

By-Laws  
of the  
Augustana Student Association  
*Revised March 2016*

**Article I: Officers**

Section 1: Remuneration for the ASA President

Clause 1. The President shall be paid in the form of a partial or complete remission of tuition from Student Activity Fee funds.

Clause 2. Said amount shall be a recommendation to the Vice President for Student Services by the ASA Senate prior to the ASA Spring Election.

Clause 3. This amount shall not be changed during his or her term in office.

Clause 4. Should the ASA President fail to complete his or her full term of office he or she shall receive remuneration proportional to the length of time he or she served. The successor to the ASA President shall receive the unpaid sum of her or her predecessor's remuneration.

Section 2: Remuneration for the ASA Vice President

Clause 1. The ASA Vice President shall be paid in the form of a partial or complete remission of tuition from Student Activity Fee funds.

Clause 2. Said amount shall be a recommendation to the Vice President for Student Services by the ASA Senate prior to the ASA Spring Election.

Clause 3. This amount shall not be changed during his or her term of office.

Clause 4. Should the ASA Vice President fail to complete his or her full term of office, he or she shall receive remuneration proportional to the length of time he or she served. The successor to the office of the ASA Vice President shall receive the unpaid sum of his or her predecessor's remuneration.

Section 3: Remuneration for the ASA Treasurer

Clause 1. The ASA Treasurer shall be paid in the form of a partial or complete remission of tuition from Student Activity Fee Funds.

Clause 2. Said amount shall be a recommendation to the Vice President for Student Services by the ASA Senate prior to the ASA Spring Election.

Clause 3. This amount shall not be changed during his or her term of office.

Clause 4. Should the ASA Treasurer fail to complete his or her full term of office, he or she shall receive remuneration proportional to the length of time he or she served. The successor to the office of the ASA Treasurer shall receive the unpaid sum of his or her predecessor's remuneration.

## **Article II: Student Organizations: Budgetary Procedures, Recognition and Funding Eligibility, Itemization, and Protocol for Organizational Appeal for Allocated Funds**

### Section 1: Organizational Recognition Distinctions

Student organizations at Augustana University have several options available to them concerning recognition, and thus funding eligibility.

#### Clause 1. Campus Life Office Recognition

A. Student organizations must first apply to be recognized by the university through a representative of the Campus Life Office. Approval through this office entitles the student organization to have access to on-campus resources as well as tools for growth and enhancement.

#### B. University Recognition Requirements:

1. Constitution on file on Viking Central, which shall be updated by leadership no less than once per academic year.
2. Committed faculty advisor
3. Mission and purpose for the organization's existence as articulated in the organizational constitution. This clarifies the organization's intent and must be both parallel and non-contradictory of Augustana's five core values.
4. Student organizations must operate in compliance with university policies.
5. Leadership structure, not necessarily vertical or traditional in nature

#### Clause 2. ASA Senate Recognition

A. Student organizations, once recognized by the Campus Life Office, are eligible to apply for ASA Senate recognition. Once approved by the ASA Senate per the recommendation of the Administration and Planning Committee, student organizations are eligible for ASA operational funding, the Community Development Fund, the Leadership Development Fund, and the Service Opportunity Fund.

B. ASA Senate Recognition Requirements:

1. Prior recognition by the Campus Life Office.
2. Constitution outlining purpose, mission, and leadership.
3. Committed faculty advisor.
4. Committed membership of no less than ten (10) members.
5. Functional Viking Central webpage.
6. Leadership structure.
7. Binding commitment signed annually to follow all ASA funding requirements outlined within the ASA By-Laws. The ASA Senate reserves the right to revoke recognition at any time in the event such requirements are violated.
8. Financial report, to be submitted each April 1 to the Administration and Planning Committee Chair, including an itemized Business Office printout for the current year and documentation of expenditures, volunteer hours, and funds received.
9. Documented participation in community service activities

Clause 3. Campus Life Office and ASA Senate Collaboration

A. ASA Senate operates collaboratively with a Campus Life Office representative concerning organizational issues and publicity concerning the availability of funding.

B. The representative of the Campus Life Office shall be the entity through which action regarding university recognition of student organizations shall occur and shall advise the Administration and Planning Committee accordingly.

C. The representative of the Campus Life Office is responsible for educating all organizations concerning recognition possibilities and resource availability.

D. The ASA Senate and the Campus Life Office at Augustana University require that organizations comply with any and all university regulations as well as the online student activities handbook available at the Campus Life Office web page and Viking Central webpage.

## Section 2: Budget

Clause 1. All recognized student organizations shall be allocated one hundred and fifty (150.00) dollars at the beginning of each academic year, given the student organization leadership is represented at an ASA sponsored leadership training event. This allocation is to be used for operating funds such as printing sign, purchasing materials, hosting meetings, or other operational costs.

A. The one hundred and fifty (150.00) dollar allocation shall be the amount allocated to each student organization, and shall be replenished at the start of each fiscal year.

Clause 2. The Service Opportunity Fund is to be available for student organizations to receive monetary benefit from volunteering at organizations, which are pre-approved by their advisor and the Director of Volunteer Services for time that exceeds the ten (10) hour volunteer requirement.

A. Student organizations are able to access monies from this fund and receive benefit for up to one thousand five hundred (1,500.00) dollars per year. To be paid at the completion of the following:

1. The organization is recognized by the ASA Senate
2. The student organization fills out a Pre and Post Service Opportunity Form.

B. The reimbursement for community service shall be as follows: each student organization is to be compensated at the rate of eight dollars per hour (\$8.00/hr) per student until the maximum of one thousand five hundred (1,500.00) dollars is reached. Each student organization seeking reimbursement from the Service Opportunity Fund shall submit a signed and completed Post Service Opportunity Form to the Administration and Planning Committee following completion of their service. This report must be submitted to the Administration and Planning Committee Chair no later than two weeks following completion of service. Failure to do so will result in no reimbursement from the ASA Senate; however, the hours will be counted for the volunteer hour requirement.

C. Exemptions.

Organizations that are exempt from applying for the SOF include: Union Board of Governors, Viking Days, and Recreational Services.

Clause 3. Reclamation and Carry Over of Organization Funds.

A. No monies shall be reclaimed at the end of a calendar year unless one of the following occur:

1. The student organization fails to remain in good standing with the ASA Senate, as defined in Article II, Clause 2, Subsection B.
2. If an organization does fall into a deficit, the organization will create a repayment plan with the current Administration and Planning Committee. These plans will be determined on a case-by-case basis.

Section 3. Organization Surplus

Any surplus gained through the Service Opportunity Fund or other fundraising activities by student organizations shall not serve as a detriment to the student organization in consideration for CDF or LDF requests.

Section 4. Reclamation Period

If a student organization is considered inactive after eighteen (18) calendar months ASA may reclaim the monies left in their account. The ASA Senate reserves the right to reclaim monies from student organizations for, but not limited to, failing to fulfilling the guidelines prescribed by ASA Senate Recognition Requirements (Article II, Section I, Clause 2, Subsection B).

Section 5. Following are a list of requests, rules, clarifications, and exceptional circumstances that are mandated for each organization for the purpose of continued ASA recognition.

Clause 1. Records.

A. Management of organizational finance must be recorded and maintained in a thorough and organized manner. Each student organization is mandated to keep organizational money in an account with the Augustana University Business Office. Each student organization will keep current books and accounts on all matters within their student organization.

Clause 2. Funds: Carry Over and Accrue ment of Debt

A. All funds carried over from previous years shall be itemized and designated in any request made to the ASA Senate for funds.

B. Any debt sustained during the fiscal year of an organization must be repaid through any surplus the organization realizes at the end of the school year.

C. The ASA Senate reserves the right to audit any organization at any time without prior notice or consent of the audited organization.

Clause 3. Other funding.

All monetary needs above and beyond the ASA allocation will be raised by the individual club and/or organization in a method corresponding and following all school, city, county, state, and federal laws. A listing of funds raised by student organizations outside of ASA funding are asked to be included within each individual financial report. The ASA Community Development Fund is also available for the purpose of speaker and community service events.

Clause 4. Community Service

Borrowing from the Shared Core Values espoused by Augustana University, ASA deems community service beneficial to individual, organization, school, and community alike. Therefore, requirement of service begotten for the community as a whole is necessary to receive ASA student fees. Each organization is strongly urged to require its members' participation in the annual Community Service Day. Also, various service ships during the school year are strongly recommended. Each organization is strongly encouraged to document community service involvement as it may be requested by the Administration and Planning Committee. (Said services is constituted with approximately ten (10) hours by a majority of the organization's members.) If any student organization does not comply loss of allocations, loss of ASA Senate recognition, or other disciplinary measures may be taken by ASA.

#### Clause 5. Organizational Constitution

The student organization's governing constitution approved by the ASA Senate must be included with a budget request and brought to the budget hearing. Each student organization must have a current constitution on file with the Campus Life Office. All constitutions should be reviewed yearly in order to maintain organizational continuity.

#### Clause 6. Organizational Intent

A. Social organizations and other organizations, whose sole purpose is of a social nature, shall not be eligible for direct funding from monies generated through student activity fees.

B. Those student organizations commonly deemed "Honor Societies," created through either a national, regional, state, or local charter or through creation by a faculty and/or administration of Augustana University, will be eligible to receive funding from student activity fees in an amount that shall not exceed fifty (50) percent of money raised by the particular student organization in the prior year.

#### Section 6: Budgetary Request Stipulations.

Clause 1. The ASA Senate's Administration and Planning Committee administers all budget requests including operational funds allocated at the start of each fiscal year and from the following supplemental programs; Community Development Fund (CDF), Leadership Development Fund (LDF), and Service Opportunity Fund (SOF).

Clause 2. Items Funded as operating costs:

A. Advertising Expenses: This category includes expenditures related to the promotion of a recognized Augustana student organization on campus. Budgeted expenses include all forms of advertising. However, apparel for the purpose of advertising may not account for more than one (1) percent of an organization's allocated budget.

B. Organizational Literature: This category includes paper materials necessary for meetings and member notification. Included are meeting agendas, meeting minutes, and copied material necessary for member participation and notification of events.

C. Necessary Items: Those items deemed necessary to the operation of a student organization may receive funding; however, all items will be reviewed during budget hearings to determine the necessity of the funding.

Clause 3. Travel Expenses: Travel costs may be requested from ASA in the form of a LDF or CDF request. Recognized student organizations may request financial assistance for travel-related expenses on a case-by-case basis from the Leadership Development Fund (LDF).

## Section 7: Community Development Fund.

### Clause 1. Purpose.

The purpose of the Community Development Fund (CDF) is to provide financial support to student organizations for programming expenses on an event-by-event basis. All ASA recognized student organizations are eligible to apply to the CDF with the exception of organizations listed in Article II, Section 5, Clause 5. The CDF is administered by the Administration and Planning Committee.

### Clause 2. Application Guidelines.

A. Applications are available on ASA's Viking Central webpage.

B. Applications must be submitted at least two weeks prior to the proposed event. Exceptions may be made at the discretion of the Administration and Planning Committee.

C. Student organizations requesting funds may be requested to appear for a budget hearing.



Clause 3. The Administration and Planning Committee will allocate CDF monies based on availability of funds, the validity of the request and the student organizations past history of responsibly spending student activity fees as documented per financial reports.

Clause 4. Rules governing the disbursement of funds.

A. Student organizations requesting funds must be an ASA recognized organization in order to be eligible to receive monies.

B. Proposed events must not violate the Shared Core Values espoused by Augustana University.

C. Events will be evaluated based on their contribution to the development of community, leadership and personal growth on campus.

D. All monies disbursed from the funds are subject to approval by a majority vote of the ASA Senate.

E. Events must take place on the Augustana Campus or within the local Sioux Falls community.

Clause 5. Exemptions.

Student organizations that are exempt from applying to the CDF because their organization's activities will be addressed in their entirety during spring budget hearings include: Union Board of Governors, Viking Days, and Recreational Services clubs.

Section 8: Leadership Development Fund.

Clause 1. Purpose.

The purpose of the Leadership Development Fund (LDF) is to provide financial support to students for off-campus events such as conferences, training, or other activities on an event-by-event basis. All students and student organizations are eligible to apply to the LDF with the exception of organizations listed in Article II, Section 6, Clause 5. The fund will be operated and maintained by the Administration and Planning Committee. The Administration and Planning Committee will allocate monies into the LDF during spring budget hearings.

Clause 2. Application Guidelines

- A. Applications are accessible on the ASA's Viking Central website.
- B. Applications must be submitted at least two weeks prior to the proposed event. Exceptions may be made at the discretion of the Administration and Planning Committee.
- C. Student organizations requesting funds may be requested to appear at a budget hearing.

Clause 3. The Administration and Planning Committee will allocate LDF monies based on availability of funds, the validity of the request, and the student organization's past history of responsibly spending student activity fees as documented per financial reports.

Clause 4. Rules governing the disbursements of funds.

- A. All Augustana students and organizations (including those not recognized by the ASA senate) are eligible to receive monies.
- B. Proposed events must not violate that Shared Core Values espoused by Augustana University.
- C. Events will be evaluated based on their contribution to leadership skills and personal growth.
- D. All monies disbursed from the funds are subject to approval by a majority vote of the ASA Senate.
- E. Allocations regarding lodging or housing fees are to be dispersed at the discretion of the ASA Senate.
- F. Funds are to be used for off-campus events; however, exceptions may be made at the discretion of the Administration and Planning Committee.

Clause 5. Exemptions.

Student organizations that are exempt from applying to the LDF because their organization's activities will be addressed in their entirety during the spring budget hearings include: Union Board of Governors, Viking Days, and Recreational Services clubs.

Section 9: Items Not Funded:

Clause 1. Inappropriate Items: The possession or consumption of alcoholic beverages is prohibited on campus and at university sponsored functions. Student organizations funds may not be used for the purchase of alcohol or the sponsorships of an event where alcohol is available. Additionally, items labeled as inappropriate by the Augustana University Student Handbook will not receive ASA student activity fee funding. ASA Senate allocations are not to be used for the appropriation of sporting, recreational, or gambling equipment.

Clause 2. Uniforms and Equipment: Allocated ASA student activity fee funds are not to be spent on the purchase of uniforms, sporting equipment or recreational equipment. Exceptions may be made at the discretion of the Administration and Planning Committee.

Clause 3. In accordance with Augustana's Dining Services, student activity fee allocations cannot fund any catering provided by an outside party without the consent of Augustana's Dining Services.

Clause 4. Allocations made from the LDF may not be used for the appropriation of food or beverages.

#### Section 10: ASA Rights and Privileges.

Clause 1. ASA and the ASA Senate mandate compliance with rules and regulations as stated. ASA and the ASA Senate withhold the power to make decisions regarding each student organization's funding on an individual basis.

Clause 2. ASA and the ASA Senate standing committees grant themselves the power to investigate each student organization's practices and fiscal records. Furthermore, questions regarding ASA Senate budgetary requests shall be referred to the ASA Treasurer to be investigated and examined within the Administration and Planning Committee.

Clause 3. The ASA Senate shall delegate all matters concerning organizational funding to the Administration and Planning Committee in accordance with stipulated duties in the ASA Constitution. The committee retains the vested authority to recommend action to the senate, and carries the responsibility to collaborate with the Campus Life Office concerning student organizations. The ASA Treasurer, thus, fulfills the role of liaison to a Campus Life Office representative, and shall advise the ASA Senate concerning this collaborative relationship.

Clause 4. The ASA Senate reserves the right to override a decision of the Campus Life Office if a two-thirds (2/3) majority of the ASA Senate approves. This provides an avenue for recognition and thus, funding eligibility in the event an organization is denied recognition by the university.

Section 11: Article II of the ASA By-Laws should be reviewed and updated on a year-to-year basis or a minimum of every three years.

### **Article III: Organizations Created and Maintained by ASA**

#### Section 1: Union Board of Governors (UBG)

Clause 1. ASA shall establish and maintain one Union Board of Governors. The Head Governor(s) shall be recommended by the Personnel and Development Committee to the ASA Senate.

Clause 2. UBG shall be established and shall function in accordance with its own constituting documents, except where those documents are inconsistent with the governing documents of ASA, in which case governing documents of ASA shall take precedence.

Clause 3. The constituting documents may be amended by a two-thirds (2/3) majority vote at any meeting of the ASA Senate. Two (2) weeks prior notice shall have been given to the ASA Senate concerning such an amendment for it to be in order at said meeting.

Clause 4. UBG shall receive forty-five (45) percent of the annual ASA budget.

#### Section 2: Augustana Viking Days

Clause 1. Augustana Viking Days will receive fifteen (15) percent of the annual ASA budget. The Viking Days Co-Chairs shall be recommended by the Personnel and Development Committee to the ASA Senate.

#### Section 3: Recreational Services

Clause 1. ASA shall establish and maintain one Augustana Recreational Services Fund.

Clause 2. The Augustana Recreational Services Fund shall be allocated ten thousand (10,000.00) dollars annually for the purpose of supporting: Augie Outdoor Program, Augustana Men's Soccer, Women's Rugby Club, Viking Ultimate Club, and Volleyball Club.

Clause 3. Funds are to be used for team travel, entrance fees, uniforms, and sporting equipment that materially contributes to the organization's success.

Clause 4. The Recreational Services Fund will be advised and carried out by the Director of Recreational Services.

Clause 5. The ASA Senate reserves the right to audit the Augustana Recreational Services Fund at anytime.

#### **Article IV: Amendment Procedure**

##### Section 1: Amending the By-Laws

Clause 1. By-Laws may be amended by a two-thirds (2/3) majority vote of the senators present at the time of the vote at any meeting of the ASA Senate.

Clause 2. By-Laws may also be amended by a two-thirds (2/3) majority vote of the ASA. Fifty (50) percent of the ASA must vote for the election to be valid.

Clause 3. The ASA Senate shall hold amendments for a minimum of one (1) week prior to voting on the proposed amendments.

##### Section 2: Approval

Codes that shall from time to time be adopted by the ASA Senate may be amended by a two-thirds (2/3) majority vote at any meeting of the ASA Senate. Amendment of such codes also requires the signature of the ASA President.