**Texas State University**

**STUDENT ORGANIZATIONS COUNCIL**

**CONSTITUTION**

I. Purpose

As a representative body and a chartered council recognized by Texas State University, the Student Organizations Council (SOC) provides direction, resources and support for all registered student organizations at the university.

II. Membership

1. SOC membership is based on application and appointment of interested student leaders from registered student organizations in good standing with the university. Application is available through Student Involvement @ LBJSC. Student Involvement @ LBJSC staff advisor(s) provide a review of applicants to check for eligibility. The eligible applicants will be interviewed and selected by a committee.
2. Qualifications: Each SOC member must be in good standing with the university, have a minimum of two (2) semesters as a student at Texas State University, have a working knowledge of University policies and procedures and the Student Code of Conduct, exemplify the Core Values of Texas State, and have and maintain a minimum of a 2.25 Texas State grade point average.
3. A minimum of eight (8) regular members will represent the diversity of student organizations at Texas State. The selected officers of SOC shall be the President, Vice President, two (2) Event Coordinators, and four (4) Outreach Coordinators. The President may not hold an Executive position in any other organization(s).
4. SOC may create temporary or permanent positions as needed with a majority vote by the regular members.
5. Ad hoc members include Student Involvement @ LBJSC staff advisor(s) and Graduate Assistant.
6. Term of Office: SOC members are selected in April and serve a one-year term, with the opportunity for reappointment.
7. If the position of President is vacated, priority will go to current Vice President of SOC to fill it. If any other position is vacated, SOC will look for an applicant that is confirmed by the advisor(s) and SOC.

H. A member may be removed from office for any of the following reasons (but not limited to):

1. Absent from more than two (2) meetings per semester, unless previously approved. Absences are to be approved by advisors.
2. Tardiness for two (2) meetings (unless previously approved) will equal one (1) absence.
3. Failure to attend a mandatory event (unless previously approved)
4. Continuous failure to complete assigned tasks for position

III. Council Responsibilities

1. Organizational Funding: SOC will review and direct funds to registered student organizations in good standing with Texas State as per funding assistance guidelines outlined in the SOC By-Laws, Article I.
2. Educational Resource: SOC will create educational opportunities for student organizations to promote organizational success.
3. Judicial Review: SOC will review and act on policy and procedure violations of registered student organizations as per the guidelines established in the SOC By-Laws, Article II.
4. SOC will receive notification of any changes to Texas State University policies and procedures that relate to Student Organizations.

IV. Officer Responsibilities

1. **President**
* Conduct and call meetings to order
* Call special meetings as needed
* Oversee Presidents Council
* Reserve space for SOC meetings
* Coordinate education programming for student organizations
* Coordinate educational programming and teambuilding activities for SOC
* Initiate projects and programs that are deemed necessary for the welfare of registered student organizations
* Serve as liaison to Student Involvement, Texas State Administration, and Student Government
* Manage and maintain SOC email account
* Oversee various officer responsibilities
* Conduct one on one meetings with individual SOC members
* Meet weekly with advisor(s)
* Hold minimum of six (6) office hours per week
1. **Vice President**
* Enforce all tenants of the Student Organization Handbook
* Oversee the activity of the Judicial Board, serving as chair
* Provide additional support for new student organizations including awareness and understanding of Student Involvement @ LBJSC and University policies and procedures
* Maintain and keep organization of Food Handling Kit
* Provide copies of SOC funding applications at meetings
* Follow up with student organizations in regards to SOC funding decisions
* Keep a list of organizations ineligible for funding
* Meet weekly with the advisor(s)
* In the absence of the President, assume the role of President
* Manage and maintain SOC email account and SOC budgets
* Hold minimum of four (4) office hours per week
1. **Event Coordinators (2)**
* Coordinate Student Organizations Conference for each Fall and Spring semester, Advisor Appreciation, Fall and Spring Student Involvement Fairs (2), Boko Awards, and any other SOC hosted events
* Keep track of attendance and evaluations from events
* Delegate program responsibilities to SOC members well in advance
* Work with the Marketing and Promotions Outreach Coordinator to promote all events
* Collaborate with Student Involvement @ LBJSC on Boko Awards
* Coordinate additional RSO educational seminars
* Meet weekly with the advisor(s)
* Manage and maintain SOC email account
* Hold minimum of four (4) office hours per week
1. **Outreach Chair**
* Initiate and maintain contact with student organizations
* Attend and present to at least twelve (12) Registered Student Organization meetings per semester
* Communicate funding procedure and regulations to student organizations
* Follow-up with organizations after the SOC funded programs
* Attend SOC funded events per responsible category
* Oversee progress of Outreach Coordinators
* Meet weekly with the advisor(s)
* Manage and maintain SOC email account and outreach log
* Hold minimum of four (4) office hours per week
1. **Outreach Coordinator (Recognition)**
* Initiate and maintain contact with student organizations per category designation
* Attend and present to at least six (6) Registered Student Organization meetings per semester
* Communicate funding procedure and regulations to student organizations within category designation
* Follow-up with organizations after the SOC funded programs
* Oversee the monthly Bobcat Leader and Bobcat Organization of the Month Recognition Program
* Interview student/organization recognized
* Submit marketing request to PALM
* Attend SOC funded events per responsible category
* Meet weekly with the advisor(s)
* Manage and maintain SOC email account
* Hold minimum of four (4) office hours per week
1. **Outreach Coordinator (Marketing and Promotions)**
* Initiate and maintain contact with student organizations per category designation
* Attend and present to at least six (6) Registered Student Organization meetings per semester
* Communicate funding procedure and regulations to student organizations within category designation
* Follow-up with organizations after the SOC funded programs
* Develop and execute an annual marketing/PR plan for SOC
* Attend SOC funded events per responsible category
* Meet weekly with the advisor(s)
* Manage and maintain SOC email account
* Hold minimum of four (4) office hours per week
1. **Outreach Coordinator (Website and Social Media)**
* Initiate and maintain contact with student organizations per category designation
* Attend and present to at least six (6) Registered Student Organization meetings per semester
* Communicate funding procedure and regulations to student organizations within category designation
* Follow-up with organizations after the SOC funded programs
* Attend SOC funded events per responsible category
* Meet weekly with the advisor(s)
* Manage and maintain SOC email account and website and social media accounts
* Hold minimum of four (4) office hours per week

V. Meetings and Voting

1. Meetings will be held weekly. The council will set a convenient meeting day and time.
2. All meetings and events are mandatory.
3. Each member will be notified of scheduled meetings at the beginning of each semester.
4. The quorum necessary for the SOC to make decisions is a two thirds (2/3) majority of the regular member seats.
5. Decisions by consensus will be sought first and voting will be used as an alternative. Ties in voting will be broken by ad-hoc members.

**Texas State University**

**STUDENT ORGANIZATIONS COUNCIL**

**BY-LAWS**

**I. Funding Assistance Guidelines**

**A. Application Qualifications**

1. To apply for funding from the Student Organizations Council (SOC), the student organization must be registered with Student Involvement @ LBJSC and be in good standing with Texas State.
2. A registered student organization must be an active organization, registered for a minimum of one (1) long semester before applying prior to submitting an application for funding assistance from the SOC.
3. Student Organization requests for funding should be submitted at minimum of **10 university days** prior to the event.
4. The student organization’s **president** and the **faculty/staff advisor** **must sign** the funding assistance approval and have full knowledge of its contents.

**B. Funding Amounts per Event.** *The following represents the maximum amount allocated per category per organization.*

|  |  |
| --- | --- |
| $ 700.00 | Travel, Conferences, Off-Campus program/event |
| $ 1,000.00 | On-campus, university-wide program/event |
| $ 500.00 | Common Experience program/event for individual organization |
| $ 750.00 | Common Experience program/event for collaboration of two or more organizations |
| $ 100.00 | Supply Funding |

**C. Funding Priorities.** Generally, funds are distributed to organizations planning leadership development programs, co-curricular educational events or campus unity-building activities. Funding for travel and training opportunities must be demonstrated to have a potential benefit to the organization and university community. Please note funding is first come first serve.

1. Highest funding priority will be given to programs and events held on campus and open to the entire university community.
2. The next priority will be given to programs and events held on campus that target a specific audience within the university community.
3. Third priority will be given to programs and events held off-campus.
4. Fourth priority will be given to travel and training opportunities.

**D. Restrictions.** *Each student organization may receive SOC funding once per academic year in addition to common experience funding and supply funding, provided the organization meets the application qualifications.*

1. SOC will **NOT** reimburse for the following expenses:
	1. Meals consumed during off-campus travel/conferences
	2. Gas expenses for travel
	3. **ANY** alcoholic beverages or receipts that include alcoholic beverages
	4. Gratuities (tips)
	5. Texas state sales tax
	6. **ANY** personal expenses
2. All contracts must be reviewed by the Institution
3. Programs or events intended for or resulting in a profit for the organization will **NOT** receive funding. (i.e., benefits, fundraisers, charity events, etc.)
4. SOC **does not** reimburse university departments or organization advisors per Texas State system regulations.

**E. Notification.** *SOC funding approval/denial letters will be sent via email to the President within* ***5 university days*** *of the decision. Any further instructions will be provided in the letter.*

**F. Additional Information Request.** *SOC may request additional information prior to making a decision. Below are common concerns:*

* Approximate number of Texas State participants
* Describe target audience
* How do applicants qualify to participate? (If request is for travel to an event)
* What benefits will accrue to participants as a result of participation in the activity/project?
* What benefits will accrue to Texas State as a result of the activity/project?
* If this committee does not grant sufficient funding, how will trip/project be affected?
* Are there any other factors you would like the SOC committee to consider when reviewing this proposal?
* Be prepared to answer budget questions and provide other funding sources

#### G. Regulations for Travel. Travel that receives funding assistance from SOC must be conducted according to all Texas State policies and procedures, particularly the Student Travel Policy UPPS No. 05.06.03 (<http://www.txstate.edu/effective/upps/upps-05-06-03.html>). *The following items must be submitted with request for funds related to travel:*

1. Complete the **Student Travel Form** and obtain the appropriate signatures. A signed copy of the **Travel Release and Indemnity Form** must be submitted to Student Involvement front desk by **each** trip participant along with the proposal.
2. The student organization must submit a **Student Group Travel List** of **all** conference/travel participants along with the request.

**H. Reimbursement and Pre-Payments.** *No reimbursement will be processed after July 31st of each fiscal year. All funds allocated within a fiscal year, must be reimbursed within that fiscal year.*

1. **Itemized invoices or original receipts** must be submitted to the Student Involvement front desk within **10 university days** of the event/program/travel or else funding will be forfeited.
2. Reimbursements will only be issued to the payee on invoice or receipt
3. Attach supporting documents, such as fliers, for on campus events or programs.
4. If attending a conference, attach the agenda/schedule of events and a copy of the conference registration forms for all participants.
5. If **pre-payment** is required for an approved expense, the organization must contact the SOC advisor at least **10 university days** **in advance** of required payment.
6. All vendors/individuals to be paid for goods and services must have a vendor code assigned by Texas State University. In order to ensure that the vendor has been assigned a code, submit a Vendor Maintenance Agreement form in addition to funding request.

**II. Judicial Procedures**

* 1. **PURPOSE.** Believing in the value of student empowerment, the SOC assumes the obligations and responsibilities of self-discipline under an adequate and impartial judiciary system. The mediation process and/or the Judicial Board shall be empowered to make judgments and recommend corrective action to the university in any case of alleged violations of the SOC Constitution and By-Laws, *Texas State Student Code of Conduct* or any other pertinent legislation.
	2. **FILING A CASE.** When a complaint is registered, it becomes the duty of the staff advisor(s) to discuss the case with SOC and decide if a mediation or judicial hearing is warranted.
		1. Should SOC decide that a hearing is necessary, it shall select the members for Judicial Board.
		2. The Chairperson shall send the respondent a Notice to Appear stating:
			1. The date of the mediation or hearing. Mediations or hearings shall be at least three (3) university days after the date the notice was sent to the respondent.
			2. The specific rules, regulations, and/or policies which have been violated.
			3. The act or acts of the respondent responsible for the charges.
			4. The list of members of the Judicial Board who will be hearing the case.
	3. **JUDICIAL PROCESS.**
		1. **COMPOSITION**. The Judicial Board shall be composed of three (3) rotating panel members from SOC. Each member participating in the decisions of a case shall have one vote. The SOC Advisor will also be in attendance.
		2. **CHAIRPERSON.** The Chairperson of the Judicial Board is the SOC Vice President, who shall select three (3) panel members from within SOC to act as their committee.
			1. The Chairperson of the Judicial Board shall be responsible for all administrative work of the Judicial Board, including the completion and distribution of each Notice to Appear and Decision Letter
			2. The Chairperson of the Judicial Board shall call the Judicial Board into session, supervise the hearing, and ensure that the Hearing Procedures are strictly followed
			3. The Chairperson of the Judicial Board shall work closely with the Student Involvement @ LBJSC staff to ensure a just and equitable judicial process.
			4. The Chairperson of the Judicial Board shall see that only pertinent facts necessary for the Judicial Board to arrive at a just and equitable decision are brought before the Board.
			5. If there is a conflict of interest, the SOC President will step in as Chairperson of the Judicial Board.
		3. **HEARING PROCEDURES.** The Chairperson of the Judicial Board shall present the evidence in the following order:
			1. Cite the specific rules and regulations which have been violated.
			2. State the acts of the respondent that constitute the alleged infraction cited above. All evidence presented must relate to the items cited in notice to appear.
			3. Present documentation, witnesses, or affidavits to support all charges.
			4. The respondent will then present their defense and/or explanation, and any witnesses to support their case. The defense must relate to the evidence presented or the infraction with which the respondent is charged.
			5. The Judicial Board will then make a decision, in private, over the hearing. The Chairperson will then send the respondent the decision and sanctions that the Judicial Board made in writing within two (2) university days of the hearing date.

**III. Medication Procedures**

* 1. **PURPOSE.** The purpose of mediation is to have a discussion about the infractions and to come to a mutual agreement to ensure that infractions do not happen in the future.
	2. **FILING A COMPLAINT.** When a complaint is registered, it becomes the duty of the staff advisor(s) to discuss the case with SOC and decide if a mediation or judicial hearing is warranted.
	3. **MEDIATION PROCESS.**
		1. **COMPOSITION.** Mediation shall be composed of the SOC President, Vice President, and any position within SOC that relates to the alleged infraction. The SOC Advisor will also be in attendance.
		2. **MUTUAL AGREEMENT**
			1. If a mutual agreement does not happen, the infraction will be heard in a hearing.
			2. If the student organization does not agree with the outcome, the organization has five (5) university days to request a hearing.

**IV. Ratification**

1. This constitution and its by-laws are ratified by a vote of the current SOC and approved by the following Texas State Administrators:

Director of LBJ Student Center

Associate Director of Student Involvement

Student Organizations Council Advisor

1. Proposed amendments to the constitution or its by-laws must be presented in writing, tabled for one week and voted upon at the next consecutive meeting.
2. A two thirds (2/3) vote of quorum shall be required for passage of any amendment.

D. All amendments to the constitution or by-laws take effect only after approval by the administrators listed in Section A.

Approvals:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of LBJ Student Center Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Director of Student Involvement Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Organizations Council Advisor Date