

Clubs and Organizations Commission
Department of Clubs and Organizations
Agenda for Friday, November 15th, 2019 at 10:00 AM
Joe Crowley Student Union, Rita Laden Senate Chambers, 3rd Floor

1. CALL MEETING TO ORDER

Director Florence called the meeting to order at 10:04 am in the Rita Laden Senate Chambers on the third floor of the Joe Crowley Student Union. Presiding secretary was Viviane Ugalde.

2. ROLL CALL

Director Florence, Assistant Director Smith, Commissioners Marimberga, Lanza, Snyder, Pereyra, Bruketta, McKinney, and Baker were present.

Commissioner Keegan was absent excused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at the time.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

- a. The Commission may discuss and/or act upon items regarding Department policies and procedures, Club Support Funding requests, conduct proceedings requests, and other matters related to the functions of the Department.

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, Mathewson- IGT Knowledge Center, and online at www.nevadaasun.com.



If you would like a copy of any of the agenda items listed, please contact Director Florence at directorco@asun.unr.edu.

i. Action: The Commission will hear the following Club Support funding requests

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
A	10:00 AM	MEDLIFE Nevada	On Campus Events	\$53.81		
	10:00 AM	A.B.L.E Women	Operations	\$585.00		
	10:00 AM	Nevada Women's Lacrosse	Operations	\$750.00		
	10:00 AM	Nevada Women's Lacrosse	Operations	\$1,088.47		
	10:00 AM	University of Nevada Winter Sports Club	Travel	\$2,500.00		
	10:00 AM	Nevada Speech and Debate Union	Operations	\$76.19		
	10:00 AM	Circle K International	On Campus Events	\$560.50		
	10:00 AM	Circle K International	On Campus Events	\$582.40		
	10:00 AM	NevadaTeach STEM Club	On Campus Events	\$75.74		
B	10:30 AM	Alpha Epsilon Delta	Operations	\$535.20		
	10:30 AM	Wolf Pack Racing	Operations	\$165.79		
	10:30 AM	The American Medical Student Association	Operations	\$772.10		
	10:30 AM	University of Nevada Rocketry Society	Operations	\$175.09		
	10:30 AM	Kappa Phi Lambda	Travel	\$1,380.00		
	10:30 AM	Journalism Student Council	Operations	\$204.00		
	10:30 AM	Blue Key Honor Society	Community Service	\$500.00		
	10:30 AM	UNR Astronomy Club	Operations	\$203.80		
	10:30 AM	Student Association for International Water Issues	Operations	\$1,700.00		
	10:30 AM	Sigma Tau Gamma	On Campus Events	\$369.13		

Med Life Nevada – Two proxies asked for on-campus event funding for hospice patients card making supplies.

Commissioner McKinney reviewed the application.

Commissioner McKinney moved to approve the application for \$26.91.

Commissioner Baker seconded the motion.

The motion was carried.

Nevada Women's Lacrosse – The treasurer and a proxy asked for operations funding for league dues to play.

Commissioner Lanza reviewed the application, and said they will only be able to approve the cap application.

Commissioner Lanza moved to approve the application for \$1,000.00.

Commissioner Snyder seconded the motion.

The motion was carried.

The representatives asked for a second operations funding application.

Commissioner Lanza reviewed the application.

Commissioner Lanza moved to relegate the application to travel funding tier.

Commissioner Lanza moved to approve the application for \$750.00.

Commissioner Pereyra seconded the motion.

The motion was carried.

Circle K International – The treasurer and a proxy asked for on-campus event funding for an event for new members.

Commissioner Pereyra reviewed the application.

Commissioner Pereyra moved to approve the application for \$363.20.

Commissioner Bruketta seconded the motion.

The motion was carried.

A.B.L.E. Women – The treasurer and a proxy asked for operations funding for hoodies for active members.

Commissioner McKinney reviewed the application. He said there was a funding cap.

Commissioner McKinney moved to change non-food line item price to \$15.

Commissioner McKinney Moved to approve the application for \$540.00

Commissioner seconded the motion.

The motion was carried.

Speech and Debate - The treasurer and a proxy requested operations funding for paper.

Commissioner Bruketta reviewed the application and proved to application for \$76.23.

Commissioner Snyder seconded the motion,

The motion was carried.

Nevada Teach S.T.E.M. – The treasurer and a proxy asked for on-campus event funding for public speakers and new members.

Commissioner Baker reviewed the application. She moved to add non-food line item 1 quantity 25 unit price 99 cents, non-food line item 2 quantity 1 unit price \$50.

The motion was carried.

Jaylin from central station said that they need to turn in an SEAB form first.

Commissioner Marimberga asked what the correct quantity of pants and pots were.

Commissioner Baker moved to change non food line item 1 to quantity 26.

The motion was carried.

Commissioner Baker moved to approve the application for \$37.87.

Commissioner McKinney seconded the motion.

The motion was carried.

Winter Sports Club – The president and treasurer asked for travel funding for conference dues.

Commissioner Bruketta reviewed the application.

Commissioner Bruketta moved to approve the application for \$1,250.00.

Commissioner Pereyra seconded the motion.

The motion was carried.

Alpha Epsilon Delta – The treasurer and a proxy asked for operations funding for coat of arms pins for national members.

Commissioner Baker reviewed the application.

Commissioner Baker moved to approve the application for \$520.00.

Commissioner Snyder seconded the motion.

The motion was carried.

Kappa Phi Lambda – The president and a proxy asked for travel funding for a conference in January.

Commissioner Lanza reviewed the application. He asked if they were driving from Vegas.

The representatives said yes.

Commissioner Lanza moved to approve the application for \$1,369.00.

Commissioner Snyder seconded the motion.

The motion was carried.

Wolf Pack Racing – The president and a proxy requested operations funding for parts for their simulations on the car.

Commissioner Snyder reviewed the application.

Commissioner Snyder moved to approve the application for \$140.06.

Commissioner Pereyra seconded the motion.

The motion was carried.

*Assistant Director Smith took
the gavel and Director Florence
left the room at 10:34 am.*

Blue Key – The treasurer and a proxy asked for community service funding for food and supplies for the homeless.

Commissioner Marimberga reviewed the application.

Commissioner Marimberga approved the application for \$496.32.

Commissioner Snyder seconded the motion.

The motion was carried.

Director Florence entered the room at 10:36 am.

Medical Association – The president and a proxy asked for operations funding for t-shirts.

Commissioner Snyder reviewed the application.

Commissioner Snyder moved to approve the application for \$560.00.

Commissioner Pereyra seconded the motion.

The motion was carried.

Journalism Student Council – The treasurer and president asked for operations funding for their website subscription for their other programs.

Commissioner Marimberga reviewed the application.

Commissioner Marimberga moved to approve the application for \$204.00.

Commissioner Pereyra seconded the motion.

The motion was carried.

- ii. Action:** The Commission will vote on changes to the department procedures manual. The action was to be for member requirement be 7 members instead of 10.

Director Florence seeked to make a motion to change Addendum A.

Commissioner McKinney moved to change Addendum A.

Commissioner Snyder seconded the motion.

The motion was carried.

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

- a. The Director of Clubs and Organizations, Davis Florence, will give his report.
 - i.** General updates from the Director regarding the Department.
 - ii.** Communications from the President, the Senate, and other officers of ASUN.

Director Florence said he met with the Fitness Center representatives about club sports. They agreed that they should start to pursue having club sports overseen by the fitness center. It would help with travel budgets and the recognition of the clubs. He said he will be meeting about Fraternity and Sorority life as well, and that it will change the recognition process for them. He said he also is meeting with President Martinez to discuss a proposal of what Florence's plan is for the committee next year.

6. REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGANIZATIONS

a. The Assistant Director of Clubs and Organizations, Abigail Smith will give her report.

- i. General updates from the Assistant Director regarding the Club Support Funding account and the Clubs and Orgs Internship Program.

Assistant Director Smith reported that the intern meeting had the interns do their own funding applications. She also said she is working on organizing a community service event on December 6 at 5 pm. She also said the interns are continuing to interview the commissioners.

7. REPORT OF THE COMMISSIONERS

a. The Club Commissioners will each give their report.

- i. Justine Pereyra, Multicultural & Diversity
- ii. Darwin Snyder, Faith Based, Campus Life
- iii. Connor Keegan, Science and Engineering
- iv. Maggie Baker, Pre-Professional and Academic
- v. Nolan Lanza, Sports and Recreation
- vi. Nicolas Marimberga, Service & Community Outreach
- vii. Andrew McKinney, Social & Political Involvement

He said he was working on having an open forum with his coalition to talk about politics. He said he was also helping clubs with things they want to know about.

- viii. Bella Bruketta, Fraternity & Sorority Life

10. PUBLIC COMMENT

a. There was no public comment at the time.

11. ADJOURNMENT

Director Florence adjourned the meeting at 10:44am.

Department Procedures Manual

**CLUBS AND
ORGANIZATIONS**



ASSOCIATED STUDENTS OF
THE **UNIVERSITY OF NEVADA**

Adopted: 2 October 2019

**ASSOCIATED STUDENTS OF THE UNIVERSITY OF NEVADA
DEPARTMENT OF CLUBS AND ORGANIZATIONS
PROCEDURES MANUAL**

CHAPTER I. PROCEDURES MANUAL

Title A Purpose

Section 1 The purpose of this manual shall be to establish a definite course of action for the operation of the Department of Clubs and Organizations (the Department) and set forth its principles and functions.

Title B Application and Authority

Section 1 This manual shall apply to all matters of the Department, including its operations and the actions of its officers.

Section 2 This manual is intended as a guide for the conducting of Department business.

CHAPTER II. THE DEPARTMENT

Title A Functions

Section 1 The Department shall oversee all ASUN clubs and organizations and provide for the recognition of new clubs and organizations

Section 2 The Department shall manage Club Support Funding that partially assists ASUN recognized student groups in developing events and activities for students on campus, enriching leadership and learning opportunities, and providing support for organization infrastructure.

Section 3 The Department shall work to manage and distribute resources intended for the support of ASUN clubs and organizations

Section 4 The Department shall provide for and develop activities that support the success of ASUN clubs and organizations

Section 5 The Department shall act as a network and clearing house for ASUN clubs and organizations, and act as representation within the government of ASUN for its recognized bodies

Title B Duties and Powers

Section 1 The Department shall hold a club fair not less than once a semester for the purpose of allowing clubs and organizations to recruit new members. Each fair shall be held within the first four weeks of classes in each semester

Section 2 The Department shall provide for a Clubs and Organizations Leadership Conference not less than once per academic year. The conference shall be held for the purpose of providing student officers with an opportunity to develop skills in leadership, organization management, team dynamics, and other such topics

Section 3 The Department shall organize the annual ASUN Club Awards Reception in which the clubs and organizations awards shall be presented.

Title C Governing Body

Section 1 The governing body of the department shall be called the Commission on Clubs and Organizations [Clubs Commission] (the Commission).

Title D Officers of the Department

Section 1 The Director of Clubs and Organizations (the Director) shall be the head of the Department as set forth in per SAS 202.03.b.

Section 2 The Assistant Director of Clubs and Organizations (the Assistant Director) shall be responsible for the managing the operations and the budget of the Association Club Support Funding.

Section 3 The Commissioners of Clubs and Organizations (Commissioners) shall be subsidiary officers of the Department, under the Director and the Office of the President. There shall be no less than five (5) and no more than six (6) commissioners as per SAS 202.05.a.

Title E Establishment of Coalitions

Section 1 There shall be established Coalitions of Student Clubs and Organizations.

Section 2 These coalitions must include, but are not limited to:

- i. Pre-professional
- ii. Fraternity and Sorority Life
- iii. Service and Community Outreach
- iv. Faith-based
- v. Multicultural and Diversity
- vi. Sports and Recreation
- vii. Campus Life
- viii. Social and Political Involvement
- ix. Science and Engineering

CHAPTER III. THE COMMISSION

Title A Functions

Section 1 The Commission shall work as the organizing and governing body of the Department

Section 2 The Commission shall act to oversee all ASUN recognized clubs and organizations

Section 3 The Commission shall create and maintain policies, procedures and other such documents for the purpose of organizing the functions of the Department and governing recognized student organizations

Title B Duties and Powers

Section 1 The Commission shall conduct at least one (1) Club Support Funding Policy Manual audit per fiscal year. The Commission shall adhere to the Policy on Funding for Clubs and Organizations from the previous fiscal year until the new policy is approved by the senate. The policies shall include, but are not limited to: i. Structure of funding programs ii. Prohibited items, actions, and uses

- iii. Establishment of rates and formulas for fuel, clothing items and promotional materials
- iv. Inherent, standing stipulations on funding
- v. Statement of Capital Items
- vi. Establishment of hearing procedures and periods

Section 2 The Commission may authorize the financial audit of any ASUN recognized club or organization through ASUN Central Station.

Section 3 The Commission shall hear requests for funding of updated ASUN recognized clubs and organizations and shall disperse funds as guided by the Club Support Funding Policy Manual.

Section 4 The Commission shall solicit nominations for, and select the annual clubs and organizations awards.

Section 5 The Commission shall investigate and make decisions concerning the ASUN Clubs and Organization Conduct Policy

Section 6 The Commission may move to revoke recognition of standing organizations. Such action requires a second, is debatable and must receive a supreme majority (2/3) affirmative vote.

Section 7 The Commission shall conduct an audit of the ASUN Center for Student Engagement club resources at least once every two (2) fiscal years.

Section 8 The Commission shall conduct an audit of the Department Procedures Manual at least once per fiscal year.

Title C Meetings

Section 1 All meetings shall be governed according to Robert's Rules of Order.

Section 2 Meetings shall be held no less than twice per month during the regular academic semester.

Section 3 Quorum for the Commission shall consist of a simple majority (50% plus 1) of the voting membership

Section 4 The Commission shall have at least one (1) meeting before the Fall Semester begins. The meeting will be no more than two (2) weeks prior to the beginning of the semester.

Section 5 The Commission shall follow Nevada Open Meeting Law

CHAPTER IV. THE DIRECTOR

Title A Functions

Section 1 The Director shall act as the head of the Department, representing it, and the Commission, within the government of ASUN

Section 2 The Director shall serve as a resource for club leaders, commissioners, ASUN officials, and professional staff regarding matters of the Department

Section 3 The Director shall serve as a member of the Presidential Cabinet, representing the Department

Title B Duties and Powers

Section 1 The Director shall be the *ex-officio* chair of the Commission with no voting rights except for the purpose of breaking a tie

Section 2 The Director may assign commissioners as representatives or heads of specific coalitions

Section 3 The Director shall be responsible for approving new clubs and organizations and—reviewing periodically club documents, membership and other such information provided through the ASUN on-line management system.

Section 4 The Director shall petition for funding from the ASUN Senate Committee on Budget and Finance to support the functions of the Department on behalf of the Commission.

Section 5 The Director may delegate specific functions, duties or powers to any inferior officer of the Department

Title C Conduct Advisory Committee

Section 1 The Director may, at any time, call for the creation of the Conduct Advisory Committee (the Committee) and will serve as the chair of the Committee

Section 2 The Committee members shall be selected by the Director

Section 3 The Committee shall be made up of no less than five (5) members. The Committee shall include, but is not limited to:

i. Two (2) Commissioners ii.

Two (2) Senators

iii. One (1) member of the executive cabinet

Section 4 The Committee shall advise a course of action for the Director on matters pertaining to the conduct of the Commissioners. The decision of the Committee is non-binding and serves only in an advisory capacity

Section 5 The Committee shall consider, but is not limited to, the following criteria:

- i. Fulfillment of responsibilities
- ii. Accountability to the constituency
- iii. Behavior while in office

Title D Appointment and Term

Section 1 The Director shall be appointed by the President of the ASUN and confirmed by the Senate as set forth in the *Executive Branch Act of 2007* (S.B. 75-10)

Section 2 The Director's term shall be from the date of their confirmation until such date as is set forth by the Senate

CHAPTER V. THE CLUB SUPPORT FUNDING ADMINISTRATIVE ASSISTANT

Title A Function

Section 1 The Assistant Director shall act as the business manager for the Department.

Section 2 The Assistant Director shall serve as a liaison between the Department, Central Station, and club leaders.

Title B Duties and Powers

Section 1 The Assistant Director shall be responsible for managing the operations and the budget of the ASUN Club Support Funding.

Section 2 The Assistant Director shall assist the Director of Clubs and Organizations in account management and financial advisement of ASUN recognized clubs and organizations.

Section 3 The Assistant Director shall serve as quasi Secretary of the Department through the preparation of agendas and any other tasks related to meetings of the Department.

Section 4 The Assistant Director shall have no voting rights and does not count toward the number needed for quorum.

Section 5 The Assistant Director shall work directly with the Assistant Director of Accounting in maintaining accurate club account balances and anything that may pertain to finances.

Section 6 The Assistant Director shall be responsible for any other duties as assigned by the Director.

Title C Appointment and Term

Section 1 The Director of Clubs and Organizations will recommend to the President an appointment for the Assistant Director position. The President will appoint the Assistant Director. The Senate will confirm the President's appointments as per SAS 202.04.a.

Section 2 The Assistant Director's term shall be from the date of confirmation until such date as is set forth by the Senate

CHAPTER VI. THE COMMISSIONERS

Title A General functions of all commissioners

Section 1 One or more Commissioners may act as head or representatives of a Coalition(s)

Section 2 Commissioners shall act as representatives to the respective coalition(s) to which they are assigned, working to implement the goals and objectives of the department within the organizations and clubs falling under their purview

Section 3 Functions of the Commissioners as Heads of Coalition

- i. Pre-professional
- ii. Fraternity and Sorority Life
- iii. Science and Engineering
- iv. Service and Community Outreach
- v. Faith-based
- vi. Multicultural and Diversity
- vii. Sports and Recreation
- viii. Campus Life
- ix. Social and Political Involvement

Section 4 Commissioners shall attempt to contact each organization prior to the beginning of the Fall Semester and update each organization's contact information. The Commissioners shall convey any changes to the Club Listserve Administrator

Section 5 Commissioners shall attend at least one (1) meeting or activity of each organization within their respective coalitions per semester at the discretion of the Director of Clubs and Organizations.

Section 6 Commissioners shall attempt, if possible, to comply with club officer requests for a meeting within one week of the request

Section 7 Commissioners shall meet with any new organization, within their prospective coalition, requesting recognition by the ASUN

Section 8 Commissioners are required to meet with their respective coalitions at least once(1) per semester

Title B Appointment and term

Section 1 The Director of Clubs and Organizations will recommend to the President appointments to any vacancies on the Commission. The President will appoint the Commissioners. The Senate will confirm the President's appointments as per SAS 202.06.a.

Section 2 The Commissioners' terms shall be from the date of confirmation until such date as is set forth by the Senate

CHAPTER VII. STANDING OF CLUBS AND ORGANIZATIONS

Title A Recognition and Approval of New Clubs and Organizations

Section 1 New Clubs and Organizations shall submit an application to the Director of Clubs and Organizations

Section 2 Recognition shall be based on the following:

- i. Compliance with the guidelines for constitutions for student organizations and policies and procedures affecting student organizations.

- ii. Agreement to a policy stating that the club or organization does not discriminate with respect to membership in compliance with SAS 202.08.a.3.
- iii. The club or organization's constitution shall not in wording or form supersede the constitution of the Associated Students of the University of Nevada, University and Nevada System of Higher Education policy and all local, state and federal laws.
- iv. Copies of the constitutions and by-laws submitted by clubs and organizations shall remain on file with the ASUN business offices.
- v. Confirmation of a faculty/staff advisor for the club or organization.
- vi. Clubs or organizations with national chapters are required to comply with the national club or organization's charter, rules, and regulations. That club or organization must then comply with all ASUN requirements for recognition. No club or organization is allowed to use the name, symbol, or charter of a national club or organization unless recognized by the national club or organization and the ASUN.
- vii. Clubs or organizations must have no less than **seven (7)** undergraduate students, enrolled in seven (7) or more credits, as members, and officers shall be undergraduate student members.
- viii. By applying for club recognition, the club or organization recognizes that they are affirming that all current or future members of the club are enrolled and will be enrolled in at least one (1) credit at the University of Nevada, Reno either in a graduate or undergraduate course.
- ix. The club recognizes that permitting a non-University student to be a member of the club will result in termination of club recognition standing effective immediately and a probational period may be determined by the Director of Clubs and Organizations.

Section 3 Upon final approval, the ASUN Club Engagement Assistant shall assign the new organization to one of the Coalitions, as indicated by the club or organization during the application process

Title B Renewal of Clubs and Organizations

Section 1 Clubs and Organizations shall update officer contact information, reconfirm advisor, and register **seven (7)** students on the club or organization's GivePulse page on or before Prep Day in the Spring semester (in preparation for the upcoming Fall semester).

Section 2 It is the responsibility of the incoming leaders to inform the Department of any leadership changes and to update their contact information

Title C Inactivation of Clubs and Organizations

Section 1 Clubs and organizations that fail to renew before or on the prescribed renewal dates shall be deemed pending for one (1) year until the club or organization is completely renewed. After one (1)

year of pending status, the club or organization will be deemed inactive.

Section 2 Inactive clubs can regain ASUN recognition once they fulfill the renewal requirements.

Section 3 Pending clubs that are pursuing active status with ASUN are allowed to request and be approved club support funding with the stipulation that the pending club will not be able to access the funds until the obtain ASUN recognition and are deemed active.

Title D Eradication of Inactive Clubs

Section 1 If a club or organization is financially inactive for more than four (4) semesters, the club or organization will be purged from all ASUN departments and lose ASUN recognition. The Assistant Director of the Center for Student Engagement is directed to reach out and assess the club's status.

Section 2 If deemed inactive, the balance, negative or positive, in a purged club or organization's account through the ASUN accounting office will be permanently transferred into a clearance account remitted to ASUN.

Section 3 A purged club or organization must undergo the entire recognition process in order to regain recognition. Once recognition has been regained, the club or organization will be considered new, and will start with a net zero balance in their club account.

Title E Submission of New Club Requests

Section 1 Those clubs and organizations wishing to obtain recognition by ASUN shall complete the most recent edition of the New Club Application ("the Application"), as published by the Department of Clubs and Organizations. Only those groups wishing to gain new recognition by the ASUN must complete and file this application.

Section 2 All Applications shall contain, at a minimum, the following:

- i. The recognized and common name(s) of the requesting organization
- ii. The name and contact information of the officer filing the Application and the name and contact information of the organization's President or Treasurer. If either of these officers are the primary requestor, the information of the other officer must be supplied in the subsequent section.
- iii. The name and contact information of the organization's University faculty/staff advisor
- iv. A listing of names of all current members to the organization
- v. Appropriate documentation required for recognition (i.e. Constitution/By-Laws)
- vi. Other information as deemed appropriate by the Director or the Commission

Section 3 All submissions must be approved by the organization's President and Treasurer.

Title G Access to Club Accounts and Funding

Section 1 Any club or organization which has overdrawn their club account, or is shown as a debtor to the ASUN, shall be denied access to funds and other ASUN resources, as confirmed by the Director

Title H Financial and Accounting Policies

Section 1 Decisions or actions regarding financial and accounting policies made by the Nevada System of Higher Education, Board of Regents, or the University shall supercede any decisions or action made by the Association or the Department.

Title I Prospective ASUN Club or Organizations

Section 1 If a prospective ASUN Club or Organization is denied ASUN recognition by the Department, the club may reapply at any time.

Section 2 Upon denial of ASUN recognition, clubs may request a hearing before the Commission for the purpose of appealing the decision.

Section 3 The Commission reserves the right to make final approval decisions regarding club recognition status for all clubs and organizations under their purview.

Title J Probation and Duration of ASUN Recognition

Section 1 Clubs or organizations are responsible for keeping updated information, member lists, and constitutions with the ASUN database. If a club or organization's required conditions for recognition become outdated, the club or organization will immediately be deemed inactive and placed on probation. Clubs on probation are ineligible for ASUN resources and funding.

Section 2 If a club or organization is inactive for more than one (1) year, the club or organization will lose all ASUN recognition and must undergo the entire recognition process in order to regain recognition.

Section 3 Clubs and organizations which maintain active status, or regain active status within one year, shall be continuously recognized by ASUN with no expiration date on their status as approved student organizations

CHAPTER VIII FUNDING OF CLUBS AND ORGANIZATIONS

Title A Requests by Clubs

Section 1 Clubs and organizations shall follow any fiscal policies, procedures, or mandates set forth by the Nevada System of Higher Education, Board of Regents, the University of Nevada Administration, and/or the Controller's Office

Section 2 Requests for club support funding shall follow the policies and procedures as outlined in the Club Support Funding Policies Manual

Section 3 The officers indicated as President and Treasurer from each ASUN Club or Organization must be present at the Commission meeting when the club or organization's funding is being determined, unless the Director or Commission excuses them.

Section 4 Another officer or member may act *by-proxy* for the President or Treasurer of a requesting club or organization if written notification has been received by the Department not less than one day prior to the date of the request hearing.

Section 5 The Clubs and Organizations Commission shall grant funding in accordance with the established funding policy, determined by the

Clubs and Organizations Commission, as approved by the Senate, to the existing clubs or organizations

Section 6 The club or organization must spend the granted funding by the date stated and in the manner prescribed in the original request or by the order of the Commission, unless special provisions are made with the Director

Section 7 Any club or organization utilizing more than the funds allocated to them shall be ineligible to request further funding, utilize ASUN resources, or make withdrawal from their ASUN Club Account until certification is received from the ASUN Accounting Office that there has been a remittance of the overdraft funds

Title B Maintenance of Club Accounts

Section 1 The Clubs and Organizations Commission shall review all club accounts every two (2) years. If it found that a club has been inactive, procedures for eradication of an inactive club shall be followed as outlined in this document.

CHAPTER IX RECOGNITION OF ACHEIVEMENT

Title A Annual Clubs and Organizations Department Awards

Section 1 The Clubs and Organizations Awards may include, but are not limited to:

- i. Outstanding Club of the Year
- ii. Outstanding Community Service of the Year
- iii. Outstanding Program of the Year
- iv. Outstanding Advisor of the Year
- v. Outstanding Club Leader of the Year
- vi. Outstanding New Club of the Year
- vii. Outstanding Campus-Life Club of the Year
- viii. Outstanding Faith-Based Club of the Year
- ix. Outstanding Fraternity and Sorority Life Club of the Year
- x. Outstanding Multicultural and Diversity Club of the Year
- xi. Outstanding Pre-Professional Club of the Year
- xii. Outstanding Science and Engineering Club of the Year
- xiii. Outstanding Service and Community Outreach Club of the Year
- xiv. Outstanding Social and Political Club of the Year
- xv. Outstanding Sports and Recreation Club of the Year
- xvi. And up to three (3) additional awards may be determined by the committee that selects the awards.

Section 2 The committee that selects the awards will be comprised of the current ASUN Director of Clubs and Organizations who shall serve as chair of said committee, and at least four (4) members of the Commission.

- i. The chair shall serve in a non-voting capacity unless to make or break a tie vote.
- ii. No member of the committee will be eligible for the award and executive officers of nominated clubs may not vote in the award category that their club is nominated.

Section 3 Nominations will not be restricted to members of the University of Nevada community.

Section 4 In order to be eligible for any award, the club must be currently recognized by ASUN or an individual must be a representative of a currently recognized club.

Section 5 Additional requirements for specific awards shall include:

- i. To be eligible for Outstanding Leader of the Year award, nominees must be a registered undergraduate student at the University of Nevada.
 - a. Outstanding Club Leader of the Year nominations must include a letter of recommendation from a member or advisor of the club.
- ii. Outstanding Advisor of the Year nominations must include a recommendation from a member of the club.
- iii. Selection of the Outstanding Club of the Year shall be based equally on the following criteria. How well the club has:
 - a. Benefited the campus activities
 - b. Benefited the University/Student Body
 - c. Benefited the community
 - d. Benefited club membership
- iv. To be eligible for Outstanding Community Service of the Year Award the club must have exhibited community service efforts on more than one occasion.

Section 6 Nominations will be accepted for no less than a two week period during the Spring Semester.

CHAPTER X CODE OF CONDUCT

Title A Conduct of Club Members

Section 1 Club members are expected to adhere to the University of Nevada's Student Code of Conduct at any club activity on and off campus. All club members should familiarize themselves with the Student Code of Conduct found in the Student Handbook.

Title B Conduct of Student Organizations as Entities

Section 1 Clubs and Organizations are expected to adhere to the University of Nevada's Student Code of Conduct and all other applicable University codes and regulations and are responsible for ensuring within reason that club activities do not allow for breach of code by student members.

Title C Violations of Conduct Code

Section 1 Reports of any violation of ASUN or University regulation will be handled in the following manner.

- i. The ASUN Director of Clubs and Organizations shall inform the club of an investigation, and the club shall have two (2) weeks to produce requested documentation and/or appear before the Commission to answer the Commissioners' questions.
- ii. All violations will be referred to the ASUN Director of Clubs and Organizations. After a review of the violation, the Director of Clubs and Organizations will have the

choice to either send the violation to the Commission or not recognize the violation and send it to an Executive Cabinet Meeting. The Executive Cabinet will then take a vote as to

whether or not the violation shall be forwarded to the Commission. The Executive Cabinet may also decide to forward the violation directly to the ASUN Judicial Council.

- iii. If a violation is brought forth to the Commission, the body may or may not implement one or more of the consequences outlined in Section 2, below. The Clubs and Organizations Commission's recommendation must pass with a supreme majority (two-thirds).
- iv. Upon the final decision of the Commission, the club or organization may appeal to the ASUN Judicial Council.
- v. The Commission shall close its meetings whenever an individual's character is brought into question or when the case relates to the educational record as stated in the Federal Education Rights and Privacy Act (Buckley Amendment).

Section 2 Consequences for violations:

- i. A verbal or written warning.
- ii. Probation from ASUN for a specific period of time.
- iii. Revocation of ASUN Recognition.
- iv. Denial of access to club funds, the club's Central Station account, and/or Club Support Funding
- v. Referral of an individual student and/or entire club or organization to Student Conduct
- vi. The violation, along with evidence, will be forwarded to Student Judicial Affairs and, if applicable, the club or organization's national office for further investigation.

CHAPTER XI SPECIAL PROVISIONS FOR CLUB COALITIONS

Title A Pre-Professional Title B Science and Engineering Title C Fraternity and Sorority Life Title D Campus Life Title E Social and Political Involvement Title F Service and Community Outreach

Section 1 The commissioner for the Service and Community Outreach coalition shall work to connect clubs and organizations in their coalition to Reno-Tahoe non-profit organizations through methods including but not limited to meetings, programming, and outreach.

Title G Faith-based Title H Multicultural and Diversity Title I Sports and Recreation

Section 1 The Sports and Recreational Activities Commissioner shall work with the Club Sports Advisor.

Section 2 All Club Sports Teams must abide by the University of Nevada Sport Club Program Handbook.

Section 3 Attendance of at least one executive officer at all meetings scheduled by the Sports Clubs Coordinator including Sport Club Council Meetings.

Section 4 At least one officer and one member must have current CPR and First Aid certifications.

Section 5 All coaches or managers must have signed the “Volunteer Agreement.”

Section 6 All participants must sign the Liability Waiver.