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# ARTICLE ONE: Name and Purpose

## Section One: Name

* + - 1. The name of this organization shall be Club Council, hereafter CC.

## Section Two: Purpose

* + - 1. CC operates in accordance with the Union of Students of the University of Alaska Anchorage, hereafter USUAA, the USUAA Constitution and Bylaws, and on the authority delegated by USUAA.
      2. This organization shall exist to accomplish the following:

1. Officially register UAA Clubs, hereafter Clubs;
2. Assist University clubs with activities;
3. Promote student interaction and involvement; and;
4. Allocate funds to registered clubs for events as well as CC events.

# ARTICLE TWO: Membership

## Section One: Voting

1. Registered Clubs have the responsibility to appoint a club member to serve as a CC representative and up to three alternate representatives.
2. Only one member of each registered club may vote at each meeting. One person may represent up to three (3) clubs at CC.
3. If an individual represents more than one club, he/she may only have one vote per question, not one vote per club they represent.
4. The appointed CC representative is expected to attend the entire CC meeting, and any tardiness or early leaving will result in the club(s) represented by that representative to be marked absent at the discretion of the CC Executive Board.

## Section Two: Equal Access

1. 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.
2. Membership in Clubs shall be open to all full- and part-time students carrying at least three (3) credits.
3. CC upholds the following anti-discrimination clause:

“CC 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, gender identity, or changes in marital status, pregnancy or parenthood.” This discrimination clause includes any protected class that is not stated above and must be present in each registered club’s constitution and bylaws.

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## Section Three: Club Responsibilities

1. Complete the Registration Update/Re-registration process on the UAA CollegiateLink website (hereafter UAA Life) with the assistance of the presiding club president and/or advisor by the date and time of the first meeting of the Fall semester.
2. Ensure that the President and Treasurer complete Student Officer Orientation with an 80 percent passing grade or higher;
3. Ensure that the President submits the Statement of Compliance on the UAA Life page;
4. Ensure that the club’s advisor submits the Student Club Faculty/Advisor Agreement form on the UAA Life page;
5. Ensure, with the assistance of the presiding club president and/or advisor that the club’s registration reflects the current club officers and membership throughout the academic year, and update the registration as necessary.
6. Ensure, with the assistance of the CC Executive Board, the club understands the CC bylaws from which they are bound.
7. Report to CC via UAA Life when their club meetings are held.

## Section Four: New Club Proposals

1. All new club proposals will be reviewed by the CC Executive Board to verify that all requirements have been met.
2. Upon approval, the CC Executive Board will contact the new club to schedule a presentation at a CC general meeting. A representative from the newly approved club will be asked to speak for roughly five (5) minutes to provide CC with information such as affiliations with national or regional organizations, the purpose of the Club, and the time, day, and location of club meetings. This presentation will be followed by a short question and answer period.

## Section Five: Seed Money

* 1. Seed money is a term used to define a “jump start” from which a club can use starting funds to further their goals.
  2. All newly registered clubs may receive up to one hundred dollars ($100.00) in “Seed Money” provided the budget allows for it. Seed Money will be disbursed to new clubs in the order by which the clubs are recognized as new.
  3. New clubs that refuse to accept Seed Money when they are recognized as new are barred from receiving the full amount of $100.00. Instead, new clubs will only be allowed to ask for an amount of $30.00.

# ARTICLE THREE: Officers and Boards

## Section One: Positions

1. There shall be three officer positions, consisting of Chair, Vice-Chair, and Business Manager, hereafter CC Executive Board.
2. Individuals who serve on the USUAA finance committee, who are employed full time within the university (staff or faculty cannot hold these CC Executive Board positions, for reasons of conflict of interest.
3. All officers must be members of a registered club.

## Section Two: Duties of the CC Executive Board

The responsibilities of the Officers of the CC are as follows:

1. Chair: The chair shall:
   1. coordinate CC business;
   2. chair meetings;
   3. establish CC meeting agendas;
   4. in the absence of the Vice-Chair, officially represent CC at the USUAA meetings;
   5. make board appointments as necessary;
   6. mediate any and all internal conflicts within the CC Executive Board; and
   7. assist the Business Manager as needed with Haunted Halloween Fun Night.
2. Vice-Chair: The Vice-Chair shall:
   1. maintain attendance records and complete attendance records within the same day as a CC meeting;
   2. determine and establish quorum at the beginning of all CC meetings, and the as well as the required numbers for votes of approval;
   3. chair meetings in the absence of the Chair;
   4. act as the CC representative to the USUAA;
   5. vote on behalf of CC at the USUAA Assembly meetings;
   6. report both to CC and USUAA; and
   7. form and make Ad-Hoc Committee appointments as necessary.
3. Business Manager: The Business Manager shall:
   1. chair meetings in the absence of both the Chair and Vice-Chair;
   2. monitor the process of requesting, disbursing, and receiving funds, as allocated by USUAA to CC, and from CC to Clubs;
   3. present budget reports to CC;
   4. facilitate the proposed budget for the following fiscal year for USUAA in concert with the Chair and Vice-Chair, and Office of Student Clubs and Greek Life, hereafter SCGL; and
   5. Chair the Haunted Halloween Fun Night Committee.

## Section Three: Boards

1. The CC Chair will appoint representatives to each of the following boards or liaison position, subject to a simple majority vote of concurrence by CC during the time the boards are active:
   1. Campus Programming Board
   2. Student Union and Commuter Student Services Board
   3. Special Projects Fund
   4. Concert Board
   5. Diversity Action Council
   6. The Liaison to USUAA (Union of Students meetings) should a conflict arise with the Vice-Chair, Chair, and Business Manager
2. The duties for the CC representatives to their respective boards include:
   1. attend all board meetings,
   2. vote on behalf of CC, and
   3. report to CC after each meeting.
3. Board representatives can be removed from their positions at the discretion of the CC Chair, subject to a majority vote of concurrence by CC (50% + 1 vote of voting members present).

## Section Four: Board Appointee Qualifications

All CC appointed representatives must be members of an active club.

## Section Five: Officer Elections

1. Elections for Chair, Vice-Chair, and Business Manager shall be held during the final CC regular business meeting of the academic year. Nominations shall be open during the last two CC meetings in the Spring semester. Nominations are required to be emailed to the CC email or stated aloud during the nomination and election portions of the last two CC meetings in the Spring semester.
2. Voting shall be done via the electronic voting system. In the case of a tie, a second vote shall be held to break that tie
3. The term of office shall be for one year beginning July 1.
4. Each officer position has a set term limit of two (2) years. After which a person cannot serve in that position again. A person may however serve on the executive board for a total of three (3) years not exceeding the two (2) year restriction on one position.

## Section Six: Absences

Elected Officers and appointed Board Representatives are allowed four (4) absences of any nature (excused or unexcused) per semester during their term. After three (3) (excused or unexcused) 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 subject to a majority vote of CC.

## Section Seven: Vacant Seats

If an Officer position or appointed Board Representative position is vacated, an election will be held or appointment made to replace the individual at the next available CC meeting. The Chair has discretion to temporarily close elections to an appointed board position should there be a lack of interest or a conflict within the board’s organization. The Chair cannot temporarily close this position for more than one semester. The election and appointment procedures will be the same as listed above; the term of office will be the remainder of the current term.

## Section Eight: Officer Sanctions

1. If an officer has committed acts of malfeasance, nonfeasance, and/or misfeasance then they are subject to sanctions.
2. The Chair has sole authority to issue such sanctions against other officers subject to a majority vote of the Vice-Chair, the Business Manager, and the Leadership Coordinator. If the Chair is being sanctioned, then the authority passes to the Vice-Chair. Club Council at the next available meeting will be notified of such sanction.
3. Sanctions are required to be documented within ten (10) days of the sanction being applied. The documentation shall consist of a typed 12pt Times New Roman word document and shall contain who was sanctioned, by whom, what sanctions were applied, and why the person is being sanctioned. The individual who is being sanctioned must sign the sanction form once complete.
4. The following sanctions are allowed to be used by the applicable party subject to their discretion:
   1. A verbal warning witnessed by the Leadership Coordinator
   2. A written notice to cease and desist
   3. A written notice for a meeting with the Leadership Coordinator
   4. Suspension of duties not to exceed a semester
   5. Notice for movement to impeach. Subject to Article X Section I.
5. An officer who has over three (3) sanctions in a semester or five (5) per year will be subject to movement to impeach automatically regardless of what sanctions have been applied.

# ARTICLE FOUR: Meetings

## Section One: Schedule

Meetings shall be held every other Friday of each Fall and Spring semester, 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 USUAA Assembly meetings.

## Section Two: Governance and Procedure

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

## Section Three: Quorum

A quorum will be forty percent (40%) of the CC’s representatives from clubs that have active status. A person representing more than 1 club may only count once towards quorum. If a quorum is not present within 15 minutes of the posted starting time, an informal business meeting shall be declared.

## Section Four: Officer Absences

If quorum is reached and no officers are present to chair the meeting, the administrative assistant or Leadership Coordinator from SCGL shall chair the meeting in a non-voting capacity.

# ARTICLE FIVE: Funding Request Process

## Section One: Purpose

CC receives student fee monies from USUAA, which are budgeted into the CC Transfer Fund. The Transfer Fund exists for the purpose of promoting student involvement on campus, specifically for student-led activities and events for the benefit of all UAA Students. These events include, but are not limited to: Student Involvement Fairs, Campus Kick-Off, Haunted Halloween Fun Night, and other club-sponsored events.

## Section Two: Process

1. CC will accept requests from clubs for financial assistance in their activities or events from monies budgeted into the CC Transfer Fund.
2. The discussion and approval of these funding requests will take place at regular business meetings.
3. All funding request paperwork must be completed and submitted by noon of the Friday prior to the day of voting and pass with a two-thirds (2/3) vote by the CC Executive Board.

## Section Three: Criteria

1. Funding Requests shall not be accepted for an event that has already transpired or will transpire before the request can be voted on.
2. Funding requests shall be voted on in the same order they are received by SCGL and the CC Executive Board. The order in which they are received will be verified by email.
3. A funding request will not be considered in the following cases:
   1. If the requested amount exceeds either 50% of the total cost of the specified event, or ten percent (10%) of the total amount allocated for funding requests in the current fiscal year, whichever is the lower amount.
   2. If the requesting club has already reached the ten percent (10%) maximum allowance for the year or will exceed the ten percent (10%) maximum allowance with the passing of the funding request being considered.
   3. If the requesting club has an approved attendance waiver, and the requested amount exceeds either 50% of the total cost of the specified event, or five percent (5%) of the total amount allocated for funding requests in the current fiscal year, whichever is the lower amount.
   4. If the account of the club requesting the funds has a negative balance at the time the request is made.
      1. Should the club be able to prove that the balance will be in the positive by the meeting that the request would be considered, the request may proceed. Proof shall constitute a JV transaction number, email, or other documentation verifying that funds are in transit to CC.
   5. If the club is unable to show that they will be able to cover the essential costs of the event should CC fail to approve the request. Clubs may solicit funds from University and non-University entities for their events to ensure that they will have sufficient funds to execute their events.

## Section Four: Approval

1. A two-thirds (2/3) majority vote of approval is required in order for the proposal to receive the full amount requested.
2. 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 no more than 90% percent of the request amount.
   1. The CC representative or person presenting the funding request on behalf of the requesting club will be given the opportunity to ask for approval of an amended amount. A two-thirds (2/3) majority vote is required in order to approve the amended amount.
   2. A reconsidered request may only be reconsidered once in a meeting, if the second request fails it may be brought back at the next CC meeting but may not exceed 90% of the reconsidered amount.
3. If less than one-half (1/2) of the clubs present vote in favor of the proposed funding request, then the organization in question will not receive monies from the CC Transfer Fund for that request.
   1. If the funding request does not pass, then the requesting club shall have the option of re-submitting the request with proposed changes once per event.
   2. If the funding request does not pass two times, then the requesting club shall be barred from re-submitting the request again for the same event.

## Section Five: Remaining Transfer of Monies

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, provided such spending meets the criteria of Article V, Section 1.

# ARTICLE SIX: Attendance Waivers

## Section One: Criteria and Length of Effectiveness

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.
2. The Attendance Waiver Application Form must be submitted to the CC Executive Board electronically or in the SCGL Office.
3. The Attendance Waiver application must be approved by a ⅔ vote of the council. The approved Attendance Waiver shall be effective for the one semester in which it was submitted and approved.
4. If the attendance waiver does not pass, then the requesting club shall have the option of re-submitting the request with proposed changes.
5. If the attendance waiver does not pass two times, then the requesting club shall be barred from re-submitting the request again.
6. If a club is unable to represent themselves to present an attendance waiver, then that club may ask a member of the body or the CC Executive Board to represent them on their behalf.
7. If a club has used more than five percent (5%) of the funds allotted for that year, they will not be allowed to submit an attendance waiver for the rest of the year.

## Section Two: Quorum

A club granted an Attendance Waiver is excluded from quorum for the duration of the waiver and is subject to reduced funding from funding requests provided a club meets the criteria of Article V, section 3(B).

# ARTICLE SEVEN: Suspension

## Section One: Criteria

1. An officially registered club will be suspended if the club:
   1. Fails to file complete the Registration Update/Re-registration process on UAA Life before the appropriate deadline,
   2. Fails to abide by University regulations, SCGL policy, and the USUAA Constitution and Bylaws; or,
   3. Misses four (4) or more CC meetings in a semester, or six (6) or more in an academic year , whichever occurs first. The Vice-Chair is required to notify club presidents when a club representative has been absent from two (2) or more CC meetings.
2. The CC Executive Board and/or SCGL shall notify a club of upcoming suspension via email with the date it will become effective.

## Section Two: Reinstatement

1. A club cannot be reinstated during the same semester suspension occurred, with the exception of clubs that fail to meet the Registration Update/Re-registration deadline.
2. Reinstatement can only occur after one (1) full semester of suspension has elapsed, excluding Summer Semesters, with the exception of clubs that fail to meet the Registration Update/Re-registration deadline.
3. A club may appeal its suspension utilizing processes specific to the reason for suspension:
   1. An appeal of suspension resulting from failure to file a registration update or complete the re-registration process may be submitted after the deadline to SCGL.
   2. An appeal of suspension resulting from failure to attend CC meetings must be brought to the CC Executive Board no more than fourteen (14) days after the date of suspension
      1. CC will hear the appeal within fourteen (14) days after it is presented to the CC Executive Board.
         1. Not including campus holidays, federal holidays, and nationally recognized holidays. The fourteen (14) days will be business days only.
         2. Not including suspensions occurring less than two weeks before a scheduled academic break (Spring Break and Winter Break).
      2. The appealing club shall explain the lack of attendance at the CC meeting, and the reasoning behind the club’s failure to submit an attendance waiver.
      3. The appeal must be approved by two-thirds (2/3) of CC’s present voting membership. Should the appeal fail to reach the two-thirds (2/3) threshold, the suspension shall remain in effect.
   3. An appeal of suspension resulting from failure to abide by university regulations must be brought before the Ad-Hoc Committee no more than fourteen (14) days after the suspension has become effective.
   4. An appeal must be in writing, at least one page, double spaced, and in Times New Roman 12pt font.

## Section Three: Sanctions

1. When a club is suspended, a freeze will be placed on the club’s financial account. No financial transactions may take place while a club is suspended.
2. Suspended clubs cannot request funding from CC.

## Section Four: Quorum

Suspended clubs shall be excluded from quorum.

# ARTICLE EIGHT: Indefinite Removal

## Section One: Criteria

A club will be indefinitely removed in any of the following cases:

1. Suspension resulting from failure to file a registration update or complete the re- registration process for two (2) consecutive semesters;
2. Refusal to abide by University regulations, SCGL policy, and the USUAA Constitution and Bylaws; and/or,
3. Violations of Municipal, State or Federal laws.

## Section Two: Determination of Indefinite Removal

1. A club that has been suspended as a result of failure to file a registration update or complete the re-registration process for two (2) consecutive semesters shall be considered indefinitely removed without further action.
2. A club that refuses to abide by University Regulations, SCGL policy, or the USUAA Constitution and Bylaws, or violates Municipal, State, or Federal Laws shall be reviewed and investigated by the CC Executive Board to determine if indefinite removal is justified.
   1. The CC Executive Board shall, at the conclusion of their investigation, present their findings to the club in question, and provide an opportunity for response via written communication or physical meeting within fourteen (14) business days of the conclusion of the investigation.
   2. Should fourteen (14) business days elapse without response from the club in question, or upon receiving a response from the club in question, the CC Executive Board shall vote to indefinitely remove the club by two-thirds (2/3) majority.
   3. Should the CC Executive Board vote to indefinitely remove a club, the club in question may, upon requesting and receiving a three-fourths (3/4) vote of approval from CC voting members present at a regular meeting, appeal that decision to an Ad-Hoc Committee.
   4. Upon completion, the results of the investigation by the Ad-Hoc Committee, and the Committee’s recommendation shall be presented to CC. A three-fourths (3/4) vote from CC and approval of SCGL is required to indefinitely remove a club.

## Section Three: Club Finances

Indefinitely removed clubs shall have their University accounts closed at the direction of the CC Executive Board and SCGL. All funds from the closed accounts will be reverted to the CC Transfer Account. An indefinitely removed club shall be ineligible to register as a new club for a full semester following the semester of indefinite removal, excluding Summer semesters.

# ARTICLE NINE: Ad-Hoc Committees

## Section One: Formation and Composition

1. An odd-numbered Ad-Hoc Committee of no fewer than five (5) and no more than eleven (11) CC members will be formed by the CC Vice Chair to organize, schedule, plan and conduct special public proceedings, such as impeachment hearings, appeals of suspension resulting from failure to abide by University regulations, and appeals of indefinite removal.
   1. Should the Vice Chair be unable to make appointments due to conflicts of interest, the Chair shall appoint members to the Ad-Hoc Committee.
   2. Should the Chair and Vice Chair be unable to make appointments due to conflicts of interest, the Business Manager shall appoint members to the Ad-Hoc Committee.
   3. Should the Chair, Vice Chair, and Business Manager be unable to make appointments due to conflicts of interest, the administrative assistant or Leadership Coordinator from SCGL shall appoint members to the Ad-Hoc Committee.
2. The Committee shall be guided by “Robert’s Rules of Order,” and shall elect its own chair by a majority vote.

## Section Two: Operations and Proceedings

1. During hearings, the Ad-Hoc Committee will receive testimony from all relevant, interested parties.
2. The public hearings will begin no later than seven (7) calendar days after the committee has been formed, except during Finals Week, University holidays and breaks, which shall be excluded from the count of seven (7) calendar days.
3. 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.
4. Ad-Hoc Committees may disband upon resolution of their business.

# ARTICLE TEN: Impeachment

## Section One: Criteria

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

## Section Two: Proceedings

1. Charges of Impeachment may be brought by any club member, subject to a two-thirds (2/3) majority vote of CC’s entire voting membership.
2. Impeachment accusations and proceedings shall be subject to the following guidelines:
   1. Documentation of all alleged transgressions must be presented to CC before a vote to begin impeachment proceedings is called.
   2. Discussion amongst the membership including the individual against whom the transgressions are alleged shall occur before a vote to begin impeachment proceedings is called.
3. Upon approval of the Charges of Impeachment by a simple majority of CC, an Ad-Hoc Committee shall be immediately formed.
4. Should the Charges of Impeachment fail to reach a two-thirds (2/3) majority vote of CC, the officer in question shall maintain their office. CC Officers shall have protection from double-jeopardy.
5. Officers subject to impeachment charges shall not be able to make appointments to the Ad Hoc Committee.

## Section Three: Suspension of Officer Service

1. Upon approval of the Charges of Impeachment, the accused will be suspended from service on any issue pertaining to the impeachment proceedings until judgment is rendered.
2. 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 and a new election to replace the officer’s position will begin immediately.

# ARTICLE ELEVEN: Amendment of Bylaws

## Section One: Amendment Process

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 members present at the noticed, regular business meeting at which the changes are presented after a first and second reading of the current changes has occurred. Club Council may, at their discretion, vote to table the amendment process no further than the last CC meeting of the semester in which bylaws are to be amended.

## Section Two: Participation

Amendments may be presented at any CC regular business meeting, but are subject to Robert’s Rules of Order for approval.

## Section Three: USUAA Approval

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