

BY-LAWS

STUDENT ORGANIZATIONS COUNCIL

TEXAS STATE UNIVERSITY

I. Funding Assistance Guidelines

A. **Applying.** To apply for funding from the Student Organizations Council (SOC), the student organization must be registered with CASO for at least one semester and in good standing with Texas State. Each Student Organization may request funding twice per academic year and receive SOC funding once per academic year, provided the organization meets the requirements for good standing.

1. SOC will seek evidence that the organization has fulfilled its expectations for service, leadership development and educational programming before granting funds.
2. Student Organization requests for funding must be submitted no less than **7 days** prior to the funding hearing.
3. A member of the organization must present their request to the SOC at a funding hearing.

B. **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 university community.

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 is targeted to a specific audience within the university community.
3. Third priority will be given to travel and training opportunities.
4. Lowest priority will be given to programs and events held off-campus.

C. **Funding Amounts Per Event.** The following dollar amounts represent the maximum for SOC funding and are based on historical precedent.

1. \$700.00 Off Campus travel/Conference, maximum per organization.
2. \$1000.00 for one or more campus organization sponsoring a university-wide program or event.

D. Program or events for fundraising purposes are not eligible to receive funding assistance from the SOC.

E. Only with a surplus of funds available, may a student organization submit and/or be reconsidered for funding of a second program or event.

F. Regulations for Travel. Travel that receives funding assistance from the SOC must be conducted according to all Texas State policies and procedures, including the following expectations.

1. A signed copy of the Waiver of Liability and Hold Harmless Agreement must be submitted by each trip participant along with the proposal.
2. Student Organizations must submit names and Student I.D. numbers of all conference/travel participants.
3. Approval by advisor/sponsor/faculty/staff member is mandatory.

G. Reimbursement Guidelines

1. Before reimbursement can be processed, all organizations must complete the Checklist for Reimbursement along with the following documents and submit them for approval to staff advisor(s);

i. All organizations must complete a one-time application for an Employer Identification Number (EIN) through the IRS and have a W9 on file with the Texas State Accounting Office. These documents must be included in reimbursement packet.

ii. Itemized invoices or receipts must be submitted to the CASO front desk within ten (10) business days of the event/program/travel or else funding will be forfeited.

iii. If program or event occurred prior to funding hearing and approved for funding, all receipts must be submitted to CASO within ten (10) business days after receipt of funding letter.

iv. Attach supporting documents such as:

1. Flyers for on campus events or programs

2. If attending a conference, attach the agenda/schedule of events and a copy of the registration form to attend the conference.

3. If providing food at an event, attach a list of attendees. The number of attendees must reflect the amount of food purchased for complete reimbursement.

2. Allocations will be in the form of reimbursements, or the use of a Purchase order or P-card, unless otherwise approved by the SOC.

3. All SOC funded events must display SOC logo on all marketing for event.

H. Post Program Requirements. Organizations must complete the post-program assessment form. This form must be turned in within ten (10) business days after

the organization's event. If these requirements are not met, the organization will not be eligible for funding the following year.

II. Judicial Process

A. 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.

B. COMPOSITION

1. Mediation shall be composed of the SOC President, Vice President, and any position that relates to the alleged infraction.
2. The Judicial Board shall be composed of three (3) rotating panel members.
3. Each member participating in the decisions of a case shall have one vote.

C. NOTIFICATION

1. The deadline for initiating charges against a student organization shall be within one (1) calendar month after the date of the alleged infraction.

D. CHAIRMAN OF THE JUDICIAL BOARD

1. The Chairman of the Judicial Board is the SOC Vice President, who shall select three (3) panel members to act as his/her committee.
2. The Chairman 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.
3. The Chairman of the Judicial Board shall call the Judicial Board into session, supervise the hearing, and insure that the Hearing Procedures are strictly followed.
4. The Chairman of the Judicial Board shall work closely with the staff in CASO and to ensure a just and equitable judicial process.
5. The Chairman 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.
6. If there is a conflict of interest, the SOC President will step in as Chairman of the Judicial Board.

E. FILING A CASE

1. When a complaint is registered, it becomes the duty of the staff advisor(s) to discuss the case with the SOC and decide if a mediation or judicial hearing is warranted.
2. Should the SOC decide that a hearing is necessary, it shall select a Judicial Board for the case.
3. The Chairman shall send the accused a Notice to Appear stating:
 - a. The date of the mediation or hearing. Mediations or hearings shall be at least three (3) business days after the postmarked date on the notice to the accused.
 - b. The specific rules, regulations, or policies which have been violated.
 - c. The act or acts of the accused responsible for the charges.
 - d. The members of the Judicial Board who will be hearing the case.

F. MEDIATION PROCEDURES

1. 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. If a mutual agreement does not happen, the infraction will go to a hearing.
3. If the student organization does not agree with the outcome, the student organization has five (5) business days to request a hearing.

G. HEARING PROCEDURES

1. The Chairman of the Judicial Board shall present the evidence in the following order:
 - a. Cite the specific rules and regulations which have been violated.
 - b. State the acts of the accused that constitute the alleged infraction cited above. All evidence presented must relate to the items cited in letter (a).
 - c. Present documentation, witnesses, or affidavits to support all charges.
2. The accused will then present his/her defense and/or explanation, and any witnesses to support his/her case. The defense must relate to the evidence presented or the infraction with which the accused is charged.
3. The Judicial Board will then make a decision, in private, over the hearing. The Chairman will then send the accused the decision and sanctions that the Judicial Board made in writing within two (2) business days.

III. Ratification

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

LBJSC Director

CASO Associate Director - Move this to be the second signature

SOC Advisor

- B. 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.

- C. 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.