

**The Coordinating Council of Clubs
Constitution
Appalachian State University**

Article I: Name

The name of this organization shall be The Coordinating Council of Clubs of Appalachian State University, hence referred to as Club Council (CC).

Article II: Purpose

The purpose of Club Council is to act as a conduit of information regarding policies and regulations affecting organizations between Recognized Student Organizations and Appalachian State University by providing a representative voice of all student organization presidents, officers, and members. The Club Council acts as a resource to organizations through assisting in interpreting policy, providing support for organizational programs, and connecting organizations with on-going training provided at Appalachian State University through a variety of mediums.

Article III: Objectives

The primary objectives of Club Council are:

- a) To make recommendations to the Appalachian State University administration on behalf of University Recognized Organizations regarding policies and procedures affecting organizations, as well as, programs and services assisting organizations.
- b) To encourage on-going developmental opportunities for organizations (URO) through existing University offices, services, and resources and to seek new opportunities.
- c) To allocate funds to organizations to assist with educational, travel and service endeavors.
- d) To review and make recommendations to CSIL to approve constitutions of organizations wishing to register as a Recognized Student Organization.
- e) To coordinate the disciplinary process and make recommendations to the University for clubs in violation of University guidelines.

Article IV: Membership and Requirements

Section 1) Membership of Club Council is limited to no more than thirty members. Membership consists of eight elected members of the Executive Board and twenty-two appointed at-large members.

Section 2) Executive Board Responsibilities

1. Each member of the Executive Board must be a student of ASU and be a member of at least one Recognized Student Organization.
2. Each member of the Executive Board must have completed 30 credit hours by the time of taking office and maintain a 2.25 GPA.
3. Each member of the Executive Board shall be expected to attend Club Council meetings, attend Executive meetings, conduct committee meetings, and serve a minimum of 2 office hours per week.
4. No more than two meetings may be missed per semester.

Section 3) At-Large Member Responsibilities

1. Each at-large member must be a student of ASU and be a member of at least one Recognized Student Organization.
2. Each at-large member must maintain a 2.25 GPA.
3. Each member shall be expected to attend Club Council meetings and assigned committee meetings.
4. No more than two meetings may be missed per semester.

Section 4) Term of Office

1. All Executive Board and At-Large members shall begin their term of office on the day after the last day of classes in the Spring semester of each academic term.

Section 4) Removal from Membership

1. Failure to meet responsibilities set forth in the Constitution and By-laws can result in the Executive Board member being asked to resign from Club Council. A no confidence vote of 2/3 membership can remove a member from Club Council as stated in Article IX of this Constitution.

Article V: Officer Duties

Section 1) Chair

The duties of the Chair are as follows:

1. Meet regularly with the Vice Chairs and the Advisor.
2. Keep all Council Members informed of their responsibilities in accordance with the needs of the Clubs and Organizations.
3. Conduct administrative responsibilities regarding the approval of Constitutions.
4. Assist Vice-Chairs when necessary.
5. Responsible for coordinating meeting space for Executive Board meetings and programs.
6. Preside over all Club Council general body meetings and Club Presidents Meetings.
7. Co-Coordinate the Club Council Retreat with Club Council Advisor.
8. Oversee Club Council Budget and necessary reimbursements.
9. Represent Club Council at Appalachian State University and community functions.
10. Address posting/advertising violations submitted to Club Council by the University Community.
11. Maintain records of Policy and Guideline Infractions.
12. Coordinate agendas and presentation materials for Club Presidents Meeting with advisor.
13. Oversee the Club Council email account along with Vice-Chair of Membership.
14. Assist advisor with oversight and planning of leadership initiatives in Club Hub.

Section 2) Vice-Chair of Club Development

The duties of Vice-Chair of Club Development are as follows:

1. Coordinate the distribution and compilation of Club Chartering Kits.
2. Co-Advise prospective organizations on creating constitutions with the Club Council Advisor.
3. Advise prospective organizations on submission of chartering applications to the Club Council for approval.
4. Compile records of new club chartering applications submitted for approval.
5. Coordinate with CSIL to ensure accurate record keeping of new clubs
6. Host educational workshop for new student clubs on resources and services provided by CSIL and Club Council (Fall & Spring)
7. Assist CSIL with the development and management of registered student organizations, as needed.
8. Preside over Club Council Meetings and Club President Meetings in the absence of the Chair.
9. Shall take over the responsibilities of the Chair should he/she is no longer able to fulfill the duties of the position.

Section 3) Vice Chair of Public Relations

The duties of the Vice-Chair of Public Relations are as follows:

1. Responsible for all communications to Clubs/Organizations.
2. Coordinate Club Council information for the weekly e-newsletter.
3. Develop a Public Relations Network with campus media.
4. Oversee development and upkeep of Club Council website.
5. Create and facilitate marketing plans for Club Council events.
6. Coordinate working calendar in Club Council Office.
7. Design and facilitate Banner for Homecoming.
8. Coordinate the design of Club Council t-shirts.
9. Coordinate invitations to Club Council Events.
10. Coordinate Club Council Bulletin Board.
11. Preside over Public Relations Committee Meetings.

Section 4) Vice-Chair of Allocations

The duties of Vice-Chair of Allocations are as follows:

1. Maintain records of all allocations requests and decisions.
2. Submit a bi-monthly update to the Council.
3. Schedule organizations to attend Allocation Committee Meetings.
4. Notify Organizations of Allocation Decisions within 24 hours of the decision.
5. Maintain records of organizations submitting receipts and follow-up with organizations failing to submit receipts.
6. Preside over Allocation Committee Meetings.

Section 5) Vice-Chair of Programming

The duties of the Vice-Chair of Programming are as follows:

1. Oversee the following events:
 - a. Homecoming Float-Building & Parade (Fall)

- b. YoFest (Club Week) (Spring)
 - c. Club Expo (Fall and Spring)
 - d. Club Awards (Spring)
- 2. Develop new and creative programs and events for the enhancement of clubs and organizations.
- 3. Provide bi-weekly updates to the Council.
- 4. Preside over Programming Committee Meetings.

Section 6) Vice-Chair of Education

The duties of the Vice-Chair of Education are as follows:

- 1. Oversee the following events:
 - a. Transition Conference (Spring)
 - b. Advisor Workshop (Fall)
 - c. Host educational Workshop Series (Fall and Spring)
 - d. Plan and implement Round Table discussions for clubs of similar interests
 - e. Compile and maintain resources (both electronic and hard copy) on a variety of organizational leadership topics for clubs to utilize.
- 2. Provide bi-weekly updates to the Council.
- 3. Preside over Education Committee Meetings.

Section 7) Vice-Chair of Advocacy

The duties of the Vice-Chair of Advocacy are as follows:

- 1. Oversee the delegation and management of the club liaison assignments of Club Council members.
- 2. Develop a system to solicit and track feedback from clubs to better inform future programming and educational initiatives.
- 3. Maintain constant communication with Student Government Association (SGA) and other University Funded Organizations (UFOs) on findings from feedback.
- 4. Develop reports and presentations to full Club Council and CSIL on feedback received from clubs; collaborate with CSIL and UFOs to find resolutions to issues and concerns.
- 5. Work with Programming Committee to host events and programs to enhance advocacy efforts.
- 6. Provide bi-weekly updates to the Council.
- 7. Preside over Advocacy Committee meetings.
- 8. Ways to recognize and appreciate Clubs, Club Presidents, and Advisors

Section 8) Vice-Chair for Membership

The duties of the Vice-Chair of Membership are as follows:

- 1. Plan and coordinate at-large membership recruitment and selection efforts.
- 2. Plan and facilitate membership community service initiatives

3. Develop creative and fun ways to recognize and celebrate Club Council members.
4. Coordinate Club Council membership development events including socials and new member trainings.
5. Maintain Club Council Attendance Records and Rosters
6. Coordinate Club Council Agendas.
7. Record meetings and submit minutes for Council approval prior to each meeting.
8. Oversee the Club Council e-mail account along with the Chair.
9. Track and manage office hours for all members.
10. Coordinate Club Council Mailings.
11. Upkeep of Club Council paperwork.

Section 9) At-Large Members

The duties of the At-Large Members are as follows:

1. Attend Club Council Meetings, Assigned Committee Meetings and Events, and Semester Retreat.
2. Serve as a liaison to an assigned group of clubs designated by the Vice-Chair of Advocacy.
3. Report back during full Council meetings on updates and feedback from club assignments
4. Actively participate and engage in discussion during full Council meetings.
5. Complete a minimum of 1-2 office hours per week in Club Hub.
6. Coordinate assigned tasks.
7. Complete assigned tasks in a timely manner.
8. Maintain a 2.25 GPA.
9. Be an active member in at least one other Recognized Student Organization.
10. Miss no more than 2 meetings per semester.

Article VI: Committees

The Chair of Club Council shall have the power at any time to create and dissolve ad hoc committees at his/her discretion. The Chair will also have the power to appoint people he/she deems able and willing to chair the ad hoc committees with the approval of the council and the input of the Advisor.

Article VII: Executive Board Elections

Section 1) All Club Council elections will be guided by the Club Council Elections Bylaws including campaigning rules and eligibility for office.

Section 2) The Chair and Vice Chairs Election shall be supervised by the Director of Elections. The Director of Elections shall be responsible for the general supervision and administration of these elections, adjudicating and resolving questions related to alleged

violations of elections policies, actions of individuals, interpretation of policies, and other related matters in accordance with these Bylaws.

Section 3) The day-to-day supervision of the elections is the responsibility of the Director of Elections and Club Council Advisor.

Article VIII: Committee Appointments

Section 1) Applications for Club Council Committee positions will be available within ten school days of the election of the Executive Board. Committee Appointments will be made by the Chair of Club Council with the approval from the Executive Board

Section 2) The Vice-Chair of Membership shall oversee the recruitment and selection of new at-large members.

Section 3) Committee Positions are as follows:

1. Club Development Committee – 3 positions
2. Public Relations Committee – 3 positions
3. Allocations Committee – 2 positions
4. Programming Committee – 5 positions
5. Education Committee – 4 positions
6. Advocacy Committee – 3 positions
7. Membership Committee – 2 positions

Section 4) The appointments will be advised by the Club Council Advisor.

ARTICLE IX: Removal of a Club Council Member

The following procedures shall be followed:

Section 1) The Chair must be notified first of the impending removal of a member. If the President is the said officer, the advisor must then be notified.

Section 2) The full Council must have a 2/3 vote to discuss the removal of the said member. Should the discussion take place, both parties (for and against) may be allowed to speak.

Section 3) A motion for the members removal may then be entertained. There must be a 2/3 vote to remove said member from their position on the council.

Section 4) If the position is on the Executive Board, an emergency election will be held within 12 school days. If the position is a committee member, an appointment will be made within 12 school days.

Section 4) The Club Council Chair will facilitate the replacement of the vacant position. If the Chair position is vacant, the Vice-Chair for Club Development will facilitate the process.

Section 5) The election / appointment shall be advised by the Club Council Advisor.

ARTICLE X: Club Council Advisor

Section 1) The advisor for the Club Council shall be appointed by the staff of the Center for Student Involvement and Leadership of Appalachian State University.

Section 2) The Club Council Advisor shall have the following duties:

1. To supervise all Club Council Elections
2. To help coordinate the activities of Club Council with the larger goals of CSIL
3. To regularly attend Club Council meetings.
4. To co-advise the new club chartering process for potential new organizations.
5. To assist Club Council in utilizing all Appalachian State University Resources.

ARTICLE XI: Policies and Procedures

Section 1) These policies and procedures shall be upheld by the Club Council in dealing with all constitutions, allocations, and formal business matters.

Section 2) A majority of the members (50% + 1) must be present to vote on business matters.

Section 3) A majority vote (50% + 1) is required for all business matters to pass.

Section 4) New club chartering applications that are submitted for club recognition must meet the requirements set forth in the chartering packet provided by the University and have the following:

1. Charter Application (including the name and purpose of your organization)
2. Membership Roster (including the contact information AND signatures of at least 10 charter members)
3. Student Organization Advisor Agreement Form
4. Student Organization Constitution
 - a) The following items must be included in all student organization constitutions:
 - i. Membership Requirements: You must state that the majority of your membership (50%+1) must be ASU students, and only ASU students are allowed to be officers.
 - ii. Role of the Faculty or Staff Advisor

- iii. Supremacy Clause: You must state that you will abide by all University, State, and Federal laws and policies
- iv. Non-Discrimination Clause: You must state that you will not discriminate against anyone
- v. Removal of Officers: Be sure to include detailed information for how you plan to elect and remove officers
- vi. Finances: If you are planning to open an off-campus bank account, you must have dual signatures on the club checks that identify which two officers are co-signers of checks.

Section 5) Allocations cannot be passed without the following:

- 1. Bank statement of the club funds
- 2. A copy of the conference registration (if applicable) must be attached
- 3. Proper club or organization budget must be on file through Club Council and the Center for Student Involvement and Leadership

Section 6) Allocations cannot be received for the following:

- 1. Seed money (to finance fundraisers, etc.)
- 2. T-shirts
- 3. Food (unless it is the educational focus of the program)

Section 7) The last day constitutions and allocations for the school year will be received is two weeks prior to the final Club Council meeting which will coincide with the last week of school or at the discretion of the current Vice-Chair of Club Development and Vice-Chair of Allocations.

Section 8) Clubs will receive a probationary status and will not be allowed to receive money for the following semester if receipts are not turned in for money allocated.

ARTICLE XII: Standardized Meeting Time

All members of the Coordinating Council of Clubs will meet on a bi-weekly basis during the academic year at a time and place designated by the Executive Board. Committee Meetings will take place on the alternating weeks. The Chair and Advisor may call other meetings at their discretion. All full Council meetings will be conducted according to Robert's Rules of Order.

ARTICLE XIII: Amendments

The constitution may be amended by a 2/3-majority vote of The Coordinating Council of Clubs attending a scheduled meeting of all members, provided adequate notice has been given.

ARTICLE XIV: Parliamentary Procedure

The Council will follow Robert's Rules of Order.

ARTICLE XV: Ratification

The Coordinating Council of Clubs Constitution is ratified in March 2005.

***The constitution shall take effect upon a 2/3 majority vote of Club Council members.

ARTICLE XVI: Authority/Supremacy

The Coordinating Council of Clubs shall abide by all Appalachian State University policies and procedures to student organizations.

The Coordinating Council of Clubs Constitution was amended on the following dates:

August 30, 2013

January 12, 2014