

George Fox University
Associated Student Community
Student Organizations
Policy Manual

2010-11 Academic Year

A Note From The Activities Director

Thank You for sharing your activities, causes, cultures, ideas and energy by forming or continuing a Student Organization here at George Fox University! The purpose of this manual is so that you can become familiar with what ASC bylaws and policies pertain to your student organization.

I hope this year will be a productive and enjoyable one for you and your clubs. My aim for this year as Activities Director is to promote a greater level of visibility for clubs on campus, stronger support, and increased membership for you.

If you have any questions or comments regarding this manual or clubs in general please refer them to the student organizations coordinator.

Blessings,

-Sarah Cadd
ASC Activities Director

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Starting a Student Organization:

What You Need to Start a Club

1. 10 members and a leader
 2. A Constitution & Bylaws
 3. Find an advisor
 4. File a Provisional Application
-

Where to Find and Submit Applications

All applications and forms related to clubs are available through the ASC Student Organizations Coordinator or Activities Director. All forms are electronically available on the Student Organizations Google wiki

<https://sites.google.com/site/studentorganizationsgfufu/forms>. NOTE: all documents on the wiki have buttons on the upper right corners of the form that allow you to email your completed application directly to the Student Organizations Coordinator.

Constitution, Bylaws & Members

The first thing you need to do is write up a constitution for your club. A constitution generally has a mission statement, job descriptions for all the officers of the club and bylaws concerning elections and the general operations of the club. BYLAWS are a must and Certain Please refer to Appendix A of this manual for a “do-it-yourself” constitution & bylaws worksheet.

You will then need members to fill the officer positions and at least 10 members total to fill your ranks and incorporate. Elections should be held after incorporating, but that is ultimately the organization’s leader choice.

National Umbrella Organizations

If you have a national organization that sponsors your club (i.e. College Republicans have a statewide and national group that charters individual chapters on campuses), they may have a constitution already written for you. Furthermore, they may provide you with funds or promotional materials.¹

¹ It is very important to note that if the national organization’s requires you to adopt a constitution/bylaws that is in conflict with the GFU lifestyle agreement or any rules/policies of GFU or ASC, you cannot be receive any support or recognition from GFU nor ASC.

Finding an Advisor

All Student Organizations need at least one, full time employee of George Fox (Professors or staff) to serve as an advisor to the club. They will need to become familiar with your group and its purpose and sign an Advisor Verification Form, which is a part of the Provisional Student Organization Application Packet.

Filing a Provisional Student Organization Application

Once you have a constitution, bylaws, 10 members, and an advisor lined up, you will need to submit an application to be a Provisional Student Organization.

The Provisional Student Organization Application is actually a series of forms and necessary documents of which you will need to turn in three complete copies of. The completed application will need to include the following:

1. Provisional Student Organization Application
2. Organization Information Form
3. Advisor Verification Form
4. Dues/Income Verification Form
5. List of members (typed)
6. Proposed programs/activities for the upcoming year
7. Your constitution and bylaws

Once you have filed a complete Provisional Application, the Student Organizations Coordinator will overview the application, advise you on any corrections necessary or ask for clarification on certain aspects and refer the final application to the Activities Director who will bring the application to the ASC Central Committee which has plenary authority over recognizing and chartering clubs.

Obtaining an ASC Charter:

Things to Remember:

- Organizations must be 3 months active before applying for a charter
 - Organization must be: active, valuable, stable, accountable
 - Only 15 Charters available
 - Chartered status = access to General Organizations Fund
-

Filing for Chartered Status

Provisional Organizations can apply to be eligible for funds only if they are granted chartered status. To move towards receiving an ASC charter, you will have to file a Chartered Student Organization Application. An organization will not be eligible to submit the application until it has actively existed for at least three months. In this application you will need to demonstrate that your student organization is active, valuable, stable, and accountable. An active and valuable organization contributes to the George Fox community and has effective group activities and events (not just meetings). A stable organization has sound financial practices and a committed, active member base. An accountable organization files detailed monthly reports.

The Chartered Student Organization Application is, like the Provisional Application, a series of forms and necessary documents of which you will need to turn in three complete copies of. The completed application will need to include the following:

1. Chartered Student Organization Application
2. Organization Information Form
3. Student Body Approval Petition
4. Three of the most recent Monthly Reports
5. List of members (typed)
6. Your constitution and bylaws

The process for vetting and approving Chartered applications is the same as mentioned for Provisional applications.

Maintaining Your Club:

Things to Remember:

- Organizations must stay active to keep their charters
- All organizations get reviewed at the end of the year
- Organizations can lose their provisional or chartered status
- All organizations must turn in renewal forms every year and monthly report forms



Beginning of Fall Term

In the beginning of fall term, Chartered Student Organizations will need to file a Renewal Form within three weeks of the commencement of the fall semester. It is highly recommended that Provisional Student Organizations file a renewal form as well, since it negates the need to re-apply for provisional status every year. Any organization not having filed a renewal form by the third week will be automatically ruled as defunct and lose its charter and the newly displaced organization will need to apply for provisional status; this pertains to provisional organizations as well. By the fifth week of fall term, ASC will review all the clubs that have applied for chartered status and will decide on which organization will receive chartered or provisional treatment.

Monthly Reports

Every student organization needs to file monthly reports by the first Friday of the month following the reporting period. This allows ASC to track progress, identify issues that they could help solve, and keep clubs accountable to the standards of the university, ASC and the club's own constitution and bylaws. It also allows you to track your organization's progress and identify strengths and areas of improvement. If you need help filling out any forms, the Student Organizations Coordinator can assist you.

Resources Available to Clubs:

Things to Remember:

- The Student Organizations Coordinator is your go-to person for all club related issues
 - Only CHARTERED organizations have access to the General Organizations Fund
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Chartered Organizations

Chartered Organizations have all the rights and responsibilities of Provisional Organizations but with the addition of access to the Student Organizations account and the General Organizations Fund.²

Benefits of Provisional Status

1. The ability to utilize the George Fox University Name and Logo³
2. Cooperation and support from the ASC Student Organizations Coordinator
3. The opportunity to obtain meeting or event space in campus facilities by contacting Event Services.
4. The opportunity to participate in Get Involved Fairs each semester.⁴
5. The opportunity to have the organization listed in all ASC listings of Student Organizations, as well as the official listing located on the ASC website
6. The opportunity to publish ads or announcements in the Crescent, on KFOX, or in Bruin News.
7. Access to and help from the Public Relations committee in design and printing materials for the organization (i.e. posters, ads, t-shirts, etc.).
8. Access to the ASC Offices and its resources (i.e. butcher paper, copy machine, fax machine, and phones).⁵
9. Access to and inclusion on the ASC Master Calendar for scheduling activities and events.
10. The ability to conduct fundraising activities.
11. The ability to seek financial support from their national organization⁶

² On campus purchases through the: library, bookstore, Bon Appétit, Bruins Den, Mail Service & Print Services. On-campus purchases can be obtained through the Student Organizations Coordinator. Off campus expenses can be reimbursed once the Expense Reimbursement form has been filled out and submitted to the ASC Student Organizations Coordinator

³ Guidelines for use of logos can be found at

http://www.georgefox.edu/offices/communications/creative_srv/style.html

⁴ The fairs are in the Fall during Serve Day and in Spring during the Scholarship Competition

⁵ Please see the Student Organizations Coordinator for assistance and access to materials.

Responsibilities of Clubs & Advisors:

All ASC Recognized Organizations Must:

1. Accept responsibility for own actions including, sponsoring and supervising of their programs, safe operation of all programs, assuring facilities are used for the purpose for which they are scheduled, and reimbursing George Fox University for damage to university property or facilities.
2. Participate in the Fall Get Involved Fair in association with Serve Day and the Spring Scholarship Competition.
3. Attend at least one leader meeting per semester and any other individual meetings called by the ASC Student Organizations Coordinator. Organization leaders will be given a minimum of one week notice of any such meeting.
4. Complete and submit the Monthly Report Form by the first Friday after the reporting month to the ASC Office.
5. Advertise all activities and meetings to the general student population.
6. Have all advertising approved and stamped by a member of ASC Central Committee.
7. Adhere to all local, state, and federal laws and regulations as well as the George Fox University Lifestyle Agreement.
8. Operate in a manner consistent with the goals and standards of the university. If a club chooses to operate in a manner that is inconsistent with the University Lifestyle Agreement as well as the University's goals and standards then ASC reserves the right to defunct (end) the club.⁷
9. Manage university resources wisely, ethically, and according to university and department guidelines.
10. Register during the first two weeks of each fall semester with the ASC Student Organizations Director. A current copy of the Organizations constitution and/or bylaws must be submitted. Groups who do not file within this two week period will not be guaranteed priority in approval.
11. Maintain an advisor who is a full time member of the George Fox University faculty, staff, or administration.
12. Ensure continuity from year to year by training new leaders and keeping good records.
13. Must inform the ASC Student Organizations Director of any changes in leadership (including officers and advisors).
14. Provide receipts with the Expense Reimbursement Form for all monies received from the General Organizations Fund (GOFund).

⁶ Only if your club is recognized by the national organization.

⁷ Please refer to the Student Handbook on the George Fox University website.

All Advisors Are Expected To:

- Inform the Student Organizations Coordinator of the elected leaders at the beginning of the Fall term.
- Provide guidance and overall assistance to the student organization. The advisor shall serve as a consistent source of information to the organization from year to year.
- Maintain contact and communicate with the organization.
- Encourage and advise the organization in carrying out active and significant programs, while working with the officers to promote the effective administration of the organization.
- Help members apply principles and skills used in and out of the classroom.
- Provide insight into the groups problems and successes.
- Assist the organization in compliance with all George Fox University and ASC policies and procedures. This includes such policies as risk management, financial, trademark and licensing, IT, and ASC requirements.
- Attend meetings as feasible and as needed.
- Meet individually with the organization president or chairperson.
- Take an active role in assisting student leaders to formulate the organization's goals and prepare an annual budget.
- Proofread any correspondence before it is sent out.
- Assist in planning events.

Advisors of student organizations should not:

- Pledge his or her backing for the debts of the registered student organization
- Run the organization, by reserving the right to approve or control its decisions and activities
- Serve as the student organization's treasurer, bookkeeper, accountant, or auditor.

Chartered Organizations Finances:

There are three financial categories Chartered Organizations can fit into:

1. Independent
 - a. Includes any organization that has or is planning on having a bank account outside of ASC and George Fox University to hold finances including dues.
 - b. Requires an IRS Federal Employer Tax ID Number
 - c. Requires at least two signatures on the account (president and advisor), including all checks.
 - d. Requires copy of bank statements to be turned in at the end of each semester to the ASC Treasurer, who will route all statements to the Financial Affairs office. (Fall should include April-November and Spring should include December – March.) This will be used for auditing purposes.
2. Dependent
 - a. Includes any organization that has or is planning on having an account within ASC and George Fox University to hold finances including dues.
 - b. Requires at least two signatures for all check requests (president or treasurer and advisor).
3. Exempt
 - a. Includes any organization that does not have or is not planning on having an account inside or outside of ASC and George Fox University.
 - b. No actions required from the organization.

Chartered Student Organizations may also utilize the General Organizations Fund (GOFund) for assistance with events and activities.

ABOUT THE GENERAL ORGANIZATIONS FUND

Who may request funds?

Any Chartered Student Organization holding Active Status with the Student Organizations Council.

What expenses may an organization request funds for?

The GOFund should be used to assist in hosting organizations' events and activities or for one-time/non-recurring expenses.

How much may an organization request?

An organization may request up to \$200 from the GOFund. Please understand that there are numerous other organizations requesting funds and a limited amount of funding available each year. If applicable you may seek other funds from resources such as the Community Life Fund, Student Project Fund, Social Responsibility Fund, and the Academic Needs Fund.

What must an organization do to request funds?

An organization must fill out the GOFund Request Form and submit it to the Student Organizations Coordinator for approval. Please be sure to attach copies of any supporting materials that show where items will be purchased from and how much items will cost.

How are funds disbursed after approval?

Independent Organizations

Monies will be disbursed in the form of check to the organizations president or chairperson in the name of the organization one to two weeks after the meeting.

Dependent Organizations

Monies will be disbursed in the form of check to the organizations president or chairperson in the name of that individual. After the event or activity has occurred the president or chairperson must submit a Disbursement Expense Form to avoid being personally taxed for money received. The president or chairperson has two weeks from the date of the event or activity to submit the Disbursement Expense Form. Be sure to keep your receipts.

Exempt Organizations

Monies will be disbursed in the form of check to the organizations president or chairperson in the name of that individual. After the event or activity has occurred the president or chairperson must submit a Disbursement Expense Form to avoid being personally taxed for money received. The president or chairperson has two weeks from the date of the event or activity to submit the Disbursement Expense Form. Be sure to keep your receipts.

APPENDIX A

The Following is excerpts from the ASC Constitution & Bylaws that are pertinent to forming and maintaining clubs/"student organizations".

George Fox University Associated Student Community Constitution & Bylaws:

Article IX— Activities

Section 2. Creating a Chartered Student Organization

1. Submit a Chartered Student Organization Application packet to the ASC Activities Director or Student Organizations Director for approval from Central Committee.
1. If approved by Central Committee, the Chartered Student Organization will be permitted to function for one year and receive the Chartered Student Organization privileges mentioned in Section 3. If approved, the Chartered Student Organization will have continuing Chartered Student Organization status.
2. All Chartered Student Organizations will be subject to an annual review by the ASC Central Committee citing accomplishments of proposed objectives and reevaluations of its legitimate role as an official Chartered Student Organization on the George Fox University campus.
3. For the first three (3) weeks of the fall term the previous year's Chartered Student Organizations will have the opportunity to retain Chartered Student Organization status and funding for the current academic year. The Activities Director will attempt to contact the Chartered Student Organizations and inform them of this opportunity within the first two (2) weeks of the fall term. All Chartered Student Organizations failing to retain Chartered Student Organization status will be declared defunct. After the three (3) week window for retention of Chartered Student Organization status has passed, all Provisional Student Organizations may apply for the remaining openings of the fifteen (15) Chartered Student Organization positions by the fifth (5th) week of the fall term. After the fifth (5th) week of the fall term, ASC Central Committee will fill the remaining openings with recognized groups who have applied for Chartered Student Organization status.
4. There is a limit of fifteen (15) Chartered Student Organizations that will be awarded ASC Chartered Student Organization funds. If all fifteen (15) spots are filled and another Provisional Student Organization wishes this type of status, they will be put on a waiting list to receive funds. They may receive Chartered Student Organization funds when any of the fifteen (15) Chartered Student Organizations are declared defunct. These funds are to be allotted by the Finance Committee and the Student Organizations Director.

Section 3. Declaring a Chartered Student Organization Defunct

1. If, in the estimation of a Central Committee member, a Chartered Student Organization fails to meet the requirements of Section 5, he/she shall bring the Chartered Student Organization before the Central Committee for review.
2. The Central Committee, by a two-thirds (2/3) vote, may declare a Chartered Student Organization defunct.

3. The decision of the Central Committee may be appealed by a proposal of two (2) members of that particular Chartered Student Organization to the Central Committee. The Central Committee will then make a final decision.
4. Defunct Chartered Student Organizations will be allowed to apply for Provisional Student Organization status at any time after being declared defunct.

Section 4. Chartered Student Organization Privileges

1. Cooperation and support with the ASC Activities Director and Student Organizations Director.
2. Inclusion in the George Fox University Handbook.
3. The right to use ASC funds for Chartered Student Organization use.
 - A. Each of the fifteen (15) Chartered Student Organizations will be eligible to apply for funds from the General Organizations Fund (GOFund). The club will be given an account number to use on campus. This account number may be used in any computer lab, library copier, bookstore, Klages Dining Hall, Bruin Den, and Print Room. For off campus expense, the Chartered Student Organization president must fill out a check request form or purchase order which will need to be approved and signed by the ASC Activities Director and the ASC Treasurer.
 - B. National Chartered Student Organizations are encouraged to seek financial support from their national organizations, but they are still eligible to apply for funds from the General Organizations Fund (GOFund).
 - C. Any ASC funds remaining in the Chartered Student Organization's account at the end of the academic year will be forfeited back to ASC. However, if the Chartered Student Organization has raised their own capital, it will remain in their account for their use the following year.
 - D. Chartered Student Organizations must keep ASC budget money in an ASC account unless they have received written permission. However, Chartered Student Organizations are encouraged to keep a separate account outside of ASC for money that is raised on their own.
 - E. Financial records must be submitted monthly to the Student Organizations Director and follow the guidelines in Article V of the By-Laws.
 - F. Should more than fifteen (15) Chartered Student Organizations apply for Chartered Student Organization funding by the end of the third (3rd) week of the fall term, priority shall be given based on demonstrated need through an application process to be submitted to the ASC Activities Director or Student Organizations Director for review. If, by the third (3rd) week of the fall term, all 15 positions are not claimed, the remaining position will be available for all recognized groups.
4. Access to and inclusion on the ASC Master Calendar for scheduling activities.

Section 5. Chartered Student Organization Requirements

1. A Chartered Student Organization must consist of a President, Treasurer, and members of the student body, a faculty/staff advisor, and any other officers deemed necessary.
2. A Chartered Student Organization must hold regular meetings, at least once per month.
3. Each Chartered Student Organization is required to fill out a Monthly Report Form and submit it to the ASC Activities Director. Monthly Report Forms will be distributed at least one week before the date they are due. Failure to turn in a

Monthly Report Form will result in the Chartered Student Organization being placed on probation and possibly being declared defunct.

4. Chartered Student Organizations are encouraged to raise money by collecting dues (annual or one time fee) or doing fundraisers to raise working capital. This is strongly encouraged since funds provided by ASC may not cover all activities for the year.
5. Chartered Student Organization officers are required to attend any meeting called by the ASC Activities Director. Chartered Student Organization officers will be given a minimum of one week notice of any meeting. Failure to attend one of these meetings will result in the Chartered Student Organization being placed on probation and possibly being declared defunct.
6. Each Chartered Student Organization is required to participate in "Get Involved Day" held during the Serve Day celebration.
7. Chartered Student Organizations are required to advertise activities, meetings, etc. to the general student population.
8. All flyers posted in the SUB must be approved and stamped by a member of Central Committee.
9. A Chartered Student Organization president is required to attend individual meetings with the ASC Activities Director or Student Organizations Director as deemed necessary by the Activities Director.

Section 6. ASC Provisional Student Organization

1. Each year, the ASC Activities Director shall submit an ASC Recognized Student Organizations packet to the Central Committee for approval no later than the third week of the fall semester. When possible, current Provisional Student Organizations shall be given time to review and give feedback on any change to the policy manual.
 - A. This manual shall include, but not be limited to, policies regarding application procedures and group privileges.
 - B. The Central Committee shall approve the manual, and any changes to it, by majority vote. Central Committee members may propose changes at any time.
2. Groups applying for Provisional Student Organization status must submit a completed Provisional Student Organization registration package to the ASC Activities Director for approval by the Central Committee. A group must designate a member of the ASC to be leader and to serve as a representative.
3. If approved by the Central Committee, the ASC Activities Director or the Student Organizations Director shall notify the Provisional Student Organization and all relevant University departments of the group's status. ASC recognition does not necessarily imply endorsement.
4. Approved Provisional Student Organizations receive, for the current academic year, privileges as stated in the Provisional Student Organization registration package. The group shall agree to be responsible with the use of privileges.
5. Each month, the group shall fill out a monthly report to confirm active status.
6. An ASC Provisional Student Organization may be reviewed for defunct status under any of the following circumstances: a group informs ASC of its inactivity, a Central Committee member determines the group to be inactive or failing to meet the requirements as stated in Section 5 of this article.
7. By a two-thirds (2/3) vote, the Central Committee may declare a Provisional Student Organization defunct. A defunct group shall lose all privileges.

- 8.** A member of that particular group may appeal defunct status. Appeals must be presented to the Central Committee, and defunct status may be overridden by a two-thirds (2/3) vote of Central Committee.
- 9.** A defunct group may reapply at any time to become an active ASC Provisional Student Organization.
- 10.** Provisional Student Organization Finances
 - A.** Any Provisional Student Organization maintaining funds off campus is encouraged to have the equivalent of a group Treasurer and President.

APPENDIX B

“Do-it-Yourself” Constitution and Bylaws

All organizations must submit a constitution and bylaws that provides the organization with guidelines for operations and activities. These two separate documents should be well written and kept up-to-date to meet the needs of the student organization.

The constitution:

- Establishes the broad structure and fundamental principles that govern the organization
- It should be straightforward
- It should be difficult to amend

The bylaws:

- Outline the rules of procedure for an organization
- Should be consistent with the constitution
- Are often easier to amend than the constitution

Below are a sample constitution and bylaws that serve as a guideline for organizations. There are several **SECTIONS THAT ARE REQUIRED BY ASC TO BE INCLUDED IN YOUR CONSTITUTION**. These required sections are clearly marked below in bold print.

**Constitution of
(Insert Name of Organization)
(Insert Date)**

**Article I
Name and Affiliations**

- Section I: “The name of this organization is...” No organization can include George Fox University or GFU in the name of the organization for record keeping purposes.
- Section II: Please include the organization’s relationship to any George Fox University department and/or any campus, local, state, national, or international organization.

**Article II
Purpose**

- Section I: “The purpose of this organization is...” Please include the primary purpose of the organization.

**Article III
Membership**

- Section I: General Members
This section should include general membership requirements. **This section must also contain the following statement:**
“**Membership is restricted to regularly enrolled George Fox University students, faculty, and staff. The organization and its members shall abide by and honor the university’s lifestyle standards and values as outlined in the Student Handbook. Failure to abide by and uphold these standards may be cause for the organization to be reviewed by the ASC Central Committee and/or the Associate Dean of Student Leadership. Appropriate action can be taken in these situations, which may be up to and including the organization being disbanded.**”

- Section II: Voting Members

This section should address the qualifications needed in order to be a voting member of the organization (i.e. paid dues, are on current roster, etc.).

Article IV **Officers**

- Section I: The officers shall be...(Please insert the titles of the officers. You can include here a general statement about the role of each office. However, specific duties and responsibilities should be included in the bylaws.)
- Section II: The qualifications for each office. (Please state any qualifications for each office.) Officers are held accountable to adhere to the University Lifestyle Agreement.
- Section III: Officers will hold office from...(Please insert officers' term limits. Also include whether or not there is a limit to the number of terms for which any single person may be re-elected)
- Section IV: If an officer's position is to become vacant during his or her term, the following will take place... (Please include the provisions to be made for filling vacancies. This should include the process of impeachment of an officer who is not fulfilling his or her duties.)

Article V **Advisors**

- Section I: The ??? organization shall have a George Fox University faculty, administrator, or staff member serving as Advisor at all times.
- Section II: This section should include the general role of the advisor. See the Advisor guidelines in this packet. Specific duties should be included in the bylaws.
- Section III: This section should include the provisions for the removal of an advisor.

Article VI
Meetings

Section I: This section should address the frequency of regular meetings (weekly, bi-weekly, monthly, etc.) and who has the authority to call the meetings. Quorum, or the percentage of membership that must be present in order to conduct business at the organization's meetings, should be stated here.

Section II: In addition, this section should also address who can call special meetings, as well as the number of hours in advance that members should be notified of special meetings.

Article VII
Amendments

Section I: This constitution shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting. The section should also include how, when, and to whom amendments should be submitted prior to a vote.

**Bylaws of
(Insert Name of Organization)
(Insert Date)**

**Article I
Membership**

- Section I: This section should include procedures for becoming or selecting members. When are members selected, by what process, what qualifications. Be specific here.
- Section II: This section should include membership rights, duties, responsibilities, etc.
- Section III: Expulsion and resignation procedures should be provided.
- Section IV: Amount of membership dues, if any, how dues are decided upon, as well as how often they must be paid should be addressed in this section.

**Article II
Officer Duties**

- Section I: The specific roles and responsibilities of each officer position should be included here. Each officer can be listed as a separate section.

**Article III
Election of Officers**

- Section I: Elections of new officers will take place...(insert the estimated times of elections and how often they will occur.) **The President of the club MUST be elected, by one week prior to the spring term finals week or at an earlier time as the members deem expedient.**
- Section II: Insert information on the nomination process.

- Section III: Members who are running for office must...(insert election requirements such as acceptance of nomination, speech, campaign, etc.)
- Section IV: Officers must be elected by...(insert simple majority, 2/3 majority, etc. Also include secret ballot, hand vote, etc.)
- Section V: If an officer decides to step down from an office or is no longer enrolled...(insert procedures for filling the office including how nominations are made, how the election is held, how and when notice is given regarding the election)

Article IV **Advisor**

- Section I: This section should include how the advisor is chosen and/or elected, and the duration of their term.

Article V **Committees (as necessary or prudent)**

- Section I: This section should address any specific and permanent committees of the organization. It should include the function and specific duties of each committee.
- Section II: This section should include how members are selected to committees.

Article V **Finances (if applicable)**

- Section I: This section should address any specific issues or guidelines regarding financial records, reporting, responsibilities, etc. of the organization. For those organizations collecting dues or any other type of income (fundraisers, etc.), you must have a checking account established for your organization. **Organizations with a checking account must have the following statement in this section: “All checks and withdrawals from the organization’s checking account must be approved by the president and/or treasurer as well as the advisor of the organization.”**

Article VI
Parliamentary Authority

Section I: This organization shall be governed by... (Specify source of parliamentary procedure. Most organizations use *Robert's Rules of Order* to govern their organization's decision making except when these rules are inconsistent with their constitution or bylaws of the organization.)

Article VII
Amendments to Bylaws

Section I: This should be somewhat similar to amending the constitution. However, bylaws are apt to change more often than the constitution, thus amending should be somewhat easier. Bylaws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with 2/3 majority vote of the membership present (a quorum being present).

APPENDIX C

Contact Information:

Assistance or questions regarding student organizations

Student Organizations Coordinator: Henry August

- hbalensifer07@georgefox.edu
- 503-338-9456

Reserving rooms or equipment for events or meetings

Event Services: Peggy Hutton

- phutton@georgefox.edu
- 503-554-2027

ASC Activities Director: Sarah Cadd

- scadd07@georgefox.edu

ASC Supreme Court Chief Justice: Elizabeth Tolon

- etolon06@georgefox.edu