

Senate Bill Number FA18 SB006**A Bill to Amend the Student Organizations Committee Bylaws**

Be it enacted by the Senate of the Associated Students of Lewis & Clark here assembled that:

Section 1: Rewrite the Student Organizations Committee Bylaws to read:

Student Organizations Committee Bylaws

The Associated Students of Lewis & Clark

Amended: November 2nd, 2018

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 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. 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,

Introduced on November 1, 2018 by Senator Ben Seiple '21, Senator Max Colmenares '20, and Celeste Kurnik '22

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- j. Shall have final approval of applications for student organizations,
- k. Shall work with all subcommittees,
2. 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,
 - 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 serve as voting members of SOC,
 - i. Shall each be accorded one (1) vote,
 - b. Shall serve within SOC subcommittees as designated and created by the Coordinator,
 - c. 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. Removal of Committee Members
 - a. Voting members may be removed from the SOC by a two-thirds (2/3) vote of the committee or 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,
5. 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,

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- iii. Close personal relationship to leadership or active members within an organization,
6. 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 serve as a consultant to the Coordinator,
 - iii. May attend 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,
7. 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,
8. Membership Termination
 - i. 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 within seven (7) days of their respective meeting,

Article IV - 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

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- 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 mission statement,
 - v. Risk management information,
 - e. 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,
 - f. All registered student organizations are entitled to receive a departmental email address, and a listing on the Lewis & Clark website,
2. Renewal of all pre-registered clubs
 - a. Clubs will automatically be re-registered with the approval of an allocations application from the previous academic spring semester,

Article V - Budgeting and Allocations

1. 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,
 - 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,
2. Mandatory consultation on any Applications
 - a. Organizations with an application for a sum greater than \$5,000 but less than \$20,000 must meet with any one member of SOC,
 - b. Organizations with an application for a sum greater than \$20,000 must meet with the Coordinator,
3. Student organizations interviews
 - a. Organizations with an applied-for budget below the \$5,000 threshold shall have the opportunity to schedule an interview with the SOC should they wish to explain their proposed budget,
 - b. Failure of an organization to appear at an interview will result in the refusal of acceptance of its application,
4. 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,

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- 1 b. The Coordinator shall subtract at least three percent (3%) of the projected total as
2 a contingency fund,
3 5. Allocations
4 a. The allocation process shall take place on a precise date to be set by the
5 Coordinator,
6 b. Allocations take place in a closed-meeting process,
7 c. The SOC shall review each budget request individually,
8 d. The SOC shall review whether each organization has constructed a realistic and
9 reasonable budget application,
10 i. Priority of consideration within an application is given to budget items
11 that are essential and necessary to each organization,
12 ii. SOC shall have the discretion to allocate funding to the most realistic and
13 reasonable items within each organization's proposed budget,
14 iii. SOC reserves the right to make allocations decisions based upon available
15 funds and demand for said funds to ensure the greatest possible equity,
16 e. Organizations that submit late, improperly formatted, or incomplete applications
17 may be ineligible for SOC funding,
18

Article VI- Budget Approval

- 19 1. Upon completion of the budget following the allocations process, the budget passes to the
20 ALSC Senate for approval,
21 a. The ASLC Senate shall have the opportunity to inquire about specific contents
22 and decisions within the proposed budget,
23 b. Budget approval requires a simple majority vote (2/3),
24 2. Upon approval by the ASLC Senate, budgeted funds shall be distributed at the start of the
25 following academic year,
26 3. Upon rejection by the ASLC Senate, the budget shall return to SOC to be reexamined by
27 the committee,
28 a. After reexamination has taken place, SOC must re-submit the budget to the ASLC
29 Senate for approval,
30
31

Article VII - Appeals

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

19
20 **Section 5: This bill shall take effect immediately.**
21

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