

**CONSTITUTION
STUDENT ORGANIZATIONS COUNCIL
TEXAS STATE UNIVERSITY**

I. Purpose

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

II. Membership

- A. SOC membership is based on application and appointment of interested student leaders from registered student organizations in good standing with the university. Applications are distributed by the office of Campus Activities and Student Organizations. The Graduate Assistant for Student Organizations and the Associate Director of LBJSC provide a review of applicants to check for eligibility. The eligible applicants will be interviewed and selected by a committee. The slate selected by the committee will be presented to the Presidents of all registered student organizations in good standing and a vote will be taken by this body for approval.
- B. Qualifications: Each SOC member must be in good standing with the university, have a minimum of 2 semesters as a student at Texas State, 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.
- C. There are 10 regular members, representing the diversity of student organizations at Texas State. The elected officers of the SOC shall be the President, Vice President, Director of Public Relations and Special Events, Secretary, Director of Educational Programming, Director of Outreach and four (4) Outreach Coordinators.
- D. Ad hoc members include the Student Organizations Graduate Research Assistant and the Coordinator for Campus Activities.
- E. Term of Office: SOC members are appointed in May and serve a one-year term, with the opportunity for a one year reappointment.
- F. Vacancies are filled immediately by the Student Organizations Graduate Research Assistant and the Coordinator for Campus Activities with qualified applicants.

III. Council Responsibilities

- A. Organizational Funding: The 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.
- B. Requests for Recognition: The SOC will review and act on requests for recognition of new student organizations as per the established recognition guidelines in the Student Organization Handbook.
- C. Student Organization Office/Storage Space: The SOC will review and act on applications for office and storage space in the LBJ Student Center as per the guidelines established in the SOC By-Laws, Article II.
- D. Judicial Review: The 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 III.
- E. Policy/Procedure Review: The SOC will serve as first level review for any new Texas State policies or procedures that relate to registered student organizations.

IV. Officer Responsibilities

A. President

1. Conduct the meetings of the SOC;
2. Call special meetings of the SOC;
3. Works with GRA to meet with new student organization applicants & follow up with organizations following funded programs;
4. Initiate such projects and programs as he/she deem necessary for the welfare of registered student organizations;
5. Serve as liaison to the Campus Activities & Student Organizations Office, the Texas State Administration & Associated Student Government.

B. Vice President

1. Keep attendance for mandatory events and meetings;
2. Monitor workspace;
3. Keep a list of ineligible organizations for funding and workspace;
4. Enforce all tenants of the SOC Handbook;
5. Oversee the activity of the Judicial Board serving as chair;
6. Provide a report of cubicle utilizations at the end of each semester to council for review

C. Director of Public Relations and Special Events

1. Develop yearly marketing/PR plan;
2. Design marketing tools & organize their distribution;
3. Responsible for the organization of the Thanksgiving Food Drive, Student Organization Fair, & the Organization & Service Awards

D. Secretary

1. Record accurately the minutes of the SOC meetings and any special or called meetings;
2. Be responsible for correspondence with NSO and organizations receiving funding;
3. Email the minutes to SOC members and to the Campus Activities & student Organizations staff;
4. Place copies of minute on CASO bulletin board for public viewing;
5. Work with GRA to schedule funding hearings;
6. Database entry/update with funding allocations

E. Director of Educational Programming

1. Serves as primary on the planning and implementation of leadership programs including the Texas State Leadership Exchange;
2. Responsible for the organization of educational workshops provided to student organizations each semester

F. Director of Outreach

1. Supervise & assist the four Outreach Coordinators;
2. Provide specific guidance to chartered organizations

G. Outreach Coordinator (s)

1. Responsible for contacting each organization at the beginning of the year;
2. Attempt to attend meetings of organizations;
3. Must be aware of the needs of the organizations;
4. Meet with organizations post funding allocations to discuss program planning;
5. Attempt to attend funded events of organizations;
6. Follow up with new organizations to provide direction & support

V. Meetings and Quorum

- A. Meetings will be held weekly. The council can set a convenient meeting day and time.
- B. Each regular member will be notified of scheduled meetings at the beginning of each semester. Two or more unexcused absences in any semester will result in the removal of the member from the SOC.
- C. The quorum necessary for the SOC to make decisions is a two thirds (2/3) majority of the ten (10) student regular member seats, or six (6) representatives.
- D. Decisions by consensus will be sought first, and voting will be used as an alternative. Ties in voting will be broken by the ad-hoc members.

VI. 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:
Michelle Lopez, Associate Director of the LBJ Student Center
Andy Roades, Director of the LBJ Student Center
Dr. John Garrison, Dean of Students
- 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.

BY-LAWS
Student Organizations Council
Texas State University – San Marcos

I. Funding Assistance Guidelines

- A. **Applying.** To apply for funding from the Student Organizations Council, the student organization must be registered with Campus Activities and in good standing with Texas State. Each Student Organization may request and receive SOC funding once per academic year, provided the organization meets the requirements for good standing
1. The 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 **14 days** prior to the funding hearing scheduled before the date of the event or travel otherwise SOC will not consider the proposal. **NO EXCEPTIONS**
 3. The student organization's **president** and the **faculty/staff advisor** must sign the funding request and have full knowledge of its contents.
 4. A registered student organization must be on active status registered for one (1) year before applying for funding.
 5. 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 only a guide for the SOC membership, and are based on historical precedent.
1. \$500.00 Leadership Development Programs, maximum amount per organization.
 2. \$500.00 Off Campus travel/Conference, maximum per organization.
 3. \$700.00 Multiple organizations sponsoring a university-wide program or event, maximum per organization.
 4. \$1000.00 Individual campus organization sponsoring a university-wide program or event, maximum amount per organization.
- D. As a general rule, program or events for fundraising purposes will not receive funding assistance from the SOC.
- E. Only with a surplus of funds available may a student organization submit, and be considered for more than one funding request per academic year.
- 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 social security numbers off all conference/travel participants.
 3. Accompaniment 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 by the Graduate Research Assistant for Campus Activities and Student Organizations.
 - i. All organizations must complete a one-time application for an Employer Identification Number (EIN) through the IRS and have a W-9 on file with the accounting office, JC Kellum 560. These documents must be included in reimbursement packet.
 - ii. Itemized invoices or receipts must be submitted to Campus Activities front desk within ten (10) working days of the event/program/travel or else funding will be forfeited.
 - iii. Attach support 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. All allocations will be in the form of reimbursements, unless the use of a Purchase order or P-card has been approved by the SOC.

H. **Post Funding Requirements.** Organizations who receive funding from SOC must attend one (1) event planning and funding program. These will be offered continuously throughout the semester. If these requirements are not met, the organization will not be eligible for funding the following year.

I. **Post Program Requirements.** Organizations must complete the post-program assessment form. This form must be turned in within ten (10) after the organizations event. If these requirements are not met, the organization will not be eligible for funding the following year.

II. Student Organization Cubicle/Cabinets

- A. The LBJ Student Center includes various types of workspace available to registered student organizations including: a computer room, office cubicles, storage cabinets, lounges and meeting rooms and chartered organization office suites. Two types of workspace are available for reservation by registered student organizations: office cubicles and storage cabinets. The Student Organizations Council (SOC) will assign available workspaces.
- B. Student organizations desiring either a cubicle or a cabinet in the LBJ Student Center must complete a Cubicle/Cabinet Request Form. The application must be picked up and returned to the front desk of the Office of Campus Activities and Student Organizations (CASO).
- C. To qualify for a workspace, student organizations must be in good standing with Texas State and the officers must meet the minimum 2.25 GPA.
 1. The application must include the names and PLID numbers of those officers and eligible members who will be using the workspace.
 2. The student organization's advisor must sign the workspace request and have full knowledge of its contents.

3. Student Organizations must provide a statement of how the workspace will benefit the organization, show that other accommodations are not available, and demonstrate a need for the workspace.
 4. Two or more student organizations may apply together on one application and share a workspace.
 5. Falsification of information on the workspace application will result in the immediate denial or loss of the workspace.
- D. Workspace assignments are made with consideration given to need, to the student organization's past use of workspace (as appropriate), to the level of programming for the academic year and to the type or amount of work expected to occur in the space requested.
- E. Workspace assignments will last one year from July to June of the following academic year.
1. All workspaces will be re-assigned after each student organization registration period.
 2. There is no guarantee that the same workspace will be assigned to the same Student Organization from year to year.
 3. Items left in workspaces after the assigned end date will be stored in the CASO workroom for one week and then discarded.
 4. Organizations granted a cubicle must attend a workspace meeting at the beginning of each semester.
 5. A report must be submitted to the Graduate Research Assistant for Campus Activities and Student Organizations at the end of each semester. This report must include:
 - A. The number of hours the cubicle was used
 - B. The activities/events/projects that were planned
 - C. The goals and events planned for the next semester
 6. Underutilized or improperly utilized workspaces may be assigned to a new organization at the end of each semester in the academic year. Cubicles may not be used for storage of organizations materials and must remain clean at all times.
- F. Use of the assigned workspace shall be regulated and monitored by the Office of Campus Activities and Student Organizations (CASO).
1. To use the workspace, an officer or eligible member of the Student Organization must present his/her Texas State ID and sign in at the front desk of the Office of Campus Activities and Student Organizations.
 2. Student organization officers or eligible members are expected to use the assigned workspace for organizational activities and must conduct themselves according to the *Student Code of Conduct* at all times.
 3. CASO will track the number of times the workspace is utilized (organizations must utilize their workspaces a minimum of 10 times per month with exception of December and January) by recording the number of times keys (for cabinets) are checked out or members sign in (for cubicles), and will provide monthly reports to the SOC.
 6. Texas State will not be responsible for lost or stolen items from the student organization workspaces.
- G. Warnings for underutilized or improperly utilized workspaces
1. Warnings will be issued for infractions of the workspace guidelines.
 2. If an organization receives 2 or more warnings during a semester they will be removed from their workspace at the end of the semester.

- A. PURPOSE: Believing in the value of student empowerment, the SOC wished to assume the obligations and responsibilities of self-discipline under an adequate and impartial judiciary system. 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, University Code of Conduct or any other pertinent legislation.
- B. COMPOSITION
1. The Judicial Board shall be composed of five (5) rotating panel members from among the 14 regular and alternate SOC members, each representing a different category of student organization at Texas State.
 2. Each member participating in the decisions of a case shall have one vote.
- C. CHAIRMAN OF THE JUDICIAL BOARD
1. The Chairman of the Judicial Board shall be selected from among the 5 panel members by consensus.
 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 the Office of Campus Activities and Student Organizations and to insure a just and equitable judicial process.
 5. The Chairman of the Judicial Board shall see that only pertinent facts necessary for the Judiciary to arrive at a just and equitable decision are brought before the Board.
- D. FILING A CASE
1. When a complaint is registered, it becomes the duty of the Associate Director of Campus Activities and Student Organizations to discuss the case with the SOC and decide if a hearing is warranted.
 2. Should the SOC decide that a hearing is necessary, it shall select a Judicial Board for the case and a Chairman.
 3. The Chairman shall send the accused a Notice to Appear stating
 - a. The date of the hearing. Hearings shall be at least three (3) school 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.
 2. The deadline for initiating charges against a student organization shall be within six (6) calendar months after the date of the alleged violation.
- E. 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 violation 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 violation with which the accused is charged.