



# UNIVERSITY OF ST. THOMAS

University of St. Thomas - *Council of Clubs*

## **Constitution**

### **Mission Statement**

The purpose of the Council of Clubs (COC) is to encourage and promote club interaction, club development, and student participation in academics and social activities. In accordance with its mission, COC shall provide student clubs the support necessary for the coordination and fulfillment of their objectives. COC, as an independent student organization of the University of St. Thomas, shall be in accordance with and fulfill the dictums of the University of St. Thomas mission statement.

### **Objectives of COC**

The objectives of the COC:

1. Act as a liaison between Member Clubs, Student Association, University Administration, the student body, and faculty.
2. Promote the interests of Member Clubs by representing Member Clubs through COC before SGA during the initial budget allocation meeting.
3. Serve a coordinating function in order to prevent the unnecessary overlapping of club events.
4. Provide a forum for inter- and intra-club disputes
5. Function as a registration center for clubs in order to prevent overlapping organization goals
6. Serve as a center for transmitting current campus information and pertinent club contact information; facilitate meaningful dialogue on ways to better serve the interests of the student body

### **Article I: Name and Membership**

This organization shall be known as the Council of Clubs (COC). COC members shall include all clubs and associations who have been recognized as such in accordance with the Articles of Formation.

### **Article II: Benefits of Membership**

Organizations officially recognized by COC shall have the following privileges:

- A. Use of University of St. Thomas facilities for meetings/events
- B. Use of University of St. Thomas facilities for student advertising
- C. Authority to conduct on-campus fundraising
- D. Eligibility for receipt of Student Activity fee allocation monies
- E. Listing in the University of St. Thomas catalogue
- F. Listing in the University of St. Thomas COC handbook

### **Article III: Definitions**

COC is an independent student organization created by student clubs and organizations for the purpose of fostering inter- and intra-club interests. As such, its actions are subject to the approval, supervision, and guidance of its constituent members.

The Board of Directors of the COC shall consist of all the representatives of the active Member Clubs of the COC. For the purpose of representation, it shall include all the officers of the Member Clubs, with one representative vote for each Member Club, cast by the COC representative.

A Member Club refers to a club that is under the jurisdiction and a member of the COC. Synonymous to Member Organization.

A COC representative is one representative from each *Member Club* who votes and represents the *Member Club* in decisions of the Board of Directors. This person may be consistent throughout the year, or may be changed as needed to allow for appropriate representation at meetings.

The Office of the Chair refers to the executive body of the COC, appointed and selected in accordance with Article IV, Section 2.

Good Standing refers to the status of a Member Club such that it is capable of requesting funds and having access to its Business Office account, based on its fulfillment of the terms listed in Article V.

An event or activity is one of the terms described in Article V as necessary for a Member Club to maintain its status as a club in "Good Standing."

Quorum refers to the presence of a majority of the *COC representatives* at a meeting of the Board of Directors to hold an official meeting.

Student Organization Committee, hereinafter abbreviated as "SOC," refers to a student representative body responsible for the managing of Student Activity Fee monies. It includes the member organizations of the Council of Clubs (COC), the Sport Clubs Association (SCA), the Student Activity Board (SAB), and the Student Government Association (SGA).

#### **Article IV: Leadership & Officers**

COC shall be composed of two separate branches: The Board of Directors and The Office of the Chair. These two bodies are responsible for the fulfillment of the COC purpose and objectives.

##### *Section 1-Board of Directors*

- A. The Board of Directors shall be composed of representatives designated by each officially recognized organization in good standing as defined by Article III. Each organization shall have one voting member, and that member is not permitted to represent more than one organization, subject to only a few exceptions, defined in Article VII.
- B. Powers
  - i. Set standards for compliance with COC objectives during the academic year
  - ii. Hold at least four (4) regular meetings each semester
  - iii. Perform any other duties that will ensure the fulfillment of the COC purpose and objectives
  - iv. Retain the right to override the Chair's veto by a two-thirds (2/3) vote

##### *Section 2- The Office of the Chair*

- A. The COC Chair, Vice-Chair, Treasurer, and Secretary shall constitute the Office of the Chair.
- B. COC Chair
  - i. The Board of Directors shall approve the nomination(s) for the COC Chair, subject to a confirmation of two-thirds (2/3) vote, before the COC Chair nominee(s) can apply and are put to vote by the general student body. Following Board of Directors approval, the COC Chair shall be elected by the general student body in accordance

with Student Election Code Guidelines. This election shall be conducted during the election of SOC student officials during the spring semester. The Chair must have served the COC in some prior capacity for a minimum of two consecutive semesters; the Board of Directors can allow exceptions with two-thirds (2/3) vote. The Chair shall serve a term of two consecutive semesters (fall and spring), receive funds equivalent to six credit hours, and maintain weekly office hours.

- ii. Powers:
  - a. Serve as spokesperson of the COC
  - b. Be responsible for executing the directives of the Board of Directors
  - c. Call special meetings and to set agenda for said meetings
  - d. Create special committees as required to advance COC objectives and purposes
  - e. Present COC's budget proposal at the SGA Allocation meeting
  - f. Request funds from the SGA on behalf of the COC
  - g. Appoint a Secretary and Treasurer from the Centralized Leadership Process (CLP) in the spring prior to the year in which the two will serve, one full year, subject to a confirmation vote by two-thirds (2/3) of the Board of Directors
  - h. Appoint a Vice-Chair from the Board of Directors
  - i. Retain veto power over any Board of Directors action
  - j. Maintain communication with COC Adviser
  - k. Vet all proposed Funding Requests and Club Proposals prior to presentation by the Board of Directors
  - l. Assign recordkeeping and maintenance of Post-Event Assessments at the beginning of term

#### C. Vice-Chair

- i. The Chair shall appoint a Vice-Chair from among the membership of the Board of Directors to serve for one full academic year, subject to confirmation by a two-thirds (2/3) vote of the Board of Directors. The Vice-Chair must have served as a COC officer or in a leadership capacity in a COC organization for a minimum of two consecutive semesters. However, at the discretion of the Chair, multiple candidates can be selected, thereby allowing the Board of Directors to elect a Vice-Chair by majority vote.
- ii. Duties and Powers
  - a. Assist the Chair in fulfilling his/her duties
  - b. Serve as the presiding officer of the Board of Directors in the absence of the Chair
  - c. Serve as a non-voting member of the Board of Directors
  - d. Maintain the list of clubs on probation for wither absences of missing Budget Update Forms (BUF)
  - e. Prepare rooms for meetings, events, special sessions, etc.

#### D. Secretary

- i. The Chair will appoint a Secretary from the Centralized Leadership Process (CLP), in the spring of the academic year prior to the term of service, to serve for one full year, subject to a confirmation vote by two-thirds (2/3) of the Board of Directors
- ii. Duties and Powers
  - a. Maintain an official record of attendance for all meetings

- b. Take minutes of all Board of Directors meetings and all special meetings
- c. Compile and maintain records of all regular and special session meetings
- d. Distribute all minutes and records to the Board of Directors in a timely manner
- e. Maintain public relation duties and advertise COC events
- f. At no time shall the Secretary vote

E. Treasurer

- i. The Chair will appoint a Treasurer from the Centralized Leadership Process (CLP), in the spring of the academic year prior to the term of service, to serve for one full year, subject to a confirmation vote by two-thirds (2/3) of the Board of Directors
- ii. Duties and Powers
  - a. Record and maintain Budget Update Forms (BUF)
  - b. Maintain all Funding Requests
  - c. Send memos to the Business Office for Funding Request Reconciliations
  - d. Maintain records and receipts of all COC expenses and revenues
  - e. Contact the Business Office to freeze accounts of clubs on probation following confirmation by the Chair
  - f. Maintain current records of all COC funds
  - g. Report to the Board of Directors at each regular meeting the status of the COC general account
  - h. Assist in the preparation of the COC budget and its presentation to SGA
  - i. Train club leadership on funding policies and procedures
  - j. At no time shall the Treasurer vote

F. The term of office for the Chair will begin on the day of the last regularly scheduled COC meeting for the academic year. The term of office for the Chair will end on that same day. The terms for all other members of the Office of the Chair shall also end on that day.

- i. The last meeting of the year will be conducted jointly by the out-going Chair and the incoming Chair. Both may place items on the agenda and both may conduct official COC business on that day.
- ii. During the last meeting of the year, the outgoing Chair will swear in the new Chair with the following oath: "I, (insert name of new chair here), do affirm my commitment to fulfilling the mission of the COC. I will strive to achieve, to the best of my ability, all objectives of the COC. I will adjudicate the constitution with wisdom and justice. I will remember that, while I am a leader, I am also ever the servant of this organization."
- iii. In all cases, the power to utilize COC funds will terminate the day after the end of the term. The power to utilize COC funds will begin on the first day of the newly elected Chair's terms.
- iv. In cases of an inability to determine when a final COC meeting for the year will take place, or of an inability to achieve a quorum at the last regularly scheduled meeting, the outgoing Chair's term will expire and the incoming Chair's term will begin on the last day of classes.

*Section 3-Vacancies and Terminations*

1. Should the position of Chair become vacant, the Vice-Chair shall assume the duties of the Chair until an election can be held. Should the office of Vice-Chair become vacant, the Board of Directors shall convene to nominate and elect a replacement.
2. Should the offices of Secretary, or Treasurer become vacant, the Chair will appoint a new person to the position and inform the Board of Directors as to the decision, or the Chair may opt to allow the Board of Directors to nominate and elect a replacement.
3. At any time, the Chair may terminate either the Treasurer or Secretary. Termination must be made in writing, and the termination will take effect as soon as the memo is given to the Director of Student Activities. At the next official COC meeting, the Chair will inform the Board of Directors completely regarding the context and reasons for the decision. At the discretion of the Chair, any monies paid to the individual can be reclaimed at a pro-rated amount based on time served in an official capacity. At their discretion, the Board of Directors may demand a reinstatement of the treasurer or secretary by a two-thirds (2/3) vote.
4. At any time, the Chair may terminate the Vice-Chair. Termination must be in writing, and will become official when it is delivered to the Director of Student Activities. At the next official meeting of the Board of Directors, the Chair will fully disclose the context and reasons for the decision. At the Chair's discretion, any stipends can be reclaimed and any wages paid can be reclaimed at a pro-rated amount based on time served. Should the Vice-Chair contest the termination, the Board of Directors will convene and determine whether the Vice-Chair should be terminated. The Chair and the Vice-Chair will each state a case before the Board of Directors. Then, the Board will decide by a majority vote whether or not to terminate the Vice-Chair. The Chair cannot veto a "no" vote.
5. If the Chair consistently fails in his/her duties, or if the Chair engages in any sort of misconduct (including, but not limited to, misconduct outlined in the club misconduct section of the constitution), the Board of Directors may terminate the Chair. The procedure will be as follows:
  - i. Two different clubs must lodge a complaint with the Vice-Chair or the Adviser for the COC. After reviewing the complaint to determine if it is warranted, the individual that received the complaint will place the complaint on the agenda for the next regularly scheduled meeting of the COC.
  - ii. It will be the first item dealt with at that meeting. The Vice-Chair or Adviser (depending on who received the complaint) will chair the meeting until it is determined whether or not the Chair will be removed.
  - iii. The clubs who lodged the complaint will make a presentation to the Board of Directors regarding their complaint. They will cite evidence and will have witnesses testify.
  - iv. The Chair will then make his/her defense. The Chair will cite evidence and will have witnesses testify.
  - v. The Board of Directors will be given time to question both parties. After all questions have been answered and discussion closed, the Chair will be asked to leave the room while a vote is taken.
  - vi. A three-fourths (3/4) vote in favor of removal is needed to remove the Chair.
6. If the Chair is removed, the Vice-Chair will assume the powers of the Chair until an election can be called to elect a new Chair. Under no circumstances will a Chair who has been removed be allowed to run for the COC Office of the Chair.

**Article V: Active Membership & Good Standing**

- A. All COC member organizations must fulfill the requirements necessary to remain an active club and remain in Good Standing. If a member organization fails to meet these requirements, they will be placed on probation.
- B. To be in Good Standing, a Member Club must satisfy the following terms:
  - a. Hosting a minimum of two events per semester.
    - i. An event will be defined as an organized activity that does not include general club meetings or officer meetings.
  - b. Submission of all paperwork on time, including Budget Update Forms, Post-Event Assessments, and Reconciliations.
  - c. Consistent attendance of Board of Directors meetings and one Treasurers meeting for the academic year, in accordance with the attendance policy described in Article VII.
  - d. Maintaining accurate club records with the Office of the Chair.

**Article VI: Allocation Process**

- A. Each Board of Directors member shall receive a flat allocation at the beginning or end of the fall semester for use over the course of the academic year. The Treasurer shall be responsible for maintaining records of all COC operating funds.
  - i. At the beginning or end of each academic school year, clubs in good standing and that do not have a negative balance from the previous year will receive a flat allocation of \$200.00. Allocations, whether they are to occur at the beginning (presumptively) or end of the academic school year (as reconciliation), will be at the discretion of the Treasurer.
  - ii. If a club has a negative balance from the previous year, the club must repay the debt accrued in order to receive their allocation and any additional funds. This must be done by the end of the fall semester; otherwise, the club is placed on probation until the debt is repaid.
  - iii. Anytime a club is delinquent with any reconciliation paperwork, the club Adviser may be notified by the Chair.
  - iv. If, at the end of the academic year, a club has not spent the entirety of the initial \$200.00 allocation the remaining funds are to be reclaimed and transferred back into the Agency account. Alternatively, if the allocation occurs at the end of the year (as reconciliation), the \$200.00 will not be reclaimed and will serve to reimburse club accounts.
- B. Allocations will be handled at any official COC meeting.
  - i. In order to request additional funds a Member Club must:
    - a. Be in Good Standing
    - b. Not have a negative balance
  - ii. Each Member Club wishing to request additional money must fill out and submit "Funding Request" forms to the Chair by deadlines, which will be arranged by the Chair.
  - iii. If a Member Club is granted an allocation for a particular event, but does not spend the money on the said event, or knowingly, and fraudulently misrepresents their cause then the allocated money will be automatically reclaimed and the COC shall place the club on the agenda for a review.
  - iv. A Member Club may request any sum of money not exceeding \$2000.00 for off-campus events. Sum money requested for on-campus events, open to the UST

community, may exceed \$2000.00. A Member Club must contribute 25% toward the total estimated cost of any proposed event.

- v. No allocation will be made to fund faculty participation.
  - vi. A Member Club may petition for funds from other SOC bodies after the same request has been placed for a vote by the Board of Directors and results published by the Office of the Chair, in accordance with funding request policies.
  - vii. A Member Club may request funds as reimbursement, but the club must have all receipts and have filled out "Reimbursement" (Reconciliation) paperwork. This must have two-thirds (2/3) votes to pass. Reimbursements are assessed on a case-by-case basis.
- C. A two-thirds (2/3) majority vote of the Board of Directors present is required to grant additional funds to petitioning members.
  - D. At any time during the school year, the COC may recover funds previously allocated by COC from an organization by passing a motion to that effect with a three-fourths (3/4) vote.
  - E. Member Clubs failing to reconcile any petty cash advances within the allotted number of days set forth by the Business Office will have their accounts put on hold until they are reconciled.

### **Article VII: Meeting and Attendance**

There shall be a minimum of four (4) regular meetings of the Board of Directors per academic semester, and a maximum of four (4) special sessions, which shall convene at the discretion of the Chair. All meetings shall be conducted according to the guidelines of parliamentary procedure.

#### *Section 1-Attendance Policy*

- A. All COC Member Clubs and organizations are required to participate in the four (4) regular meetings each semester in order to maintain good standing as a COC Member Organization.
  - i. During all meetings, only one (1) club representative may vote.
  - ii. The Office of the Chair and COC Adviser must be notified prior to the day of the meeting if a Member Club representative is unable to be present, which will be counted as an excused absence.
- B. No meeting shall be called to order without the presence of a quorum. A quorum of the COC shall be a majority of the COC representatives of Member Clubs in Good Standing.

#### *Section 2-Absences*

- A. An officially recognized COC organization is allowed one (1) absence per semester from regularly scheduled Board of Directors meetings.
- B. On the second unexcused absence, the Secretary shall notify the COC Chair of the club's attendance record. The Chair shall notify the organization's President and Adviser of its pending review.
- C. Member Clubs being reviewed by the Board of Directors may respond in person, e-mail communication, or via a letter presented on their behalf, prior to the next regularly scheduled Board of Directors meeting.
- D. After discussion with club leadership, the Chair will decide whether to place the club on probation and place the club on the agenda for the next regularly scheduled Board of Directors meeting.
- E. During the Board Review, the Board of Directors shall hear the club's defense for their failure to attend meetings and will then vote among the following options:

- i. Probation until end of semester
- ii. Probation for two regular COC Meetings
- iii. Removal of club from probation

In addition to the penalties above, the Office of the Chair or Board of Directors can request the following penalties:

- i. Probation until club satisfies membership requirements
  - ii. Probation until an active adviser is found
  - iii. Defunct the club
- F. Any club placed on probation shall not have access to the funds contained in the club account during the period specified. Furthermore, no club on probation shall receive additional funding from the COC during the probation period; however, a club on probation may make a funding request for an event to be held after the probation period expires. In all cases, a club may not spend any COC money until the probation period expires; funds collected via fundraising may still be used and deposited.
- G. The Chair shall declare any club missing more than three (3) meetings and failing to respond to a Board Review defunct for the remainder of the semester. To be officially recognized as active a club must comply with the Articles of Formation.
- H. Defunct COC Organizations may not petition for or receive funding from the COC. Furthermore, any money in the account for the organization is reclaimed back to the COC master account.
- I. A club on probation that misses a regular COC meeting is automatically declared defunct.

#### **Article VIII: Articles of Formation**

In order to be recognized as a member of the COC Board of Directors, all new clubs and organizations declared defunct must comply with the following guidelines.

#### **Recognition Process:**

1. Present a roster of interested persons to the COC Chair. The roster should list the person's name, email address, and contact number. Potential officers should be identified as well as the proposed adviser.
2. A constitution or governing statement must also be submitted to the COC Chair. At a minimum the document should include the following elements:
  - a. Name of Organization
  - b. Mission Statement
  - c. Membership Requirements
  - d. Offer Requirements
  - e. Election Procedures
  - f. Meeting Guidelines
3. Once the charter roster and club constitution have been submitted, the COC Chair will review the materials and enter the proposal onto the agenda for the next regularly scheduled COC meeting.
4. The petitioning organization's leadership must attend the meeting and make a presentation for recognition by the Board of Directors. The academic adviser must either attend the meeting or send a letter representing his/her support for the petitioning organization.
5. After deliberation among the Board of Directors, a motion to adopt a resolution of approval or disapproval of the application will be made and passed by a two-thirds (2/3) vote.
6. Upon approval, the aforementioned organization is eligible for all the benefits of membership.
7. If the application for membership is not approved, the petitioning organization may re-apply the following semester.

8. If a club petitions the COC to become a member, the potential club must have a minimum of eight (8) students interested in the organization, and the club leadership must attend the COC meeting when the presentation to join COC takes place. Failure to meet either of these requirements will result in the petition to join the COC automatically failing to pass.
9. A club is allocated \$200.00 if approved to join COC.

### **Article IX: Club Misconduct**

#### *Section 1: Definition of club misconduct*

Club misconduct shall be defined as the following:

- A. Fraudulently using club funds
- B. Damaging any space on campus
- C. Fraudulently representing anything to the Board of Directors
- D. Fraudulently representing anything to the Chair of the COC or the Chair's staff
- E. Fraudulently representing anything to the Director of Student Activities or other members of the university's administration
- F. Dishonoring the university's name through inappropriate behavior, including, but not limited to, any event where police or security intervention occurs
- G. Promotion of any message of hate that includes, but is not limited to, racial, gender, religious, or disability discrimination

#### *Section 2: Deliberation Procedure for Misconduct Charges*

Any club that is suspected of club misconduct shall be brought up for review in an official COC meeting with the following procedure:

- A. Any member of the University of St. Thomas community that feels a club has fulfilled the above criteria shall inform the COC Chair, including a presentation of evidence. The Chair shall review the information, and if the Chair deems it credible, the club will be placed on the agenda for review.
- B. The Chair will conduct a further investigation for more information until the official meeting where the review takes place.
- C. The Chair will make a presentation to the Board of Directors, outlining the alleged misconduct. All of the evidence, both for and against, will be presented. The Chair may call additional witnesses to support the evidence.
- D. The club in question will have a chance to explain their actions and to present their own evidence. The club may also call its own witnesses.
- E. The Board of Directors will then discuss the issue. The Board of Directors may question both the Chair and the club in question.
- F. The Board of Directors will then decide whether or not the offending club is guilty by a majority vote.
- G. If the Board of Directors decides the club is guilty, then they shall assign an appropriate penalty or penalties for the misconduct in question.

#### *Section 3: Appropriate Penalties for Misconduct*

The following penalties may be applied in any combination to an organization found guilty of misconduct.

- A. Probation for any length of time.
  - i. Any club placed on probation shall not have access to the funds contained in the club account during the period specified. Furthermore, no club on probation shall receive additional funding from the COC during the probation period; however, a club on probation may make a funding request for an event to be held after the probation period expires. In all cases, a club may not spend any COC money until the probation period expires; funds collected via fundraising may still be used and deposited.
- B. Expulsion
  - i. An expelled club is no longer an official part of the university community, and thus it cannot use space on campus, petition the COC for funding, or represent the university in any official capacity. They may apply for admission into the COC in the same manner as any new organization after 12 months have elapsed.
- C. Permanent Expulsion
  - i. A permanently expelled club suffers the same conditions as an expelled club, but may never reapply for status as an official club.
- D. Fines
  - i. The Board of Directors may fine the club in question a sum of money not to exceed the total assets of the club in question.
- E. Censure
  - i. The Board of Directors may direct the Chair to publish an official report detailing the club's misconduct in any or all on-campus news organizations.
- F. Expulsion of Membership
  - i. The Board of Directors can demand that a club expel any members involved in the misconduct.
- G. Resignation of Leadership
  - i. The Board of Directors can demand the resignation of the club's leadership.
- H. Restitution
  - i. The Board of Directors can demand that the club cover the cost of any money needed for restitution of the offended parties. (i.e. paying for damage done)
- I. Public Apology
  - i. The Board of Directors can demand that the club publicly apologize in any manner the Board chooses.

*Section 4:*

Failure of a club to act in accordance with any punishment given by the Board of Directors will automatically be declared permanently expelled by the Chair.

**Article X: By-Laws of the COC**

Because of the constantly changing environment in which both the COC as a whole, and the member organizations of the COC, must operate, it is important to provide a flexible method of establishing procedures and day-to-day policy. To that end, a system of by-laws shall be implemented to ensure that minor procedural changes and day-to-day policy will not require changes to the Constitution to take effect.

- A. The COC will create and pass by-laws that dictate procedures for allocations, reconciliation, and other day-to-day business for which the Board of Directors sees fit to create by-laws.
- B. At no time will by-laws contradict the Constitution.
- C. By-laws will require a simple majority to pass.

- D. By-laws can be created or changed at any official meeting of the Board of Directors.
- E. The Chair's veto power will apply when the Board of Directors passes a by-law; however, once it is passed, the Chair must follow such by-laws in the same manner as the Chair follows the Constitution.
- F. In cases of dispute between interpretations of by-laws and the Constitution, the Board of Directors will determine whether the by-laws are Constitutional or not, with appeals being made to the Judicial Council.

**Article XI: Amendments**

Amendments to this constitution shall require a three-fourths (3/4) vote of the Board of Directors.