STUDENT ORGANZATIONS COMMITTEE
BYLAWS

Associated Students of Lewis & Clark

Article I. Purpose and Scope

Purpose: The Student Organizations Committee (SOC) is established to allocate student fees to student groups. Allocation of a budget is done accordingly to Article III, Section 7, of the ASLC Constitution, which allocates funds to a registered student group for that academic year. SOC annually reviews the budget of each student group and disperses student fees amongst these groups with fairness and integrity for the benefit of the Lewis & Clark community.

Scope: SOC is responsible for ensuring that each student group adheres to the Budgeting Criteria outlined in Article III, Section 1, of these Bylaws and budgeting decisions are made with fairness and integrity. SOC shall budget all student groups individually with the exception of any board comprised of subsidiary student groups, which shall receive one lump sum, which it may then distribute freely to its constituent groups.

Article II. Membership

Section 1. Chair

A. The Student Organizations Coordinator shall chair SOC.

B. Responsibilities

a. SOC Chair shall adhere to those duties outlined in Article II, Section 26 of the ASLC bylaws.

b. The Student Organizations Coordinator shall vote only in the case of a tie vote.

C. In the case of a vacancy in the position of SOC chair, the members of the Committee shall by majority vote designate a temporary chair until the Senate Secretary and Vice President can designate a suitable replacement.

Section 2. Members

A. SOC shall be comprised of 8 – 12 ASLC members who will be full voting members representing a variety of constituencies from across campus life. All SOC members except the Director of Student Activities must be members of the ASLC.

B. Two of these members shall be student senators, as appointed by the Senate Secretary.

C. Selection

a. Early in the fall semester, SOC Chair shall advertise that all SOC positions are open and provide applications to interested students.

b. SOC Chair shall appoint students to these positions within two weeks of the start of the fall semester. The Senate shall then confirm the appointments by majority vote.

D. In the event that a vacancy occurs in the membership of SOC, SOC shall, as soon as reasonably possible, by majority vote, approve a replacement appointed by the Student Organizations Coordinator and subject to confirmation by the Senate.

E. SOC may, by two-thirds vote, dismiss any member except SOC Chair for dereliction of duties in connection with the member's responsibilities to SOC.

   a. Following dismissal of a member, that member's position shall be considered vacant.

F. Responsibilities

   a. All SOC members shall familiarize themselves with SOC Bylaws and appropriate College policies,
   b. All SOC members shall strive to reflect and present individual and common student concerns and opinions to SOC regarding budgeting.
   c. All SOC members shall show fairness and integrity in all decisions.
   d. All student members shall have one vote on all matters substantive and procedural and may not vote by proxy.
   e. Student members of SOC shall attend all SOC meetings. All absences should be brought to the attention of the SOC Chair. Members absent from more than two meetings shall be referred to SOC for dismissal.

G. Other Members

   a. The Director of Student Activities shall serve as an advisor and *ex officio* member of the Board. The Director of Student Activities shall offer advice and assistance as appropriate.
   b. The Treasurer shall serve as an *ex officio* member of the Committee and shall advise SOC on issues of budget. They may vote solely on procedural matters.

Section 3. Meetings

A. Meetings shall be called by SOC Chair as needed to train SOC members, meet with student groups, formulate a budget, and conduct other business of SOC.
B. Minutes shall be taken at every official meeting, and shall be distributed to the Board members prior to the next meeting. The minutes are open to any member of ASLC requesting access to them. The minutes of deliberations will be posted on-line upon approval of the board and the members of ASLC shall be informed via email.

Section 4. Membership Termination

A. Membership on SOC shall expire at the termination of the academic year.

Article III. Responsibilities and Operation

Section 1.Budgeting Criteria

A. Each student group shall offer a unique activity or service that an existing student group does not already provide and that is appreciated by the Lewis & Clark community. Students, not faculty or staff, shall provide the energy, impetus and motivation for all student groups.

B. The membership, meetings, activities and services of each student group shall be open and available to all members of the Lewis & Clark community on a non-discriminatory basis. If needed, student groups may charge Lewis & Clark community members a nominal fee for activities and services. Groups retain the right to enter into executive session for purposes of a necessarily private nature.

C. Each student group shall have at least five active student members, and shall keep an updated list of all its members. All student groups shall appoint a faculty or staff advisor.

D. All student groups shall adhere to the ASLC Bylaws, these Bylaws, appropriate College policies, and all local, state and federal laws.

E. Mass mailbox stuffing shall not be used for any purpose without prior approval of the mailroom manager on duty.

F. All student groups shall advertise all their public activities and events, note that these are sponsored by ASLC, and adhere to the College posting guidelines.

G. Student groups may pay dues to non-College-affiliated organizations, but may not charge dues for membership within the student group.

H. All funds received, whether from ASLC, fundraising, donations, charges, or other sources, shall be deposited and held in the group's ASLC account.

I. Personal financial gain or commercial enterprise shall not be the purpose of any student group.

J. All student groups shall appoint a student to serve as the student group representative. Although the representative may delegate these responsibilities to other group members, the representative shall be responsible for serving as the liaison between the group and SOC. The representative shall monitor the group's budget and spending to prevent misallocation of funds and overspending, submit and present the group's budget request to SOC, attend all mandatory Student Group and Student Organizations Committee meetings, inform the Student Organizations Coordinator if the representative is leaving the position and who the replacement shall be, provide the Student Organizations Coordinator with changes to departmental email passwords, shall be aware of these Bylaws and appropriate ASLC and College policies, and ensure that the group adheres to these Bylaws and appropriate ASLC and College policies.

K. ASLC Cabinet, the Finance Committee (FC), Campus Activities Board (CAB), International Students of Lewis & Clark (ISLC) and the Student Academic Affairs Board (SAAB) shall still be student groups able to request and receive a budget, and still adhere to all parts of the Budget Criteria, except that: these groups may place restrictions upon membership and are not required to attend mandatory student group meetings or to provide the Student Organizations Coordinator with monthly budget and activity reports. ASLC Cabinet may represent itself as well as FC, CAB and SAAB at the Activities Fair.

L. Funds allocated by SOC can only be used by the student organization to which these funds were specifically allocated.

Section 2. Registration

A. All student organizations except the Student Media Board, ASLC Cabinet, CAB, FC and SAAB shall be subject to the registration process.

B. Registration applications shall be accepted on a rolling basis, but organizations that applied for and received a budget during the previous year must submit their registration by November 1. Failure to do so results in forfeiture of said funds, which shall revert to Finance Committee. All registration applications are valid until the conclusion of the academic year.

C. The SOC Chair shall work to establish and maintain an entirely online application and registration processing system, designed to maximize ease of information transfer and communication.

D. All registered student organizations shall receive a departmental email address, online space on the College's website and a listing in the Pathfinder and on the Student Activities student organization database.

Section 3. Budgeting

A. During the mandatory Student Group meeting in the spring, the Student Organizations Coordinator shall announce to all student group leaders the due date for all budget requests, which shall precede the beginning of the annual budgeting process by three weeks. The Student Organizations Coordinator will also explain the budgeting process and review the application with student groups. All student group leaders must attend this meeting, and the SOC may consider failure to attend or schedule a make-up appointment with the Office of Student Organizations grounds to reject, in total, a group's budget request.

B. Criteria for budget requests shall be publicized prior to the release of the budget applications in the spring.

C. After these meetings, SOC shall deliberate to establish all budget allocations for the following academic year. The Treasurer shall supply the estimated total ASLC budget, and subtract 3% from that as a contingency fund as well as the required depreciation expense. The remaining funds shall be divided amongst student groups, according to the majority vote decision of SOC. SOC shall examine each budget request one by one in order to determine whether the group merits budgeting, and if so, how much money it merits. If a member of SOC is in any way affiliated with a student group that is applying for a budget, he or she must recuse him or herself from discussion and voting relating to their affiliated groups. Prior to deliberations, SOC shall establish rules for recusals of SOC members with all other either direct or indirect personal interests in the discussion.

D. SOC shall grant budgets on the basis of merit and compliance with the Budget Criteria and shall allocate funds with fairness and integrity and to the benefit of the Lewis & Clark community. No student group shall receive a budget without a valid registration, except those established boards exempt from a charter due to their representation of constituent groups.

E. Student groups who submit late, improperly formatted, or incomplete applications may be ineligible for SOC funds. Failure to attend an interview with the SOC also renders a group ineligible for SOC funds. Extensions of the application deadline may be granted at the discretion of the SOC Chair if there are extenuating circumstances. In this case, it is the responsibility of the student group to contact the Chair.

F. Student group budget requests shall include: proposed minimum and optimal budget amounts by line item and in total; current approximate levels of membership and participation.

Section 4. Appeals

A. Before any budgeting has taken place, SOC shall allot 1% of its budget as a fund for clubs that choose to appeal for additional funds after the budget decision has been sent out. If any of this funding is left over at the end of the appeals period, it shall revert to the Finance Committee.

B. In the event that a student organization feels that it has received an inadequate amount of funding, they will have one week after the budget has been announced to respond in writing. In one page or less, the students must explain why they feel that the allotted funding is inadequate for the coming academic year.

C. The budgeting board will then vote whether to hear the appeal; this vote requires a two-thirds majority. Should the vote tie, the SOC Chair shall cast the deciding vote. If SOC votes to not hear the appeal, this decision is final. If the vote is in the affirmative, one to two representatives of the student group shall then have an opportunity to state their reasons before SOC for requesting additional funding. This appeal shall not exceed eight minutes in length.

D. After hearing the appeal, the members of SOC shall vote whether to alter the club's budget. A simple majority shall be required to approve the club's new budget. In the event of a tie, the SOC Chair shall cast the deciding vote.

Section 5. Budget Approval

A. Upon completion of the budget following the appeals process, the budget passes to the Senate. Upon approval by the Senate, the budget shall not be subject to appeal.
B. If rejected by the Senate, the budget shall return to SOC to be re-examined by the committee.

Section 6. Complaints

A. Although the decisions of SOC following the appeals process are final, a student group may file a complaint with the SOC Chair if it feels that SOC made an egregious mistake in not funding it fairly. The SOC Chair shall file any such complaints in the Student Organization Coordinator's office so that the next Chair may take these into account during the next budgeting process.

II. Parliamentary Procedure

Section 1. Quorum consists of a simple majority (fifty [50] percent plus one [1] vote) of voting members and the acting Chair.

Section 2. The Chair may only vote in order to break a tie. The Student Organizations Coordinator and the Treasurer may vote on all matters procedural.

Section 3. All motions, unless specified otherwise in these Bylaws or the ASLC Constitution, pass by a simple majority.

Section 4. If the Chair is not present or recuses him or herself from a vote, he or she shall designate a member to serve as Chair *pro tempore*.

Section 5. The board may convene executive session by a simple majority of voting members present.

Section 6. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the board in all cases to which they are applicable and in which they

are not inconsistent with these Bylaws or the ASLC Constitution and any special rules of order the board may adopt.

A. Procedures or procedural motions from Roberts Rules of Order may not be used to cut off debate before the speaking list is exhausted and reasons for decisions are clearly explicated in the minutes.

Section 7. These Bylaws govern all actions of SOC in all cases to which they are applicable and in which they are not inconsistent with the ASLC Constitution.

Article IV. Amendments

Section 1. All amendments and changes to these Bylaws must be approved by a two-thirds majority of all SOC members and a majority of the Senate.

Section 2. These Bylaws may be amended at any time. Amendments made during a budgeting round shall not be applicable to student organizations currently engaged in the budgeting process. Amendments made between the announcements of the due date for budget requests and the announcement of the Senate-approved budget shall not be effective until the end of that period.

Last Amended: 18 February 2010