Department Procedures Manual

CLUBS AND ORGANIZATIONS

ASSOCIATED STUDENTS OF THE UNIVERSITY OF NEVADA

Adopted: November 9th, 2017

ASSOCIATED STUDENTS OF THE UNIVERSITY OF NEVADA
DEPARTMENT OF CLUBS AND ORGANIZATIONS
PROCEDURES MANUAL

TITLE I. PROCEDURES MANUAL

Chapter A. Purpose

Section 1 The purpose of this manual shall be to establish a definite course of action for the operation of the Department of Clubs and Organizations (the Department) and set forth its principles and functions.

Chapter B. Application and Authority

Section 1 This manual shall apply to all matters of the Department, including its operations and the actions of its officers.

Section 2 This manual is intended as a guide for conducting Department business.

TITLE II. THE DEPARTMENT

Chapter A. Functions

Section 1 The Department shall oversee all ASUN clubs and organizations and provide for the recognition of new clubs and organizations

Section 2 The Department shall manage Club Support Funding that partially assists ASUN recognized student groups in developing events and activities for students on campus, enriching leadership and learning opportunities, and providing support for organization infrastructure.

Section 3 The Department shall work to manage and distribute resources intended for the support of ASUN clubs and organizations

Section 4 The Department shall provide for and develop activities that support the success of ASUN clubs and organizations

Section 5 The Department shall act as a network and clearinghouse for ASUN clubs and organizations, and act as representation within the government of ASUN for its recognized bodies

Chapter B. Duties and Powers

Section 1 The Department shall hold an officer training session by the 8th week of each semester in order to assist clubs and organizations. The session will include, but not be limited to: getting started, funding and programming

Section 2 The Department shall hold an officer training session during the summer in order to assist clubs and organizations.

Section 3 The Department shall hold advisor trainings and workshops at least once per year

Section 4 The Department shall hold a Club Fair not less than once a semester for the purpose of allowing clubs and organizations to

recruit new members. Each fair shall be held within the first four weeks of classes in each semester.

Section 5 The Department shall provide a mandatory leadership conference for clubs and organizations not less than once per academic year. The conference shall be held for the purpose of providing student officers with an opportunity to develop skills in leadership, organization management, team dynamics, and other such topics..

Section 6 The Department shall organize the annual ASUN Club Awards Reception in which the clubs and organizations awards shall be presented.

Chapter C. Governing Body

Section 1 The governing body of the department shall be called the Commission on Clubs and Organizations [Clubs Commission] (the Commission).

Chapter D. Officers of the Department

Section 1 The Director of Clubs and Organizations (the Director) shall be the head of the Department as set forth in per SAS 202.03.b.

Section 2 The Assistant Director of Clubs and Organizations (the Assistant Director) shall be responsible for the managing the operations and the budget for ASUN Club Support Funding.

Section 3 The Commissioners of Clubs and Organizations (Commissioners) shall be subsidiary officers of the Department, under the Director, Assistant Director, and the Office of the President. There shall be no less than five (5) and no more than eight (8) Club Commissioners per SAS 202.05.a.

Chapter E. Establishment of Coalitions

Section 1 There shall be established Coalitions of Student Clubs and Organizations.

Section 2 These coalitions must include, but are not limited to:

i. Campus Life
ii. Faith-Based
iii. Greek Life
iv. Multicultural and Diversity
v. Pre-Professional/Academic: Arts, Business, and Education
vi. Pre-Professional/Academic: Science and Engineering
vii. Service & Community Outreach
viii. Social & Political Involvement
ix. Sports & Recreation

TITLE III. THE COMMISSION

Chapter A. Functions

Section 1 The Commission shall work as the organizing and governing body of the Department

Section 2 The Commission shall act to oversee all ASUN-recognized clubs and organizations

Section 3 The Commission shall create and maintain policies, procedures and other such documents for the purpose of organizing the functions of the Department and governing recognized student organizations

Chapter B. Duties and Powers

Section 1 The Commission shall conduct at least one (1) Club Support Funding Policy Manual audit per fiscal year. The Commission shall adhere to the last change to the Club Support Funding Policy Manual until the new policy is approved by the Senate. The policies shall include, but are not limited to:

i. Structure of funding programs
ii. Prohibited items, actions, and uses
iii. Establishment of rates and formulas for fuel, clothing items and promotional materials
iv. Inherent, standing stipulations on funding
v. Statement of Capital Items
vi. Establishment of hearing procedures and periods

Section 2 The Commission may authorize the financial audit of any ASUN recognized club or organization through ASUN Central Station.

Section 3 The Commission shall hear requests for Club Support Funding of ASUN recognized clubs and organizations and shall disburse funds as guided by the Club Support Funding Policy Manual.

Section 4 The Commission shall solicit nominations for, and select the annual clubs and organizations awards.

Section 5 The Commission shall investigate and make decisions concerning the ASUN Clubs and Organizations Conduct Policy

Section 6 The Commission may move to veto the approval of a newly approved organization or revoke recognition of standing organizations. Such action requires a second, is debatable and must receive a supreme majority (2/3) affirmative vote.

Section 7 The Commission shall conduct an audit of ASUN Center for Student Engagement club resources at least once every two (2) fiscal years.

Section 8 The Commission shall conduct an audit of the Department Procedures Manual at least once per fiscal year.

Chapter C. Meetings

Section 1 All meetings shall be governed according to Robert's Rules of Order.

Section 2 Meetings shall be held no less than twice per month during the regular academic semester.

Section 3 Quorum for the Commission shall consist of a simple majority (50% plus 1) of the voting membership

Section 4 The Commission shall have at least one meeting before the Fall Semester begins. The meeting will be no more than two weeks prior to the beginning of the semester.

Section 5 The Commission shall follow Nevada Open Meeting Law.

TITLE IV. THE DIRECTOR

Chapter A. Functions

Section 1 The Director shall act as the head of the Department, representing it, and the Commission, within the government of ASUN.

Section 2 The Director shall serve as a resource for club leaders, commissioners, ASUN officials, and professional staff regarding matters of the Department.

Section 3 The Director shall serve as a member of the Presidential Cabinet, representing the Department.

Chapter B. Duties and Powers

Section 1 The Director shall be the *ex-officio* chair of the Commission with no voting rights except for the purpose of breaking a tie.

Section 2 The Director may assign Commissioners as representatives or heads of specific coalitions.

Section 3 The Director shall be responsible for approving new clubs and organizations and—reviewing periodically club documents, membership and other such information provided through the ASUN online management system.

Section 4 The Director shall petition for funding from the ASUN Senate Committee on Budget and Finance to support the functions of the Department on behalf of the Commission.

Section 5 The Director may delegate specific functions, duties or powers to any inferior officer of the Department

Chapter C. Conduct Advisory Committee

Section 1 The Director may, at any time, call for the creation of the Conduct Advisory Committee (the Committee) and will serve as the chair of the Committee

Section 2 The Committee members shall be selected by the Director

Section 3 The Committee shall be made up of no less than five (5) members. The Committee shall include, but is not limited to:

i. Two (2) Commissioners
ii. Two (2) Senators
iii. One (1) member of the executive cabinet

Section 4 The Committee shall advise a course of action for the Director on matters pertaining to the conduct of the Commissioners. The decision of the Committee is non-binding and serves only in an advisory capacity

Section 5 The Committee shall consider, but is not limited to, the following criteria:

i. Fulfillment of responsibilities
ii. Accountability to the constituency
iii. Behavior while in office

Chapter D. Appointment and Term

Section 1 The Director shall be appointed by the President of the ASUN and confirmed by the Senate as set forth in the *Executive Branch Act of 2007* (S.B. 75-10)

Section 2 The Director's term shall be from the date of their confirmation until such date as is set forth by the Senate.

TITLE V. THE ASSISTANT DIRECTOR OF CLUBS AND ORGANIZATIONS

Chapter A. Function

Section 1 The Assistant Director shall act as the business manager for the Department.

Section 2 The Assistant Director shall serve as a liaison between the Department, Central Station, and club leaders.

Chapter B. Duties and Powers

Section 1 The Assistant Director shall be responsible for managing the operations and the budget of ASUN Club Support Funding.

Section 2 The Assistant Director shall assist the Director of Clubs and Organizations in account management and financial advisement of ASUN recognized clubs and organizations.

Section 3 The Assistant Director shall serve as quasi Secretary of the Department through the preparation of agendas, documentation of minutes, and any other tasks related to meetings of the Department.

Section 4 The Assistant Director shall have no voting rights and does not count toward the number needed for quorum.

Section 5 The Assistant Director shall work directly with the Assistant Director of Accounting in maintaining accurate club account balances and anything that may pertain to finances.

Section 6 The Assistant Director shall be responsible for any other duties as assigned by the Director.

Chapter C. Appointment and Term

Section 1 The Director of Clubs and Organizations will recommend to the President an appointment for the Assistant Director position. The President will appoint the Assistant Director. The Senate will confirm the President's appointments as per SAS 202.04.a.

Section 2 The Assistant Director's term shall be from the date of confirmation until such date as is set forth by the Senate.

TITLE VI. THE COMMISSIONERS

Chapter A. General functions of all commissioners

Section 1 One or more Commissioners may act as head or representatives of a Coalition(s)

Section 2 Commissioners shall act as representatives to the respective coalition(s) to which they are assigned, working to implement the goals and objectives of the department within the organizations and clubs falling under their purview

Section 3 Functions of the Commissioners as Heads of Coalition

i. Campus Life
ii. Faith-Based
iii. Greek Life
iv. Multicultural and Diversity
v. Pre-Professional/Academic: Arts, Business, and Education
vi. Pre-Professional/Academic: Science and Engineering
vii. Service & Community Outreach
viii. Social & Political Involvement
ix. Sports & Recreation

Section 4 Commissioners shall attempt to contact each organization prior to the beginning of the Fall Semester and update each organization's contact information. The Commissioners shall convey any changes to the Club Listserv Administrator.

Section 5 Commissioners shall attend at least one (1) meeting or activity of each organization within their respective coalitions by the third Club Support Funding Hearing.

Section 6 Commissioners shall attempt, if possible, to comply with club officer requests for a meeting within one week of the request

Section 7 Commissioners shall meet with any new organization, within their prospective coalition, requesting recognition by the ASUN.

Section 8 Commissioners are required to meet with their respective coalitions at least once (1) per semester.

Chapter B. Appointment and term

Section 1 The Director of Clubs and Organizations will recommend to the President appointments to any vacancies on the Commission. The President will appoint the Commissioners. The Senate will confirm the President's appointments as per SAS 202.06.a.

Section 2 The Commissioners' terms shall be from the date of confirmation until such date as is set forth by the Senate

TITLE VII. STANDING OF CLUBS AND ORGANIZATIONS

Chapter A. Recognition and Approval of New Clubs and Organizations

Section 1 New clubs and organizations shall submit an application to the ASUN Department of Clubs and Organizations.

Section 2 Recognition shall be based on the following:

i. Compliance with the guidelines for constitutions for student organizations and policies and procedures affecting student organizations.

ii. Agreement to a policy stating that the club or organization does not discriminate with respect to membership in compliance with SAS 202.08.a.3.

iii. The club or organization's constitution shall not in wording or form supersede the constitution of the Associated Students of the University of Nevada, University and Nevada System of Higher Education policy and all local, state and federal laws.

iv. Copies of the constitutions and bylaws submitted by clubs and organizations shall remain on file with the ASUN business offices.

v. Confirmation of a faculty/staff advisor for the club or organization.

vi. Clubs or organizations with national chapters are required to comply with the national club or organization's charter, rules, and regulations. That club or organization must then comply with all ASUN requirements for recognition. No club or organization is allowed to use the name, symbol, or charter of a national club or organization unless recognized by the national club or organization and the ASUN.

vii. Clubs or organizations must have no less than ten (10) undergraduate students, enrolled in seven (7) or more credits, as members, and officers shall be undergraduate student members.

Section 3 Upon final approval, the ASUN Club Engagement Assistant shall assign the new organization to one of the coalitions, as indicated by the club or organization during the application process.

Chapter B. Renewal of Clubs and Organizations

Section 1 Clubs and organizations shall update officer contact information, reconfirm advisor, submit a roster of at least 10 undergraduate students on or before Dead Day in the spring semester (in preparation for the upcoming Fall semester) and December 15 (in preparation for the upcoming Spring semester).

Section 2 It is the responsibility of the incoming leaders to inform the Department of any leadership changes and to update their contact information

Chapter C. Inactivation of Clubs and Organizations

Section 1 Clubs and organizations that fail to renew before or on the prescribed renewal dates shall be deemed inactive.

Section 2 Inactive clubs can regain ASUN recognition once they fulfill the renewal requirements.

Chapter D. Eradication of Inactive Clubs

Section 1 If a club or organization is financially inactive for more than four (4) semesters, the club or organization will be purged from all ASUN departments and lose ASUN recognition. The Director of ASUN is directed to reach out and assess the club's status.

Section 2 If deemed inactive, the balance, negative or positive, in a purged club or organization's account through the ASUN accounting office will be permanently transferred into a clearance account remitted to ASUN.

Section 3 A purged club or organization must undergo the entire recognition process in order to regain recognition. Once recognition has been regained, the club or organization will be considered new, and will start with a net zero balance in their club account.

Chapter E. Submission of New Club Requests

Section 1 Those clubs and organizations wishing to obtain recognition by ASUN shall complete the most recent edition of the New Club Application ("the Application"), as published by the Department of Clubs and Organizations. Only those groups wishing to gain new recognition by the ASUN must complete and file this application.

Section 2 All Applications shall contain, at a minimum, the following:

i. The recognized and common name(s) of the requesting organization

ii. The name and contact information of the officer filing the Application and the name and contact information of the organization's President or Treasurer. If either of these officers are the primary requester, the information of the other officer must be supplied in the subsequent section.

iii. The name and contact information of the organization's University faculty/staff advisor

iv. A listing of names of all current members to the organization

v. Appropriate documentation required for recognition (i.e. Constitution/Bylaws)

vi. Other information as deemed appropriate by the Director or the Commission

Section 3 All submissions must be approved by the organization's President and Treasurer.

Chapter F. Hearing of New Club Requests

Section 1 All hearings shall follow Nevada Open Meeting Law (*NRS 241*), shall be chaired by the Director, and shall be governed by

Robert's Rule of Order and those pertinent items contained within the Department Procedures Manual.

Section 3 Each organization requesting ASUN recognition shall be granted time to make a statement to the Commission for each request filed, with the total time allotted to be set by the Director or Commission, but being not less than one (1) minute.

Section 4 The President and Treasurer of an organization must be present during the hearing in which their organization is requesting recognition. Should one of these officers not have the ability to attend, they must submit to the Director a written notification, including the name and contact information for the officer or member who will be acting in their stead not less than 24 hours prior to the scheduled start of the meeting or hearing at which the request is to be made.

Section 5 The Commission shall evaluate requests upon criteria including, but not limited to:

i. Completion of all new club criteria, including but not limited to:
   a. Appropriate membership
   b. Advisor
   c. Constitution/By-Laws
   d. Central Station Workshop

ii. Benefit to the student body and organization members

iii. The duplication of an ASUN or other organization or service

Section 5 The Commission reserves the right to amend requests made during New Club Recognition Hearings in its effort to meet its duties and the goals and objectives of the Department, and to place stipulations and conditions for said purpose.

Section 6 The Commission reserves the right to veto a new club request should a club violate those general policies and laws established by the Department and the ASUN or those of the University or the Nevada System of Higher Education.

Chapter G. Access to Club Accounts and Funding

Section 1 Any club or organization which has overdrawn their club account, or is shown as a debtor to the ASUN, shall be denied access to funds and other ASUN resources, as confirmed by the Director

Chapter H. Financial and Accounting Policies

Section 1 Decisions or actions regarding financial and accounting policies made by the Nevada System of Higher Education, Board of Regents, or the University shall supercede any decisions or action made by the Association or the Department.

Chapter I. Denial of a prospective ASUN Club or Organization

Section 1 If a prospective ASUN Club or Organization is denied ASUN recognition by the Department, the club may reapply at any time.

Section 2 Upon denial of ASUN recognition, clubs may request a hearing before the Commission for the purpose of appealing the decision

Chapter J. Probation and Duration of ASUN Recognition

Section 1 Clubs or organizations are responsible for keeping updated information, member lists, and constitutions with the ASUN database. If a club or organization's required conditions for recognition become outdated, the club or organization will immediately be deemed inactive and placed on probation. Clubs on probation are ineligible for ASUN resources and funding.

Section 2 If a club or organization is inactive for more than one (1) year, the club or organization will lose all ASUN recognition and must undergo the entire recognition process in order to regain recognition.

Section 3 Clubs and organizations which maintain active status, or regain active status within one year, shall be continuously recognized by ASUN with no expiration date on their status as approved student organizations

TITLE VIII. FUNDING OF CLUBS AND ORGANIZATIONS

Chapter A. Requests by Clubs

Section 1 Clubs and organizations shall follow any fiscal policies, procedures, or mandates set forth by the Nevada System of Higher Education, Board of Regents, the University of Nevada Administration, and/or the Controller's Office

Section 2 Requests for club support funding shall follow the policies and procedures as outlined in the Club Support Funding Policies Manual

Chapter B. Emergency Requests by Clubs

Section 1 Requests for club funding under emergency requests shall be heard at every Commission meeting.

Section 2 The officers indicated as President and Treasurer from each ASUN Club or Organization must be present at the Commission meeting when the club or organization's funding is being determined, unless the Director or Commission excuses them.

Section 3 Another officer or member may act *by-proxy* for the President or Treasurer of a requesting club or organization if written notification has been received by the Department not less than one day prior to the date of the request hearing.

Section 4 The Clubs and Organizations Commission shall grant funding in accordance with the established funding policy, determined by the Clubs and Organizations Commission, as approved by the Senate, to the existing clubs or organizations

Section 5 The club or organization must spend the granted funding by the date stated and in the manner prescribed in the original request or by the order of the Commission, unless special provisions are made with the Director

Section 6 Any club or organization utilizing more than the funds allocated to them shall be ineligible to request further funding, utilize ASUN resources, or make withdrawal from their ASUN Club Account until certification is received from the ASUN Accounting Office that there has been a remittance of the overdraft funds

Chapter C. Maintenance of Club Accounts

Section 1 The Clubs and Organizations Commission shall review all club accounts every two (2) years. If it found that a club has been inactive, procedures for eradication of an inactive club shall be followed as outlined in this document.

TITLE IX. RECOGNITION OF ACHIEVEMENT

Chapter A. Annual Clubs and Organizations Department Awards

Section 1 The Clubs and Organizations Awards may include, but are not limited to:

i. Outstanding Program of the Year
ii. Outstanding Community Service of the Year
iii. Outstanding Club Leader of the Year
iv. Outstanding Advisor of the Year
v. Outstanding New Club of the Year
vi. Outstanding Campus Life Club
vii. Outstanding Faith-Based Club
viii. Outstanding Greek Life Club
ix. Outstanding Multicultural and Diversity Club
x. Outstanding Pre-Professional/Academic: Arts, Business, and Education Club
xi. Outstanding Pre-Professional/Academic: Science and Engineering Club
xii. Outstanding Service & Community Outreach Club
xiii. Outstanding Social & Political Involvement Club
xiv. Outstanding Sports & Recreation Club
xv. And up to three (3) additional awards may be determined by the committee that selects the awards.

Section 2 The committee that selects the awards will be comprised of the current ASUN Director of Clubs and Organizations who shall serve as chair of said committee, and at least four (4) members of the Commission.

i. The chair shall serve in a non-voting capacity unless to make or break a tie vote.

ii. No member of the committee will be eligible for the award and executive officers of nominated clubs may not vote in the award category that their club is nominated.

Section 3 Nominations will not be restricted to members of the University of Nevada community.

Section 4 In order to be eligible for any award, the club must be currently recognized by ASUN or an individual must be a representative of a currently recognized club.

Section 5 Additional requirements for specific awards shall include:

i. To be eligible for Outstanding Leader of the Year award, nominees must be a registered undergraduate student at the University of Nevada.
   a. Outstanding Club Leader of the Year nominations must include a letter of recommendation from a member or advisor of the club.

ii. Outstanding Advisor of the Year nominations must include a recommendation from a member of the club.

iii. Selection of the Outstanding Club of the Year shall be based equally on the following criteria. How well the club has:
   a. Benefited the campus activities
   b. Benefited the University/Student Body
   c. Benefited the community
   d. Benefited club membership

iv. To be eligible for Outstanding Community Service of the Year Award the club must have exhibited community service efforts on more than one occasion.

Section 6 Nominations will be accepted for no less than a two week period during the Spring Semester.

TITLE X. CODE OF CONDUCT

Chapter A. Conduct of Club Members

Section 1 Club members are expected to adhere to the University of Nevada's Student Code of Conduct at any club activity on and off campus. All club members should familiarize themselves with the Student Code of Conduct found in the Student Handbook.

Chapter B. Conduct of Student Organizations as Entities

Section 1 Clubs and Organizations are expected to adhere to the University of Nevada's Student Code of Conduct and all other applicable University codes and regulations and are responsible for ensuring within reason that club activities do not allow for breach of code by student members.

Chapter C. Violations of Conduct Code

Section 1 Reports of any violation of ASUN or University regulation will be handled in the following manner.

i. The ASUN Director of Clubs and Organizations shall inform the club of an investigation, and the club shall have two (2) weeks to produce requested documentation and/or appear before the Commission to answer the Commissioners' questions.

ii. All violations will be referred to the ASUN Director of Clubs and Organizations. After a review of the violation, the Director of Clubs and Organizations will have the choice to either send the violation to the Commission or not recognize the violation and send it to an Executive Cabinet Meeting. The Executive Cabinet will then take a vote as to whether or not the violation shall be forwarded to the Commission. The Executive Cabinet may also decide to forward the violation directly to the ASUN Judicial Council.

iii. If a violation is brought forth to the Commission, the body may or may not implement one or more of the consequences outlined in Section 2, below. The Clubs and Organizations Commission's recommendation must pass with a supreme majority (two-thirds).

iv. Upon the final decision of the Commission, the club or organization may appeal to the ASUN Judicial Council.

v. The Commission shall close its meetings whenever an individual's character is brought into question or when the case relates to the educational record as stated in the Federal Education Rights and Privacy Act (Buckley Amendment).

Section 2 Consequences for violations:

i. A verbal or written warning.

ii. Probation from ASUN for a specific period of time.

iii. Revocation of ASUN Recognition.

iv. Denial of access to club funds.

v. Referral of an individual student to Student Conduct

vi. The violation, along with evidence, will be forwarded to Student Judicial Affairs and, if applicable, the club or organization's national office for further investigation.

TITLE XI. SPECIAL PROVISIONS FOR CLUB COALITIONS

Chapter A. Pre-Professional/Academic: Science and Engineering
Chapter B. Pre-Professional/Academic: Arts, Business, and Education
Chapter C. Social and Political Involvement
Chapter D. Greek Life
Chapter E. Campus Life
Chapter F. Service & Community Outreach
Chapter G. Faith-Based

Chapter H. Multicultural & Diversity

Chapter I. Sports & Recreation

Section 1 The Sports and Recreational Activities Commissioner shall work with the Club Sports Advisor.

Section 2 A Club Sport is classified as a team that competes against other schools in sanctioned competition.

Section 3 All Club Sports Teams must abide by the University of Nevada Sport Club Program Handbook.

Section 4 Attendance of at least one executive officer at all meetings scheduled by the Sports Clubs Coordinator including Sport Club Council Meetings.

Section 5 At least one officer and one member must have current CPR and First Aid certifications.

Section 6 All coaches or managers must have signed the "Volunteer Agreement."

Section 7 All participants must sign the Liability Waiver.