

# Club Council Bylaws

## Adopted 5/2007

### **ARTICLE I: Name and Purpose**

#### Section 1: Name

The name of this organization shall be Club Council, hereafter CC.

#### Section 2: Purpose

Club Council operates in accordance with the Union of Students constitution on the authority delegated by the Union of Students Assembly. This organization shall exist to accomplish the following:

1. Officially register UAA clubs; hereafter clubs;
2. Assist University clubs with activities as provided for in the Club Council Resource Manual;
3. Promote student interaction and involvement; and;
4. Allocate funds to registered clubs for events as well as Club Council Events.

### **ARTICLE II: Membership**

#### Section 1:

Registered UAA clubs have the responsibility to appoint a club member to serve as a CC representative and up to three alternate representatives. Only one member of each registered club

may vote at each meeting. One person may represent more than one club at the CC. If an individual represents more than one club, he/she may only have one vote per question, not one vote per club they represent. The following are the responsibilities of a CC Representative:

1. Shall submit a Registration Update Form from the presiding club president or advisor by the second week of classes of the fall semester and an update of that form, if changes are made, by the second week of classes of the spring semester to be considered an active club, afforded all privileges by UAA. The Registration Update Form must list an advisor and at least 6 club members, 3 of which must be officers.
2. Shall report to CC when their club meetings are held.
  - a. Shall participate in the club he or she represents as well as CC meetings and activities on a regular basis.
  - b. Membership in UAA clubs shall be open to all full- and part-time students carrying at least three (3) credits.
  - c. Club Council upholds the following anti-discrimination clause:  
“The Club Council provides equal opportunities for all regardless of race, color, religion, national origin, sex, age, Vietnam era or disabled veteran status, physical or mental disability, sexual orientation, or changes in marital status, pregnancy or parenthood.”
3. CC affirms the right of any registered Club to have equal time and presence on campus in scheduled buildings and areas, regardless of content. This right extends only to UAA students, staff, and faculty members of that club.

#### Section 2:

All new club proposals will be reviewed by the Club Council Officers to verify all requirements have been met. Upon approval of the officers, they will contact the new club to schedule a presentation at a Club Council general meeting. New student clubs will be asked to speak for roughly five minutes to provide Club Council with information such as affiliations with national or regional organizations. This presentation will be followed by a short question and answer period. Afterwards the new club will be a recognized UAA student club.

#### Section 3:

All newly registered clubs may receive one hundred dollars (\$100.00) in “seed money” transferred to their club account from the Club Council Transfer Account.

### ARTICLE III: Deactivation

#### Section 1:

An officially registered club will be considered inactive if the club:

1. Misses five (5) or more meetings in a semester;
2. Files no Registration Update Form;
3. Files no annual report;
4. There is no contact with the club’s advisor;
5. Refuses to abide by University regulations; and;
6. Fails to meet requirements for maintaining activation, as outlined in the Club Council Resource Manual

#### Section 2:

A club can be reactivated by submitting the appropriate paperwork to the CC Executive Board or the Student Clubs and Greek Life Office Staff and the reactivation of that club must be approved by a 2/3 majority vote of CC.

#### Section 4:

When a club becomes inactive a freeze will be placed on the club’s financial account. No financial transactions may take place while a club is inactive. Inactive clubs cannot request funding from CC. Inactive clubs lose all benefits.

#### Section 5:

A club which is inactive is excluded from quorum.

### ARTICLE IV: Deregistration

#### Section 1:

Loss of Registration will result from one or more of the following:

1. Inactive for three (3) consecutive semesters;
2. Found to violate the student code of conduct;
3. Failure to abide by the University regulations;
4. Violates Municipal, State or Federal Laws; and/or;
5. Fails to meet requirements for maintaining registration as outlined in the Club Council

## Resource Manual

### Section 2:

The procedures for loss of registration will involve presentations at no less than two (2) preceding meetings of CC with a majority vote for Deregistration being taken at the second meeting.

### Section 3:

Clubs that lose their registration may appeal the decision to CC within thirty (30) days after Deregistration.

### Section 4:

Funds from the CC are derived from student fees. All funds from the closed accounts will be reverted to the CC Transfer Account.

## ARTICLE V: Attendance Waiver

### Section 1:

If there is a compelling reason preventing all members from a club from attending the CC meetings, then the club may apply for an Attendance Waiver which will excuse that club from attending the CC meetings for that semester. The Attendance Waiver Application Form must be submitted to the CC Executive Board. The Attendance Waiver application must be approved by a majority vote of CC. The approved Attendance Waiver is good for one semester.

### Section 2:

Clubs granted an Attendance Waiver must provide monthly written communication with the CC Executive Board before noon on the first Friday of the month. The CC Executive Board will relay information between the club and CC.

### Section 3:

A club which is granted an Attendance Waiver is excluded from quorum for the duration of the waiver.

## ARTICLE VI: Funding Request Process

### Section 1:

Club Council will accept requests from clubs for financial assistance in their activities from funds budgeted into the Club Council Transfer Fund. The discussion of and voting on these funding requests will take place at designated meetings. All funding request paperwork must be completed and submitted to CC by noon of the Friday prior to the day of voting. A funding request will not be considered for an amount exceeding either 50% of the total cost of the event or \$2000.00, whichever is the lower amount. Funding requests will be voted on in the order in which they are received by the Student Leadership Office and the CC Executive Board.

### Section 2:

A two-thirds (2/3) or better majority vote of approval is required in order for the proposal to

receive the full amount requested.

#### Section 3:

If the proposal receives approval by less than two-thirds (2/3) but greater than one-half (1/2) of the voting clubs present, then the funding request will be reconsidered for a lesser amount.

1. The reconsideration vote will take place after all other funding requests being presented at that meeting receive their first consideration for approval;
2. The members voting during reconsideration will indicate the dollar amount they are willing to approve for the request on a written ballot, ranging between zero and the full amount requested. The votes will be averaged to decide the actual amount approved for the funding request.

#### Section 4:

If less than one-half (1/2) of the clubs present vote in favor of the proposed funding request, then the organization in question receives no funds for their funding request.

#### Section 5:

Transfer Fund monies remaining after all of the fall and spring funding requests of the year shall be allocated by a majority vote of the CC Executive Board as they see fit. These remaining monies may be used for things other than transferring to clubs.

### ARTICLE VII: Meetings

#### Section 1:

Meetings shall be held every other Friday of each fall and spring semester[s]. Meetings shall be held September through May excluding recognized UAA breaks and holidays. The time of the meetings shall be determined by CC Executive Board at the beginning of each semester and shall not conflict with the time of the Union of Students assembly meetings.

#### Section 2:

Meetings shall be guided by “Robert’s Rules of Order”.

#### Section 3:

A quorum will be forty percent (40%) of the CC’s representatives from clubs that have active status and have submitted letters or confirmation excluding any active clubs who have been approved for an attendance waiver. If a quorum is not present at the posted starting time, an informal business meeting shall be declared.

### ARTICLE VIII: Officers

#### Section 1:

There shall be three officer positions, consisting of Chair, Vice-Chair, and Business Manager. Individuals who hold elected seats on the USUAA assembly cannot hold these CC Officer positions, for reasons of conflict of interest. The responsibilities of the Officers of the CC are as follows:

- a) Chair: The chair shall coordinate CC business, chair meetings, establish CC meeting

agendas, in the absence of the Vice-Chair, officially represent CC at the Union of Students meetings.

b) Vice-Chair: The Vice-Chair shall chair meetings in the absence of the Chair and act as the CC representative to the USUAA. The Vice-Chair will vote on behalf of CC at the USUAA Assembly meetings and report both to CC and the USUAA.

c) Business Manager: The Business Manager shall chair meetings in the absence of both the Chair and Vice-Chair. The Business Manager shall monitor the process of requesting, disbursing, and receiving funds, as allocated by the the USUAA and CC. The Business Manager shall present budget reports to CC and prepare the proposed budget for the following fiscal year to the USUAA.

#### Section 2:

If there is quorum and no officers are present to chair the meeting, CC will elect a Pro Tempore for that meeting

#### Section 3:

Club Council will designate representatives to each of the following boards:

1. Concert Board
2. Bartlett Lecture Series
3. Special Project Fund
4. Campus Center Advisory Board

The duties for the CC representatives to their respective boards include: attend all board meetings, vote on behalf of CC and report to CC after each meeting.

#### Section 4:

All CC elected officers and appointed representatives must be an official club representative to CC.

#### Section 5:

Elections shall be held during the first week in April. Nominations shall be open two weeks prior to the election.

#### Section 6:

Voting shall be by ballot. Two individuals who are not nominated shall count the votes. In the case of a tie, a second vote shall be held to break that tie.

#### Section 7:

The term of office shall be for one year beginning the last meeting in April.

#### Section 8:

Elected Officers and appointed Board Representatives are allowed four (4) absences of any nature per semester during their term. After three (3) absences, the Officer or appointed Board Representative will be notified that they are in jeopardy of losing the position. The Officer or appointed Board Representative will be relieved of their position after the fourth absence.

#### Section 9:

If an Officer position or appointed Board Representative position is vacated, an election will be held or appointment made to replace the individual. The election procedures will be the same as listed above. The term of office will be the remainder of the current term.

#### ARTICLE IX: Impeachment

##### Section 1:

Charges of Impeachment may be brought against any elected CC officer for malfeasance, nonfeasance, and/or misfeasance.

##### Section 2:

Impeachment proceedings may be brought by a simple majority vote of CC's entire voting membership.

##### Section 3:

The accused will be suspended from service on any issue pertaining to the impeachment proceedings until judgment is rendered.

##### Section 4:

A public hearing will begin no later than seven (7) calendar days after CC has brought Impeachment charges.

##### Section 5:

An Ad Hoc Committee of CC members will be formed to conduct the impeachment hearings. During the impeachment hearings, the Ad Hoc Committee will receive testimony from all interested parties.

##### Section 6:

Within seven (7) calendar days of the conclusion of the hearings, the Ad Hoc Committee must submit to CC, in writing, their findings, majority and minority opinions, and the recommendation of the Committee. If the impeachment charges are sustained by a three-fourths (3/4) vote of the entire voting membership of CC, the said member's term of office will terminate immediately.

#### ARTICLE X: Amendment of Bylaws

The Bylaws of CC may be amended, repealed or replaced in part or whole by a two-thirds (2/3) majority vote of CC's voting active members.

##### Section 1:

Amendments may be presented at any CC meeting, but must be presented not less than six (6) calendar days prior to the CC meeting at which the vote will take place.

##### Section 2:

Amendments to the CC Bylaws shall be adopted upon approval by the appropriate bodies of the USUAA.

