



# Senate of the Associated Students of the University of Nevada

*89<sup>th</sup> Session, 2021-2022*

## **AN ACT TO UPDATE THE MANUALS FOR THE DEPARTMENT OF CLUBS AND ORGANIZATIONS**

Bill Number: 19

Authored By: Senator Kidd on behalf of Director Marimberga

Sponsored By: 2021-2022 Student Government Assembly

*Whereas*, the current 2021–2022 Department of Clubs and Organizations is conducting procedures and policies that do not reflect the current versions of the Department Procedures Manual or the Club Support Funding Policies Manual;

*Whereas*, changes were presented in a legislation and passed at the beginning of the Session;

*Whereas*, some of these changes reflected impacts of the COVID-19 Pandemic and currently need revision;

*Whereas*, other changes are for clarification reasons that the Department of Clubs has encountered throughout the Session;

*Whereas*, in order to increase transparency to students, club leaders, and future ASUN officials, it is important that the governing documents and policies reflect the actions being committed and enacted;

*Be it enacted*, the Club Support Funding Policies Manual will reflect Addendum A.

*Be it further enacted*, the Department Procedures Manual will reflect Addendum B.

Adopted in Senate on March 30th, 2022

Attest:

---

Jake Schein, Speaker of the Senate

---

Austin Brown, President of the Associated Students

I certify that this Act originated in the Senate.

---

Wyatt Layland, Senate Secretary

Addendum A

# Club Support Funding Policy Manual



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

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

Ratified:  
March 13, 2022

# **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 Directors, 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~~ **funding hearing** 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 Budget and SEAB for the Department of Clubs and Organizations and will be sent out ~~over the Club Listserv~~ **through Pack Life** 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.

#### **Section 23. Retroactive Funding**

Retroactive funding is defined as funding for an item or event that is in effect to a prior time or to conditions that existed in the past.

## **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, 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. Items funded shall include but are not limited to swag items, equipment, gear, or any other item that is deemed necessary for a club to operate.

#### **Section 3. Operation On-Campus Events 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 5. 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 **if on campus.**

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 one thousand (1,000) dollars under the Operations Tier during the course of a full fiscal year. This tier shall be funded at 100%.

A club or organization shall be allocated five hundred (500) more dollars under the Operations Tiers should the club or organization request funds under the Community Service and Social Justice Tier once. The club or organization must fully execute the event under the Community Service and Social Justice Tier and provide proof before the additional Operations Funds should be released. The club or organization will only be granted the additional funding once.

A club and organization shall be allocated one hundred (100) more dollars under the Operations Tier for each On-Campus Event that they hold, up to a limit of **three** **five** hundred dollars (**3500**). The club or organization must fully execute the event under the On-Campus Event and Travel Tier and provide proof before the additional Operations Funds should be released. ~~This change is only applicable for the 2021-2022 fiscal year to encourage engagement after coming out of the COVID-19 pandemic.~~

~~A club and organization shall be allocated two hundred (200) more dollars under the Operations Tier if they provide proof that at least fifty-one percent (51%) of their club members are fully vaccinated from the Coronavirus. This change is only applicable for the 2021-2022 fiscal year to encourage safety after coming out of the COVID-19 pandemic.~~

#### **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. 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 5. 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 6. 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 7. 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 8. 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)~~ 2) Food and beverage will be funded for workshops, lecture series, or similar events at a rate of five (5) per semester.

~~4)~~ 3) Food and beverage will be funded for closed dinners/catering for club members at a rate of one (1) per semester.

#### **Section 9. First Right of Refusal to the Nevada Wolf Shop through Club Colors 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, using Club Colors first with the sale. Club Colors is the exclusive provider of departmental branded merchandise for Barnes & Noble College which operates the Nevada Wolf Shop. When ordering apparel, the club or organization shall allow the Nevada Wolf Shop through Club Colors around a suggested three (3) to four (4) week lead time from the club funding hearing prior to the club's needed date for the receipt of items.

ASUN club support funding may only be used when purchasing swag items from the ASUN Wolf Shop through Club Colors. 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 antiquate notice for a swag request to the ASUN Wolf Shop through Club Colors is not a legitimate reason as to why the ASUN Wolf Shop cannot produce such items.

#### **Section 10. 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 and scholarships, compensation, or wages
- ~~8) Cost of promotional items that honor, thank or congratulate an individual or group. Stoles do NOT fall under this category.~~
- ~~9)~~ 8) Transportation costs for an individual or group engaged in class work requirements or job hunting
- ~~10)~~ 9) Enrollment in university courses, academic requirements, or required academic activities
- ~~11)~~ 10) Legal services or bail bond funds
- ~~12)~~ 11) Duplication of services which the University provides for free or at a discounted rate
- ~~13)~~ 12) 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)~~ 13) Gift cards, gift certificates, pre-paid cards, and similar items
- ~~15)~~ 14) Sales Tax (outlined in Title II, Chapter B, Section 16)
- ~~16)~~ 15) Monthly Subscriptions
- ~~17)~~ 16) Sales Price (outlined in Title II, Chapter B, Section 17)

#### **Section 11. 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 Assistant Director of Accounting in Central Station.

#### **Section 12. 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 13. 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 Budget and SEAB for the Department of Clubs and Organizations.

### ***Section 14. Membership Requirement***

All recognized clubs and organizations requesting funding from ASUN must have 100% of their total membership made up of University of Nevada students enrolled in at least 1 credit.

Clubs and organizations requesting funding from ASUN must have 100% of their executive board as undergraduate students and 51% of their total membership as undergraduate students. 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.

### ***Section 15. Funding of Websites***

Clubs and organizations are prohibited from paying for monthly website subscriptions. Funding requests for the purchase of a website will only be approved if the website can be purchased with an annual payment that takes place once per fiscal year.

### ***Section 16. Tax Exemption***

All ASUN recognized clubs and organizations are exempt from paying sales tax on items funded by the commission. The University of Nevada, Reno is a tax-exempt institution.

### ***Section 17. Funding of Sales Price***

The commission will not fund the sales price of an item unless the vendor provides a statement that grants the club the sales price. Clubs and organizations must request the originally listed price that the vendor provided in case the sale is removed.

### ***Section 18. Giveaways***

The commission will fund promotional items, event supplies, or giveaway items for a giveaway that does not require a payment from students to gain entrance. Giveaway items shall be funded at a rate not to exceed a total monetary value of three hundred (300) dollars.

### ***Section 19. Awards***

Clubs and organizations can provide awards that do not exceed a total monetary value of two hundred and fifty (250) dollars. An example of an award is a plaque. The commission will also fund stoles for graduating members of a club or organization.

## **Chapter C. FORMULAS AND FUNDING CAPS FOR COMMON ITEMS**

### ***Section 1. Matching Fund Formula***

With the On-Campus Event and Travel Tier, 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.
  - c) A club or organization is responsible for covering 50% of the posted expenditure, regardless of how much funding they received at the funding hearing. For example, if a club is funded \$1,000 out of the On-Campus and Travel Tier but only spends \$500, they will receive \$250 from ASUN and are responsible for the remaining \$250.
- 2) 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.
- 3) 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)~~ **ten (10)** dollars per item
- 2) T-shirts that will screen printed shall be funded at a rate of ~~eight (8)~~ **fifteen (15)** dollars per item
- 3) Polos that will be embroidered, shall be funded at a rate of ~~ten (10)~~ **twenty (20)** dollars per item
- 4) Plain sweatshirts, **long sleeve garments**, sweatpants, or any similar outer garment that will not be screen printed or embroidered shall be funded at a rate of ~~ten (10)~~ **twenty (20)** dollars per item
- 5) Sweatshirts, **long sleeve garments**, sweatpants, or any similar outer garment that will be screen printed or embroidered shall be funded at a rate of ~~fifteen (15)~~ **twenty-five (25)** 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)~~ **thirty (30)** 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)~~ **forty (40)** 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)~~ **forty (40)** 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**~~ **10. 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**~~ **11. 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.

#### ~~**Section 13**~~ **12. Shipping and Handling**

Funding for shipping and handling shall be funded at a rate not to exceed fifty (50) dollars per order.

## **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 Assistant Director of Budget and SEAB and placed online on the ASUN website.
- 2) The Assistant Director of Budget and SEAB 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~~ **an** 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 of Budget and SEAB, 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 Budget and SEAB for the Department of Clubs and Organizations.



***Section 2. Time Frame to Remit Funds***

The petition to remit Club Support Funding must occur 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 Directors**

The Director of Clubs and Organizations and the Assistant Directors 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, 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.

Addendum B

# Department Procedures Manual

**CLUBS AND  
ORGANIZATIONS**



ASSOCIATED STUDENTS OF  
THE **UNIVERSITY OF NEVADA**

Ratified: 13 March 2022

**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 provide for a Clubs and Organizations Service Conference not less than once per academic year. The conference shall be held for the purpose of providing student officers with an opportunity to serve the community and learn the importance of impacting the community as student leaders.

*Section 4* 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 Club Renewal and Interns for the Department of Clubs and Organizations (the Assistant Director of Club Renewal and Interns) shall be responsible for managing the process of club renewal and the internship of the Department of Clubs and Organizations.

*Section 3* The Assistant Director of Budget and SEAB for the Department of Clubs and Organizations (the Assistant Director of Budget and SEAB) shall be responsible for managing the operations and the budget of the Association's Club Support Funding. The Assistant Director of Budget and SEAB shall also serve as a liaison between SEAB, the department, and clubs.

*Section 4* 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)~~ **nine (9)** 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. Fraternity and Sorority Life
- iv. Multicultural and Diversity
- v. Pre-professional
- vi. 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 ASSISTANT DIRECTORS**

**Title A Function**

*Section 1* The Assistant Director of Budget and SEAB shall act as the business manager for the Department.

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

*Section 3* The Assistant Director of Club Renewal and Interns shall serve as the main supervisor of the Clubs and Organizations renewal process and internship.

**Title B Duties and Powers**

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

*Section 2* The Assistant Director of Budget and SEAB 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 of Budget and SEAB 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 Directors shall have no voting rights and do not count toward the number needed for quorum.

*Section 5* The Assistant Director of Budget and SEAB 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 Directors shall be responsible for any other duties as assigned by the Director.

*Section 7* The Assistant Director of Club Renewal and Interns shall oversee the club renewal process and delegate tasks to the commission.

*Section 8* The Assistant Director of Club Renewal and Interns shall work with the CSE Assistant Director of Clubs and Organizations as well as the Club Engagement Assistant during the club renewal process.

*Section 9* The Assistant Director of Club Renewal and Interns shall hire interns onto the department and provide an educating experience



for the interns regarding ASUN and the Department of Clubs and Organizations.

*Section 10* The Assistant Director of Club Renewal and Interns shall coordinate and oversee a mentor system where each intern is matched with a member of the existing department.

### **Title C Appointment and Term**

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

*Section 2* The Assistant Directors' 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. Fraternity and Sorority Life
- iv. Multicultural and Diversity
- v. Pre-professional
- vi. 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~~ may be required to plan and hold a coalition club fair per fiscal year at the discretion of the Director of Clubs and Organizations.

**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 Commission 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 four (4) 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.
- x. All clubs and organizations must have 100% of their executive board as undergraduate students and 51% of their total membership as undergraduate students.
- xi. Any club or organization that is recognized by Fitness and Recreational Sports of Fraternity & Sorority Life will be automatically recognized by ASUN.

*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 four (4) students on the club or organization's PackLife page on or before 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.

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

## **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 Club Renewal and Interns 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* 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 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 supersede 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.

- 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**

### **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 Commissioner shall work with the CSE Assistant Director for Clubs and Organizations and the Fitness and Recreational staff.
- 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* 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 completed the required coach documents administered by Fitness & Recreational Sports.
- 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.