

STUDENT SENATE BYLAWS
CHAPTER IX
STUDENT ORGANIZATION

CHARTERING PROCESS
PART I

SECTION 1: PURPOSE AND AUTHORITY

The Student Body of the University of Northern Colorado brings to this campus a wide variety of beliefs and interests. It is the responsibility of Student Senate and the University of Northern Colorado to give the Student Body the opportunity to form and belong to organizations that foster their common interests *and develop student leadership*. Student Senate is charged with providing the means by which these student organizations can exist and function within the University community. Student Senate is also responsible for ensuring that student organizations of UNC are familiar with and maintain certain standards set by Student Senate and UNC.

SECTION 2: TERMINOLOGY AND DEFINITIONS

STUDENT ORGANIZATIONS are formed for specific educational, professional, social, cultural, religious, political, and/or recreational purposes and derive the majority of their membership and leadership from the Student Body.

CHARTER RECOGNITION is the process by which a student organization is officially acknowledged by Student Senate and UNC as a recognized group. Charter recognition does not imply endorsement of positions taken by the group or assume responsibility for actions taken by a student organization which violate federal, state, or local laws and University regulations.

STUDENT SENATE DIRECTOR OF STUDENT ORGANIZATIONS is the elected member of Student Senate who represents the chartered student organizations and administers the policies, procedures, guidelines, and programs that are outlined for chartered student organizations.

ORGANIZATION FUNDING BOARD (OFB) Is the Student Senate committee comprised of three students, the Director of Finance, the Student Rights Advocate, The Director of Student Organizations, and the Graduate Assistant of Student Organizations. The OFB's purpose is to allocate Student Fees to chartered organizations.

REPRESENTATIVE STATUS is available to any member of a chartered student organization that has been duly appointed by that organization to serve as a representative to Student Senate.

SECTION 3: QUALIFICATIONS CHARTER RECOGNITION ORGANIZATIONS

- A. Student Interest Qualifications
1. The prospective student groups must show that there exists a definite interest for the proposed organization in the University community. Interest will be demonstrated by ten (10) UNC students enrolled in a minimum of one (1) credit hour for the current academic term declaring membership, unless the club is seeking probationary status, in which case interest must be demonstrated by three (3) UNC students enrolled in a minimum of one (1) credit hour for the current academic term declaring membership. The membership roster is included in the chartering packet.
- B. Club Membership Qualifications:
1. Consist of a majority of UNC students.
 2. Have only student members holding voting rights and authorizing financial actions.
 3. Have a minimum of *ten (10)* active student members at all times.

4. Have membership requirements that do not conflict with the Student Senate Affirmative Action and Equal Opportunity policies.
 5. Statement of Disclosure and Confidentiality: All membership lists required by OFB or Student Senate will remain confidential. Only members of OFB, Student Senate and a roster committee may have access to the lists if a need is apparent. Officer information will be considered public knowledge.
- C. Club Leadership Qualifications:
1. Be selected or elected by the membership of their organization.
 2. Be members of the Student Body of UNC for their term in office.
 3. Officers of the organization may carry any title designated by the group's Constitution so long as there are at least three student officers at all times.
 4. The majority of the officers must be students. Non-students may hold advisory position.
 5. If the leadership wishes to request funds three student leaders will be responsible for signing work copies and one of which will keep financial records.
- D. Advisor Qualifications: All clubs must function with counsel and guidance from a University administrative, faculty, or staff advisor. That advisor shall:
1. Be selected by the student membership as outlined in the organization's Constitution.
 2. Provide guidance in program and financial matters.
 3. Assist the student officers in attaining organizational goals.
 4. Encourage open lines of communication between students, faculty, and staff.
 5. Maintain the inventory of permanent items that are the property of the organization.
 6. Provide an element of continuity for student organizations from year to year due to the factor of student turnover.
 7. Advisors may not authorize any of the group's expenditures.

SECTION 4: PROCEDURES FOR ORGANIZATIONS CHARTER RECOGNITION

- A. If the prospective groups have met all Student Senate qualifications, the following items must be completed in accordance with instructions provided on the chartering packet and submitted to the Student Senate Director of Student Organizations by the third Friday of the semester. The club constitution needs to be submitted via email to the Director of Student Organizations.
1. Club Constitution
 2. Student Organization Charter Packet.
- B. Club Constitution: Student Senate and UNC do not allow University institutions for clandestine purposes; therefore, each organization must include information in the Constitution concerning the following:
1. A clear mission statement outlining the organization's goals and objectives.
 2. Parameters of membership requirements (if any).
 3. A list of offices and the duties of those offices. Terms of selection and removal must be included.
 4. An Equal Opportunity statement.
 5. Advisor selection process, duties, and responsibilities.
 6. Amendments procedure.
 7. Contents of the Constitution may not violate any article of the Student Body Constitution or any bylaw.
- C. Club Roster: The University tracks student participation through a co-curricular transcript, therefore a complete and accurate roster is needed. Rosters will be due on the withdrawal deadline for individual fifteen (15) week courses set by the Registrar's office.
- D. The Student Senate Director of Student Organizations will review the completed chartering packet and constitution for approval.

SECTION 5: PROCEDURES FOR CONTINUING CHARTER RECOGNITION

- A. If the student organization is still in compliance with the Student Senate Qualifications and wishes to continue their charter recognition for the next academic year, they must submit updated information to the Student Senate Director of Student Organizations by the third Friday of the semester. Organizations must resubmit the following to maintain their recognition: The club constitution needs to be submitted via email to the Director of Student Organizations.
 - 1. Club Constitution
 - 2. Student Organization Charter Packet
- B. Club Constitutions: A current Constitution must be on file including any amendments made within the last year. If no changes have been made to the Constitution within the last year, then the current Constitution will be read by the new offices and resubmitted with the appropriate dating.
- C. Club Roster: The University tracks student participation through a co-curricular transcript, therefore a complete and accurate roster is needed. Rosters will be due on the withdrawal deadline for individual fifteen (15) week courses set by the Registrar's office.

SECTION 6: PROVISIONAL CHARTER

In the event that a student organization submits its chartering materials to the Director of Student Organizations by the due date but the materials lack some of the requirements (such as an advisor, at least three officers, a Constitution, etc.) the Director of Student Organizations may grant that group a provisional charter. The group will be given a due date as to when the missing required information must be submitted. During this interim period, the group may seek funding.

SECTION 7: CHARTER REVIEW/REMOVAL

- A. Student organizations failing to update or complete their information by the specified datelines will be declared inactive. Student organizations that are inactive for one calendar year will have their charter rescinded and funding secedes.

SECTION 8: BENEFITS AND PRIVILEGES OF CHARTER RECOGNITION

Student organizations must have charter recognition from Student Senate in order to receive special services, resources, funding, and facilities from Student Senate and UNC. Charter recognition ensures the effective and equitable allocation of these resources, when possible, and provides Student Senate with the ability to enhance and coordinate activities of chartered organizations.

- A. Student Senate charter recognition benefits and privileges include:
 - 1. Eligible student organizations may request financial assistance from Student Senate according to the Student Senate Guidelines for funding student organizations.
 - 2. Chartered student organizations may request a mailbox in the Student Activities area. *The allocation of mailboxes will be based upon need, availability, and past use.* Ability to have a representative participate in the deliberations of Student Senate.
- B. UNC benefits and privileges include:
 - 1. Use of most University buildings, facilities, and services at special chartered student organization's rate or free of charge according to prescribed University area policies.
 - 2. Use of the University's name in conjunction with the group's name for official group functions.
- C. **REPRESENTATIVE STATUS**
 All student organizations that are chartered may select a member to serve as representative to Student Senate.
 - 1. In order for the empowered representative to be recognized, the organization must submit the name, address, and phone number of the representative to the Student Senate Director of Student Organizations.
 - 2. The representative must be a voting member of the student organization. This may be done at any time during the year. S/he is to represent the interests of that group to Student

- Senate and have been selected by that organization through whatever means specified in its Constitution or/and Bylaws.
 - 3. Student Senate does to approve the organization's request for empowered representative status to be valid.
 - 4. No organization may have more than one representative to Student Senate.
- D. Upon charter recognition, the Director of Student Organizations will inform the appropriate University offices and the student body as to which student organizations have been chartered through Student Senate.

STUDENT SENATE BYLAWS

CHAPTER IX (PART 2)

ORGANIZATION FUNDING BOARD

SECTION 1: PURPOSE

The Organization Funding Board (OFB) is a sub-committee of Student Senate and has been established to address the following needs of student organizations at UNC:

- A. Determine funding allocated to each club.
- B. Review/Remove charter or funding privileges for violations in policy.

SECTION 2: MEMBERS

- A. The Organization Funding Board shall consist of the following members:
 - 1. The Director of Student Organizations
 - 2. The Director of Finance
 - 3. Three Students-at-Large
 - 4. Student Senate Student Rights Advocate
 - 5. Graduate Assistant of Student Organizations
- B. In a case of conflict of interest the individual member must step down

SECTION 3: GOVERNANCE

- A. Voting Members:
 - 1. The Director of Finance
 - 2. Director of Student Organizations Three Students-at-Large
- B. Non Voting Members
 - 1. Student Senate Student Rights Advocate
 - 2. Graduate Assistant of Student Organizations

SECTION 4: OFFICERS

- A. Chairman: Student Senate Director of Student Organizations.
 - 1. It is the duty of the chairperson to appoint student cabinet membersto the OFB . The chairperson'sdecision must be forwarded to Student Senate for approval.
 - 2. The Chairperson shall: prepare the agenda, keep the OFB informed of pertinent information regarding fee-recipient areas, assure all requests addressed to the OFB receive proper consideration, and carry out other duties as specified in the Bylaws or assigned by the OFB.

3. The Chairperson is a facilitator of the OFB, will be unbiased, and will encourage the SOT to review as many options as possible.
4. The Chairperson shall advocate the decision of the OFB to Student Senate regardless of his/her personal views.
5. The chair shall notify Student Senate of any vacancies. The Chair shall recommend a replacement.
6. In a case of a tie the chair shall act as a tie breaker.
7. If the chair cannot attend a meeting, he/she shall appoint a temporary chairman.

B. Recording Secretary:

1. The Director of Student Organizations will appoint a recording secretary from its membership
2. The Secretary shall properly record the meetings.
3. In the Secretary's absence the Chairperson shall record the meetings.

SECTION 5: GENERAL CONDUCT AND OPERATIONAL REGULATIONS FOR OFB MEETINGS

- A. OFB meetings are held Thursdays at 5:30 PM starting the second week of the academic school year. OFB meetings will not be held during the summer, fall, winter and spring breaks.
- B. All OFB meetings are open to the public.
- C. All records of OFB meetings and decisions are public record.
- D. All funding records are open to the public.
- E. A quorum shall consist of 2/3s of the entire voting membership. A quorum is only necessary when decisions on funding allocation or charter removal or funding seizure are being discussed. Meetings shall be called by the Chairperson.
- F. There must be at least 1/2 of the voting members present for a meeting to be held.
- G. Conflict of Interest:
 1. It is the responsibility of the Director of Student Organizations and Student Rights Advocate to determine which members, if any, may have a potential conflict of interest. However, OFB members are strongly encouraged to actively announce a conflict of interest to the Director of Student Organizations. OFB members may not review the funding request of a club or organization of which they have been involved in.
 2. If an OFB member does not refrain from voting or making funding recommendations it is the Director of Student Organizations responsibility to remove the vote or recommendation. Said removal may be over ruled by the OFB or Student Senate, upon 2/3 majority vote.

SECTION 7: CHARTER/FUNDING REVIEW

If at any time during the year the organization has failed to maintain or abide by the UNC and/or Student Senate rules and policies, it will be subject to an automatic review by the Organization Funding Board and Student Senate.

- A. The following are grounds for automatic charter review:
 1. Violation of local, state, or federal laws or the rules, policies, or procedures of Student Senate or UNC.
 2. Violation of conditions of charter recognition.

3. Violation of Student Senate Guidelines for Funding of Student Organizations (including violation of SFAP rules for groups which are specially chartered.)
 4. Expenditures from the "2" account that were not approved by the OFB.
 5. Failure of a student organization to submit an event report or monthly report.
 6. In the event that the accusations do not fall within the above categories, disputes and grievances will be resolved as outlined in The Rules and Procedures of the Student Judiciary.
- B. Any student-at-large or any student organization may bring a written and signed complaint to the Student Senate Director of Student Organizations. The complaint will be made public.
- C. The Student Senate Director of Student Organizations will:
1. Forward a copy of the allegations to the Student Body President, the Student Senate Advisor, and the Student Rights Advocate.
 2. Notify the accused organization within three (3) days of a filing.
- D. If the amount of days remaining in a semester allow, then within fifteen (15) working days following the deadline by which a grievance has been accepted, a date for an OFB hearing to resolve the allegations must be set. (Hearings may not occur during the summer term.)
1. The OFB will make a decision following the hearing regarding the charter and/or funding of the organization. This decision will be sent to the Director of Student Organizations for a final decision by Student Senate.
 2. Student Senate will make the final decision whether or not to penalize, suspend, or revoke the group's charter and/or funding. If the organization has been funded by student fees, Student Senate may freeze the account or seize the organization's funds. If appropriate, Student Senate may set conditions attached to a timeline that the group must fulfill to avoid action/further action.

SECTION 8: INACTIVE STUDENT ORGANIZATIONS

- A. Inactive Status: An organization is declared inactive if it has failed to complete or update its charter as required in Part 1 of this chapter. Inactive organizations may not participate in any of the charter benefits/privileges until their charter has been updated and their charter re-approved by Student Senate.
1. The groups may not participate in any of the privileges as outlined in Part 1 of chapter. The Director of Student Organizations will notify the appropriate offices.
 2. For the clubs that do not charter for a term of one semester (summer semesters not included) or more, Student Senate may freeze the account, or seize the funds in the organization, to be reallocated during the next funding process.
- B. If after one semester the student organization has failed to update their file, Student Senate shall assume that the group has ceased to exist and their charter will be officially rescinded.
- C. A notice to charter again, in order to keep funds, will be given to those groups that previously held charter status.

STUDENT SENATE BYLAWS **CHAPTER IX (PART 3)** **STUDENT ORGANIZATIONS FUNDING PROCESS**

SECTION 1: PURPOSE

Student Senate establishes financial support of UNC chartered student organizations in order:

- A. To help develop and maintain the commitment to a meaningful student leadership development.
- B. To budget student fees for various programs and activities which are beneficial to chartered student organizations and toward increasing meaningful participation from the student body.
Note: The Bylaws in this Chapter apply to chartered Student Organizations only.

SECTION 2: TERMINOLOGY AND DEFINITIONS

Organization Funding Board (OFB) is the Student Senate committee that assists the Director of Student Organizations in matters of Student Senate funding.

Director of Student Organizations is the elected Student Senate officer who facilitates the chartering and funding of all student organizations. (See definition in Part 1)

Student Fees are mandatory monies, which are collected from all students in addition to tuition.

Note: Additional information regarding the OFB may be found in Part 3 of this Chapter.

SECTION 3: ELIGIBILITY FOR FUNDING

- A. The organization must be chartered through the Student Senate charter recognition process. (See Part 1 of this Chapter.)
- B. The group must have a good financial history with the business office as determined by the OFB .
- C. The group must be of non-profit in nature.
- D. The group must not be funded through general revenue dollars or through the Student Fee Allocation Process.
- E. Any club or organization that has a voting right on Student Senate is not eligible for club funding.

SECTION 4: EVENT SPECIFIC FUNDING PLAN

- A. Funding Requests Limitations
The budget requested for each event must not exceed \$1,500. Total funding for the organization's events must not exceed \$5,000 for the academic year. Student Organizations may request up to \$3,000 for reoccurring events. Any requests that surpass these caps must be approved by the OFB and will then be forwarded by the Director of Student Organizations to Student Senate to be ratified.
 - 1. Student Organizations may not request funds for operational budgets.
- B. Procedure for Event Specific Budget Plan
 - 1. Student Organizations must select one representative to attend one of the Funding Meetings at the beginning of the semester. If your organization is unable to attend, then funding may not be applied for unless your group contacts the Student Senate Director of Student Organizations to make other arrangements.
 - 2. Student Organizations will complete the Student Organization funding sheet, specifying amounts of money needed for a specific event and the funding proposal questionnaire. This must be submitted to the Director of Student Organizations by 5:00 PM on the Monday prior to the scheduled OFB meeting.
 - 3. If the student organization is requesting funds for a reoccurring event, all dates must be listed with the event request sheet.

4. The Student Organization event funding sheet will be forwarded to the Organization Funding Board for approval.
5. Student Organizations requesting funds must have one representative attend the Organization Funding Board meeting
6. The committee will use the following criteria to review requests:
 - a. The credibility of the applications line item budget.
 - b. The credibility and completeness of the events planning.
 - c. The benefit of the events to the university, the students, and the club.
 - d. The financial need of the club.
 - e. Roll-over from account two funding is deducted from funding recommendation.
 - f. Fundraising will be encouraged.
 - g. All events must be fully planned prior to the OFB meeting.
7. Inappropriate funding request include:
 - a. Food requests that exceed the average of the University's individual meal per diem rates.
 - b. Food for regularly scheduled organizational meeting.
 - c. Speakers without enough detailed event information or co-sponsorship funding to assure the OFB of its completion.
 - d. Direct contributions to charitable organizations or agencies. A service or product must be rendered for all monies disseminated.
 - e. Funding for travel to conferences or registration for conference.
 - f. Alcohol or drug purchases.
 - g. Salaries, stipends, or scholarships for elected or appointed student organization officers.
 - h. Personal gifts that are not connected with an event.
 - i. Private receptions or parties. All events must be available to all students. Funding for programs or activities which generate individual with academic credit.
 - j. The OFB is authorized to interpret whether the use of funds is appropriate.
7. The OFB will enter deliberation after hearing all budget requests and decide the appropriate funding allocation. The OFB will approve all recommendations by a 2/3 majority vote of the voting membership.
8. Student Organizations are required to submit a program report two weeks after the funded event occurs to the OFB . If a student organization requests funds for a reoccurring event they must submit monthly reports on the event. The program report must consist of the following:
 - a. Brief description of what occurred at event
 - b. Estimated number of attendees
 - c. Final cost of event

SECTION 5: GRIEVANCES AND APPEALS

- A. Grieving a Groups Funding Allocation
 In the event a student organization feels that their funding allocation was unfair they may consult the Student Rights Advocate to find appropriate courses of action. Any club or organization wishing to file a grievance against the funding allocation must do so within three weeks of the OFB meeting in which the funding allocation was voted upon.

SECTION 6: PROCEDURES FOR THE DISSEMINATION OF STUDENT SENATE FUNDS

- A. When the OFB approves the organization's budget allocation, funds will be transferred into an individual organization's account through the University Center Business Office.

- B. In order to use Student Senate funds, the organization must complete an Account Authorization Signature Card, which includes all signatures of those members approved by the organization to process expenditures and the group's advisor.
- C. All revenue generated by the organization from student fees must be deposited in the Student Organizations account.
- D. All organization expenditures must start with a Work Copy. On this document must be the signatures of the treasurer of the organization and of another officer in that organization. The signatures must conform to the ones on the signature card. The group advisor may not authorize expenditures.
- E. Upon completion of the Work Copy, the Student Senate Director of Student Organizations, or in his/her absence, the Student Senate Director of Finance must approve and countersign the Work Copy.
- F. Expenditures or commitments made without an approved Work Copy will be considered a personal transaction and Student Senate will not be responsible for payment.
- G. Purchases of services or goods may not exceed the total amount, which the organization has earned and deposited into its account. At no time will an organization be allowed to deficit spend. Deficit spending will have a negative impact on subsequent funding allocations.
- H. All travel must be processed in advance through the University Center Business Office. The University requires special forms and procedures be used. NO travel will be reimbursed unless it has been processed in advance through the UC Business Office.
- I. If the above procedures are not followed, the organization will be personally responsible for unapproved expenditures.
- J. Any funds remaining in the Director of Student Organizations account will roll over into subsequent fiscal years.

SECTION 7: SEIZURE AND/OR SUSPENSION OF ORGANIZATIONAL FUNDS

- A. In the event that strong evidence is presented that an organization may have violated UNC or Student Senate policy or state, or federal law, the Student Senate Director of Student Organizations has the authority to suspend the organization's account. During the next SOT meeting, the suspension must be affirmed by the committee or it cannot remain in place.
- B. In the event that strong evidence is presented that the organization has misappropriated funds then the Student Senate Director of Student Organizations will forward that information to the internal auditor. Following the findings of the auditor, action against the groups charter may be taken as outlined in Chapter IX: P1: 7.

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