



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 that enhance and enrich students' lives on the Mountain Campus with the 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.
- 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 beginning of each semester.
 - c. Members may miss up to three meetings per semester with at least 24 hours prior notice.
 - d. Members must attend at least three STAC-funded events each semester.
- V. Any member is subject to review 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.
- VI. 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) when unable to attend due to sickness, family emergency, or other extenuating circumstances.
 - i. Maintain a professional image at all STAC-funded events.

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

- I. Advisor(s) shall be appointed by the Dean of Students.
- 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 requesting funds in regards to proper proposal presentation procedures.
 - d. Provide appropriate guidance to STAC committee regarding funding decisions.
 - e. Oversee the scheduling and proposal process.
 - f. Contact presenters with STAC funding decisions.
 - g. Ensure grantees provide final event receipts in a timely manner and settle event balance.

ARTICLE VI. Council Proceedings

- I. Quorum will consist of a minimum of three (3) members.
- II. The facilitating of each meeting will rotate among members.
- 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 three (3) 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.
 - c. STAC cannot allocate funds for charitable organizations or gifts.
 - d. 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.
 - e. Funded items or activities must be available to all event attendees.
- V. The maximum amount of any one (1) funding request is \$20,000.
- VI. Program request forms will be accepted beginning the first Monday of August. Requests will be reviewed for funding in the order they are received beginning at the first STAC meeting of the fall semester.
- VII. For any unique proposal request, STAC advisor(s) will consult the committee on a case-by-case basis.
- VIII. Due to the make up of STAC as a student committee, STAC will not review requests over the summer.
- IX. 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.
- 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.
- 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.

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.