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400 BYLAWS: CLUBS AND ORGANIZATIONS

<u>Bylaw</u>	<u>Description</u>
2009-2010/401	<i>Recognizing ASEWU Clubs and Organizations, Club Sports and Campus Programs</i> <i>[Rescinded by the ASEWU Council, February 24, 2015.]</i>
402	open
2018-2019/403A	Establishment and Maintenance of Student Organization Recognition Status
2015-2016/404	Creation of the ASEWU Start-Up Fund
2018-2019/405	The Annual Allocation of the ASEWU Services and Activities Fees Funds
2015-2016/406	ASEWU Supplemental Budgets
407	open
408	open
2015-2016/409	Club Sports Federation Committee

Bylaw:	<u>2018-19/403A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 2, 2019</u>
Date Introduced:	<u>April 16, 2019</u>

An act relating to the establishment and maintenance of student organization recognition status.

Be it enacted by the ASEWU Council that:

SECTION 1: Registration and Recognition

In order to maintain and/or establish recognition from the ASEWU, all student organizations must register through the Student Activities, Involvement and Leadership (SAIL) office each academic year.

- A. All student organizations shall complete the following requirements.
 1. Maintain a list of at least four (4) student members of the organization. This list must include the contact information of all current officers.
 2. Attend at least four (4) ASEWU student organization meetings per academic year.
 3. Conduct at least one (1) member meeting per quarter.
 4. Have an official campus advisor. A campus advisor must be a full or part time faculty or staff member of the university.
 5. Have on file a current copy of the organization's constitution and/or bylaws.

SECTION 2: Recognition Policies

All student organizations that receive recognition from the ASEWU shall not violate university policies, the ASEWU Constitution, the ASEWU Bylaws, the EWU Student Conduct Code, or local, county, state, or federal laws. This includes, but is not limited to, complying with all policies and procedures relating to travel, event registration and fundraising.

SECTION 3: Benefits

Benefits afforded to student organizations that are recognized by the ASEWU are as follows.

- A. Use of rooms that are university owned or operated.
- B. Opportunity to apply for office space in the Pence Union Building through the Pence Union Building Board.
- C. No charge for vendor tables in the Pence Union Building.
- D. Inclusion into the current ASEWU student organizations and programs list.
- E. Use of the student organization management program.
- F. Use of the ASEWU media and graphic designer.
- G. Ability to fundraise on campus with the approval of the dean of students or designee.
- H. Establishment of a club funded account.
- I. Guidance and support from the advisor for student organizations and/or a representative from the SAIL office.

SECTION 4: Financial Responsibility Policies

- A. Current EWU students shall not be charged an admission fee to any event and/or program, which is hosted or sponsored by a student organization funded by ASEWU.
 - 1. Exceptions to this policy may be granted by the ASEWU Council.
 - 2. During the summer quarter, exceptions to this policy may be granted by the ASEWU finance vice president with the advice and consent of the ASEWU executive vice president and ASEWU president.
- C. All activities, on or off-campus, need to be registered through the student organization management system.
- D. Student organizations are not eligible to request funding directly through the Services and Activities Fee Committee.

SECTION 5: Penalties

Student organizations that fail to meet the recognition requirements as outlined in this bylaw will be referred to the ASEWU Superior Court as outlined in the 700 series of the current ASEWU Bylaws. If the ASEWU Superior Court rules to suspend a student organization for violating the ASEWU Bylaws, the student organization shall not be guaranteed any benefits or privileges granted to them by any ASEWU Bylaw, nor shall the organization have access to the ASEWU funds they have previously received. Judgments made by the ASEWU Superior Court may be appealed to the ASEWU Council.

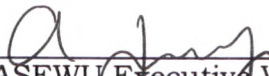
If a student organization fails to meet the requirements for recognition as outlined in this bylaw for more than one (1) academic year, enforcement of these requirements shall follow the procedure outlined in the 700 series of the current bylaws.

SECTION 6: Rescinded

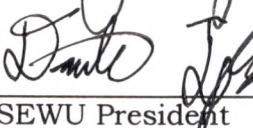
Bylaw 2018-2019/403 is hereby rescinded.

SPONSOR(S): Brian Moore and Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 5/9/19

ASEWU Executive Vice President | Date

 5/13/19

ASEWU President | Date

ASEWU Speaker Pro Tem | Date
(Veto override)

Bylaw	<u>2015-2016/404</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 4, 2016</u>
Date Introduced:	<u>February 19, 2016</u>

An act relating to the creation of the ASEWU Start-Up Fund.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of this fund shall be to provide a onetime Start-Up budget for student organizations that have been inactive for at least three (3) consecutive quarters, excluding summer quarter, are a new student organization on EWU's campus within the last academic year or have never received funding in the past.

SECTION 2: Eligibility

Registered student organizations that have been inactive for at least one (1) year and/or are a new student organization on EWU's campus have the right to request start-up funding from ASEWU, not to exceed two hundred dollars (\$200) from the ASEWU, per quarter, for three (3) consecutive quarters (excluding summer quarter). The request must be submitted and approved through the ASEWU Finance Committee. In order to receive a start-up fund, student organizations must complete the following steps:

- A. Be a registered student organization on EagleSync through the Student Activities, Involvement and Leadership (SAIL) office;
- B. Submit a start-up budget request form on EagleSync through the ASEWU office;
- C. The Start-Up budget shall be line-item based; and
- D. Submit only one (1) Start-Up request may be submitted per quarter.

In the event that the ASEWU Finance Committee has not yet been appointed, ASEWU executive officers shall vote on all submitted start-up requests.

SECTION 3: Limitations

The student organization will only use the start-up funding to purchase items that the ASEWU Council allocated funds for. The ASEWU Council will inform the student organization what items were funded. The student organization will only have access to the start-up budget until the end of the three quarter period or until they are granted an annual budget, whichever comes first.

SECTION 4: Penalties

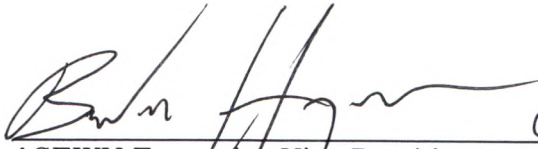
Enforcement of these requirements shall follow the procedure outlined in the 700 section of the current bylaws.

SECTION 5: Rescinded

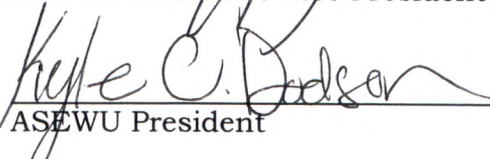
Bylaw 2009-2010/403 is hereby rescinded.

SPONSOR(S): Keirstan Hanson

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President Date 03/14/2016



ASEWU President Date 03.17.2016

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-19/405</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>February 28, 2019</u>
Date Introduced:	<u>February 19, 2019</u>

An act relating to the annual allocation of the ASEWU Services and Activities fee funds. Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of the annual allocation of the ASEWU services and activities funds is to provide student organizations that have proven to be stable and healthy with fiscal funding for the following academic year.

SECTION 2: Definitions

The following definitions shall apply to this bylaw.

- A. "Activities" are any events that a student organization may host. This includes, but is not limited to, meetings, club sponsored events, travel to conferences, tabling or any fundraising event for either the student organization or for a non-profit organization.
- B. "Member meetings" are meetings where members representing a student organization gather to discuss business and/or plan events for said organization.
- C. "Student organization meetings" are organized by the ASEWU student activities Council representative in partnership with the Student Activities, Involvement and Leadership (SAIL) office and are held twice each quarter (excluding summer quarter) as an informational/educational meeting for student organizations. These meetings are also known as student organization meetings. Meeting dates and times will be posted on EagleSync.
- D. "ASEWU Council meetings" are organized by the ASEWU executive vice president where ASEWU business is conducted and voted upon.
- E. "Recruitment" shall be considered a scheduled time where a student organization provides information about the organization to non-members with the purpose of attracting new members.
- F. "Tabling" refers to the distribution of information regarding a student organization or an event the organization is sponsoring on or off-campus. Tabling can occur at the EWU Cheney and EWU Spokane campuses. This can be accomplished at locations eligible for on campus reservations.
- G. "Cosponsorship" is when two (2) or more organizations work together to support an event. This can be with an on-campus organization or an off-campus organization.
- H. "Community engagement" is when a student organization goes out into the community to help the general public. Student organizations shall receive approval from the Office of Community Engagement before participating in such activities.
- I. "Student organization events" are activities a student organization creates to engage university students and the campus as a whole. All events must be open to all EWU students.

- J. "Fundraising-nonprofit" is a fundraising event where the proceeds from the event are given/donated to a non-profit organization that holds a 501-C3 tax I.D.
 - 1. Examples of these types of organizations are Second Harvest, St. Jude Children's Research Hospital or the Wounded Warrior Project.
- K. "Fundraising-for-profit" is a fundraising event where the proceeds from the event are kept by the student organization and will be used for planning future events or activities hosted by the student organization.
- L. A "budget" is considered to be a document that outlines the expected revenue and the expected expenses for a student organization during a given fiscal year.
- M. An "allocation" shall be the monetary amount given to a student organization by the ASEWU to be used for a specific line item.
- N. A "line item" is to be considered any transaction for a particular type of income, expense, asset or liability. Line items are to be specific and justified.
- O. "Conference points" are awarded when members of the club or organization attends a conference related to said club or organization.
- P. "Registration" is necessary for student organizations to be active on the university's campus. Registration is completed on EagleSync by creating or annually updating the organization's portal.
- Q. "Submitting on time" is awarded to student organizations who complete the registration process on EagleSync by the established deadline determined by SAIL for that current academic school year.
- R. The "fiscal year" for all ASEWU budgets is July 1 to June 30.
- S. "Direct benefit" means monetary gain through the use of services and activities fee funds.

SECTION 3: Eligibility

In order to be eligible to receive an annual budget, all organizations shall meet the following requirements.

- A. Currently be recognized by SAIL by registering on EagleSync.
- B. Open to all registered EWU students.
- C. No usage of gender modifiers in their title.
- D. Adhere to the 400 ASEWU Bylaws.

In addition to the above requirements, all student organizations shall meet the following requirements.

- A. Register all activities on EagleSync.
- B. Fulfill the necessary points as outlined in section 4 of this bylaw within three (3) consecutive quarters, excluding summer quarter.
- C. Complete a fiscal budget request no later than April 15 of each academic year.

SECTION 4: Point Policies

If a registered activity may be considered in two (2) or more different categories, the points will only be counted towards the category with the highest point value.

Student organizations based on the EWU Spokane Campus shall hold meetings by conference call or in person, with the ASEWU student activities representative, graduate affairs representative, or the advisor for campus programs for EWU Spokane to fulfill the ASEWU Council meetings and student organizations meetings requirement.

Yearly Activities - Compilation of Points				
April 16 of the previous year to April 15 of the current year				
Point Value	Activity	Tier A Minimum Points	Tier B Minimum Points	Maximum Points
1	Member Meetings	8	12	30
3	Student Organization Meetings	9	12	18
2	ASEWU Council Meetings	6	6	36
2	Recruitment	4	4	12
2	Co-Sponsorship Events	0	0	10
2	Community Engagement	0	0	12
3	Student Organization Events	0	0	30
2	Fundraising – Non-profit	0	0	18
3	Fundraising - For Profit	0	0	18
3	Conferences	0	0	12
1	Registration	1	1	1
1	Submitted On Time	0	0	1

Tier A Funding Requirement: 45 Points Per Year

Tier B Funding Requirement: 55 Points Per Year

Tier A Funding Requirement:

- A. In order for a student organization to be eligible to request up to three thousand dollars (\$3,000) for tier A budget request, the following minimum requirements must be met within April 16 of the previous year and April 15 of the current year of the finance hearings.
 1. A minimum of eight (8) member meetings hosted (eight (8) points).
 2. A minimum of three (3) student organization meetings attended (nine (9) points).
 3. A minimum of three (3) ASEWU Council meetings attended (six (6) points).
 4. A minimum of two (2) recruitment activities hosted (four (4) points).
 5. Renew registration through Eaglesync at the beginning of each academic year (one (1) point).
 6. A minimum of forty-five (45) points received overall.

Tier B Funding Requirement:

- A. In order for a student organization to be eligible to request a budget not to exceed ten-thousand dollars (\$10,000) for the tier B funding request, the following minimum requirements must be met within April 16 of the

previous academic year and April 15 of the current academic year of the finance hearings.

1. A minimum of twelve (12) member meetings hosted (twelve (12) points).
2. A minimum of four (4) student organization meetings attended (twelve (12) points).
3. A minimum of three (3) ASEWU Council meetings attended (six (6) points).
4. A minimum of two (2) recruitment activities hosted (four (4) points).
5. Renew registration through Eaglesync at the beginning of each academic year (one (1) point).
6. A minimum of fifty-five (55) points received overall.

SECTION 5: Budgeting Process

Requests shall include the following requirements.

- A. Be submitted on EagleSync.
- B. The proposed budget not exceed ten thousand dollars (\$10,000.00).
- C. Be line item based.
- D. Cover the fiscal year and include all the expected revenue and expenditures for the organization.

The budget session shall start no later than the first day of spring quarter. This is when budgets are open for submission and will close on April 15. The budget session ends when the ASEWU Council approves the final budget. Budgets submitted after the end of the submission period may be denied by the ASEWU Finance Committee. A budget, which was submitted outside of the submission period, may be considered for allocation if the ASEWU Superior Court rules in favor of the submission's review.

After submitting a budget, a student organization must schedule a finance hearing with the ASEWU Finance committee. If the student organization misses their finance hearing they may reschedule. However, the student organization may be limited to potentially receiving up to fifty percent (50%) of their original funding request. If the student organization fails to attend a second hearing, they risk not receiving any funding.

Once finance hearings are completed, the ASEWU Finance Committee shall enter deliberations. They shall produce a balanced and revenue-based budget. During deliberation, the ASEWU Finance Committee shall only allocate funds to specific line item expenses. The total amount allocated to a budget shall not exceed the total amount allocated by the Services and Activities Fee Committee.

Upon approval of the budget by the ASEWU Finance Committee, the chair of the ASEWU Finance Committee shall present the budget for approval to the ASEWU Council. After the Council approves the budget, the chair of the ASEWU Finance Committee shall inform the student organizations that requested funding what allocation have been approved for the next fiscal year. Additionally, the chair of the ASEWU Finance Committee will provide this information to the Student Accounting Office before the end of the academic year once all appeals have been addressed.

SECTION 6: Funding Policies

All student organizations receiving funds from the Services and Activities fees shall adhere to the following requirements.

- A. No university policies or local, county, state and federal laws shall be violated.
- B. All funding requests shall adhere to the ASEWU Bylaws, resolutions, articles of incorporation, and the ASEWU Constitution.
- C. Funding shall not be in a direct benefit of an individual or group.
- D. Funding shall not be contributed to a political candidate.
- E. Funding shall not be provided to reimburse past expenditures.
- F. Funding shall not be provided for university faculty salaries, adjunct salaries or textbooks.
- G. Funding shall not fund non-essential items as deemed by the Finance committee.
- H. Purchasing a gift or gift card must be approved by the Student Accounting Office and cannot exceed fifty dollars (\$50.00).
- I. Processing for travel requests are defined by EWU and the state of Washington. Funds granted by the ASEWU Finance Committee for per diem shall not to exceed the guidelines established by the state of Washington.
- J. Accommodations will be a minimum of four (4) people per room unless advance approval is granted by the director of SAIL or designee.
- K. Any transaction in excess of two hundred and fifty dollars (\$250) out of a student organization's ASEWU-funded account must be authorized by a Student Accounting Office personnel and the director of SAIL. Authorization will be based on available funds or proof of ability to pay the unfunded request encumbered amount.

SECTION 7: Limitations

If a student organization is found to have misused ASEWU funds to purchase items that the fund was not allocated for, the organization may be held accountable and be required to reimburse ASEWU for the total cost of the items purchased.

SECTION 8: Exceptions

If a student organization does not reach the minimum points required as outlined in section 4 of this bylaw, exceptions may be granted to allow a Finance Committee hearing to allocate services and activities funds not to exceed fifteen-hundred dollars (\$1,500.00) and presented to the ASEWU Council. Funding shall be granted with the simple majority of the ASEWU Finance Committee and a three-fourths ($3/4$) majority vote of the ASEWU Council.

SECTION 9: Appeals

For a student organization to appeal eligibility, the appeal must be received by the ASEWU Superior Court prior to the close of the budget submission. The ASEWU Superior Court must rule on any appeals three (3) business days prior to the first reading of the annual budget by the ASEWU Council. Any other decision made by the ASEWU Finance Committee or the ASEWU Council during

the budget session may be appealed under the current version of the 700 series of the current bylaws.

SECTION 10: Penalties


Enforcement of these requirements shall follow the procedure outlined in the 700 series of the current bylaws.

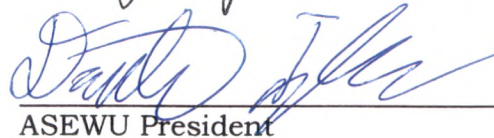
SECTION 11: Rescinded

Bylaw 2016-17/405 is hereby rescinded.

SPONSOR(S): Alicia Decker, Zack Bowman, Josiah Martinez, Elizabeth Shimamoto and Raúl Sánchez.

COMMITTEE REFERRAL: Review and Proposal

 _____ 5/6/19
ASEWU Executive Vice President Date

 _____ 5/6/19
ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2015-2016/406</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 4, 2016</u>
Date Introduced:	<u>February 19, 2016</u>

An act relating to ASEWU Supplemental Budgets.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The primary purpose of a supplemental request is for special events or unforeseen circumstances at the discretion of the ASEWU Council. Supplemental funds are not to be used as a fiscal budget.

SECTION 2: Eligibility

- A. Any student organization or individual student may request a supplemental budget for an activity. (See Bylaw 405, Section 2 for definition of "Activity.")
 - 1. The event must benefit the general student population of EWU.
 - 2. The event shall be open to all EWU students.
- B. Any student organization or individual student may request supplemental funds for a conference pending the following requirements are followed.
 - 1. The conference must be approved by the organization or department advisor. This can be the student organization's advisor or in the case of an individual student, a faculty or other EWU staff member who acts as an advisor for the student must approve the conference.
 - 2. If the individual is presenting at the conference, an overview of the presentation must be provided to the ASEWU Council within two (2) weeks after attending the conference.

SECTION 3: Policies

A recognized student organization shall only be granted one (1) supplemental budget per fiscal year.

- A. The supplemental budget process must begin a minimum of fifteen (15) business days before the date of the funded event.
- B. The student organization must fundraise at least ten percent (10%) of the amount requested.
- C. All supplemental requests must not exceed three thousand dollars (\$3,000.00).
- D. All supplemental requests must be submitted to the ASEWU Director of Finance before being presented to the ASEWU Council.
 - 1. During the summer quarter, the ASEWU Executives will vote on all supplemental requests.
- E. Supplemental budgets shall not fund reimbursement of past expenditures, duplication of annual budget line items, or any items that do not meet legal parameters.

SECTION 4: Restrictions

All organizations receiving supplemental funding shall adhere the following:

- A. No university policies, local, county, state, and federal laws shall be violated;
- B. All funding requests shall adhere to the ASEWU Bylaws, resolutions, articles of incorporation, and the ASEWU Constitution;
- C. Funding shall not be in a direct benefit of an individual or group;
- D. Funding shall not contribute to a political candidate;
- E. Funding shall not be provided to reimburse past expenditures;
- F. Funding shall not be provided for textbooks;
- G. Funding shall not fund non-essential items as defined by the ASEWU Council;
- H. Funding shall be used for EWU students only;
- I. Purchasing a gift or gift card must be approved by Student Accounting and cannot exceed fifty dollars (\$50.00);
- J. Those receiving supplemental funding shall not charge EWU students for entry into an event, unless approved by the ASEWU Council;
- K. Processing for travel requests are defined by EWU and the State of Washington. Funds granted by the ASEWU Finance Committee for per diem shall not exceed the guidelines established by the State of Washington; and
- L. Accommodations will be for a minimum of four (4) people per room unless advance approval is granted by the Advisor for Campus Programs or designee.

SECTION 5: Exceptions

Exceptions may be granted to line item J. Section 4 of this bylaw by a two-thirds ($\frac{2}{3}$) vote of the ASEWU Council.

SECTION 6: Penalties

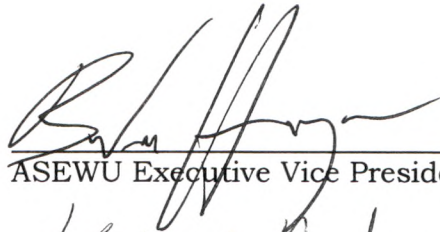
Enforcement of these requirements shall follow the procedure outlined in the 700 section of the current bylaws.

SECTION 7: Rescinded

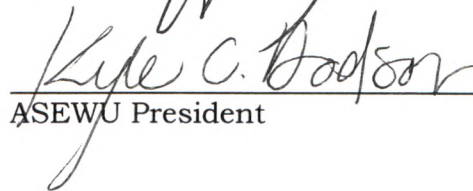
Bylaw 2012-2013/406 is hereby rescinded.

SPONSOR(S): Keirstan Hanson

COMMITTEE REFERRAL: Review and Proposal

 03/14/2016

ASEWU Executive Vice President Date

 03/14/2016

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw 2015-2016/409
Disposition: Passed
Date of Disposition: March 4, 2016
Date Introduced: February 19, 2016

An act establishing the Club Sports Federation Committee.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of the EWU Club Sports Federation Committee is to promote student participation in a variety of physical and athletic activities, provide students with an opportunity for involvement, as well as help develop leadership skills and provide individuals with the chance to develop a skill level commensurate with their level of interest in a particular sport.

SECTION 2: Policies

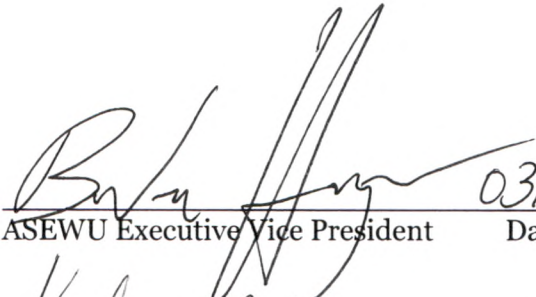
All Club Sports will adhere to the current Club Sport Federation Handbook.

SECTION 3: Rescinded

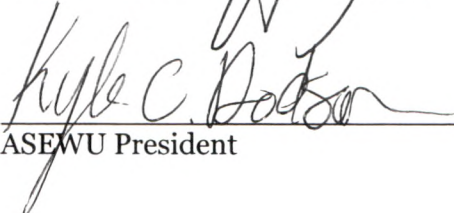
Bylaw 2012-13/409 is hereby rescinded.

SPONSOR: Keirstan Hanson

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 03/14/2016
Date



ASEWU President 03.14.2016
Date

ASEWU Speaker Pro Tem Date
(Veto override)