



# AS&F

# Handbook

# 2013-2014

**Section 1: General Organization Information-**

Club Name \_\_\_\_\_

Club E-mail: \_\_\_\_\_ Club Web Address: \_\_\_\_\_

Meeting: Location: \_\_\_\_\_ Day/Time: \_\_\_\_\_ Frequency: \_\_\_\_\_

Club Description: \_\_\_\_\_

Would your organization like a mailbox in the Student Activities area? (Space is limited)

Yes  No

**Section 2: Organization Category (choose one for club advertising)**

Indicate the primary purpose of the chartered student organization. Please choose from the following.

- Academic                       Political                       Cultural  
 Professional                       Religious                       Social                       Service  
 Honorary

**Section 3: Officer Contact Information**

Officers: You must have at least three (3) leaders with financial signing authority, one of which will keep the financial records. Title may include President, Vice-Co-President, Delegate to Student Senate, Treasurer, Web Coordinator.		S = Signing Authority R = Record Keeper
Club President:	Name (print):	
Phone Number:	Email Address:	
AS&F Representative:	Name (print):	
Phone Number:	Email Address:	
Title:	Name (print):	
Phone Number:	Email Address:	
Title:	Name (print):	
Phone Number:	Email Address:	

**Section 4: Annual or Regularly Scheduled Events**

If your organization plans to request funding for an annual or regularly scheduled event, please complete this section. We will be contacting your group regarding event planning and budgeting.

Name of event: \_\_\_\_\_

Anticipated date of event: \_\_\_\_\_

**Section 5: National Support**

If your organization is not affiliated with a National Organization, please go on to Section 7.

Name of National Organization: \_\_\_\_\_

Does your chartered student organization pay dues to the National Organization:  Yes  No

If yes, how much per semester: \_\_\_\_\_

Describe the type of support your chartered student organization receives from the National Organization:

\_\_\_\_\_  
\_\_\_\_\_

**Section 6: Constitution/Bylaws**

Please submit a current copy of your club's constitution with this packet. The constitution should be read and understood by all the officers. The constitution must include:

1. Official organization name and abbreviations or acronyms.
2. A clear mission statement outlining the organization's goals and objectives.
3. Parameters of membership requirements (if any).
  - a. An equal opportunity statement.
4. A list of officers and the duties of those officers as well as the process of selection and removal of officers.
5. Advisor selection process, duties, and responsibilities.
6. Meeting policies and procedures.
7. Amendments procedure.

The constitution may not violate any article of the AS&F Constitution or any AS&F Bylaw.

A sample template of a suggested club constitution may be found in the Forms section of the ASU Clubs website: <http://blogs.adams.edu/asf-voices/forms/new-club-packet/>

**Section 7: Advisory Support**

Please list your ASU faculty and/or staff Advisor. Every chartered organization *must* have an Advisor.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Associated Students and Faculty Senate**

208 Edgemont Blvd. Alamosa, CO 81101 Fax: (719) 587-7656 Phone: (719) 587-7948

Email: [asf@grizzlies.adams.edu](mailto:asf@grizzlies.adams.edu) www.adams.edu

### **Section 8: Advisor Agreement**

Advisors for the Adams State University must meet the following criteria and fulfill the following

responsibilities:

#### Advisor Criteria

1. The Advisor must have been selected by the student membership as outlined in the organization's Constitution.
2. The Advisor must be employed by ASU as at least part time faculty, staff, administrator.

#### Advisor Suggestions:

1. Provide guidance in program and financial matters.
2. Encourage open lines of communication between students, faculty, and staff.
3. Maintain an inventory of permanent items that are the property of the organization.
4. Provide an element of continuity for student organizations from year to year due to the factor of student turnover.
5. Assist the student officers in attaining organizational goals and following any requirement stated in the club Constitution or Bylaws.

### **Section 9: Risk and Hazard Waiver:**

I/we acknowledge that I/we am/are aware of any hazards and risks which may be associated my participation in club activities. I/we understand, accept, and assume those hazards and risks, and waive all claims against the State of Colorado acting through the Board of Trustees of Adams State University.

### **Section 10: Statement of Responsibility/Accountability:**

As officers of a chartered student organization, we understand and agree to abide by the Adams State University Colorado policies and procedures, the code of student rights and responsibilities as published by the Dean of Students Office, and the applicable local, state and federal laws. It is the responsibility of the officers to communicate these regulations and laws to their members. Each student organization is required to charter annually to be considered in good standing with the Adams State University. It is the officers' responsibility of the chartered student organization to update the officer contact and advisor information as changes occur.

### **Section 11: Equal Opportunity Agreement**

It is the policy of the Student Senate that organizations may not exclude students from membership on the basis of ethnicity, race, color, national origin, sexual orientation, gender, creed, disability, veteran status, or religion. In cases of regional, national, or international affiliated groups, the Adams State University chartered groups affirm to Student Senate that membership selection policies and procedures of the parent organization do not require the local organization to exclude any student from membership based on the policy listed above.

The exception to this rule is any organization associated with the Title 9 Education Amendment:

#### **“(6) Social fraternities or sororities; voluntary youth service organizations**

this section shall not apply to membership practices -- (A) of a social fraternity or social sorority which is exempt from taxation under section 501(a) of Title 26, the active membership of which

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consists primarily of students in attendance at an institution of higher education” (Title IX, Education Amendments of 1972).

**Section 12: Hazing Agreement**

Adams State University prohibits recognized fraternities, sororities, athletic teams, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.

Hazing is any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person as a condition, directly or indirectly, of the person’s consideration or, continuation in, admission to membership in, participation in activities of, receipt of benefits or services from, an organization or group. **No persons may consent to participation in hazing activities.** Further, a person’s consent shall not release or minimize an organization’s or person’s liability to discipline due to violation of this regulation.

Hazing activities include, but are not limited to the following activities: Whipping; beating; paddling; branding; calisthenics; running; exposure to the elements; forced consumption of food, liquor, or drugs (legal or illegal), or any other substances; sleep deprivation; forced exclusion from social contact; conduct which could result in any form of embarrassment; nudity; coerced sexual harassment; kidnapping; or car drops, when conducted in a prohibited manner as defined above.

Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests, and the University during initiation activities. Every precaution must be taken to protect against University, individual, and organizational liability.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University disciplinary processes and/or debarment from use of University facilities.

**Please sign to state you have read and agree to the above Sections 8-12:**

\_\_\_\_\_  
Club Name

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Officer Signature

## **Club Requirements**

The following are the minimum requirements to petition for funding to generate a new club/organization at Adams State College for the Associated Students & Faculty Senate.

- Minimum of five members per organization
- Have a current club advisor and current constitution
- Accumulate at least 10 points in activities each budgetary year

**\*\*\*It is up to the discretion of AS&F whether or not funding will be awarded to clubs/organizations that do not meet the above mentioned criteria.**

## **Club Representatives**

- Qualifications and Requirements
  - Any active member of a club that receives funding
  - All representatives must attain a cumulative grade point average of:
    - No lower than 2.5 on a 4.0 scale
  - Shall be elected by club members
  - Representative is to attend all AS&F Government meetings

**ITEMS THAT ARE TAKEN INTO CONSIDERATION WHEN FUNDING CLUBS AND THEIR ACTIVITIES**

- I. What have they done in the past? How active have they been?
  - A. On Campus
  - B. Off Campus
  - C. Have they done any fundraising? The more the better.
  - D. When funding a convention: Will it be beneficial to the club and campus?
  - E. Have they done or have plans to do a campus wide club event?
  - F. Did they participate or have plans to participate in Homecoming,
  - G. How beneficial is the club to campus?
  - H. Do they advertise their club; its meetings, and events?
  - I. Do they recruit?
  - J. Are they visible and widely known?
- II. Guidelines considered for Club Funding/Supplemental
  - A. Is it beneficial to the campus/club?
  - B. Does it fit the travel guidelines?
  - C. How often do they ask for money?
  - D. What is the purpose?
  - E. Do they need to take that many people?
  - F. Have there been similar events?
  - G. How active is the club?
  - H. Are they asking for more than they need?
  - I. When did we receive the request?
  - J. When is the event?
  - K. How will it be used?

## **Standard Setup for Constitutions for AS&F Recognized Clubs**

General Information and Terms:

The constitution should establish the fundamental framework of the organization.

The Bylaws supplement these fundamental provisions and are easier to amend. By-laws are the outline of its structure. They should be concise and arranged in outline form. The best by-laws are those that meet the particular needs of the organization.

Standing Rules- rules which stand until revoked

Special Rules- temporary and intended to meet a current and special situation

Policies- define the beliefs and philosophies formulated to meet reoccurring problems.

Standard Constitution Layout

ARTICLE I	NAME
ARTICLE II	PURPOSE OF CLUB/ORGANIZATION
ARTICLE III	MEMBERSHIP A. Classes of membership with eligibility requirements, rights, and privileges of each class. B. Requirements of parent organization if group holds a charter from a higher organization C. Procedure for membership application and certification
ARTICLE IV	OFFICERS A. List of Officers B. Method of Selection C. Duties of each officer D. Terms of Office
ARTICLE V	ELECTION OF OFFICERS A. Time and method of nominating

- B. Time and method of election
- C. Vote necessary (yes/no)

ARTICLE VI

CLUB REPRESENTATIVE

- A. Club Representative must meet all requirements as laid out by the AS&F Government Constitution.
- B. Election of Club Representative will be held in April of every school year.
- C. Elections will be held within the club. Nominations of individuals must be submitted to the AS&F Election Commission two weeks prior to the club election date. After approval of nominees by the AS&F Election Commission, an election will be held within the club. All ballots must be submitted to the AS&F Election Commission for approval of Club Representative.

ARTICLE VII

MEETINGS

- A. Annual
- B. Regular
- C. Special

ARTICLE VIII

FINANCES

- A. Budget preparation and adoption
- B. Dues; how they are determined, when delinquent.

ARTICLE IX

SPONSORSHIP

- A. Specify that club will have a sponsor
- B. Specify that sponsor is a member of Faculty, Staff, or

Administration

ARTICLE X

AMENDMENTS TO BY-LAWS

- A. Methods of consideration
- B. Vote required





## Blank Bill Outline

Adams State College Associated Students and Faculty Legislature

Sponsorship Bill:

TITLE:

AUTHOR(S):

SPONSOR(S):

ORIGIN & PURPOSE:

ORGANIZATIONAL CONTACT:

DESCRIPTION:

I, \_\_\_\_\_, present this bill for consideration of and approval by the Associated Students and Faculty Senate, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

ADDITIONAL INFORMATION:

IMPLEMENTATION: Upon approval, be it enacted that:

- The proposed bill become adopted in favor of recognition by the AS&F Senate, and that:
- 

VOTE: *Yeas* \_\_\_\_\_ *Nays* \_\_\_\_\_ *Abs* \_\_\_\_\_

*Complete applicable sections:*

- ADOPTED at \_\_\_\_\_ meeting of the AS&F Senate on \_\_\_\_\_.
- BILL *did not pass* at \_\_\_\_\_ meeting of the AS&F Senate on \_\_\_\_\_.  
BILL will be reconsidered on \_\_\_\_\_.

Approved/Disapproved by AS&F President

\_\_\_\_\_

## **Fundraiser**

**Club Name:**

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**Date of the Fundraiser:** \_\_\_\_\_

**Please explain what your fundraiser was:**

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**How much money did your club raise?** \_\_\_\_\_

**Did you advertise? And if so, where did you advertise?**

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**How do you feel you could raise more?**

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## Community Service

**Club Name:**

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**Date of the Service:** \_\_\_\_\_

**Please explain what your club did for your community:**

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**Please list the names of the member who attended:**

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**How do you feel this community service helped bring your club together?**

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**Would you ever offer your services for the facility again?**

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## **AS&F Senate: Follow Up Report**

**Date:** \_\_\_\_\_

**Name of Club/Organization:**

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**Event/Program:**

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**Date of Event/Program:**

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**Questionnaire:**

- 1. Was the program/event attended beneficial? Explain.**
  
  
  
  
  
  
  
  
  
  
- 2. How was the AS&F Senate sponsorship helpful to your club/organization?**
  
  
  
  
  
  
  
  
  
  
- 3. Include receipts or proof of expenditures. (Use a separate sheet of paper and staple to form.)**

**Name of Preparer:** \_\_\_\_\_ **Phone/Email:**

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**Person in charge of Budget:** \_\_\_\_\_ **Phone/Email:**

\_\_\_\_\_

**AS&F USE ONLY:**

\_\_\_\_\_

\_\_\_\_\_

**Bill No:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_ **Amount Approved:** \_\_\_\_\_ **No**

**Attending:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ x \_\_\_\_\_ **Date:** \_\_\_\_\_

x \_\_\_\_\_ **Date:** \_\_\_\_\_

**AS&F Senate VP of Finance**

**AS&F**

**Senate President**

# Parliamentary Procedure

## What is Parliamentary Procedure?

It's a set of rules/procedures for conduct at meeting.

It allows everyone to be heard and to make decisions without confusions!

### Parliamentary procedure means:

- Democratic rule
- Flexibility
- Protection of rights
- A fair hearing for everyone
- It can be adapted to fit the needs of any organization. So it's important that everyone know these basic rules

**A motion is a proposal that the assembly take action on some issue.**

### Members can:

- **Present motions** (Make a proposal)
- **Debate Motions** (Give opinions about the motions)
- **Second Motions:** (Express support for discussion of member's motion) another

**Vote on Motions:** (Make a decision)

## Questions relating to motions:

### Is it in order?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

- **May I interrupt the speaker?**

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

➤ **Do I need a second?**

Usually yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

➤ **Is it debatable?**

Parliamentary procedure guards the right to free and full debate on most motions. However some privileged and incidental motions are not debatable.

➤ **Can it be amended?**

Some motions can be altered by striking out, inserting or both at once. Amendments must relate to the subject as presented in the main motion.

➤ **What vote is needed?**

Most require only a majority vote, but motions concerning the rights of the assembly or its members need a 2/3 vote to be accepted.

➤ **Can it be reconsidered?**

Some motions can be debated again and re-voted to give members a chance to change their minds. The move to consider must come from the winning side.

## **How do I present my motion?**

➤ **Obtain the floor**

Wait until the last speaker is finished

Rise and address the chair. Say, “Mr. (or Madam) Chairperson” or Mr. (or Madam) President”

Give your name. The chair will recognize you by repeating it.

➤ **Make your motion**

Speak clearly and precisely

State your motion affirmatively. Say, “I move that we...” Instead of “I move that we do not...”

Avoid personalities and stay on the subject.

➤ **Wait for a second**

Another member will say, “I second the motion”

Or the chair will; call for a second

If there is no second, your motion will not be considered

➤ **Chair states your motion**

The chairperson must say, “It is moved and second that we...”

After this happens, debate or voting can occur

Your motion is now “assembly property” and you can’t change it without consent of the members.

➤ **Expand on your motion**

Mover is allowed to speak first.

Direct all comments to the chairperson

Keep to the time limit for speaking.

You may speak again after all other speakers are finished.

You may speak a third time by a motion to suspend the rules with a 2/3 vote.

➤ **Putting the question**

The chairperson asks, “Are you ready for the question?”

If there is no more discussion, a vote is taken. The chairperson announces the results.

Or, a motion for a previous question may be adopted.

## **Voting on a motion depends on the situation and on the written standards and bylaws of your organization.**

➤ **By Roll Call**

If a record of each person’s vote is needed, each member answers “yes,” “no” or “present” (indicating the choice not to vote) as his or her name is called.

➤ **By show of Hands**

Members raise their hands as sight verification of or as alternative to a voice vote. It does not require a count. A member may move for an exact count.

➤ **By ballot**

Members write their vote on a slip of paper. This is done when secrecy is desired.

➤ **By general consent**

When a motion isn’t likely to be opposed, the chairperson says, “If there is no objection...” Members show agreement by their silence. If someone says, “I object”, the matter must be put to a vote.

## **More about Voting**

Are we ready for the question?

A question (motion) is **pending** when it has been stated by the chair but not yet voted.

The last motion stated by the chair is the first pending

The main motion is always the last voted on.

## **A motion to postpone indefinitely**

This is parliamentary strategy it allows members to dispose of a motion without a making a decision for or against. It is useful in a case of a badly chosen main motion for which either a “yes” or “no” vote would have undesirable consequences.

## Some words to know

- **Adjourn**  
To end the meeting
- **Agenda**  
Order in which and the specific business that will be considered during a meeting
- **Amend**  
To change a motion
- **Committee**  
A group of members that are chosen for a certain task
- **Debate**  
Discussion about a motion
- **General consent**  
Accepting a motion without a vote
- **In order**  
Relevant to the business at hand
- **Majority**  
More than one half of the members in voting
- **Motion**  
A proposal that the group takes a stand or takes action on an issue
- **Quorum**  
Number of members that must be present to conduct business
- **Robert's rules of order newly revised**  
Manual of procedure for non-legislative assemblies
- **Second**  
A verbal signal from a member that he or she wishes to consider a motion just made....
- **Voting**  
Means by which motions are accepted or rejected by the assembly ( members present)

**Part 1, Main Motions.**

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

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<b>Part 2, Incidental Motions.</b>							
No order of precedence. These motions arise incidentally and are decided immediately.							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

<b>Part 3, Motions</b>							
That Bring a Question Again Before the Assembly.							
No order of precedence. Introduce only when nothing else is pending.							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority