decision requires a ¾ vote of SOC to pass,
3. Student organizations may only appeal for additional funds if the projection of costs for previously funded budget items has changed,

4. Items which were explicitly not funded on previous applications, or which were not listed on the previous application, are not eligible for appeals.
5. The Appeals allocations deliberations must follow the Allocation Guidelines outlined in Article VIII of this document,
6. Appeals are not subject to Senate approval.

#### Article VII - Operations

1. SOC meetings require a two-thirds ( $\frac{2}{3}$ ) quorum of voting members present in order to proceed with any votes or allocations,
2. The SOC shall review each budget request individually,
3. The SOC shall review whether each organization has constructed a realistic and reasonable budget application,
4. In the event an organization submits a late or incomplete application, a two-thirds ( $\frac{2}{3}$ ) approval vote of SOC is required to consider the application,
  - a. If an application does not achieve a  $\frac{2}{3}$  approval, the organization's application will not be considered.

#### Article VIII - Budget Allocations

1. Rules
  - a. The SOC cannot retroactively fund line items,
  - b. The SOC shall not award an organization an allocation greater than its requested amount,
  - c. Student organizations may not donate allocated funds to outside organizations,
2. Considerations
  - a. Priority of consideration within an application is given to budget items that are essential and necessary to each organization,
  - b. The SOC shall have the discretion to allocate funding to the most realistic and reasonable items within each organization's proposed budget,
  - c. The SOC shall place considerations in context of possibility of execution, reasonableness of expectations, and environmental constraints,
  - d. The SOC shall take into account an organization's work towards the accessibility of each line item, consisting of but not limited to:
    - i. Physical accessibility,
    - ii. Availability to all Lewis & Clark students,
    - iii. The extent to which the organization creates space, resources, or opportunities for students,
  - e. The SOC shall take indications of work towards merit and cooperation into consideration, including but not limited to:
    - i. Historical over-/under-spending,
    - ii. Communication with SOC and/or the Coordinator,
    - iii. Participation in SOC workshops, information sessions, surveys, or other initiatives,

- f. The SOC reserves the right to make allocations decisions based upon available funds and demand for said funds to ensure the greatest possible equity,
- g. The considerations outlined in subsections (d) and (e) should be used to reward clubs for doing positive and constructive work. Additionally, they should not be used to punish organizations for choosing not to engage with ASLC in the ways that SOC has specified,

#### Article IX - 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 two-thirds (2/3) vote,
2. Upon approval by the ASLC Senate,
  - a. The Coordinator shall notify Student Organizations of their approved allocation via email within seventy-two (72) hours of the adjournment of the Senate session,
  - b. Budgeted funds shall be distributed by the ASLC Treasurer in two rounds at the beginning of each semester of the following academic year,
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 X - Ethics Code

1. All members of the SOC:
  - a. Must maintain neutral standards in the allocation decisions of funds,
  - b. 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,
    - i. Affiliation shall be defined as an active and involved membership within an organization, including:
      1. Leadership in the organization for which funds are being allocated,
      2. Active and vested membership within the organization for which funds are being allocated,
      3. Close personal relationship to leadership or active members within an organization,
    - ii. 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,
    - iii. The Coordinator, in their capacity as chair, shall serve as an impartial judge to determine if the affiliation warrants recusal,
2. Prospective or active members of the SOC:

- a. May not make public or private promises directly promising or implying advocacy of approval or removal of funding for particular organizations or budget items including but not limited to the following mediums:
      - i. Emails to student organizations,
      - ii. Social media posts or comments,
      - iii. Candidate Statements or Forum responses,
      - iv. Media interviews,
3. The Coordinator, in their capacity as chair, shall identify if a possible violation has taken place and will then request that the Student Policy Advisory Committee produce an Ethics Violation Report within seventy-two (72) hours of the determination,
4. The Ethics Violation Report shall include:
  - a. Evidence used to determine the violation, including but not limited to:
    - i. Witness statements,
    - ii. Paper or electronic documents,
    - iii. Audio recordings,
    - iv. Screenshots,
  - b. Language in the Constitution or Bylaws which indicate that their actions violated the expectations under which they were expected to perform,
  - c. A recommendation of whether or not the member found to be in violation should be removed from SOC,
5. Removal of Committee Members
  - a. Voting members may be removed from the SOC by a two-thirds (2/3) vote of the Committee and by a two-thirds (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,
    - iii. Missing more than the allowed number of meetings as determined by the Coordinator
    - iv. Violation of the SOC Ethics Code contained in Article X of these Bylaws,

#### Article XI - Amendments

1. These bylaws may be amended by an initial two-thirds ( $\frac{2}{3}$ ) vote of SOC followed by a two-thirds ( $\frac{2}{3}$ ) vote of the ASLC Senate