

Club Council Constitution

Appalachian State University

Article I: Name

The name of this organization shall be Club Council (CC).

Article II: Purpose

The purpose of Club Council, established in 1968, 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. Club Council acts as a resource to organizations through assisting in interpreting policy, providing support for organizational programs, funding organizational endeavors, and connecting organizations with on-going training provided at Appalachian State University through a variety of mediums.

ARTICLE III: Supremacy Clause

Club Council shall abide by all Appalachian State University, North Carolina State, and Federal laws and policies.

ARTICLE IV: Non-Discrimination

Club Council states that no student will be excluded from membership or participation on the basis of his or her race, color, religious status or historic religious affiliation, sex, national origin, age, political affiliation, veteran status, disability, sexual orientation, gender identity and expression, or unless exempt under Title IX, gender.

Article V: Objectives

The primary objectives of Club Council are:

- 1) 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.
- 2) To encourage ongoing developmental opportunities for organizations through existing University offices, services, and resources and to seek new opportunities.
- 3) To allocate funds to organizations to assist with educational travels, educational on campus events, service endeavors, and organizational expenses.
- 4) To review and make recommendations to the Office of Campus Activities to approve constitutions of organizations wishing to register as a recognized student organization.
- 5) To recognize and celebrate organizations through programming and events.

Article VI: Membership and Requirements

Section 1: Membership of Club Council is limited to no more than thirty members plus the additional number of students who are expected to graduate during the academic year. All members must be Appalachian State University students.

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 one semester in an official position by the time of taking office and maintain a 2.5 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 two office hours per week.

4. Executive members are expected to uphold the attendance policy.

Section 3: General Member Responsibilities

1. Each general member must be a student of ASU and be a member of at least one recognized student organization.
2. Each general member must maintain a 2.25 GPA.
3. Each general member shall be expected to attend Club Council meetings and assigned committee meetings.
4. General members are expected to uphold the attendance policy.
5. Each general member should uphold the expectations and requirements of their committee position as designated by the committee Vice President. Refer to the Committee Position Structure document as needed.

Section 4: Term of Office

1. All Executive Board members shall begin their term of office on the day after the induction ceremony.
2. All Executive Board members must be elected each academic year.

Section 5: Term of Membership

1. All general members shall begin their membership term after final notification of recruitment.

Section 6: Removal from Membership

1. Failure to meet the minimum GPA requirement will result in members being placed on a one semester probationary period during which time the member will be required to raise their GPA to meet the minimum GPA requirement.
2. Failure to meet responsibilities set forth in the Constitution (reference Article 4 Section 3) can result in the member being asked to meet with their respective Vice President and President to discuss the status of their position
3. If the discussion with the Vice President and President does not result in a solution for both parties, the status of the member's position will be brought to full council for possible removal (See Article 9).
4. A no confidence vote of 50%+1 of the full council can remove a member from Club Council as stated in Article IX of this Constitution. (See Article 9)
5. The entire Executive Board must be present in order for the removal vote to be valid. In the event that an Executive Board member is not present, the voting process must be moved to the following Full Council meeting date until all Executive Board members are present.

Article VII: Officer Duties

Section 1: President

The duties of the President are as follows:

1. Meet regularly with the Vice Presidents and the Advisor.
2. Keep all council members informed of their responsibilities in accordance with the needs of the clubs and organizations.
3. Assist Vice Presidents when necessary and take on the responsibilities of vacant Vice President positions.
4. Responsible for coordinating meeting space for Executive Board meetings and programs.
5. Coordinate Club Council Agendas for Full Council Meetings.
6. Preside over all Club Council general body meetings and Executive Board meetings.
7. Oversee internal Club Council Budget.
8. Represent Club Council at Appalachian State University and community functions.

9. Oversee the Club Council email account.
10. Maintain constant communication with Student Government Association (SGA) and other department affiliated organizations.
11. Upkeep of Club Council Google Drive and Appsync files.
12. Committee Meetings will take place at the discretion of the President. The President and Advisor may call other meetings at their discretion. All voting at full Council meetings will be conducted according to Robert's Rules of Order.

Section 2: Vice President of Club Development

The duties of Vice President of Club Development are as follows:

1. Coordinate the distribution and compilation of New Club Chartering Packets.
2. Co-Advise prospective organizations and assist with creating constitutions with the Club Council Advisor.
3. Assist prospective organizations with submission of chartering applications to the Club Council for approval.
4. Compile records of New Club Chartering applications submitted for approval.
5. Coordinate with Campus Activities to ensure accurate record keeping of new clubs.
6. Host educational workshops for new student clubs on policy, resources, and services provided by Campus Activities and Club Council (Fall & Spring).
7. Assist Campus Activities with the development and management of registered student organizations, as needed.
8. Preside over Club Council Meetings and Executive Board Meetings in the absence of the President.
9. Shall take over the responsibilities of the President should they no longer be able to fulfill the duties of the position until a new President is elected.
10. Conduct administrative responsibilities regarding the approval of Constitutions before the organization is voted on by full council.
11. Preside over Club Development Committee meetings.
12. Oversee club mailboxes.
13. Compile and maintain resources (both electronic and hard copy) on a variety of organizational leadership topics for clubs to utilize.
14. Develop a system to solicit and track feedback from clubs to better inform future programming and educational initiatives.
15. Develop reports and presentations to full Club Council and Campus Activities on feedback received from clubs; collaborate with Campus Activities to find resolutions to issues and concerns.
16. Oversee the delegation and management of the club liaison assignments of Club Council members.
17. Oversee and plan the following events:
 - a. Clubs & Organizations Resources & Education (CORE) Conference (Fall) and Town Hall (Spring)
 - b. Host educational workshop series (Fall and Spring)
 - c. Club Expo (Fall and Spring)

Section 3: Vice President of Operations

The duties of Vice President of Operations are as follows:

1. Develop a Public Relations Network with campus media.

2. Oversee development and upkeep of the Club Council website.
3. Create and facilitate marketing plans for Club Council events.
4. Coordinate working calendar in Club Council Office.
5. Coordinate the design of Club Council t-shirts.
6. Coordinate invitations to Club Council Events.
7. Coordinate Club Council Bulletin Board.
8. Manage Club Council social media accounts.
9. Manage marketing requests.
10. Maintain records of all allocations requests and decisions.
11. Submit a monthly update to the Council on finance allocation requests.
12. Schedule organizations to attend Finance Committee Meetings.
13. Notify Organizations of Allocation Decisions within 1 week of the decision.
14. Create a calendar for finance allocation periods.
15. Preside over Finance, Marketing, and Operations Committee Meetings.

Section 4: Vice President of External Affairs

The duties of Vice President of External Affairs are as follows:

1. Oversee the following events:
 - a. Internal Homecoming and Homecoming Kickoff
 - b. ClubFest
 - c. Student Organization and Leadership Awards (SOLA)
 - d. Club Presidents and Advisors Reception
 - e. Apps Got Talent
 - f. Trick or Treat for Service
2. Develop new and creative programs and events for the enhancement of clubs and organizations.
3. Provide weekly updates to the Council.
4. Preside over Programming Committee Meetings.

Section 5: Vice President of Internal Affairs

The duties of Vice President of Internal Affairs are as follows:

1. Plan and coordinate general membership recruitment and selection efforts.
2. Plan and facilitate membership community service initiative.
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 training.
5. Maintain Club Council attendance records and rosters.
6. Record Club Council executive meeting minutes and oversee the recording of full council meeting minutes.
7. Oversee the management of office hours for all members.
8. Co-Coordinate the Club Council Retreat with Club Council Advisor.
9. Coordinate Club Council information for the weekly e-newsletter.
10. Coordinate upkeep of the Club Council office.

Section 6: General Members

The duties of General Members are as follows:

1. Attend Club Council meetings, assigned committee meetings and events, 1 workshop per semester, and retreats.

2. Actively participate and engage in discussion during full Council meetings.
3. Complete a minimum of 1 office hour per week in the Club Council office.
4. Complete assigned tasks associated with their respective position in a timely manner.
5. Maintain a 2.25 GPA.
6. Be an active member in at least one other recognized student organization.
7. Uphold the attendance policy.

Article VIII: Committees

The President of Club Council shall have the power at any time to create and dissolve ad hoc committees at their discretion along with the executive board. The President will also have the power to appoint people they deem able and willing to direct the ad hoc committees with the approval of the council and the input of the Advisor.

Article IX: Executive Board Elections Bylaws

Club Council of Appalachian State University (ASU) is responsible for providing supervision and administration of the President and Vice Presidents Elections for Club Council. The following Bylaws provide specific policies, rules, and procedures related to these elections. Additional policies not contained in these Bylaws can be established in accordance with these Bylaws and the Constitution.

Section 1: President and Vice Presidents General Election

1. The President and Vice Presidents Election shall be supervised and administered 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.
2. The day-to-day supervision of the elections is the responsibility of the Director of Elections and Club Council Advisor(s).
3. The Council shall elect a Director of Elections. This person must be a current member of Club Council with no intentions of re-election or election during the next academic year.
4. If a Club Council member is interested in serving as the Director of Elections, they must meet with the Advisor(s) by the second week in February to express their interest and will be approved and/or appointed by the Advisor(s).
5. Any alleged campaign violations and/or issues of conflict(s) shall be reviewed by the Director of Elections and Advisor(s). They will be responsible for reviewing complaints, concerns, and accusations of violations of the President and Vice Presidents elections by candidates or members of Club Council and interpretation of rules as outlined in these Bylaws. This group is responsible for reviewing the facts of the case, allowing individuals to present information on their behalf, asking relevant questions regarding the case, determining responsibility or lack thereof for the alleged violations, making a decision on an appropriate sanction should a candidate or a member be found responsible, and forwarding a recommendation to Club Council.
6. The Director of Elections may establish policies and procedures which are consistent with the policies and procedures of Appalachian State University and which are subject to review by Club Council.

Section 2: Duties of the Director of Elections

1. Keep records of all elections data (applications) on file for a period of time determined at their discretion but not less than one month following the conclusion of any election.
2. Oversee all administrative aspects of the President and Vice Presidents Election.
3. Carry out official correspondence with all candidates.

4. Plan at least one mandatory meeting for the President and Vice Presidents candidates to review election bylaws and procedures.

Section 3: Voting for President and Vice Presidents

1. President and Vice Presidents elections will take place during the spring semester of the academic year.
2. The campaigning and elections schedule shall be determined by the Director of Elections but shall be no less than one week.
3. External Voting shall be conducted electronically via AppSync
4. Voting will only be open for one week to clubs and organizations currently registered through Campus Activities
5. At the conclusion of External Voting, the Director of Elections will be responsible for exporting the votes, including candidates headshots, campaign platform, and their personal statement.
6. In the event that electronic voting is not possible, voting will take place in the Club Hub on two consecutive days.
7. Internal voting will take place at the conclusion of external voting. Candidates for each position will be asked to leave the Full Council meeting. Each candidate will enter Full Council separately. Their nominator will speak for one minute and the candidate will receive three minutes to share their platform. This will be done until all candidates have had their chance to address Full Council.
8. Vote counting shall be supervised by the Director of Elections and Club Council Advisor(s).
9. The Director of Elections shall notify winners as soon as the results are final.

Section 4: Declaration of Winners

1. In an election in which there is only one candidate, the winner must receive a majority of all valid votes cast.
2. If there is no majority vote or no candidate for a position, the process for which positions will be filled will be determined at the discretion of the Director of Elections and Advisor(s).
3. Results will be announced within 24 hours by the Director of Elections.
4. At the discretion of the Advisor(s), the outgoing President or the Director of Elections may swear-in new Officers during the Student Organization Leadership Awards in April.

Section 5: Violations and Sanctions

1. Actions or misconduct in breach of these Bylaws, other related elections policies or rules, and/or applicable University policies by candidates will result in sanctions deemed appropriate by the Director of Elections and Advisor(s).

Section 6: Emergency Elections

1. If a position on the Executive Board is vacant, an emergency election will be held within 2 Full Council Meetings. This election will follow the same proceedings as outlined for elections in Article IX, Section 1 Clause 1 with the President acting as Director of Elections.
2. The traditional application format will be altered to a nomination basis for candidates. Club Council members that meet the requirements to serve on the executive board that want to run but aren't nominated would be allowed to run from the floor.
3. The President will facilitate the replacement of the vacant position. If the President position is vacant, the Vice President of Club Development will facilitate the process. In the event that both of these positions are vacant, the Advisor(s) will facilitate the election process.

Article X: 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 Executive Board.

Section 2: The Vice President of Internal Affairs shall oversee the recruitment and selection of new general members.

Section 3: Committee Positions are as follows:

1. Club Development Committee – 5 positions
2. Operations – 4 positions
3. Internal Affairs – 3 positions
4. External Affairs – 4 positions

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

ARTICLE XI: Removal of a Club Council Member

The following procedures shall be followed in the event that a Club Council member needs to be removed in extenuating circumstances not otherwise stated above:

Section 1: The President must be notified first of the impending removal of a member. If the President is the said officer, the advisor must then be notified. Suggestions for removal of a member can be made by either general members or Vice Presidents, but must be privately addressed to the proper authority as stated above for a motion to potentially be brought to the floor.

Section 2: The Full Council must have a 50% + 1 vote to discuss the removal of the said member. Should the discussion take place, both parties (for and against) may be allowed to speak. The member in question will not be present for the discussion and voting process regarding their removal.

Section 3: A motion for the members removal may then be entertained. There must be a 50% + 1 vote to remove said member from their position on the council.

ARTICLE XII: Club Council Advisor

Section 1: The advisor for Club Council shall be appointed by the staff of the Department of Student Engagement and Leadership of Appalachian State University.

Section 2: 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 Campus Activities
3. To regularly attend Club Council meetings and Executive Board meetings.
4. To co-advise the new club chartering process for potential new organizations.
5. To co-advise allocations requests.
6. To assist Club Council in utilizing all Appalachian State University Resources.
7. Address posting/advertising violations submitted to Club Council by the University Community.

ARTICLE XIII: 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. 50% + 1 of present members must vote in favor of the proposal for it to pass.

Section 3: All (100%) Executive Board members must be present at Executive Board meetings to make official business decisions.

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. New Club Chartering Application (including the name and purpose of the organization)
2. Membership Roster (including the contact information AND signatures of at least 10 charter members that are current students of the university).
3. Student Organization Advisor Agreement Form
4. Student Organization Constitution

The following items must be included in all student organization constitutions:

- a. Membership Requirements
- b. Role of the Faculty or Staff Advisor
- c. Supremacy Clause
- d. Non-Discrimination Clause
- e. Removal of Officers
- f. Finances

Section 5: The last day constitutions and allocations for the school year will be received is determined at the discretion of the Vice President of Club Development and Vice President of Operations.

Section 6: 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.

Section 7: Club Council Attendance Policy:

A member may not amass more than 3 unexcused absences in a single semester. Excused absences will be addressed on a case by case basis by the Executive Board. The following process will be administered with regard to attendance:

1. After two (2) unexcused absences in a semester, a warning letter will be sent to the member notifying them that they will be placed on probation meaning that their attendance is being watched closely by the Executive Board and Advisors. After one (1) more unexcused absence in the same semester (totaling 3), the member will be asked to come before the Vice President of Internal Affairs and the President to discuss options, which may include but are not limited to:
 - a. Going inactive for the remainder of the semester, their return to active status in the future would be determined by a meeting with the Advisors to discuss their personal situation.
 - b. Release from the group: this power is vested in the Executive Board and Advisors in accordance with the Club Council Constitution.
2. An unexcused absence is missing a mandatory event without submitting the excuse form, no less than one (1) week in advance, or by the date indicated by the member in charge of the event. Failing to do so at least one week in advance will result in an unexcused absence, no matter the

reason for the absence, excluding cases of illness. Mandatory events are defined by the Club Council Constitution and consist of weekly meetings, fall and spring retreat(s), all membership events, Town Hall and CORE Conference, SOLA, ClubFest, Club Expo and any event for which you volunteered. An unexcused absence will be administered if one is asked to leave an event due to an infraction of the University Policy.

3. Members may be excused from Club Council related events on a case by case basis, as determined by the Executive Board, if their reason for absence was turned in no less than one (1) week in advance and meets the following criteria:
 - a. Due to a mandatory class conflict
 - b. Due to participation in events connected to scholarship programs
 - c. Due to participation in Varsity Athletics
 - d. Due to involvement with another club/organization
 - e. Due to an unexpected family emergency
 - f. Due to an illness or injury
 - g. Due to an unavoidable work conflict
4. The Executive Board reserves the right to review any reasons for absence including but not limited to the examples above. If the Executive Board has determined that the absence is unexcused, the Administrative Coordinator will notify the individual via email.

Section 8: Club Council Tardy Policy

1. Three (3) tardies = one (1) unexcused absence
2. One (1) tardy will be given if you arrive at the meeting late or leave the meeting early without submitting an excuse form one week in advance.
3. At every weekly meeting, important information is discussed, which all members need to hear. The goal of this policy is to ensure that everyone hears this information and that we reduce the number of distractions caused by people coming in late.
4. One (1) tardy will be given for being longer than 10 minutes late to an event without notifying the coordinator of the event.
5. While members are encouraged to not sign up for evening classes on Mondays, if this situation arises, you must submit an excuse form at the beginning of the semester and make them aware of the class. Tardies accrued before the excuse form was submitted will stay on your attendance record for the semester.

ARTICLE XIV: Amendments

Section 1: The Club Council Constitution may be amended by a 50% +1 majority vote of Club Council attending a scheduled meeting of all members, provided adequate notice has been given.

Section 2:

1. Amendments are to be drafted in a separate document and added to the end of this document if ratified.
2. Amendments must follow the same format that this document uses.
3. Amendments are ratified with a $\frac{2}{3}$ majority vote at full council.

Section 3:

1. Amendments that nullify articles, sections, or clauses of this constitution must be explicitly stated in order to modify proceedings and policies as highlighted in this document. The same must be done if there is a nullification of a previous amendment.

ARTICLE XV: Ratification

The Coordinating Council of Clubs Constitution was ratified in March 2005. The Club Council Constitution was redrafted and ratified in April 2021. After each ratification, a PDF copy of the Constitution must be created and updated on all platforms it is posted.

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

The Club Council Constitution was amended on the following dates:

August 30, 2013

January 12, 2014

January 9, 2016

April 5, 2016

March 11, 2019

January 26, 2020

October 5, 2020

February 22, 2021