

COUNCIL OF CLUBS BYLAWS (Updated Fall 2016)

Article I: Name

The name of this organization is Council of Clubs. The Student Leadership Council's governing documents supersede this document. Student Leadership Council will be referred to as SLC in this document. Linn-Benton Community College will be referred to as LBCC in this document.

Article II: Object

The object of the Council of Clubs is to serve as a central governing force bringing together all LBCC Student Life and Leadership-approved clubs for resource appropriation, advocacy, and networking.

- a) To help ensure the greatest participation by students in club development and implementation at LBCC.
- b) To control and manage all SLC funds appropriated to the Council of Clubs.
- c) To organize a combined club calendar for events, activities, and meetings.
- d) To review and make decisions about club grant requests.
- e) Recommend members to the following LBCC councils and committees: College Council; Academic Affairs; Mission, Effectiveness, Resources and Improvement Team (MERIT) and Values Inclusion & Cultural Engagement (VICE).
- f) Recommend up to two (2) members to serve on the Judiciary Board.
 - Appointed members may be non-voting members of the Council of Clubs
 - Appointed members must provide a report from Judiciary Board to the Council of Clubs.

Article III: Membership

Section 1: General membership is open to all recognized clubs, including those clubs pending recognition. Club advisers may attend meetings; however, only students may vote.

Section 2: Voting membership is reserved for general members who are in good standing with Council of Clubs. Each club is entitled to one student vote.

Section 3: Chair: The SLC has appointed the Clubs and Student Engagement Director to serve as Chair to the Council of Clubs.

Section 4: Executive Assistant: The SLC has appointed the Executive Assistant to serve on the Council of Clubs for the purpose of maintaining minutes for all Council of Clubs meetings.

Article IV: SLC Appointed Positions

Section 1: SLC appointed positions shall be Chair and Executive Assistant. Appointed members must attend all Council of Clubs meetings or have an SLC-approved proxy with written outlines. The duties and powers of the officers shall be as follows:

A. Chair

1. Preside at all Council of Clubs meetings.
2. Chair is a non-voting member, except in the event of a tie. In that event, the Chair casts the tie-breaking vote.
3. Draft and distribute Council of Clubs meeting agendas and previous minutes not later than 24 hours prior to the meeting.
4. Interpret and ensure that all funding guidelines are being followed.

5. Appoint members, set time limits, tasks, and deadlines for subcommittees.
6. Proposal of the Bylaws including changes and interpretations to Council of Clubs.
7. Present a monthly Council of Clubs report to SLC.
8. Adhere to all duties and responsibilities as set forth by SLC's governing documents.

B. Executive Assistant

1. Keep official minutes of meetings to include: club attendance, voting, proposals, general discussion, and funding requests and approvals.
2. Provide documents to Student Life and Leadership staff to post for public.
3. Maintain contact with designated club representatives concerning Council of Clubs status.
4. The Executive Assistant is a non-voting member of the Council of Clubs.

Article V: Meetings

Section 1: Meetings will be held according to Robert's Rules of Order.

Section 2: All meetings are open to the public.

Section 3: Meetings will take place on a biweekly basis and are announced by the first week of each academic term. The day and time shall be outlined in the SLC Bylaws and may be changed by a majority vote from the SLC.

Section 4: Four (4) voting members and Chair of Council of Clubs shall constitute a quorum.

Section 5: A club representative may represent only one student club for voting purposes.

Section 6: Council of Clubs representative members may send a proxy to vote on their behalf or submit in writing their votes for specific actions.

Section 7: Council of Clubs agenda must be distributed to all members at least 24 hours prior to the meeting.

Article VI: Voting

Section 1: Each club with a voting membership may have only one vote.

Section 2: Voting methods will be determined by the Chair.

Section 3: Definition of voting terms:

Yes: Those in favor of a motion

No: Those against a motion

Abstentions: Those not voting on a motion.

Article VII: Amending and Ratifying Council of Clubs Bylaws

Section 1: Amending the Bylaws

- A. An amendment must be presented at a Council of Clubs meeting, but cannot be voted on or approved until the next Council of Clubs meeting.
- B. An amendment will pass with a motion and a two thirds (2/3) majority vote.

Section 2: Ratifying the Bylaws and Amendments

- A. Ratifying or amending the Bylaws requires the following:
 1. Passage by Council of Clubs as outlined above
 2. Presentation to and approval by the SLC

3. Review and approval by the college's Vice President of Student Affairs.

Article VIII: Budget

Section 1: Upon administrative approval of its Petition for Charter, a new club may request up to \$100 in start-up funds. New clubs will present a basic budget justification as part of this request.

Section 2: After initial funding, clubs may request funds as needed for events, materials or services by presenting a budget in writing at a Council of Clubs meeting. Budget request must include a brief description of the event or program, how it will benefit the intended audience and how it fits with LBCC's core values. The Council will decide if all or part of the funds may be allocated to those clubs exhibiting activity on campus and within the Council, as well as those clubs who fundraise on their own. Budgetary allocation will be decided on a case-by-case basis on majority vote and may not be denied without legitimate justification.

Section 3: A \$50 award will be transferred to any active club that participates in any of the four following annual events:

1. Welcome Day (pre-Fall Term)
 2. Club Expo (Winter Term)
 3. College Night (Winter Term)
 4. OneVibe Diversity Day (Spring Term)
- \$50 per club, per activity, for a total of up to \$200 annually. An additional \$50 will be awarded at the end of the school year to every club that participated in all four events.

Approved Council of Clubs 10/2016

Approved Student Leadership Council 11/2016

Approved Vice President of Student Affairs 11/2016