

BYLAWS OF THE AMERICAN UNIVERSITY CLUB COUNCIL

ARTICLE I - NAME AND PURPOSE

Section 1 - Name

The name of this organization shall be the American University Club Council, hereafter referred to as the AUCC.

Section 2 - Authority

The AUCC shall be the governing organization for clubs within the American University.

Section 3 - Purpose

The purpose of the AUCC is to (a) fund all recognized clubs as necessary and (b) provide programmatic support for all recognized clubs and (c) serve as the primary arbiter of disputes between such clubs or within club leadership.

ARTICLE II - CAUCUSES

Section 1 - Establishment of Caucuses

Five caucuses shall be established: (a) Academic and Professional; (b) Religious and Service; (c) Social and Performing Arts; (d) Special Interest Groups; and (e) Ethnic and Cultural.

Section 2 - Modification of Caucuses

The caucuses may be modified via the bylaws to create a balance in the populations served by that caucus. At no time shall more than five (5) caucuses exist.

Section 3 - Assignment of Clubs

Each club shall be assigned to appropriate caucuses by the Chair. Clubs shall have the right to request that the chair reconsider his/her determination as to in which caucus their organization belongs.

ARTICLE III - LEADERSHIP

Section 1 - Chair

The Chair shall be selected in accordance with Article IX, Section 1 of the AUCC Constitution. The Chair shall have the power and responsibility to preside over any meetings or conventions; create a policy and procedure manual to assist in the operation of the AUCC; be the only person empowered to serve as the spokesperson of the AUCC; shall serve as the overall administrator and office manager of the AUCC Office; provide appropriate mediatory services to club disputes; assist with electoral issues; shall have the authority to exercise any emergency powers necessary, under the supervision of the Office of Student Activities, to ensure the continued existence and successful operation of AUCC. The AUCC chair's term shall begin following the end of the spring semester in which they were selected, span through the summer and through the entire academic year following, except in the case of removal from office or resignation.

Section 2 - Vice-Chair

The Vice Chair shall serve, in the absence of the Chair, as the acting chair. Should the Office of the Chair become vacant, the Vice Chair shall become Acting Chair until such time

that the AUCC appointment committee appoints another chair. The Vice Chair shall be Caucus Representative, and shall retain the voting rights as that Caucus Representative.

Section 3 - Clerk

The Clerk shall keep accurate minutes of all meetings and arrange for their distribution to all interested parties.

Section 5 – Financial and Programmatic Administrator (Comptroller)

The AUCC Comptroller conducts reviews of club spending patterns, resource allocation, provide programmatic review and fundraising support, coordinating a central calendar of club functions and events, and other logistical tasks as determined by the chair in consultation with the Office of Student Activities. The Comptroller shall be selected by the Chair in consultation with the Office of Student Activities and shall be confirmed by a 2/3 affirmative vote from the AUCC. The Comptroller's term of office shall expire at the end of that academic year, unless removed by the AUCC prior to that time by a 2/3 majority.

ARTICLE IV - EXECUTIVE BOARD

Section 1 - Composition

The Executive Board ("the Board") shall be composed of:

- One Chair as delineated above
- One Vice Chair, as delineated above
- One caucus representative from each caucus
- One GLC oversight appointment, per Article V, Section 4 of the Constitution
- One SC oversight appointment, per Article V, Section 5 of the Constitution
- One Advisor from the Office of Student Activities, per Article VI of the Constitution, who shall not vote.

Section 2 - Vacancies

All vacancies should be filled before the commencement of the Hearings Process. Any positions remaining vacant before the commencement of the Hearings Process shall not be permitted to be filled until the semester allocation process is complete.

Section 3 - Removal of Members

Subsection 1 - Chair

The Chair may be removed by a 2/3 vote of those in attendance of a Special Convention. The Chair may further be removed by an affirmative vote of 3/4 of the Board.

Subsection 2 - Caucus Representatives

A Caucus Representative may be removed by petition of 2/3 of the clubs within that caucus. A Caucus Representative may further be removed by an affirmative vote of 3/4 of the Board.

ARTICLE V - MEETINGS

Section 1 - Board Meetings

The Board shall convene upon order of the Chair to take up any business relevant to the Board. The Board may further be convened upon a majority request of the membership of

the Board. Such business could include, but is not limited to, mediating club inter- or intra-club disputes or investigating allegations or evidence of club misconduct.

Section 2 - Budget Allocation Hearings

Subsection 1 - Entitlement to Hearings

Each club requesting an allocation from AUCC shall be entitled to a hearing. Hearings shall begin as soon as feasible following the deadline to submit a budget, but no later than one (1) week following the submission of budgets.

Subsection 2 - Hearing Times

The Chair, in consultation with the Board shall establish times for hearings to be conducted, in which each club may sign up for one hearing. Additional times may be allocated if necessary, in the determination of the Chair.

Subsection 3 - Hearing Format

The format for each hearing shall be as follows:

- Presentation by requesting organization, not to exceed 5 minutes.
- Inquiries by the Board to the requesting organization for as long as necessary in the opinion of the Chair to resolve any outstanding questions.

Section 3 - General Convention

Held 3 weeks before commencement of Spring Semester study days.

Section 4 - Special Convention

Subsection 1 - Fulfillment of a Vacant Seat

Subsection 2 - Removal of Officers

ARTICLE VI - FUNDING

Section 1 - Requests for Allocations

All clubs requesting an allocation from AUCC shall be required to submit a written request to the Chair. These requests shall be due on a date determined by the Chair, which should occur during the third week of Fall Semester.

Each request for allocation by clubs shall contain:

- A fully completed AUCC Allocation Request Cover Sheet
- The total membership of the club
- Historical information on past events and attendance at those events
- A schedule of future events planned by the requesting club.
- Anticipated income and expenses of the club

Section 2 - Allocation Determination

Allocation determinations shall be made by the Board following the completion of all Budget Allocation Hearings.

Section 3 - Notification of Allocation Determination

Each club requesting funding shall be notified in writing within five (5) academic days of the

completion of Budget Allocation Hearings. The notification shall convey the allocation process, the allocation (if any) and the rationale for the allocation.

Section 4 - Revenue Requirements

Each club shall be required to fundraise 10% of their final allocation to receive their second semester funds. This requirement shall have been met by the last day of finals of the fall semester.

Subsection 1 - Waiver of Requirement

When the fundraising requirement is anticipated to be met during the academic year, the Chair may waive or alter any fundraising requirement and release the funds to a club, if needed to meet immediate and necessary expenses. In the event of a fundraising requirement having been waived, or the deadline extended, the AUCC adviser in the Office of Student Activities, and the Student Activities Financial Administrator must be consulted and kept informed.

Subsection 2 - Definition

Fundraising shall be defined as any external monies deposited by the group, including events proceeds, dues, contributions and other gifts.

Section 5 - Dispersal of Allocations

Money allocated to a club for the entire year by the AUCC shall be divided in half. The first half shall be given to the club at the time of the original allocation. The second half shall be given to a club at the beginning of the spring semester.

Subsection 1 - Waiver of Dispersal Procedures

The Board may choose to waive or modify dispersal schedules by an affirmative 2/3 vote of the Board.

ARTICLE VII - PROGRAMMATIC ASSISTANCE

ARTICLE VIII - AUDIT AND INVESTIGATION

Section 1 - Initiation of Investigation

The Chair or the Board shall be empowered to direct the AUCC Comptroller to investigate any incident or situation they deem warranted, including inappropriate use of funds, substantial deviations from submitted budgets, failure to adhere to programmatic standards, and failure to adhere to AUCC standards. The Comptroller shall further be empowered to initiate investigations regarding any incident or situation, following consultation with the Chair.

Section 2 - Investigation

The Comptroller shall conduct all investigations as initiated in Section 1 of this article. The investigation shall be concluded with all due process and the determination of the investigation and proposed action reported to the Board. A club members and officers shall comply with requests made by the Comptroller in connection with any authorized investigation.

Section 3 - Available Actions of the Board

The Board shall have the authority, upon a majority vote of the Board, to take any of the

following actions against clubs found to be responsible for any violation of AUCC standards. Such standards could include, but are not limited to, intentional misuse of funds, misrepresentation during the budget process, or any other instance where the AUCC was misled during its allocation, mediation, or other governance processes.

Subsection 1 - Warning

The Board may issue a written warning outlining the violation and define what action is necessary for the club to return to compliance.

Subsection 2 - Reduction or Retraction of Funding

The Board may reduce or retract any funding awarded to the club.

Subsection 3 - Recommendation for Probation, Suspension, or Revocation

The Board may recommend to the Office of Student Activities that recognition for the club be revoked or suspended.

Section 4 - Notification of Outcome

The Board shall notify any involved parties or organizations of their decision within two (2) business days of their determination.

ARTICLE IX - SCHOLARSHIPS

The Chairperson of the AUCC shall receive a yearly scholarship in the amount of \$2,500 for the academic year and shall be required to hold office hours of 15 hours per week. The Comptroller of the AUCC shall receive a yearly scholarship in the amount of \$1,200 for the academic year and shall be required to hold office hours of 10 hours per week. The scholarships shall be dispersed at 50% per semester. This dispersal schedule may be modified at the discretion of the Office of Student Activities.

ARTICLE X - APPEALS

An appeals process shall be established whereby any club may petition for reconsideration of any action taken by the AUCC with regard to said club. All appeals shall be heard by the Appeals Board, which shall be composed and function pursuant to Article XII of the Constitution.

ARTICLE XI - AMENDMENTS

Amendments to these bylaws may be introduced by any member of the AUCC at a regular meeting of the AUCC. An amendment shall have been ratified upon a two-thirds (2/3) vote of the Board to approve such amendment.