

SOUTHERN UTAH UNIVERSITY

CLUBS AND
STUDENT INVOLVEMENT
BYLAWS

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Preface: Mission of the Clubs and Student Involvement Assembly

1. The mission of the Assembly and the Clubs and Student Involvement Body, hereafter referred to as the Assembly, is to help clubs and organizations, hereafter referred to as a club, on campus to charter, develop, and become self-sufficient. There is a great benefit in uniting the student-run groups on campus into an organized body. Clubs may benefit by the Assembly through: funding, on-campus publicity, website services, on-campus building scheduling, club development training and workshops, recruitment opportunities, administration support, and more.
2. Any student-run group may seek chartering in the Assembly and be eligible for all of the benefits of the Assembly.

Article I: Chartering with Clubs and Student Involvement

Section A. Starting a Club/Organization

1. Any club that desires all the benefits of the Assembly must charter with the Body. A club meeting eligibility requirements and receive approval from the CSI Vice President and the Office of Student Activities. The eligibility requirements are:
 - a. A minimum of five members enrolled at SUU;
 - b. A university advisor; and
 - c. Required documentation.
2. A club may charter at any time during the school year by submitting a completed Chartering Application to the CSI Vice President. This sheet, along with all others, can be found on the CSI website (www.suu.edu/suusa). The club's Constitution, bylaws, and statement of purpose explaining the functions of the club, must be included with the application.
3. Chartering of a club through SUUSA does not represent University approval of the objectives or opinions of the club, and the club will neither represent, nor imply in any document (i.e. Constitution, statement of purpose, stationary, publication, or contacts with the public, etc.), that it speaks for, or in the name of, SUU.
4. All clubs will abide by the policies and procedures of: SUU, SUUSA Constitution, Student Handbook, Club Handbook, Clubs and Student Involvement Bylaws, the policies and procedures manual of the office of Student Activities, and local and state laws and ordinances.

Section B. Retention/Termination of a Charter

1. In order to retain a charter for the following academic school year, a club will submit a completed Chartering Renewal Form to the CSI Vice President no later than the last day of classes of the spring semester of each year. This form is used for updating the club information. A copy of the current club statement of purpose and current roster is required.
2. Termination of a Charter
 - A. The charter of a club may be terminated for any of the following reasons:
 - a. Written request of the club, signed by the club's presiding officer and advisor;
 - b. Misuse of allocated funds; and/or
 - c. Violation of University policies, local, state, and/or federal laws, SUUSA Constitution, CSI Bylaws, or misconduct.
 - B. If a club charter is terminated, it is ineligible to re-charter for the remainder of the academic year.
3. Conduct
 - A. A club will not conduct activities that interfere with or disrupt the educational activities of SUU.
 - B. The Director of Student Activities must approve all traveling and campus-wide activities for clubs.
 - C. A club will be held responsible for the actions of its members during club activities. Members

participating in violation of SUU regulations will be subject to individual disciplinary action. Participation is defined as voting in favor of prohibited conduct, encouraging such conduct, joining in the preparation for such conduct, or actual involvement in the activity.

- D. In the event of alleged misconduct or violation, a club may appeal its case to the CSI Vice President and/or the Judicial Council.

4. Judicial Process

- A. Any club violating Bylaws, University Policy, SUUSA Constitution, student rights, or any accused misconduct will be investigated and after evaluating evidence, disciplinary action may be taken by the Assembly under the direction of the CSI Vice President. Disciplinary action may include, but is not limited to:
 - a. Fines;
 - b. Loss of certain privileges;
 - c. Probation;
 - d. Suspension; and/or
 - e. Completing requirements imposed by the CSI Vice President.
- B. Probation: A trial period for a club in which it is permitted to redeem failures, misconduct, etc. Probation is automatic suspension of all privileges granted a chartered club. Misuse of funds is automatic probation.
- C. Suspension of certain privileges for a definite period of time, include but are not limited to:
 - a. Expenditure of previously allocated funds;
 - b. Use of university facilities;
 - c. Application of funds;
 - d. Ineligibility for funding; and/or
 - e. Inability to publicize on campus anywhere.
- D. The Assembly, by a 2/3 vote, determines the terms and rulings of any disciplinary action brought against a club.
- E. All rulings of disciplinary action against a club should be manifested in writing and may be appealed to the CSI Vice President and/or Judicial Council within 10 school days of the ruling.

Section C: Advisors

1. Every club must have an on-campus advisor. An advisor must be a current member of the faculty and/or staff at SUU. When more than one advisor is named, one must be designated as the principal advisor to whom primary responsibility is assigned. All advisors will be approved by the CSI Vice President and the Director of Student Activities upon chartering or re-chartering.
2. In some circumstances an off-campus advisor may be approved for a club. Any off-campus advisor must pass a review with the Director of Student Activities. This advisor must work in coordination with an on-campus advisor in providing support for the club.
3. The advisor must be present at all overnights and out-of-state trips. It is against university policy to conduct an activity without the advisor present. If it is discovered that an advisor is not in attendance at a club function, SUU reserves the right to terminate the activity and may take disciplinary action.
4. The Director of Student Activities must approve pro-temp Advisors, who may assume functions of the advisor when unable to attend club functions.
5. The club must compensate their advisor for travel and/or expenses.
6. The advisor should attend all advisor training meetings.

Section D: Membership

1. Membership in a club will be limited to currently enrolled students. Faculty, staff, and community members may attend club meetings, but cannot be counted in the membership.
 - A. Membership will extend to such persons without regard to race, religion, gender, national origin, sexual orientation, and/or any other acts of unlawful discrimination.
 - B. Members must be in good standing at SUU according to the SUUSA Constitution.

- C. A guest of a club will not: assume the role of member, be included in the membership roster, serve on any committees, or hold any office.

Article II: Funding

Section A. Sources of Funding

1. Sources of funding that clubs are expected to exhaust before approaching the Assembly will include, but are not limited to:
 - A. Self-initiated fund-raising;
 - B. Departmental funding;
 - C. Collection of dues from members; and/or
 - D. Funding from outside sources.
2. Sources of funding also available to clubs include, but are not limited to:
 - A. Funds directly allocated by the Assembly; and/or
 - B. Merit Money from the Assembly.

Section B. Funding Philosophy

1. The Assembly desires that every chartered club be entitled to all the benefits of a chartered club, including funding. The Assembly budget is limited and provided by student fees. The Assembly therefore will evaluate each request individually and disperse funds based on merit, importance, and validity. Bills will be investigated to insure that they are an appropriate use of student fees, that the requested money is legitimate, and that the budgets are accurate.
2. Funds are to be allocated for club development; they are to be focused on benefiting the club as a whole and as many students possible.
3. At the beginning of each school year, the Assembly will adopt its own funding outlining specifically what the Assembly will and will not fund. This policy will coincide with the CSI By-laws Article II Section C. Funding Policies and Procedures.

Section C. Funding Policies and Procedures

1. The Assembly budget is limited. The Assembly will only fund, up to but not exceeding, 40% of the allocated funds of the event; by this, the Club will be responsible for the remainder of the cost.
2. The allocation of funds will concentrate more on club development as a whole, and conference fees, not the individual's expenses. Each case will be investigated individually.
3. Clubs that receive funding to attend conferences, conventions, workshops, etc., must return and report to the Assembly during Open Forum within 20 school days of attending the event.
4. Bills will not be discussed until 60 school days prior to the event or the opening date of registration (in the case of conferences, etc).
5. A club in the process of becoming officially chartered or that had recently chartered is not immediately eligible for funding. The period of ineligibility is 15 school days after submission to be approved of the charter before a bill may be submitted.
6. Any club found: misusing, over-spending, not accounting for spent funds, or not turning in all required receipts at the end of the school year, or when brought to the attention of the controllers, will be billed for the excess amount spent or used funds unaccounted for; all privileges will be suspended until the bill is paid.
7. The funds allocated by the Assembly may not be donated to a charity or outside organization.

8. Reimbursements will not be given to any club, according to University Policy.
9. Tangible goods purchased by the Assembly for clubs will be the property of the Assembly (e.g., equipment, tools, supplies, etc.). These items will be tagged and registered. They may be checked out to the club at the beginning of each school year and must be turned in at the end of each school year. In the case of termination of a charter, these items will remain in the possession of the Assembly.
10. All clubs must account for allocated funds, fill out the Spending Report Form to their respective delegates, and report to the Assembly on how the money was spent and the benefits served to the club, student body, and the University.

Section D. Applying For Funding

1. A club requesting funds will need to meet the following criteria for presenting its request to the Assembly:
 - A. A completed Assembly Funding Request Form; and
 - B. A detailed and accurate budget breakdown. The breakdown should present the total amount of event, how much money the club is putting forth (i.e. fundraisers, club dues, club members contribution, department donations, corporate sponsorships, etc.) and how much they are requesting from the Assembly.
 - C. Contact with a delegate must be at least 4 weeks before the event date.
2. The passing of a bill: The bill will be presented in an Assembly meeting and will be circled and posted until as stated during the meeting, during which the Assembly will investigate the request for funds and merit. The bill will be debated and voted upon. In order for a bill to pass, it must have a simple majority vote.

Section E. Receiving/ Spending Funds

1. The SUUSA President must sign passed bills. He/she has 4 school days to pass or veto a bill. If a bill is vetoed, the bill will be given to the Senate and it can be overridden with a 3/4 majority vote. When a bill is passed, it will then be sent to the Controllers.
2. Money will not be immediately available. The delegates have up to 2 days to complete and submit the bill to the Student Body President. The President has up to 4 days to review the bill, and the controllers will need anywhere from 2 days to 2 weeks (for a check requisition to process). Therefore, money will not be available for a minimum of 1 week.
3. Club presidents or representatives are responsible to contact the delegates within 8 to 12 days of the passing of a bill in order to receive the funds.
4. A club must use the allocated money for the purpose stated in the passed bill. If the club has money left over, it must be returned to the Controllers. No money will transfer after the activity has passed for which the money was allocated.

Article III: Assembly Operations

Section A. Assembly Organization

1. The number of delegates and their prospective constituency will be organized by the President of the Assembly. A constituency will be defined as a group of students that includes individuals who are members of chartered clubs as defined by the Vice President. Each club will be organized and assigned to one of the following categories:
 - a. Athletics and Recreation;
 - b. Academic Development;
 - c. Arts and Entertainment;
 - d. Service and Greek;
 - e. Professional Development; or
 - f. Support and Multicultural.

2. The Assembly will officially take office and hold an official meeting at the scheduled Assembly meeting time the week before finals week of the spring semester they were elected in. This meeting will follow the format stated in the previous Assembly's Rules of Order. This meeting will allow the new assembly the opportunity to make all summer and committee assignments.
3. The Assembly will meet on a weekly basis during fall and spring semesters thereafter. Weekly Assembly meetings may be canceled with the consent a simple majority of the Assembly, along with the approval of the CSI Vice President.
4. The Assembly will be responsible for the information and procedures of the Assembly including, but not limited to: The SUUSA Constitution, Assembly Bylaws, Robert's Rules of Order, and any other governing application adopted by the Assembly.
5. The Assembly will consider any legislation presented no earlier than one week following a change in office, with a quorum present and a simple majority vote. Any legislation not voted upon during the semester in which it is presented will automatically be carried over into the next semester. If any legislation is not voted upon during the last week prior to the sin die of session, it will automatically be taken off the Assembly docket.
6. The Assembly will follow an adopted Rules of Order consistent with parliamentary procedure. The adopted rules of order should be written up by a committee of the Assembly and passed within the thirty days of operation by a simple majority of the Assembly.
7. Each academic year the Assembly will adopt its own Rules of Order and a funding policy.
8. The Assembly will form a committee no later than the first week of fall semester to review any laws governing the Assembly including, but not limited to, Assembly Bylaws and the SUUSA Constitution. This committee will also review previously adopted rules of order and present a written Rules of Order to the Assembly within a month of the new fall semester beginning.

Section B. Duties and Responsibilities of the Delegates

1. Represent the Clubs, with emphasis on those within their respective constituency by:
 - A. Regularly communicating with members of their constituency;
 - B. Actively working to increase the students' awareness of the activities, duties, responsibilities, and functions of the Assembly and SUUSA student government;
 - C. Actively seeking opinions and ideas from the members of their constituency regarding legislation and issues involving the Assembly; and
 - D. Maintaining a file with valuable information for future Delegates including, but not limited to: Copies of legislation and its current status (passed/failed); lists of important and influential faculty members; lists of campus contacts for various activities; and a synopsis of each legislative act over \$500 including, but not limited to: the budget of said legislation, notes of events, student attendance, future advice, and a copy of said legislation.
2. Serve on at least one standing committee as appointed by the CSI Vice President.
3. Personally attend at least 80 percent of all Assembly meetings. If unable to attend, the Delegate must inform the CSI Vice President, and leave proxy voting rights to another member of the Assembly.
4. Attend all required SUUSA leadership conferences and retreats. If unable to attend, arrangements must be made prior to the event with the CSI Vice President.
5. Assist in the training of newly appointed delegates by:
 - A. Newly elected delegates will shadow current delegates at remaining two legislative meetings. Each delegate must also meet personally with the Delegate-elect from the respective constituency category at least once following elections prior to the Delegate-elect's inauguration. This will consist of the following, but not limited to: review of job responsibilities

and sharing of ideas and viewpoints.

B. Provide the new Delegate with written documentation including, but not limited to: The file referred to in Section B;1;d, a listing of all faculty advisor contacts within the Delegate's respective category, any recommendations, and future legislation ideas.

6. Delegates will attend the monthly club meetings, club-advisor trainings, recruitment events, service projects, workshops, individual club meetings in their respective categories, SUUSA activities, and all related events and attend to other responsibilities designated by the CSI Vice President.

Section C. Amending the Clubs and Student Involvement Bylaws

1. Changes to these bylaws may be introduced with a resolution by at least four sponsoring delegates or by a proposed amendment signed by 40% of the chartered clubs and organizations. The amendment will be circled and posted for no less than one week before the Assembly votes on said amendment.
2. These bylaws may only be changed or amended through a resolution passed with a 3/4 majority vote of the Assembly.
3. Any interpretation of these bylaws is referred to the Assembly and the CSI Vice President. Such interpretation may be manifested in writing through a resolution.

Article IV: Election of Delegates

Section A. Candidacy and Regulations

1. Candidacy papers will be available one month prior to general elections and are due one week after General elections by 5pm to the CSI Vice President.
2. Any club member may run for a delegate position as long as they meet the following criteria:
 - A. He/She must fill out a notice of candidacy form, equipped with valid signatures asked for on the sheet.
 - B. He/She has been deemed an active member of a chartered club by its club president.
 - C. He/She must also meet the other given requirements and election standards found in the SUUSA Constitution and the CSI Bylaws.
 - D. He/She must not be running for more than one category or sub-category.
3. The list of delegate candidates will be posted 2 days after the candidacy registration is due. This list will be posted on the office door of the current CSI Vice President by 12pm.
4. In reference to the Greek delegate, due to the nature of this position, this delegate will be chosen through an interview and application process by the CSI VP and the CSI VP elect. The identity of this individual will be announced when all other delegates position are announced.
5. The candidates will have five school days to campaign to the clubs in their categories prior to the elections date.
 - A. Candidates cannot post any fliers around campus and must abide by the SUUSA Election By-laws.
6. The following day after the campaigning period, a voting box will be placed outside the door of the CSI Vice Presidents office from 8am to 5pm. The box will be attended to at all times. Each Club is allowed one vote, cast by the club president. If the club president is unable to attend, a designated club representative may cast that vote. The current CSI Vice President must be notified 24 hours in advance of the election dates as to the identity of the individual.

7. Absentee ballots will be given upon written request of the CSI Vice President no later than two days prior to the election.
8. At the end of the 9 hour period, votes will be counted by a committee made up of three members who are not running as appointed by the CSI Vice President. List of all winning delegates will be posted the morning of the next school day on the door of the CSI Vice President's office.
9. In the case of a tie of ballots for two or more candidates running in the same category or two candidates running in the same subcategory, the current CSI Vice President will conduct a run-off election. If candidates receive the same number of votes in the run-off election, the current CSI Vice President will cast the deciding vote.
10. Following elections, Delegate Elects will have a two week shadow period where current delegates will train the delegate elects in their new position.
11. If a delegate drops out after being elected, the CSI Vice President will appoint a new delegate. The new delegate must meet regulations of becoming a delegate. The newly appointed delegate must then be ratified by the Assembly and the Senate and sworn in by the Judicial Council before taking office.
12. If a club of which a delegate represents withdraws or loses its charter or becomes inactive, the delegate is still eligible to finish his/her term but is highly urged to join a new club preferably under his/her category.