



**BY-LAWS
OF THE
AUGUSTANA STUDENT ASSOCIATION**

(Last Revised February 2005)

Article I: Officers

Section 1: Remuneration for the ASA President.

- Clause 1. The President shall be paid in the form of a partial or complete remission of tuition from Student Activity Fee funds.
- Clause 2. Said amount shall be a recommendation to the Vice President for Student Services by the ASA Senate prior to the ASA Spring Election.
- Clause 3. This amount shall not be changed during his or her term of office.
- Clause 4. Should the ASA President fail to complete his or her full term of office, he or she shall receive remuneration proportional to the length of time he or she served. The successor to the office of the ASA President shall receive the unpaid sum of his or her predecessor's remuneration.

Section 2: Remuneration for the ASA Vice President.

- Clause 1. The ASA Vice President shall be paid in the form of a partial or complete remission of tuition from Student Activity Fee funds.
- Clause 2. Said amount shall be a recommendation to the Vice President for Student Services by the ASA Senate prior to the ASA Spring Election.
- Clause 3. This amount shall not be changed during his or her term of office.
- Clause 4. Should the ASA Vice President fail to complete his or her full term of office, he or she shall receive remuneration proportional to the length of time he or she served. The successor to the office of the ASA Vice President shall receive the unpaid sum of his or her predecessor's remuneration.

Section 3: Remuneration for the ASA Treasurer.

- Clause 1. The ASA Treasurer shall be paid in the form of a partial or complete remission of tuition from Student Activity Fee funds.
- Clause 2. Said amount shall be a recommendation to the Vice President for Student Services by the ASA Senate prior to the ASA Spring Election.
- ~~Clause 3. This amount shall not be changed during his or her term of office.~~
- Clause 3. Should the Treasurer fail to complete his or her full term of office, he or she shall receive remuneration proportional to the length of time he or she served. The successor to the office of the ASA Treasurer shall receive the unpaid sum of his or her predecessor's remuneration.

Article II: Campus Organizations: Budgetary Procedures, Recognition and Funding Eligibility, Itemization, and Protocol for Organizational Appeal for Allocated Funds

Section 1: Organizational Recognition Distinctions: Organizations at Augustana have several options available to them concerning recognition, and thus, funding eligibility.

Clause 1. Student Activities Office Recognition.

- A. Organizations must first apply to be recognized by the college through the Director of Student Activities. Approval through this office entitles the organization to have access to on-campus resources as well as tools for growth and enhancement.
- B. College Recognition Requirements:
 - 1. Constitution on file with the Student Activities Office, which shall be updated by leadership no less than once per academic year.
 - 2. Committed faculty advisor.
 - 3. Mission and purpose for the organization's existence as articulated in the organizational constitution. This clarifies the organization's intent and must be both parallel and non-contradictory of Augustana's five fundamental values.
 - 4. Organizations must operate in compliance with college policies.
 - 5. Leadership structure, not necessarily vertical or traditional in nature.

Clause 2. Augustana Student Association Recognition.

- A. Organizations, once recognized by the Student Activities Office, are eligible to apply for ASA recognition. Once approved by the ASA per the recommendation of the Administration and Planning Committee, organizations are eligible for ASA operational funding and the Community Development Fund.
- B. Augustana Student Association Requirements:
 - 1. Prior recognition by the Student Activities Office.
 - 2. Constitution outlining purpose, mission, and leadership.
 - 3. Committed faculty advisor.
 - 4. Committed membership of no less than ten (10) members.
 - 5. Leadership structure.
 - 6. Binding commitment, signed annually to follow all ASA funding requirements outlined within the ASA By-Laws. ASA reserves the right to revoke recognition at any time in the event such requirements are violated.
 - 7. Financial report, to be submitted once per semester to the Chairman of the Administration and Planning Committee. Report must reflect all expenditures and inflows.
 - 8. Documentation of participation in community service activities.

Clause 3. Student Activities Office and Augustana Student Association Collaboration.

- A. ASA operates collaboratively with the Director of Student Activities concerning organizational issues and publicity concerning the availability of funding.
- B. The Student Activities Director shall be the entity through which action regarding college recognition of organizations shall occur, and shall advise the Administration and Planning Committee accordingly.
- C. The Student Activities Director is responsible for educating all groups concerning recognition possibilities and resource availability.
- D. ASA and the Student Activities Office at Augustana College require that groups comply with any and all college regulations as well as the online student activities handbook available at the Student Activities Office web page.

Section 2: Budget Hearings.

- A. The Administration & Planning Committee will advise organizations each spring semester as to the date, time, and place of budget hearings. Budgetary information can be obtained from the Administration & Planning Committee and will be sent to each organization in a timely manner prior to budget hearings.
- B. Each organization's current leader or leader-elect (if the organization's elections have occurred prior to the budget hearings) will be required to attend the budget hearings.

Section 3: Following are a list of requests, rules, clarifications, and exceptional circumstances that are mandated for each organization for the purpose of continued ASA recognition.

Clause 1. Records.

- A. Management of organizational finance must be recorded and maintained in a thorough and organized manner. Each organization is mandated to keep organizational money in an account with the Augustana College Business Office. Each organization will keep current books and accounts on all matters within their organization.
- B. The ASA Senate Administration & Planning Committee will request current records during budget hearings from any organizations, including an itemized Business Office printout from the current year. Organizations shall be required to provide documentation of expenditures matched against budgeted operational items from the previous allocation period.

Clause 2. Funds: Carry-Over and Accrue ment of Debt.

- A. All funds carried over from previous years shall be itemized and designated in the budget request. Funds projected to be carried over to future year are asked to be itemized and shown.
- B. Any debt sustained during the fiscal year of an organization must be listed within the budget request.
- C. ASA reserves the right to audit any organization at any time without prior notice or consent of the audited organization.

Clause 3. Other funding.

All monetary needs above and beyond ASA allocation will be raised by the individual club and/or organization in a method corresponding and following all school, city, county, state, and federal laws. A listing of funds raised by organizations outside of ASA funding are asked to be included within each individual budget report. (The ASA Community Development Fund is also available for the purpose of speaker and community service events.)

Clause 4. Community Service.

Borrowing from the Shared Fundamental Values espoused by Augustana College, ASA deems community service beneficial to individual, organization, school, and community alike. Therefore, requirement of service begotten for the community as a whole is necessary to receive ASA student fees. Each organization is strongly urged to require its members' participation in the annual Community Service Day. Also, various service-ships during the school year are strongly recommended. Each organization is strongly encouraged to document community service involvement as it may be requested by the Administration & Planning committee. (Said service is constituted with approximately 10 hours by a majority of the organization's members.) If any organization does not comply, loss of allocations, loss of ASA recognition, or other disciplinary measures may be taken by ASA.

Clause 5. Organizational Constitution.

The organization's governing constitution approved by the ASA Senate must be included with a budget request and brought to the budget hearing. Each organization must have a current constitution on file with the Student Activities Office. All constitutions should be reviewed yearly in order to maintain organizational continuity.

Clause 6. Organizational Intent.

- A. Social Organizations and other organizations, whose sole purpose is of a social nature, shall not be eligible for direct funding from monies generated through student activity fees.
- B. Those organizations commonly deemed "Honor Societies", created through either a national, regional, state, or local charter or through the creation of the faculty and/or administration of Augustana College, will be eligible to receive funding from student activity fees in an amount that shall not exceed fifty percent of money raised by the particular organization in the prior year.

Section 4. Budgetary Request Stipulations.

Clause 1. ASA reserves the right to handle all budgetary and Community Development Fund requests on a case-by-case basis within Administration & Planning Committee budget hearings.

Clause 2. The purpose of spring budget hearings is to determine and fund each individual organization's necessary annual operating costs.

Clause 3. Items Funded as operating costs:

- A. Advertising Expenses: This category includes expenditures related to the promotion of a recognized Augustana organization on campus. Budgeted expenses include all forms of advertising. However, apparel for the purpose of advertising may not account for more than 1% of an organization's allocated budget.
- B. Organizational Literature: This category includes paper materials necessary for meetings and member notification. Included are meeting agendas, meeting minutes, and copied material necessary for member participation and notification of events.
- C. Necessary Items: Those items deemed necessary to the operation of an organization may receive funding; however, all items will be reviewed during budget hearings to determine the necessity of the funding.

Section 5: Community Development Fund.

Clause 1. The purpose of the Community Development Fund (CDF) is to provide financial support for organizational programming on an event-by-event basis. All ASA approved organizations are eligible to apply to the CDF with the exception of organizations listed in Article II, Section 4, Clause 5. The fund will be operated and maintained by the Administration & Planning committee. The Administration and Planning Committee will allocate monies into the CDF during spring budget hearings.

Clause 2. Application Guidelines.

- A. Applications will be made available in the Student Activities Office as well as on the ASA web page by the Administration & Planning chairperson.
- B. Applications must be returned to the Administration & Planning chairperson at least one month prior to the proposed event. Exceptions may be made at the discretion of the Administration and Planning Committee.
- C. Organizations requesting funds must appear at a hearing regarding the application with a proposed itemized budget for the event.

- Clause 3. The Administration & Planning Committee will allocate CDF monies based on availability of funds, the validity of the request and the organizations past history of responsibly spending student activity fees as documented per financial reports.
- Clause 4. Rules governing the disbursement of funds.
- A. Organizations requesting funds must be an ASA recognized organization in order to be eligible to receive monies.
 - B. Proposed events must not violate the Shared Fundamental Values espoused by Augustana College.
 - C. Events will be evaluated based on their contribution to the development of community, leadership and personal growth on campus.
 - D. All monies disbursed from the funds are subject to approval by a majority vote of the ASA Student Senate.
- Clause 5. Organizations that are exempt from applying to the CDF because their organization's activities will be addressed in their entirety during spring budget hearings include: Union Board of Governors, Concert and Lecture, Viking Days, Serving and Learning Together, Elmen Center clubs, ASA governing budget, and Recreational Services.

Section 6. Items Not Funded:

- Clause 1. Inappropriate Items: The possession or consumption of alcoholic beverages is prohibited on campus and at college sponsored functions. Student organization funds may not be used for the purchase of alcohol or the sponsorships of an event where alcohol is available. Additionally, items labeled as inappropriate by the Augustana College Student Handbook will not receive ASA student activity fee funding. ASA allocations are not to be used for the appropriation of sporting, recreational, or gambling equipment.
- Clause 2. Uniforms and Equipment: Allocated ASA student activity fee funds are not to be spent on the purchase of uniforms, sporting equipment or recreational equipment. Exceptions may be made at the discretion of the Administration and Planning Committee.
- Clause 3. Travel: Any proposals that involve the allocation of student activity fees toward travel expenses will be decided at the discretion of the Administration & Planning Committee.
- Clause 4. In accordance with Augustana's contract with Sodexo, student activity fee allocations cannot fund any catering provided by an outside party.

Section 7: ASA Rights and Privileges.

- Clause 1. ASA and the Student Senate mandate compliance with rules and regulations as stated. ASA and the Student Senate withhold the power to make decisions regarding each organization's funding on an individual basis.
- Clause 2. ASA and its Senate standing committees grant themselves the power to investigate each organization's practices and fiscal records. Furthermore, questions regarding ASA budgetary requests shall be referred to the ASA Treasurer to be investigated and examined within the Administration and Planning Committee.
- Clause 3. ASA shall delegate all matters concerning organizational funding to the Administration and Planning Committee in accordance with stipulated duties in the ASA Constitution. The Committee retains the vested authority to recommend action to the Senate, and carries the responsibility to collaborate with the Student Activities Office concerning student organizations. The ASA Treasurer/Administration and Planning Committee Chairman, thus, fulfills the role of liaison to the Director of Student Activities, and shall advise the Senate concerning this collaborative relationship.

Clause 4. ASA reserves the right to override a decision of the Student Activities Office if a two-thirds (2/3) majority of the Senate approves. This provides an avenue for recognition and thus, funding eligibility in the event a group is denied recognition by the college.

Section 8: Article II of the ASA By-Laws should be reviewed and updated on a year-to-year basis or a minimum of every three years.

Article III: Organizations Created and Maintained by ASA

Section 1: Union Board of Governors (Hereinafter referred to as UBG).

Clause 1. ASA shall establish and maintain one Union Board of Governors.

Clause 2. UBG shall be established and shall function in accordance with its own constituting documents, except where those documents are inconsistent with the governing document of ASA, in which case the governing documents of ASA shall take precedence.

Clause 3. The constituting documents may be amended by a two-thirds (2/3) majority vote at any meeting of the Student Senate. Two (2) weeks prior notice shall have been given to the Student Senate concerning such an amendment for it to be in order at said meeting.

Section 2: Augustana Concert and Lecture Committee.

Clause 1. ASA shall establish and maintain one Concert and Lecture Committee.

Clause 2. The Concert and Lecture Committee shall be established and shall function in accordance with its own constituting documents, except where those documents are inconsistent with the governing document of ASA, in which case the governing documents of ASA shall take precedence.

Clause 3. The constituting documents may be amended by a two-thirds (2/3) majority vote at any meeting of the Student Senate. Two (2) weeks prior notice shall have been given to the Student Senate concerning such an amendment for it to be in order at said meeting.

Article IV: Amendment Procedure

Section 1: Amending the By-Laws.

Clause 1. By-Laws may be amended by a two-thirds (2/3) majority vote of the senators present at the time of the vote at any meeting of the ASA Student Senate.

Clause 2. By-Laws may also be amended by a two-thirds (2/3) majority vote of the ASA. Fifty (50) percent of the ASA must vote for the election to be valid.

Clause 3. The ASA Student Senate shall hold amendments for a minimum of one week prior to voting on the proposed amendments.

Section 2: Codes that shall from time-to-time be adopted by the ASA Student Senate may be amended by a two-thirds (2/3) majority vote at any meeting of the ASA Student Senate. Amendment of such codes also requires the signatures of the ASA President.