

Student Activities Council

Bylaws

ARTICLE I. Name and Affiliations

The name of the organization shall be known as the Student Activities Council or STAC.

ARTICLE II. Purpose

The Northern Arizona University Student Activities Council (STAC) provides financial support to NAU student organizations and departments for events which enhance and enrich students' lives on the Mountain Campus through a presentation of their proposal and an approval from the council.

ARTICLE III. Selections and Duties of STAC Members

- I. A minimum of five (5) and a maximum of nine (9) STAC members will be selected by an open application process each spring semester for the upcoming academic year.
 - a. Unoccupied seats will reopen to students as needed.
- II. Selection committee will consist of the STAC Advisor(s) in consultation with current council members in good standing.
- III. All STAC members must be enrolled as full-time NAU students and maintain a minimum cumulative 2.5 GPA.
 - a. STAC Advisors will check GPAs at the end of each semester
 - b. In the event a member has a GPA which falls below a 2.5, the Advisor(s) will come up with a work plan for the student, including a timeline for academic improvement.
- IV. Members must agree to the following:
 - a. To represent the needs and concerns of the student body at large.
 - b. To attend all regularly scheduled meetings. Weekly meeting times will be scheduled at the end of each semester.
 - c. Members may miss a maximum of three meetings per semester with at least 24 hours prior notice.
 - d. Members must attend at least three STAC-funded events each semester and submit a completed event feedback form to the advisers within 10 days after the event.
 - e. Members will stay for the entirety of the shift scheduled for the event.
 - i. A shift is considered 30 minutes before the event and one hour after the event has started.
- V. One member will be appointed as the STAC Chair and will have additional duties including, but not limited to, the following:
 - a. Monitor the STAC email account.
 - b. Communicate with groups regarding their proposed events and answer any general questions about STAC policies and processes.
 - c. Schedule proposals for appropriations committee and STAC meeting.
 - d. Lead all committee meetings.
 - e. Schedule STAC members to attend STAC-funded events and track their attendance.

- VI. Three members will be appointed to serve on the Appropriations Committee and will have additional responsibilities including, but not limited, to the following:
 - a. Meet with applicants to review proposal.
 - b. Give feedback to applicant to prepare them for the presentation with the STAC committee.
 - c. Members will rotate into the appropriations committee quarterly.
 - d. Weekly meeting times will be determined at the end of each semester.
- VII. Any member is subject to re view by the advisor(s) in consultation with committee members for the following: excessive absences, poor academic performance, unprofessional behavior, and/or any other behaviors as deemed unacceptable by council or advisor(s).
 - a. After review, the member can be put on probation or be dismissed from the council by a 2/3 vote of the members in good standing in consultation with the advisor(s).
 - b. Terms of probation are determined by the advisor(s).
 - c. If a member is dismissed, they can apply to be on the council for the next year.
- VIII. All members will abide by the NAU Student Code of Conduct.

ARTICLE IV. Membership

- I. Role and Expectations of Members
 - a. Maintain a team approach where the committee works toward common goals providing financial support for events that enrich the student experience.
 - b. Show respect for all presenters, members, advisors, and all ideas presented.
 - c. Maintain an unbiased, consistent, and professional approach to all presentations.
 - d. Actively participate in discussions throughout selection process.
 - e. Make funding decisions in the best interest of the student body.
 - f. All committee discussions are considered confidential.
 - g. All final decisions, regardless of disagreement, are a team decision.
 - h. Attendance is critical; therefore, it is vital that all members communicate with advisor(s) and the STAC chair when unable to attend due to sickness, family emergency, or other extenuating circumstances.
 - i. Maintain a professional image at all STAC-funded events.
 - j. Diversity and inclusion are important values to STAC, and these values will be incorporated in membership and decisions.

ARTICLE V. Selection and Duties of the STAC Advisor(s)

- I. Advisor(s) shall be appointed by the Vice President of Student Affairs.
- II. STAC advisor(s) must agree to the following:
 - a. Ensure STAC members fulfill their duties as representatives of the student body.
 - b. Distribute proposals and updated budget at all meetings.
 - c. Advise student organizations and departments in collaboration with the Appropriations Committee of proposal presentation procedures.
 - d. Provide appropriate guidance to STAC committee regarding funding decisions.
 - e. Contact presenters with STAC funding decisions.
 - f. Ensure grantees provide final event receipts and reports in a timely manner and settle event balance.

ARTICLE VI. Council Proceedings

- I. Quorum will consist of a minimum of two thirds (2/3) of active members.
- II. Meetings will be facilitated by the STAC Chair.
- III. Members will introduce themselves before each presenter.
- IV. Presenters will be allocated five (5) minutes to expand on their request. The committee will then have five (5) minutes to ask follow-up questions to the presenters.
- V. The group requesting funds will receive notification of the committee's decision within five (5) business days via email.
- VI. Members who are directly affiliated with the student organization or department requesting funding will abstain from the decision-making process.
- VII. Advisor(s) may provide guidance and advice but do not make the final decision on approval of funding.

ARTICLE VII. Approval of Budget Expenditures and Activity Programming

- I. STAC's annual budget is contingent on approved funding for the next academic year.
- II. Not less than 50% of STAC's annual budget must be used to fund student organization sponsored events.
- III. Approval of any budget expenditures and activity programming must pass with a majority vote in favor of the expenditure and/or programming.
- IV. Funded events must meet the following guidelines:
 - a. Must take place on the Flagstaff Mountain Campus. Exceptions may be made if no suitable venues are available on campus.
 - b. Must be open to all students and intended to appeal to a wide range of currently matriculating student interests or areas of study.
 - c. The target audience should focus on the general current NAU population, as this funding comes from NAU student fees
 - d. STAC cannot allocate funds for charitable organizations or gifts.
 - e. Additional scrutiny will be placed on requests to fund items that will be kept by student organization for future use or events that raise funds for the sponsoring student organization or department, or for a charitable organization
 - f. Additional scrutiny will be placed on events which plan on ticketing, even more so on ticketed events intended to fundraise.
 - i. Ticketing will be supported to cover the cost of the event,
Ticketing will not be supported to fundraise for the organization or department or to cover future event costs.
 - g. Items intended as marketing for future events, or to fundraise for the organization or department, are not eligible.
 - h. Funded items or activities must be available to all event attendees.
 - i. Student organizations seeking funding must be active and in good standing with both NAU and STAC.
 - j. Student Organization must submit a True Blue Connects Event Form and have it fully approved prior to the event taking place in order to receive funding.
 - k. Funding procedures and stipulations must be followed to remain in good standing; failing to do so may result in funding being revoked.
 - l. Due to Covid-19, STAC will consider funding virtual events.
 - i. The event will still need to appeal to the entire student population and be marketed broadly.

- V. The maximum amount of any, one (1) funding request is \$15,000. If a group or department submits more than one proposal during the course of an academic year the total of all funds awarded shall not exceed \$15,000.
 - a. If an event is co-sponsored, one group or department must identify as the primary sponsor.
 - b. In the event a department and club submit a proposal together, the department is automatically considered the primary sponsor.
- VI. If a group or department submits a proposal for an event that has been funded by STAC in previous years, the following funding guidelines will apply:
 - a. In the second year, the proposal may be funded for up to \$10000.
 - b. In the third year, the proposal may be funded for up to \$7500.
 - c. In the fourth and subsequent years, the proposal may be funded for up to \$5000 at the discretion of the committee, substantially determined by the cost per person based on attendance from the previous year
 - d. It shall be up to the committee to determine whether a proposed event is the same as or similar enough to previously funded events such that the above funding guidelines will apply.
 - e. STAC encourages sponsoring organizations to seek ways for annual events to be self-sustaining. Subsequent funding requests for a similar event may be reduced or denied at the discretion of the committee.
- VII. Proposal forms will be accepted beginning the first Monday of August. Proposals will be reviewed for funding in the order they are received beginning at the first STAC meeting of the fall semester.
- VIII. For any unique proposal request, STAC advisor(s) will consult the committee on a case-by-case basis.
- IX. Due to the make-up of STAC as a student committee, STAC will not review requests over the summer.
- X. If funding is approved for a proposal submitted by a university program or department, the department or program is responsible for making all arrangements related to the event and covering all up-front costs. After the event, they should work with the STAC advisor(s) to initiate a transfer of funds from STAC to the sponsoring department.
 - a. If upfront funding is a concern, alternate accommodations may be made at the request of the funded department.
 - b. Departments are encouraged to seek assistance from the NAU Events Office.
- XI. If funding is approved for a proposal submitted by a registered student organization, the student leaders must meet with the STAC advisor(s) to make arrangements for direct payment of expenses or to reimburse the group.
- XII. A registered student organization must present with their staff/faculty advisor or their appointee during the Appropriations Committee meeting, the STAC meeting or the funding meeting. A completed event follow-up form must be submitted to STAC within ten (10) business days after a funded event or no transfers or reimbursement of funds will occur.
 - a. Event follow-up reports will be considered heavily by the committee when reviewing future funding proposals from the same group.
 - b. If a group fails to submit the event follow-up form, they may not be awarded funding for future events.

ARTICLE VIII. Amendments to Bylaws

- I. Bylaws shall be reviewed by the STAC committee at least annually at the end of each academic year.
- II. Changes to the bylaws may be proposed by any member of the STAC committee and must be approved by a 2/3 vote of the active members.