

Clubs and Organizations Commission

Department of Clubs and Organizations

Agenda for Tuesday, August 18th, 2020 at 5:30 PM

Zoom Conference Meeting: Email assistantdirectorco@asun.unr.edu for more details

1. CALL MEETING TO ORDER

2. ROLL CALL*

3. PUBLIC COMMENT*

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.

- i. **Action:** The Commission will discuss proposed Club Support Funding Policy Manual and Department Procedure Manual changes.

- ii. **Action:** The Commission will discuss upcoming events such as Club Fair and iLead.

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS*

- a. The Director of Clubs and Organizations, Nolan Lanza, 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.

6. REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGANIZATIONS*

- a. The Assistant Director of Clubs and Organizations, Nicolas Marimberga will give his report.
 - i. General updates from the Assistant Director regarding the Club Support Funding account and the Clubs and Orgs Internship Program.

7. REPORT OF THE COMMISSIONERS*

- a. The Club Commissioners will each give their report.
 - i. Charles Dunn, Multicultural & Diversity
 - ii. Glenn Taylor, Faith Based, Social & Political Involvement
 - iii. Sebastian Meza, Campus Life
 - iv. Shaun Mabanta, Pre-Professional and Academic
 - v. Autena Asefirad, Sports and Recreation
 - vi. Malaya McCoy, Service & Community Outreach
 - vii. Justine Pereyra, Science & Engineering
 - viii. John Donohue, Fraternity & Sorority Life

8. APPROVAL OF MINUTES

9. REMARKS*

- a. Members of the Commission may give remarks to the Director and Assistant Director.

10. PUBLIC COMMENT*

- a. Items heard under public comment may be in regard to items either on or off the agenda. Action may not be taken on items raised under public comment. The Director may elect to take public comment on action items on this agenda. The Director may impose reasonable limits on the length members of the public may speak.

11. ADJOURNMENT

Note: Unless otherwise marked by an asterisk, all agenda items are action items upon which the Commission may take action. Action items may be taken out of the order to be presented at the discretion of the Chair.

**POSTED ON OR BEFORE 9:00 A.M. ON THE THIRD WORKING DAY
BEFORE THE MEETING.**

Posted at www.nevadaasun.com. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. If you would like a copy of any of the agenda items listed or have any questions, please contact Nolan Lanza, Director of Clubs and Organizations, at directorco@asun.unr.edu or Nick Marimberga, Assistant Director of Clubs and Organizations, at assistantdirectorco@asun.unr.edu.

Club Support Funding Policy Manual



ASSOCIATED STUDENTS OF THE UNIVERSITY OF
NEVADA DEPARTMENT OF CLUBS AND ORGANIZATIONS

<http://www.nevadaasun.com/club-funding/>

Ratified:

August 10, 2020

ADDENDUM TO CLUB SUPPORT FUNDING POLICY MANUAL

TITLE I. STATEMENTS

Chapter A. ASUN DEPARTMENT OF CLUBS AND ORGANIZATIONS

The purpose of the Associated Students of the University of Nevada (ASUN) Department of Clubs and Organizations (the Department) is to execute the laws and functions related to the affairs of Clubs and Organizations, and those of the Department while managing the affairs and serving as a resource of all ASUN recognized clubs and organizations. The authority is granted by the Statutes of the Associated Students (SAS Title IV Chapter 202).

Chapter B. THE CLUBS AND ORGANIZATIONS COMMISSION

The Clubs and Organizations Commission (the Commission) is composed of all Club Commissioners and headed by the Director of the Department. The Commission facilitates club recognition and may recommend to the Director that petitions be accepted. The Commission hears and approves requests for funding from ASUN recognized clubs and organizations.

Chapter C. POLICY MANUAL

The purpose of this Policy Manual is to create a transparent system to approve Club Support Funding for ASUN recognized clubs and organizations. This Policy Manual maintains the flexibility and adaptability of the ASUN Department of Clubs and Organizations to meet the needs of student clubs while maintaining effective financial practices.

Chapter D. POLICY APPLICATION AND AUTHORITY

All policies stated in this manual shall apply to all matters regarding the hearing of requests for club support funding, approval of funds by the ASUN Clubs and Organizations Commission, orders issued by the Director of Clubs and Organizations and/or the Assistant Director, implementation of allocated funds by clubs and organizations, and all other issues related to the funding of ASUN recognized clubs and organizations by ASUN.

Chapter E. PURPOSE OF CLUB SUPPORT FUNDING

The purpose of Club Support Funding is to support the funds required by ASUN recognized student organizations to support their events, leadership development, learning opportunities, organizational infrastructure, and civic engagement projects.

Chapter F. GENERAL DEFINITIONS AND TERMS

Section 1. Group, Club, and Organization

The words “group,” “club,” and “organization” are interchangeable terms used within this document which refer to those assemblies of undergraduate students at the University of Nevada, Reno (the University) recognized by the Associated Students of the University of Nevada. These terms may also, at times, refer to such assemblies which are in the process of applying for recognition or which have not been recognized,

but which are in some way affiliated with the University and its campus. Should clarification of these references be required, the Director of Clubs and Organizations (“the Director”) shall make such clarification or may seek an opinion from the Commission on Clubs and Organizations. Club Support Funding is not guaranteed; therefore, clubs are responsible for being able to fund their requests prior to receiving Club Support Funding.

Section 2. Tier

The word “Tier” refers to a categorization of costs or expenses expected to be incurred for an event, activity, or investment in resources by a club or organization that are to be funded, in whole or in part, by ASUN.

Section 3 Capital Expenditure

A “capital expenditure” is a cost or expense for an item which has a sale value of greater than \$100, and which has an expected useful life of three (3) or more years at the discretion of the Commission.

Section 4. Capital Item

A “capital item” is an item which requires a capital expenditure.

Section 5. Event

An “event” shall be defined as an activity, or a repeated activity, hosted by an ASUN recognized organization.

Section 6. On Campus Event

An “on-campus event” is an event or activity which is held on the grounds of the University of Nevada, Reno Main Campus, any of its satellite campuses, facilities, or University-owned property and will be open to University of Nevada, Reno undergraduate students.

Section 7. Community Service Event

A “community service event” is a volunteer activity, which is done without pay, to help give back to the community. Students receive some benefit by learning more about how their service makes a difference in the lives of the service recipients and its impact in the community. The club or organization hosting the event shall make no profit from said “Community service event”. All monies, if earned, shall be woefully donated to or used to purchase items that will be donated to the service recipients.

Section 8. Social Justice Event

A “social justice event” is an event that promotes the uniqueness, backgrounds, and diversity of students. This event shall encourage and motivate students to celebrate differences and encourage individuality within our campus and community. The club or organization hosting the event shall make no profit from said “social justice event”. All monies, if earned, shall be woefully donated to or used to purchase items that will be donated to the service recipients.

Section 9. Club Support Funding

“Club Support Funding” is any ASUN funding requested by a club and approved by the Commission for a specified use.

Section 10. Club Support Funding Request

“Club Support Funding Request” is the name of an agenda item at a department meeting under which approval of Club Support Funding takes place.

Section 11. Club Support Funding Hearing

“Club Support Funding Hearing” is the name of the scheduled meeting at which approval of Club Support Funding takes place.

Section 12. Funding Periods

“Funding periods” are blocks of time during which Club Support Funding may be used. A funding period shall be exactly thirty (30) days after the approval of a club support funding application.

Section 13. Fiscal Year

A “fiscal year” is the financial time period that the Department of Clubs and Organizations follows in order to disperse Club Support Funding. The Department follows the fiscal year as set forth by the University of Nevada. The start date for each fiscal year is July 1st.

Section 14. Remitted Funds

“Remitted funds” refers to the Club Support Funding that was approved by the Commission but was not spent and later requested to not count towards the tier cap for that organization within the funding period for which it was approved.

Section 15. Funding Request, Funding Application

The words “funding request” and “funding application” are interchangeable terms used within this document that refer to the petition of Club Support Funding.

Section 16. Type of Funding Requests

Funding Period requests are those requests submitted prior to the submission date and time for inclusion during one of the Club Support Funding Hearings. The submission due date shall be set forth by the Assistant Director of Clubs and Organizations and will be sent out over the Club Listserv and posted on the ASUN Website.

Section 17. Event Budget

An organization’s “event budget” refers to the total amount of all products and services needed to produce and run a predetermined program.

Section 18. Central Station

The ASUN Central Station provides services for clubs and organizations year around. Services include: deposits, donations, timesheets, contracts, payment request, grants, university credit cards, copy machine codes, club accounting, and free notary services.

Section 19. Gift In Kind

“Gift In Kind” donations are charitable contributions to a club where the value of donation is recorded and confirmed through the Central Station office located on the third floor of the Joe Crowley Student Union.

Section 20. Lodging

Lodging is to be defined as any established structure that one purchases or rents for the use of sleeping for any length of time. Such established structures include but are not limited to: hotels, motels, cabins, Airbnbs, timeshares, etc.

Section 21. Mobile Card Reader

A mobile card reader is a small hardware device that connects to a tablet or smartphone to accept payment from debit or credit cards, essentially turning the device into a mobile point of sale.

Section 22. Swag Items

Swag items include but are not limited to apparel, table banners, coffee mugs, notebooks, key chains, stickers, bags, etc.

TITLE II. STRUCTURE OF FUNDING

Chapter A. ESTABLISHMENT OF TIERS

Section 1. Funding Tier Classifications

There shall be **three (3)** tiers under which funds shall be classified: Operations Tier, On-Campus Event **and Travel** Tier, **Travel Tier**, and Community Service **and Social Justice** Tier Funds shall be classified based upon factors including, but not limited to:

- 1) The audience served by the use of funds
- 2) The location of the event being funded or at which items purchased shall predominantly be utilized
- 3) The nature of the items to be purchased with funds
- 4) The purpose of the event

Requests submitted to the Commission shall provide a proposed classification, but the Commission reserves the right to reassign requests to the tier deemed most appropriate during Club Support Funding hearings.

Section 2. Operations Tier

Operations Funding is to provide financial assistance to clubs with their day-to-day operational needs.

Chapter B, Section 4.

Section 3. On-Campus Event **and Travel Tier**

On-Campus Event Funding is for requests to fund on campus events to be put on by clubs and organizations and will be open to University of Nevada, Reno undergraduate students. Approved requests shall be allowed to use Inkblot to market the event.

Items funded shall include but are not limited to food, facilities, and materials that are directly related to the success of the event such as promotional items (e.g. event specific T-shirts, flyers, posters, etc.).

Travel Funding is for requests to fund direct expenses related to travel. Travel paid for

under this tier must in some way enrich leadership, academic, professional, or athletic development towards the club's mission statement.

Items qualifying should be consumable in nature and may include, but are not limited to: registration fees, or, travel to and from competitions, conferences, and seminars. Lodging will not be funded partially or in whole

Section 4. Travel Tier

Travel Funding is for requests to fund direct expenses related to travel. Travel paid for under this tier must in some way enrich leadership, academic, professional, or athletic development towards the club's mission statement.

Items qualifying should be consumable in nature and may include, but are not limited to: registration fees, or, travel to and from competitions, conferences, and seminars. Lodging will not be funded partially or in whole

Section 5. Community Service and Social Justice Tier

Community Service/ Social Justice Funding is for requests to fund events to be put on by clubs and organizations that meet the criteria for a "community service event" outlined in Title I, Chapter F, Section 7 or a "social justice event" outlined in Title I, Chapter F, Section 8. Approved requests shall be allowed to use Inkblot to market the event.

Items funded shall include but are not limited to food, facilities, and materials that are directly related to the success of the event.

Chapter B. ANNUAL TIER CAPS AND RESTRICTIONS ON FUNDING

Section 1. Keeping Track of Club Support Funding

If an organization is allocated funding, those funds shall count towards the yearly cap placed on that tier. In the event that the funds are not used, in part or in whole, the total amount allocated, will be applied to the yearly tier cap.

Section 2. Operations Tier Funding Cap

No club or organization shall be allocated more than seven hundred fifty (750) dollars under the Operations Tier during the course of a full fiscal year. A club or organization shall be allocated seven hundred fifty (750) more dollars under the Operations Tiers should the club or organization request funds under the Community Service and Social Justice Tier. The club or organization must fully execute the event under the Community Service and Social Justice Tier before the additional Operations Funds should be released. This tier shall be funded at 100%.

Section 3. On-Campus Event and Travel Tier

No club or organization shall be allocated more than five thousand (5000) dollars under the On-Campus Event and Travel Tier during the course of a full fiscal year. This tier should be funded at 50%.

Section 4. Travel Tier Funding Cap

No club or organization shall be allocated more than two thousand five hundred (2500) dollars under the Travel Tier during the course of a full fiscal year.

Section 5. Community Service and Social Justice Funding Cap

No club or organization shall be allocated more than five hundred (500) dollars under the Community Service and Social Justice Tier during the course of a full fiscal year. This tier shall be funded at 100%.

Section 7. Non-Perishable Items or Goods

The Commission reserves the right to mandate clubs and organizations to securely store items or goods purchased with club support funding in Commission-approved location(s).

Section 8. Charging for Attendance

Should a cover fee be charged to attendants, the Commission reserves the right to implement a stipulation on the request related to the fee charged of students.

Section 9. Events Co-Sponsored by Two or More ASUN Recognized Organizations

Clubs and organizations that collaborate together to produce an event or a series of events are allowed to request for club support funding for the same event. Club support funding shall be limited to six thousand (6,000) dollars per event, regardless of the number of ASUN recognized organizations.

Section 10. Food and Beverage Requests

Food and beverage may be funded under all Tiers and Events except for the following situations:

- 1) Food and beverage at open recruitment events under may be funded at a rate of three (3) events per semester.
- 2) Food and beverage will not be funded for club meetings.
- 3) Food and beverage will be funded for workshops, lecture series, or similar events at a rate of five (5) per semester.
- 4) Food and beverage will be funded for closed dinners/catering for club members at a rate of one (1) per semester.

Section 11. First Right of Refusal to the Nevada Wolf Shop For Swag Items

In the event that Clubs and Organizations request club support funding for the purchase of swag items including but not limited to, T-shirts, hats, and sweatshirts, they must go through the Nevada Wolf Shop first with the sale. When ordering apparel, the club or organization shall allow the Nevada Wolf Shop around a suggested three (3) to four (4) week lead time for orders.

ASUN club support funding may only be used when purchasing swag items from the ASUN Wolf Shop. If the ASUN Wolf Shop is unable to produce the specific swag item

being requested, the organization must show, in writing, that the ASUN Wolf Shop cannot produce such item. In this case, a third-party vendor may be utilized.

Swag items must include the approved ASUN logo if club support funding is being utilized.

Required Supporting Documentation: Prior to funding approval, organizations must present an approved Print Request Number Notification

Note: Failure to provide antequate notice for a swag request to the ASUN Wolf Shop is not a legitimate reason as to why the ASUN Wolf Shop cannot produce such items.

Section 12. Items Not Funded

The following are items or uses for which funding shall not be granted:

- 1) Alcohol
- 2) Lodging
- 3) Weapons or Firearm Ammunition
- 4) Direct donations or contributions (A service or product must be rendered for all monies disseminated)
- 5) Retroactive funding
- 6) Illegal activities or supplies
- 7) Grants, compensation, or wages
- 8) Cost of promotional items that honor, thank or congratulate an individual or group
- 9) Transportation costs for an individual or group engaged in class work requirements or job hunting
- 10) Enrollment in university courses, academic requirements, or required academic activities
- 11) Legal services or bail bond funds
- 12) Duplication of services which the University provides for free or at a discounted rate
- 13) Items deemed cash or petty-cash by the ASUN Accounting Office or the University Controller's Office which are outside of the Nevada System of Higher Education (NSHE)
- 14) Gift cards, gift certificates, pre-paid cards, and similar items

Section 13. Electronic Payment

Clubs and organizations are prohibited from using electronic payment forms. Such forms include but are not limited to mobile card readers, credit card apps (e.g. Square, ROAMPay, PayAnywhere, Intuit GoPayment, PayPal Here, Flint Mobile Reader, and Venmo), and donation websites (e.g. Kickstarter.com, gofundme.com, indiegogo.com, youcaring.com, fundanything.com, pozible.com, and tilt.com) unless the club or organization is tied to a national organization and permission is granted from the Coordinator of Clubs and Organizations.

Section 14. Event Date within Funding Hearings

The date of the event for which funded items or services are purchased shall determine the Funding Hearing at which a request for such funds must be made and the Funding Period in which they must be utilized, unless otherwise stated in these policies. Should an event's date overlap two Funding Periods, the request related to the event must be made at the earliest Funding Hearing.

Section 15. Expended Funds during a Funding Period

Funds allocated to clubs may only be expended during the Funding Period for which they have been granted. Unused operations funds are automatically remitted one month after approval. All other unused funds from other tiers must be requested to be remitted through an email from the organization President or Treasurer to the Assistant Director of Clubs and Organizations.

Section 16. Membership Requirement

All recognized clubs and organizations requesting funding from ASUN must have a membership that is primarily of University of Nevada students. The membership must be at the minimum of 80% of the total student organization membership must follow the membership requirements listed in the Department Procedures Manual. Failure to adhere to the requirement will result in denial of a funding request.

Chapter C. FORMULAS AND FUNDING CAPS FOR COMMON ITEMS

Section 1. Matching Fund Formula

With the On-Campus Event and Travel Tier and Travel Tiers, there shall be a matching fund formula that clubs must adhere to in order to receive funding. Requested funding through the Department shall serve as supplemental funding for the club's event.

- 1) Under the On-Campus Event and Travel Tier, the following matching formula shall apply:
 - a) A club or organization must deposit 50% of the related event or travel budget into their ASUN club account or show sponsorship with proof of at least 50% of the related event budget from an entity outside of the University account system.
 - b) i.e. For an On-Campus event with a total event budget of \$1000 the club shall be responsible for no more than \$500 of the total event budget.
- 2) Under the Travel Tier, the following matching formula shall apply:
 - a) A club or organization must deposit 50% of the related event budget into their ASUN club account or show with proof of at least 50% of the related event budget from an entity outside of the University account system.
- 3) Clubs may use Gift In Kind contributions to supplement the club's share of the related event budget under all Tiers. Each Gift In Kind donation may be used for one funding application per funding period. Each Gift In Kind donation monies cannot be split to accommodate for more than one funding application. The Gift In Kind forms must be completed by the same date as when the club's share of the related event budget monies are due to the Central Station each funding period.
- 4) If the requesting club or organization cannot provide proof through supporting documentation or has not deposited the appropriate amount of funds prior to the hearing of the funding request, then the amount of Club Support Funding approved shall reflect the balance in the club account.

Section 2. Vehicle Fuel Rates Funding Cap

Requests for vehicle fuel shall be funded at the current state per diem mileage reimbursement rate as advised by the Central Station.

Section 3. Swag Rate Funding Cap

The Commission shall use the following standard rates for items of apparel:

- 1) Plain t-shirts or polos that will not be screen printed or embroidered shall be funded at a rate of four (4) dollars per item
- 2) T-shirts that will screen printed shall be funded at a rate of eight (8) dollars per item
- 3) Polos that will be embroidered, shall be funded at a rate of ten (10) dollars per item
- 4) Plain sweatshirts, sweatpants, or any similar outer garment that will not be screen printed or embroidered shall be funded at a rate of ten (10) dollars per item
- 5) Sweatshirts, sweatpants, or any similar outer garment that will be screen printed or embroidered shall be funded at a rate of fifteen (15) dollars per item
- 6) Jerseys or similar athletic outer garment that will not be screen printed or embroidered shall be funded at a rate of ten (10) dollars per item.
- 7) Jerseys or similar athletic outer garment that will be screen printed or embroidered shall be funded at a rate of twenty (20) dollars per item.

Section 4. Use of the University of Nevada Name

If ASUN recognized clubs will be advertising any recruitment, program, meeting, or event(s), the organization is encouraged to use the terms “Nevada” or “The University of Nevada, Reno” when referring to the university.

Section 5. Apparel and Banner Design Approval

If Club Support Funding is used to purchase apparel or a table banner, a design must be submitted prior to use of Club Support Funding. Until approval is received, funds may not be used. The ASUN logo must be visibly placed, be no smaller than two (2) inches by two (2) inches in size for apparel and no smaller than four (4) inches by four (4) inches in size for table banners, and comply with the Press Kit on use of the ASUN logo. Any plain material items in which will not have a design, logo, or other promotional item screen printed or embroidered onto the material are exempt from the ASUN logo requirement. The Commission reserves the right to alter designs and logo requirements.

Section 6. Copy Funding Cap

The Commission shall use the following standard rates for copies:

- 1) Color copies, set on all stocks, shall be funded at a rate of \$0.20 per side.
- 2) Black-and-white copies shall be funded at a rate of \$0.10 per side.

Section 7. Airline Ticket Rates Funding Cap

Airline tickets shall be funded at a rate not to exceed seven hundred and fifty (750) dollars per ticket per person.

Section 8. Catering Funding Cap

- 1) Catering including gratuity shall be funded at a rate not to exceed twenty (20) dollars per person.
- 2) Gratuity shall not exceed twenty (20) percent of the catering invoice.

Section 9. Conference Registration Funding Cap

Individual conference registration shall be funded at a rate not to exceed two hundred fifty (250) dollars per person.

Section 10. Pizza Funding Cap

Pizza shall be funded at a rate not to exceed ten (10) dollars per item.

Section 11. Table Banner Cap

Table banners for the use of promoting club recruitment shall be funded at a rate not to exceed one hundred and fifty (150) dollars per item.

Section 12. Capital Items Cap

Capital items shall be funded at a rate not to exceed one hundred (100) dollars, with the exception of table banners referred to in Title II, Chapter C, Section 11.

TITLE III. REQUESTING OF FUNDS

Chapter A. SUBMISSION OF REQUESTS

Section 1. Eligibility

Those recognized/active clubs and organizations wishing to request funds from the ASUN shall complete the most recent edition of the Club Support Funding Application, as published by the Department. Only those groups recognized/active by the ASUN and considered to be “in good standing” as defined by the Procedures Manual may complete and file this application.

Section 2. Application Requirements

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

- 1) The recognized and common name(s) of the requesting club
- 2) The name and contact information of the officer filing the Application and the name and contact information of the organization’s President or Treasurer.
 - a) If either of these officers are the primary requestor, the information of the other officer must be supplied in the subsequent section.
- 3) The date of the event or intended purchase
- 4) A listing of requested items, or approved item groupings, and the amounts requested for each
- 5) Appropriate and supporting documentation of costs for requested items
- 6) A detailed budget of club expenditures for the event
- 7) Other information as deemed appropriate by the Director or the Commission

Section 3. Number of Applications

One application form must be completed for each event. If the event is part of a series, each event date must have its own application (i.e. if there is a workshop once a week for five weeks, five applications should be submitted). A single application may be submitted if the recurring event is the same exact purchase.

Section 4. Application Deadline

- 1) The dates for the application deadlines shall be set by the Commission and placed online on the ASUN website.
- 2) The Commission shall assign the time and place at which funding requests must be made for each of these dates.

Section 5. Application Fraud

All submissions must be approved by the organization's President and Treasurer. Submission of a funding request by a member without such approval shall constitute fraud and shall warrant appropriate action by the Commission and the University. Such action may include but is not limited to: a conduct hearing by the Commission with subsequent conviction and sentencing or referral to the ASUN Judicial Council; referral of the matter to the University's Office of Student Conduct; reportage of the event to other appropriate University officials.

Section 6. Mandatory WebCampus Club Recognition Training

Before a request is heard both the current organization president and current organization treasurer must have completed a mandatory WebCampus Club Recognition Training.

Chapter B. FUNDING HEARINGS REQUEST

Section 1. Establishing Funding Hearing Requests Dates

- 1) The Commission reserves the right to amend these dates as deemed appropriate. Such amendments must be made before the submission closing date for the respective period.
- 2) The Director or the Commission may, at any time, move or extend the date for a hearing should extenuating circumstances- including emergencies or failure to meet or maintain quorum- warrant such action.

Section 2. Meeting Procedure

All hearings shall follow Nevada Open Meeting Law (NRS 241), shall be chaired by the Director, and shall be governed by Robert's Rule of Order and those pertinent items contained within the Department Procedures Manual. In the case the Director cannot chair the meeting due to conflict of interest or absence, this role may be passed to the Assistant Director.

Section 3. Attendance at the Funding Request Hearings

The President and Treasurer of an organization must be present during the Funding Request Hearings in which their organization is requesting funds.

Section 4. Proxy at a Club Support Funding Hearing

Should the President and Treasurer not have the ability to attend the Club Support Funding Hearing, they must submit to a member of the commission, including Director or Assistant Director, an electronically written notification, including the name for the officer or member who will be acting in their stead at any point before the end of the meeting or hearing at which the request is to be heard. The club may not be heard and

approved of funds until the proxy notification is received. Any ASUN appointed or elected officers may not represent their organization's interest before this body or serve as proxy. Only undergraduate members will be allowed.

Section 5. Funding Request Criteria

The Commission shall evaluate requests upon criteria including, but not limited to:

- 1) Thoroughness of planning
- 2) Detail of budget and Application
- 3) Benefit to the student body and organization members
- 4) Alternative sources of funding and actions taken to support self-funding
- 5) Success/Impact of previous events
- 6) Overall benefits of previously allocated funds
- 7) Amount, frequency and nature of prior requests
- 8) The duplication of an ASUN or other organization's program or service

Section 6. Fail to meet Stipulations or Requirements

Club Support Funding shall not be distributed if organizations fail to meet any stipulations or requirements made by the Commission.

TITLE IV. REMITTANCE OF FUNDS

Chapter A. PURPOSE

Section 1. Ability to Remit Unused Funds

Should clubs not spend all of their requested Club Support Funding, they have the option to remit the unused amount.

Chapter B. PROCEDURE

Section 1. Petitioning for Remitted Funds

The organizations President or Treasurer must submit an electronically written notification for remittance to the Assistant Director of Clubs and Organizations.

Section 2. Time Frame to Remit Funds

The petition to remit Club Support Funding must occur ~~sixty (60)~~ **thirty (30)** days after the date of approval ~~unless extenuating circumstances bode a delay.~~

Section 3. How Remitted Funds Are Counted

- 1) The remitted amount of funding shall not count towards the yearly tier cap.

TITLE V. DUTIES AND POWERS

Chapter A. THE DEPARTMENT AND ITS OFFICERS

Section 1. Amending Funding Policies

The Department reserves the right to amend at any time these policies. Such amendments shall be ratified upon approval by the Senate of the ASUN.

Section 2. Duty of the Department

It is the duty of the Department to allocate funds in a manner which strives for efficient and equitable financial management practices.

Section 3. Duty of the Commission

- 1) The Commission has the duty to interpret and implement these policies in a manner that is in the best interests of the ASUN, its recognized student groups, and the students of the University.
- 2) The Commission reserves the freedom to implement these policies on a case-by-case basis so as to ensure fairness and provide student organizations with the resources required to produce quality programs that enrich student experiences and development.
- 3) The Commission reserves the right to reallocate funds within the Club Support Funding account.
- 4) The Commission reserves the right to amend requests made during Club Support Funding Hearings in its effort to meet its duties and the goals and objectives of the Department, and to place stipulations and conditions upon the use and access of allocated funds for said purpose.

Section 4. Duty of the Director

- 1) The Director reserves the right to deny access to allocated funds should a club or organization violate those general policies and laws established by the Department and the ASUN or those of the University or the Nevada System of Higher Education.
- 2) The Director shall determine the eligibility of a club or organization to make request for funding from the Club Support account.

Section 5. Powers of the Director and Assistant Director

The Director of Clubs and Organizations and the Assistant Director of Clubs and Organizations reserve the right to make exceptions for Club Support Funding policies after funding has been granted based on extenuating circumstances. These extenuating circumstances may include but are not limited to late Joe Crowley Student Union invoices, internal Department errors, and item change requests for replacement with similar items.

Chapter B. LEADERS OF CLUBS AND ORGANIZATIONS

Section 1. Responsibilities of Club Leaders

- 1) Each leader of a recognized club or organization assumes the responsibility of submitting detailed and accurate applications when making requests for Club Support Funding. It is highly recommended that the club leader meet with their commissioner to review both the Club Support Funding Policies and a draft of each funding request to be submitted before the next Club Support Funding Hearing.
- 2) It is the duty of student organization leaders to be familiar with those policies that relate to the use of ASUN distributed funds, including those of the University and the Nevada System of Higher Education.
- 3) Student leaders assume the responsibility for ensuring that expenditures of allocated support funding remain at or below the amount approved for each item. Purchases of services or goods may not exceed the total amount which the organization has earned and deposited into its account. At no time will an organization be allowed to engage in deficit spending practices. Such actions will have a negative impact on subsequent funding allocations.
- 4) Student leaders assume the responsibility for ensuring that expenditures of allocated support funding are accessed as prescribed in the Club Funding Hearing. If funds are not spent in accordance with the funding hearing the Director may deny access to allocated funds.

Section 2. Overall Percentage Cuts of Requests

In the event that overall percentage cuts are made by the Commission, student groups shall reserve the right to utilize the amount allocated to a request on items in the order of precedence stated on the Application. Such action requires the Approval of the Director, or, if so designated by the Director, the Commissioner under which a club or organization falls.

Section 3. Deficit Club Account

Any organization that is found to have a deficit in their club account will be placed on the Accounting Office's negative list and will not be allowed to make any transactions until the deficit is paid in full or use any ASUN club resources including but not limited to reserving classrooms/meeting rooms, using ASUN equipment such as Sound and Lights, ice chests, and popcorn machines. If clubs are found in deficit at the time that funding requests are due, then the club will not be eligible to request funds at that hearing.

Department Procedures Manual

**CLUBS AND
ORGANIZATIONS**



ASSOCIATED STUDENTS OF
THE **UNIVERSITY OF NEVADA**

Adopted: 10 August 2020

**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 managing the operations and the budget of the Association's 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. Campus Life
- ii. Faith-based
- iii. **Greek Life Fraternity and Sorority Life**
- iv. Multicultural and Diversity
- v. **Pre-professional Pre-professional/Academic: Arts, Business, and Education**
- vi. **Pre-Professional/Academic: Science and Engineering**
- vii. Service and Community Outreach
- viii. Social and Political Involvement
- ix. Sports and Recreation

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.

Section 6 The Director may implement a department contract in which all members must sign for the purpose of holding accountability and portraying expectations.

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. Campus Life
- ii. Faith-based
- iii. **Greek Life Fraternity and Sorority Life**
- iv. Multicultural and Diversity
- v. **Pre-professional Pre-professional/Academic: Arts, Business, and Education**
- vi. **Pre-Professional/Academic: Science and Engineering**
- vii. Service and Community Outreach
- viii. Social and Political Involvement
- ix. Sports and Recreation

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

Section 9 Commissioners are required to plan and hold a coalition club fair per fiscal year (*Previous legislation*).

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 one (1) 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) the start of the first summer session (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 Maintaining Club Recognition

Section 1 Clubs and organizations must complete trainings assigned on or before the renewal deadline designated in the renewal syllabus.

Section 2 Club leaders must meet with their respective commissioner no less than one (1) time per fiscal year.

Section 3 Club president and/or treasurer must attend coalition meetings when held by their respective commissioner.

Section 4 Clubs and organizations must abide by rules and regulations set forth in both the Department of Clubs and Organizations Procedure Policy Manual and Club Support Funding Policy Manual.

Title D Inactivation of Clubs and Organizations

Section 1 Clubs and organizations that fail to renew before or on the prescribed renewal dates shall be deemed **inactive. 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 E Eradication of Inactive Clubs

Section 1 If a club or organization is financially inactive for more than four (4) consecutive 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 F 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.

Clubs and organizations wishing to obtain recognition by ASUN or students wishing to start a new club must complete the club recognition application, as published by the Department of Clubs and Organizations.

Section 2 Clubs and Organizations who have submitted a renewal application and are in renewal fall under the recruiting stage. Under the recruiting stage, clubs and organizations are able to participate in ASUN-sponsored events, utilize club resources, and hold tabling events.

Section 3 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 A listing of all officer names and contact information.
- v. Appropriate documentation required for recognition (i.e. Constitution/By-Laws).
- vi. Other information as deemed appropriate by the Director or the Commission.

Section 4 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 ACHIEVEMENT

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 **all members of the commission. 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 Club 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/Academic: Arts, Business, and Education Pre-Professional

Title B Pre-Professional/Academic: Science and Engineering

Title C Greek Life 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 Commissioner shall work with the **CSE Assistant Director for Clubs and Organizations. Coordinator for Clubs and Organizations and/or 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** **The President, Treasurer, and Safety Officer** must have current CPR and First Aid certifications. **If the club is competitive, the coach must also have current CPR and First Aid Certifications.**
- Section 5* All Clubs Sports Teams must complete a full roster with names and contact information.
- Section 6* All coaches or managers must have signed the “Volunteer Agreement.”
- Section 7* All participants must sign the Liability Waiver.
- Section 8* All Club Sport Team members must complete the concussion training provided.
- Section 9* The President, Treasurer, Safety Officer, and Coach (if competitive) must complete the CDC concussion training.