

# **BYLAWS OF THE AMERICAN UNIVERSITY CLUB COUNCIL 2023 (Fall 2023 Revision)**

## **The American University Club Council Bylaws**

### **ARTICLE I - PURPOSE OF AU CLUB COUNCIL**

#### Section 1

AU Club Council (AUCC) consists of a Chair, Finance Director, and up to five (5) club consultants. The Lead Team, composed of the Chair and Finance Director, can add or decrease Club Consultants as they see fit.

#### Section 2

AUCC strives to help clubs achieve greatness.

#### Section 3

AUCC is encouraged to coordinate with Student Government and Student Media Board to create consensus on how to best help clubs.

### **ARTICLE II - ROLES OF COUNCIL MEMBERS**

#### Section 1 - Chair

- (a) Facilitate the operations and administration of AUCC, which include but are not limited to:
1. Planning and presiding over any meetings.
  2. Acting as the spokesperson of the AUCC.
  3. Serving as the overall administrator of the assigned AUCC office space.
  4. Attending meetings that involve a stake for AUCC.
  5. Exercising any emergency powers necessary, under the supervision of The Center of Student Involvement, to ensure the continued existence and successful operation of AUCC.
  6. Maintaining a working budget for administrative expenses and total allocations for AUCC to ensure fair and equitable distribution of funds amongst all clubs (with Finance Director).
  7. Coordinating the AUCC's Co-Sponsorship with non-club organizations.
  8. Facilitating the AUCC appeals process.
- (b) Hold a minimum of 10 office hours per week. These office hours are to be made up when/if they are missed.
- (c) This person is to be appointed by the outgoing Chair of AUCC and members of the AUCC team, for they understand the necessary and proper qualifications and traits needed for a suitable Chair. The appointment will be chosen by a majority vote of the team along with the CSI Advisor. The appointee is expected to serve as AUCC chair for the fall and spring semesters of one academic year.

#### Section 2 - Finance Director

- (a) Facilitate the financial operations of AUCC, which include but are not limited to:
1. Overseeing the financial operations of AUCC
  2. Tracking funding requests from club consultants on Engage and keeping a running spreadsheet record of all funding requests received. Record on approvals, denials, and pending requests and reasons behind the decisions for AUCC team to refer to

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- when writing award emails to clubs/organizations.
  3. Entering award amounts into the Google spreadsheet.
  4. Reporting weekly allocations to the Center for Student Involvement.
  5. Working with the Center for Student Involvement to recall unused funds monthly.
  6. Working with the AUCC Chair to consult with Club Consultants on complex events and/or events that cost over \$750.00.
- (b) Hold a minimum of 10 office hours per week. These office hours are to be made up when/if they are missed.
- (c) This person is to be appointed by the outgoing Chair of AUCC and members of the AUCC team, for they understand the necessary and proper qualifications and traits needed for a suitable Finance Director. The appointee is expected to serve as Finance Director for the fall and spring semesters of one academic year.

### Section 3 - Club Consultants

- (a) Club Consultants shall be based on the Chair's best judgment on how to best serve and divide the campus clubs.
- (b) Clubs shall be assigned to Club Consultant by the Chair, CSI Graduate Assistant, and CSI Advisor.
- (c) Club Consultants will be appointed to their respective list of clubs at the beginning of every semester and shall introduce themselves to all clubs/organizations through "Club Consultant Introduction Email" before the start of allocation cycles.
- (d) Each club will be represented by one of the Club Consultants selected by the Chair and the team of the previous year through an application and interview process (along with CSI Advisor).
- (e) Club Consultant duties include, but are not limited to:
1. Receiving and analyzing club event evaluation forms.
  2. Reviewing club Engage accounts weekly, as directed by the Chair or Finance Director, to ensure clubs are spending their money as prescribed by AUCC.
  3. Providing semester evaluations of club activity.
  4. Holding a meeting with their respective clubs to facilitate communication and collaborate at least once a semester.
  5. Holding a minimum of 10 office hours per week. If unable to meet requirements, discuss with the Chair and AUCC Supervisor. These office hours are to be made up when/if they are missed.
  6. Providing appropriate mediatory services to club disputes and assisting clubs with any other general issues or concerns.
- (f) It is recommended that no Club Consultant be part of a club's executive board within their respective caucus for impartiality when reviewing budgets but not necessary. If a part of the executive board, the Club Consultant may not take part in conversations regarding that group.
- (g) Other duties as assigned to specific Club Consultants:
1. Create and facilitate a regular schedule of programming sponsored by the AUCC.
  2. Be responsible for the office management: This includes:
    - i. Ordering all office materials and general club supplies on behalf of AUCC.
    - ii. Scheduling AUCC office reservations.
    - iii. Keeping a record of administrative expenses.
    - iv. Creating and monitoring the AUCC sign in and printing form on Engage.

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- v. Managing the AUCC storage room, including the key check-out process.
- vi. Updating the in-office events calendar during or after each allocation meeting.

### Section 4 - Outreach and Marketing Director

- (a) Be responsible for the marketing and image of the AUCC. This includes:
  - 1. Developing a general marketing plan.
  - 2. Managing social media accounts and regularly updating the AUCC website.
  - 3. Assisting clubs with the marketing of their organizations and their events, as requested.
- (b) Hold a minimum of 10 office hours per week in a *hybrid* format (5 hours in-person, 5 hours online). If unable to meet requirements, discuss with the Chair and AUCC Supervisor. These office hours are to be made up when/if they are missed.

### Section 5 - Center for Student Involvement

- (a) A representative of the Center for Student Involvement staff as determined by the Director shall also serve as an ex-officio member of the AUCC.
- (b) This person shall also be the Advisor of the AUCC.
- (c) The AUCC Chair ultimately has complete control over AUCC policies that do not concern payroll and employment.

### Section 6 - Eligibility

- (a) It is recommended but not necessary that the Chair be a former member of the executive board of one or more clubs and AUCC. Caucus representatives should be involved with clubs at some level, but this is not necessary.
- (b) All members of AUCC must be a current American University student, remain in good disciplinary standing with the University, and maintain a 2.5 or greater cumulative GPA.

## **ARTICLE III – MEETINGS**

### Section 1

The AUCC shall convene in full once weekly:

- (a) Allocation meetings for purposes of discussing budget requests

### Section 2

The Lead Team shall convene weekly:

- (a) To discuss relevant business.

### Section 3

AUCC may also be convened at the discretion of the Chair or upon request of a majority of the membership of the AUCC, or the CSI Advisor.

### Section 4

Relevant materials necessary for a regularly scheduled meeting, including but not limited to an agenda, any allocation requests to be reviewed, and any items on which there is to be a vote, should

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be distributed to the members before the meeting.

### Section 5

If a member of the AUCC is unable to attend a meeting, they must cancel within 24 hours.

### Section 6

A graduate student representative is also able to attend these meetings.

## **ARTICLE IV – Organization Finances and Funding Procedures**

### Section 1

Each calendar year, the AUCC shall apportion no more than twenty five percent (25%) of their total allocation towards general administrative, operating, programming, and marketing expenses. The remaining funds shall be made available for individual club Budget Allocations.

### Section 2 - Budget Allocation Process

- (a) Requests for allocations shall be done on a rolling basis, per the funding principles
- (b) The Club Consultants will review all of their designated clubs' budget requests
- (c) The Chair and Finance Director will come up with the final allocation numbers. Club Consultants reserve the right to challenge any of the decisions made by the Chair and Finance Director.
- (d) All budget request notifications must be sent to the club no later than two (2) days from the allocation decision submission. The Chair and CSI advisor must be CC'd on all decisions.
- (e) The AUCC team must review all funding principles at least annually.

### Section 3 - Council Member Stipends

- (a) The Chair shall receive an annual student support payment in the amount of **\$4,000 for the calendar year**. The Chair will receive one payment of **\$2,000 per academic semester**.
- (b) The Finance Director shall receive an annual student support payment in the amount of **\$4,000 for the calendar year**. They will receive one payment of **\$2000 per academic semester**.
- (c) The Club Consultants shall each receive an annual student support payment in the amount of **\$2,000 for the calendar year**. They will receive one payment of **\$1,000 per academic semester**.
- (d) The Outreach and Marketing Director shall receive an annual student support payment in the amount of **\$2,000 for the calendar year**. They will receive one payment of **\$1,000 per academic semester**.
- (e) The payments are subject to change (increase or decrease) based on the discretion of the appropriate Center for Student Involvement officials.

### Section 4 - Financial Co-Sponsorship with Non-Club Organizations

- (a) The AUCC reserves the right to co-sponsor programs or events with non-club AU organizations, including but not limited to Student Government and its departments, the Media Board and student media organizations, the Graduate Leadership Council and the Graduate School Councils, fraternities and sororities, and university departments.
- (b) At the first AUCC meeting of each calendar year, minimum requirements or guidelines will be established by AUCC and will be presented to all non-club organizations seeking a

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co-sponsorship.

### Section 5 - Funding Principles

- (a) AUCC shall maintain a document of Funding Principles made available to all clubs that may receive funding. The document will outline specific rules and regulations to what may be funded by AUCC.
- (b) Funding Principles should be reviewed and re-ratified each semester.
- (c) Any changes made to the Funding Principles must be made for the following semester (i.e., not enacted in the middle of a semester) by a simple majority of the AUCC Team.

## **ARTICLE V – INHERENT AGREEMENT**

### Section 1

Individual club officers recognize that it is their duty to understand and abide by the Constitution and Bylaws of the AUCC.

### Section 2

Current versions of both the Constitution and Bylaws of the AUCC must be provided by any member of the AUCC upon request.

### Section 3

By applying for AUCC funds, clubs agree to abide by the AUCC guidelines and procedures, Constitution, and Bylaws.

## **ARTICLE VI – AUCC OFFICE SPACE USE**

### Section 1

The AUCC is granted office space use by the Center of Student Involvement, currently, MGC 274. The AUCC is a tenant of this space and must abide by all University space use policies.

### Section 2

The AUCC Office shall only be used for club-related business.

### Section 3

Only AUCC officials and their CSI advisors shall be given swipe access to the AUCC Office, as well as those approved by AUCC.

### Section 4

The AUCC Chair will clearly post the open office hours of all Council Members.

### Section 5

Any club or individual found in violation of these policies may have their access to the AUCC Office revoked.

## **ARTICLE VII – REMOVAL FROM OFFICE**

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### Section 1

All positions are subject to impeachment proceedings.

### Section 2

Specific causes for removal from office include, but are not limited to:

- (a) neglect of duties.;
- (b) intentional breach of the Constitution, Bylaws, and/or hiring contract and community standards; and
- (c) actions that reflect negatively on the AUCC, but which may not constitute neglect of duties or a breach of the AUCC Constitution, Bylaws, and/or hiring contract.

### Section 3 - Impeachment Process

- (a) Any member of the Council may file a removal charge.
- (b) The charge should be submitted to the Chair or to AUCC's CSI advisory should the Chair be subject to removal proceedings.
- (c) The Chair shall call a special meeting of the Council, which will review the charge.
- (d) After case presentation, the Council shall be allowed a period of questioning for both sides.
- (e) After the period of questioning, the Council shall meet in private to further discuss and vote on the removal.

### Section 4

Should the Council find the charge to have merit and vote for removal, the subject of the charge shall be immediately removed from office. There must be a 2/3-majority vote to remove someone from their position.

### Section 5

Should the Council find the charge to not have merit and vote down the removal, the subject of the charge shall remain in office and not be subject to a removal hearing on the same charge(s) for the remainder of the calendar year.

## **ARTICLE VIII - AMENDMENTS**

### Section 1

Any member of the AUCC may introduce amendments to these Bylaws at a general meeting of the Council.

### Section 2

Any amendment must be presented to the Council at least one week prior to a scheduled meeting.

### Section 3

An amendment shall be ratified upon a two-thirds (2/3) affirmative vote of the AUCC.

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### **ARTICLE IX – STORAGE**

#### Section 1

Clubs must store nonperishable items purchased by CSI in the AUCC closet.

- (a) AUCC will keep a running inventory of items being stored in the closet for clubs to reference.
- (b) Club representatives must be accompanied by a member of the AUCC team to the storage closet.
- (c) Clubs are expected to be respectful of the space and clean up after themselves.
- (d) Non-branded items in the closet are communal and may be reused by other clubs (and then returned again).
- (e)
- (f) Clubs must abide by the storage policy and procedure as outlined in the Bylaws and AUCC's Funding Principles or risk being placed on temporary hold from receiving funds..

#### Section 2

For upcoming events, newly purchased items may be stored with AUCC or by the club for their event.

- (a) Newly purchased items are meant explicitly for an individual club's event that was approved by AUCC and CSI.
- (b) Only after a club's initial event will nonperishable items be placed in the AUCC closet for communal access.

### **ARTICLE X – PRINTING POLICY**

#### Section 1

Student organizations must have an AUCC representative ensure that the following are on the flyer/advertisement:

- (a) Proper spelling
- (b) Date of event
- (c) Time of event
- (d) Location of event

#### Section 2

Student Organizations must print one copy, and then copy that copy.

- (a) This is so they ensure their copy came out properly rather than printing multiple items and then realizing they are misprinted.
- (b) This allows for others to use the computers.

#### Section 3

Student Organizations are encouraged to print double-sided if possible.

#### Section 4

Any Student Organization that violates any of the printing policies listed above will be suspended from using the office printer for at least a month.

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### **ARTICLE XI – HIRING FOR ALL POSITIONS**

#### Section 1

AUCC will notify that there is/are an open position(s) through Engage and social media.

#### Section 2

Candidates will be interviewed.

- (a) At least three members from AUCC and a representative from CSI must attend.
- (b) One of which must be from the Lead Team.

#### Section 3

There will be a standardized list of questions that all candidates will be asked. The team members present at the interview will decide on these standardized questions. These questions must reflect the 5 “Talons of Consideration:”

- (a) Knowledge
- (b) Professionalism
- (c) Understanding
- (d) Curiosity
- (e) Initiative

#### Section 4

The interviewers will present their findings at the next AUCC meeting

#### Section 5

The new team member(s) will be chosen by the AUCC team.

#### Section 6

A grade check and a conduct review must be conducted for each candidate.

#### Section 7

When a member of AUCC leaves in the middle of the calendar year, emergency hiring must be conducted.

- (a) The Lead Team must provide at least 30-day notice before departure.
- (b) AUCC must allow a period of 72 hours for candidates with AUCC experience to apply before opening the application to the public.
- (c) All other guidelines from Article XI apply.