

# ASNIC CONSTITUTION

## PREAMBLE

We, the students of North Idaho College, in order to better govern the Student Body Organization; to foster better relations with the staff, faculty and administration of North Idaho College; and to secure for ourselves a stable and reliable representative government do establish this constitution for the Associated Students of North Idaho College.

## Article I. Name and Membership

### SECTION 1.

Name - The Student Body Organization under this constitution shall be known as the Associated Students of North Idaho College. The official abbreviation shall be ASNIC.

### SECTION 2.

Membership - All students paying ASNIC fees are members of ASNIC

## Article II. The ASNIC Board

### SECTION 1.

Authority - All legislative powers herein granted shall be vested in the ASNIC Board.

### SECTION 2.

Membership - The Board Membership shall consist of the ASNIC President, the ASNIC Vice President, four ASNIC *Spring Elected* Senators and four ASNIC *Fall elected* Senators.

### SECTION 3.

Presiding Officer - The ASNIC President shall preside over the Board meetings. In the event that the ASNIC President is absent the ASNIC Vice President shall preside over the meetings. In the absence of both the President and the Vice President, a Senate Pro Tempore, elected by the ASNIC Board, shall preside over the ASNIC Board Meeting.

**Clause 1.** The current presiding officer of the ASNIC Board shall vote only in the case of a tie.

### SECTION 4.

Duties - The duties of the ASNIC Board are to take action deemed necessary to implement the provisions and maintain the spirit of this constitution.

## **Article III. The ASNIC Student Events Board**

### **SECTION 1.**

Mission - "To provide quality programming to NIC students, our campus community and the Coeur d'Alene community, as well as offering student involvement opportunities outside the classroom."

### **SECTION 2.**

Membership - The ASNIC Student Events Board shall consist of the four members and one board chair.

### **SECTION 3.**

Duties - The duties of ASNIC Student Events Board shall be to promote a balanced college educational experience by providing a network of events and activities for the extracurricular enjoyment of the ASNIC.

## **Article IV. Eligibility**

### **SECTION 1.**

No person shall represent the institution of North Idaho College in any capacity as a representative of ASNIC unless he or she is a bona fide student enrolled in at least twelve credit hours of college classes in the semester during which the person is involved with ASNIC with exception of the ASNIC President and Vice President.

**Clause 1.** The ASNIC President and the ASNIC Vice President are required to be enrolled in 8 or more credit hours at NIC.

**Clause 2.** Any ASNIC official that falls below the minimum required credit hours will be terminated from office immediately.

### **SECTION 2.**

ASNIC Senators, President, and Vice President must maintain a cumulative grade point average of at least 2.5, for previous semesters at NIC, provided that the cumulative grade point average for eligibility is to be retroactive only for the previous four semesters before becoming a qualified candidate for said offices. Enrollments at other colleges or universities are not to be used for tabulating the cumulative grade point average.

**Clause 1.** Any ASNIC official that falls below the minimum required grade point average will reviewed by the ASNIC Board and may remain on an academic probation period as designated by the ASNIC Board. If the grade point average is not reached after a probation period, the ASNIC Board can terminate the member.

**SECTION 3.**

A student shall not serve for more than a total of four semesters as an ASNIC Senator, or ASNIC Vice President. Nor shall a student serve for more than a total of six semesters as an ASNIC Officer in any capacity.

**Article V. Standing Committees****SECTION 1.**

There shall be standing committees as designated in the ASNIC Bylaws.

**Article VI. ASNIC Financial Manager****SECTION 1.**

The Director of Student Activities shall be the financial manager of ASNIC, with the following duties:

**Clause 1.** The Director of Student Activities shall have charge of and account for all funds of ASNIC; shall sign all purchase orders authorizing expenditures of ASNIC funds; shall pay all bills incurred by ASNIC.

**Clause 2.** He or she shall at the first meeting of the ASNIC Board submit to the ASNIC Board a budget report for the preceding year.

**Clause 3.** Further duties of the ASNIC Financial Manager shall be enumerated in the ASNIC Bylaws.

**Article VII. ASNIC Advisor****SECTION 1.**

The Coordinator of Student Activities shall act as the advisor to ASNIC.

**Clause 1.** The ASNIC Advisors shall assist and advise the ASNIC Board and ASNIC Events Board as needed.

**SECTION 2.** The ASNIC Bylaws shall also include a procedure for appointing assistant ASNIC Advisors, in the event that the ASNIC President and ASNIC Advisor feel they are necessary.

**Article VIII. Officer Nomination, Election, and Appointment Procedures****SECTION 1.**

The ASNIC Bylaws shall provide the nomination and election processes to be followed for ASNIC officers.

**SECTION 2.**

The ASNIC Bylaws shall provide the process for the replacement of vacant ASNIC Office positions.

**SECTION 3.**

The ASNIC Bylaws shall provide a manner for the ASNIC Board to relieve ASNIC Officers of their duties under specific circumstances.

**Article IX. Definitions and Duties of the ASNIC Officers****SECTION 1.**

The ASNIC Officers are the ASNIC President, the ASNIC Vice President and the ASNIC Senators.

**SECTION 2.**

The ASNIC Bylaws shall enumerate the duties, responsibilities and obligations of each of the ASNIC Officers.

**Article X. Recall****SECTION 1.**

Recall is the manner in which the student population of NIC shall remove an ASNIC Officer from his or her elected position.

**Clause 1.** ASNIC Officers may be recalled by a petition of signatures from the student body equal to fifty-one percent (51%) or more of the voting population from the most recent election.

**Clause 2.** The petition shall be submitted to the Director of Student Activities.

**Clause 3.** The petition must identify the specific ASNIC Officer(s) affected.

**Clause 4.** The petition shall also identify the charges being laid against the listed ASNIC Officer(s).

**SECTION 2.**

If the petition signatures are sufficient, the Director of Student Activities shall conduct an election within ten (10) school days from the receipt of the petition. Removal from office shall only occur when the numbers of Yes votes are at least sixty-six percent (66%) of total recall votes.

**Clause 1.** The ballot must identify the specific ASNIC Officer(s) affected.

**Clause 2.** The ballot shall also identify the charges being laid against the listed ASNIC Officer(s).

**Clause 3.** The ballot must contain a rebuttal by the ASNIC Officer(s) affected.

### **SECTION 3.**

The election shall be administered and the votes shall be counted by the NIC Vice President of Student Services and the ASNIC Advisor.

**Clause 1.** Copies of the charges levied against the individual(s) are to be available and read by each student before they cast their ballot.

## **Article XI. Formation of Bylaws**

### **SECTION 1.**

In order to facilitate the proper function of the ASNIC, Bylaws shall be formulated and can be revised or amended by the ASNIC Board.

## **Article XII. Schedule**

### **SECTION 1.**

This Constitution shall supersede all previous ASNIC Constitutions.

## **Article XIII. ASNIC Clubs and Organizations**

### **SECTION 1.**

In order to provide a balanced experience, ASNIC may recognize clubs and organizations as outlined in the ASNIC Bylaws.

### **SECTION 2.**

The ASNIC Vice President shall supervise the ASNIC Recognized Clubs and Organizations.

## **Article XIV. Amendments**

### **SECTION 1.**

This Constitution may be revised or amended by a majority voting in any ASNIC election providing that notice of proposed revisions or amendments are posted in a public manner for viewing by the ASNIC population.

**SECTION 2.**

The Amendment may be prepared by either a majority vote of the ASNIC Board at any meeting of the Student Board, or a petition signed by 20 percent (20%) of the ASNIC Population.

# ASNIC BYLAWS

## Article I. ASNIC Board Responsibilities

### SECTION 1. Bushido

As Board Members of ASNIC, we pledge to uphold and promote the student code of conduct throughout the college community. We of ASNIC feel that we as leaders of the student population shall hold ourselves to a higher standard, thus we have created what shall hereby be known as The Bushido, and in doing so we take on the responsibility of:

**Clause 1.** Maintaining the ASNIC eligibility as stated in the ASNIC Constitution, Article IV.

**Clause 2.** Being accountable and maintaining involvement in all said responsibilities, (ie: meetings, office hours, workshops, committees, retreats) that were agreed upon prior to induction to ASNIC.

**Clause 3.** ASNIC feels that it is essential that student leaders merit the confidence of their constituents, endeavoring to be models of honesty and integrity. ASNIC officers shall use integrity regarding their actions, through and outside the college atmosphere, that may reflect the image of the students, (ie: computer usage, public interactions, college engagements).

**Clause 4.** ASNIC expects its employees to be considerate of all people involved with the organization and their right to privacy.

**Clause 5.** ASNIC will not tolerate abuses of power by any employee/representative. An abuse of power occurs when an employee/representative, in a supervisory position over another, takes action that is outside the scope of their authority as defined within the Bylaws of the Associated Students North Idaho College Constitution or his/her employment.

**Clause 6.** ASNIC Board Members should strive to continually improve their knowledge about issues of concern to the students, and to seek out all sides of the issues before making decisions.

### SECTION 2. Attendance Requirements

It shall be the duty of each elected and appointed officer of ASNIC to attend all regularly scheduled ASNIC meetings and workshops and other meetings designated by the Board. Regularly scheduled office hours shall also be held by each officer, and shall be no less than six (6) hours per week for the President and Vice President, and four (4) hours per week for each Senator. The days and hours of regularly scheduled office hours shall be posted and shall be filed with the Director of Student Activities. In addition, each officer shall be required to attend weekly workshops and also take an active role in attending various committee meetings as appointed thereto by the President, and shall present reports to the ASNIC Board following significant Committee Meetings.

**Clause 1.** No more than one(1) total formal board meetings may be missed per semester unless excused by the ASNIC Board. At the time that any officer misses her/his second formal board meeting, a written warning notice will be delivered to the officer.

**Clause 2.** No more than two (2) total workshops may be missed per semester, whether excused or unexcused. If a senator misses more than the first 10 minutes of the workshop, he/she shall be marked late. If an officer is late for the second time, both the current and previous times when he/she was late shall be deleted from his/her record, and he/she will be marked missing an entire workshop. At the time that any officer misses his/her third workshop, a written warning notice will be delivered to the officer. If any officer misses two (2) workshops, he/she shall be terminated from the Student Board.

### **Section 3 Review Process**

**Semester Evaluations:** Every student of the board shall be given a review at the end of every semester.

The purpose of this review is to assess the achievements and make recommendations for improvement.

**Clause 1.** Senate and Vice President review shall be completed within the last three weeks of the fall and spring semesters. The review board shall consist of the ASNIC president and ASNIC advisors.

**Clause 2.** The Presidential review shall be completed within the last three weeks of the fall and spring semesters. The review shall be a peer evaluation, which is submitted in writing by each member of the board to the ASNIC advisors who conduct the review with the President.

### **Section 4 Removal Process**

Any member of the ASNIC Board accused of being in violation of the "Bushido" shall be referred to the Executive Review Board who will make a recommendation to the ASNIC Board. The board shall then decide by a majority vote, of two-thirds, the corrective action to be taken against the board member.

**Clause 1.** The Executive Review Board shall consist of the Executive Board of ASNIC.

**Clause 2.** In the event that the accused member is part of the Executive Board the remaining two members will select a senator to stand in place of that board member in the Executive review board.

**Clause 3.** In the event that the majority of the ASNIC Board is accused, the Executive Review Board will consist of Director of Student Activities, Student Activities Coordinator, and the Vice President of Student Services.

**Clause 4.** All appeals of the decision of the board shall be taken to the Vice President of Student Services.

### **Section 5 Strike Policy**

#### **Clause 1. Definition of a strike**

A strike is given when a person fails to show for any paid staff hours, an event that they previously agreed to, or mandatory meetings.

A. If you are unable to show up for a scheduled shift or commitment, even if it is due to another ASNIC related meeting, function, or event, you must notify the chair person of the function or have a message left in the event chairpersons' box two (2) hours prior to the event.

B. Consequences for failure to comply with "A" will result in a personal notification and a written strike will be issued for each violation by the chairperson of the event or function.

C. Strikes must be appealed within 5 working days from the day it was received.

### **Clause 2. Appeals**

A. Appeals can be made to the Executive Board Members as a committee, which will consist of:

The President  
 The Vice President  
 The ASNIC Board Pro Temporal  
 The Director of Student Activities  
 The Student Activities Coordinator

B. In the event that any of the Executive Board members receives a strike and would like to appeal, an ASNIC Board member shall be appointed and shall replace the board member of the committee.

### **Clause 3. Strike allotment annually and per term**

A. A total of Three (3) strikes per year will be allotted. The year begins in the fall term and ends with spring term. If the strikes exceed this limit, an inquiry consisting of the Executive Board members will be called. At this time the employee in question may be terminated from his or her position.

B. A total of three strikes per term will be grounds for dismissal. In the event that a person exceeds three strikes, an inquiry will be called on that individual.

## **ARTICLE II. ASNIC Board Duties**

### **Section 1 Duties of the Student Board are:**

**Clause 1.** To approve all ASNIC organizations and clubs.

**Clause 2.** To approve by majority vote business brought before the ASNIC Board.

**Clause 3.** To establish a formal board meeting day and meet at least once a week throughout the school term except when such a meeting day falls on a school holiday.

**Clause 4.** To uphold the mission statement of the ASNIC Board.

**Clause 5.** To approve a budget provided by the ASNIC Budget Committee in the spring for ASNIC during the ensuing year. The

budget is to be presented to the college business manager by the first Monday in May for approval and for consideration and final approval by the NIC Board of Trustees.

**Clause 6.** To authorize all disbursements from ASNIC funds.

**Clause 7.** To keep signed hard copies of all resolutions and minutes approved in ASNIC meetings and present them to the ASNIC President to be provided for the financial auditing process.

**Clause 8.** To keep ASNIC members informed of all business brought before the Student Board and action taken through minutes posted in designated areas and monthly reports at ASNIC Board Meetings.

**Clause 9.** To approve all ASNIC presidential appointments of officers and committee members by majority vote.

**Clause 10.** To appoint three permanent members and three alternate members to serve on the College Senate. The ASNIC President, Vice President and Pro Tempore shall serve at the first College Senate meeting in the fall until permanent members are appointed by the Student Board.

**Clause 11.** To work with the NIC President and the Board of Trustees in promoting the college within the community and the State of Idaho.

**Clause 12.** To recall any ASNIC Student Board member proved incompetent by a 2/3 vote of the voting student population.

**Clause 13.** The Board shall appoint a senate member as a President Pro Tempore from the voting membership of the Student Board. This person shall temporarily preside over the meetings of the ASNIC Student Board in the absence of the ASNIC President and Vice President. The appointment shall be made at the beginning of each academic year.

## **Section 2 Additional duties of ASNIC Officers:**

**Clause 1.** The President shall:

- A. Preside at all meetings of the Student Board.
- B. Call all special sessions of the Student Board.
- C. Appoint committee members to all ASNIC and College committees.
- D. Appoint representatives to the Faculty Assembly standing Committees as provide for in the Faculty Assembly Constitution.

E. Undertake all such other duties as usually fall to the office of President.

F. Delegate a committee of any or all board members who request to aid in the replacement for any vacancy occurring on the ASNIC Student Board.

G. Serve as a representative to the Board of Trustees.

H. As President, it is her/his responsibility to hold the Student Board responsible to uphold the Constitution.

**Clause 2.** The Vice President shall:

A. In the absence of the President, assume all the duties of the President.

B. Chair the Intra-Club Council and act as liaison to the Student Board for ICC.

C. Serve as a member of the Judiciary Council.

D. Be responsible for the distribution of applications for the Kildow Memorial Scholarship Fund. The committee will be formed in the spring when contacted by the Financial Aid Office.

5. As Vice President, it is her/his responsibility to hold the Student Board responsible to uphold the Constitution.

**Clause 3.** The Senate Pro Temp shall:

A. Assume all duties in absence of the ASNIC President and Vice President.

B. In charge of annual review of the ASNIC Constitution.

C. As Senate Pro Tempore, it is her/his responsibility to hold the Student Board responsible to uphold the Constitution.

## **Article III. Standing Committees**

### **SECTION 1.**

The Edminster Student Union Advisory Board shall act as a sounding board of student opinion concerning the Student Union and shall consider any

suggestions or criticisms, which may be brought before it. Any such matters will be discussed and, if considered legitimate, brought to the attention of the Student Board and Director of Auxiliary Services. The purpose of this Committee shall be to advise the union management regarding policies for facility use and to establish a plan for enhancing the community life of the College. This Committee considers the provision of facilities, services, and amenities to the members of the college community through recommending policies by which the union management may function more effectively.

**Clause 1.** The membership of the Student Union Advisory Board shall consist of the representatives of various user groups on campus. This structure includes, but not limited to, five regularly enrolled students, one member of the administration, one faculty member, and the Director of Auxiliary Services.

## **SECTION 2**

The Kildow Memorial Scholarship Committee shall be responsible for the selection of four NIC students as recipients of scholarships each year. Their selection shall be submitted to the ASNIC Board for approval.

**Clause 1.** The memorial funds shall be divided as equally as possible to the nearest five dollars. There shall be two academic, one vocational, and one open scholarship. If one or more of the scholarships are not awarded, the funds shall revert to the memorial funds for the succeeding year.

**Clause 2.** The minimum requirements shall consist of a 3.0 cumulative grade point average for previous course work, and the recipient must have been carrying at least 12 semester credits for the present fall semester. The individual must also enroll in a minimum of 12 semester credits for the following spring semester. Prior to granting of the scholarship, all above criteria must be verified by the NIC Registrar.

## **SECTION 3**

The Budget Committee shall consist of the ASNIC President, a minimum of four presidentially appointed Senators and the ASNIC Advisors.

**Clause 1.** The Budget Committee shall be responsible for preparing a budget and submitting that budget to the ASNIC Board for approval by the first week of April. The Budget Committee shall include its recommendation for compensation of the following years Student Board Members, including the President, Vice President, Spring and Fall Senators and the Director of Student Activities.

## **SECTION 4**

ASNIC committee representatives shall make reports to the Student Board as deemed necessary. The Student Board can request special reports from any committee member.

## **Article IV. Elections**

**SECTION 1.**

All elections and campaigns shall be governed by an Election Committee.

**Clause 1.** The fall semester election committee shall consist of the ASNIC President, ASNIC Vice President, four Spring Senators and the ASNIC advisor. The chair shall be the ASNIC President.

**Clause 2.** The spring election committee shall consist of the ASNIC Vice President, the ASNIC Advisor and all ASNIC Senators who are not candidates. The Chair shall be the ASNIC Vice President.

**SECTION 2.**

Requirements for ASNIC candidates running for elected offices shall be made by the Election Committee and presented to candidates in the form of an election packet.

**Clause 1.** A *legitimate* candidate must be approved by the Election Committee. To be approved, the candidate must meet all scholastic requirements as set forth in the ASNIC Constitution and Bylaws.

**Clause 2.** Each nominee must obtain a packet and complete its contents to the satisfaction of the Election Committee.

**Clause 3.** Packets will be made available as soon as possible during the fall semester and eight weeks before graduation during the spring semester.

**Clause 4.** A person can file for only one position, and no student can receive ASNIC funds from more than one ASNIC paid position.

**SECTION 3.**

Procedures for incoming and outgoing ASNIC officers.

**Clause 1.** The newly elected Fall Senators shall take office immediately and shall end their term the last day of the spring semester.

**Clause 2.** The newly elected ASNIC President, Vice President, and Spring senators shall take office during the two weeks prior to graduation and shall end the last day of the following spring semester.

**Clause 3.** In the week immediately following spring elections, outgoing officers will provide assistance to transition the new Board.

**Clause 4.** Outgoing ASNIC board shall conduct all matters of old business at the general board meetings after elections.

**Clause 5.** Newly elected ASNIC board shall preside and vote on all matters of new business at the general board meetings after elections.

#### **SECTION 4.**

All campaigns shall be governed by campaign guidelines as set forth in the following explanations:

**Clause 1.** There will be an informative meeting during the week packets are due. Candidates will be notified of this meeting when they pick up their election packets. Each candidate will be held responsible for the information covered at the meeting.

**Clause 2.** There shall be no active campaigning before 6 a.m. the Monday of campaigning week. Active campaigning is defined as but not limited to:

- Distributing materials or election aids;
- Hanging posters, writing on sidewalks, cars, or whiteboards;
- Addressing students or groups of students for the purpose of announcing candidacy or discussing election issues.

**Clause 3.** During the established voting times, candidates are not permitted to influence voting, no verbal or visual campaigning.

**Clause 4.** Campaign spending shall not exceed \$100 per candidate, including donations; this includes but is not limited to donated money, posters, signs, food, liquids, or any material used to campaign. All donations as described above must be approved by ASNIC as according to the College Policy and Procedure #7.03. A financial statement consisting of all campaign expenditures from each candidate is required by the Election Committee.

**Clause 5.** The campaign and elections shall be considered a part of the educational process of NIC. All campaigning must be appropriate and non-offensive as deemed by the Student Code of Conduct.

**Clause 6.** Failure to comply with the campaign guidelines, set forth by the ASNIC Constitution, bylaws, or the Election Committee, will result in immediate disqualification.

#### **SECTION 5.**

## Election Administration

**Clause 1.** The ASNIC Board is responsible for the advertising and convenience of online polling throughout the week of elections.

**Clause 2.** In the event of a tie between candidates in any general election, the Election Committee will review the polls for any errors. If further action is needed, the Election Committee will be for the process necessary for determining a winner.

### SECTION 6.

All violations or appeals shall be brought to the attention of the Election Committee chairperson. The chairperson will, if deemed necessary, call a meeting of the Election Committee and the NIC Vice President of Student Services, to determine an equitable remedy, and the committees' decision shall be final.

**Clause 1.** Appeals must be made in writing within 24 hours of the posting of election results. No appeals will be recognized after 24 hours.

**Clause 2.** Members of the Election Committee together with the NIC Vice President of Student Services (who in this instance may vote) shall constitute a board for a hearing. After private deliberations, findings of the board shall be made known to the associated students, and decisions of the board shall be announced.

### SECTION 7.

Online voting results shall be compiled at the end of polling period with all results posted on the ASNIC bulletin board the next regular school day.

**Cause 1.** If a candidate is within five votes of being elected, a recount will be automatically conducted by the election committee immediately.

**Clause 2.** Voting results shall be canvassed and approved by the

## **Article VI. Rules**

### **SECTION 1.**

The rules contained in Roberts Rules of Order Revised shall govern in all cases where they do not conflict with the rules of organization.

## **Article VII. Amending Bylaws**

### **SECTION 1.**

These Bylaws may be amended at any regular meeting of the Student Board by a majority vote of the members.

## **Article VIII. General Operational Information**

Be it further provided that:

### **SECTION 1.**

Copies of all ASNIC sponsored clubs and organization constitutions shall be kept on file in the ASNIC office.

### **SECTION 2.**

Non-board members may speak at meetings of the Student Board only with the consent of the presiding officer or by a majority vote of the members of the Student Board.

### **SECTION 3.**

**Clause 1** Six members of the ASNIC Board will constitute a quorum at any Board meeting.

**Clause 2** Two-thirds of current ASNIC recognized clubs will constitute a quorum at any ICC meeting.

## **Article IX Club Structure and Funding**

### **SECTION 1.**

**Purpose:** to provide policies and guidelines regarding the members of the Intra-club council.

### **SECTION 2.**

#### **ICC Organization**

**Clause 1.** Intra-club Council (ICC) shall be comprised of the ASNIC Vice-President, an ASNIC Senator, and one (1) representative from each ASNIC recognized club.

**Clause 2.** The ASNIC Vice-President shall be the Chairperson for ICC, club representatives shall each receive one (1) vote on any particular issue that comes before ICC.

**Clause 3.** Each recognized club/organization shall have one official vote. More than one member may attend any ICC meeting, but only one voting member will be recognized during decisions on official ICC business.

**Clarifications:**

A. The ICC Chairperson shall preside over, and call any special ICC meetings, as well as be responsible for reporting to the ASNIC Board concerning ICC with the assistance of the ICC Senator.

B. The ASNIC President will fulfill the duties of the ICC Chairperson in his or her absence.

C. A Senator shall be responsible for taking notes on what transpires during the ICC meetings.

D. Each club will send one designated representative of their club to each ICC meeting, in the event that this individual cannot make the ICC meeting he/she may designate an alternate on a meeting-by-meeting basis.

E. Each representative in attendance at an ICC meeting may represent one club only.

F. ASNIC Board members may not participate as voting representatives while representing ASNIC.

G. Minutes of all ICC meetings will be posted in the ASNIC website by the ICC Senator.

H. Over one-half of the ICC shall constitute a quorum at any meeting.

**Clause 4.** ICC shall meet twice a month in an area set by the Chairperson.

**SECTION 3.**

**Steps to Official Recognition:**

**Clause 1.** A club's intent to organize shall be recognized after an official meeting with the ICC Chairperson in which he/she details the steps to official recognition and an intent to organize form is completed.

**Clause 2.** Clubs intending to organize must submit all required paperwork within two ICC meetings from the official meeting with the ICC Chairperson.

**Clause 3.** Clubs intending to organize will not have the right to seed money or request additional funds.

**Clause 4.** Clubs intending to organize may not vote at an ICC meeting.

**Clause 5.** Clubs intending to organize have the right to reserve facilities in the SUB in order to hold meetings, elect officers, and develop a constitution.

## **SECTION 4.**

### **Criteria for Clubs**

All clubs that are student-oriented and want to be affiliated with the Associated Students of North Idaho College must meet certain criteria in order to be associated as a student organization with certain privileges and benefits, such as budgetary funding and facility use.

ASNIC/ ICC does not discriminate between religious and political clubs. Clubs with this format will follow the format set as above as an Open, Sports or restricted Club based on membership requirements set by each separate club.

#### **Clause 1. Criteria for Official Recognition**

A. Clubs must develop a constitution and bylaws for the organization, with input from the club members.

B. The minimum number of students necessary to establish an organization is 8 students carrying 12 credits or more. On the membership support form, list those Individuals (with their name as featured on transcript and student I.D. number) organizing the group.

C. Be sure to include the name of the club advisor, phone number, email, organization name, and purpose of the group.

D. Every voting member of a club must be a full time enrolled student of North Idaho College carrying 12 credits or more. Dual enrolled students may not be ICC representatives, officers, or honorary members.

E. Each club must have an advisor who is employed by North Idaho College as a staff or faculty member.

F. A current list of all club officers with their contact information must be on file with the ICC chairperson.

G. Be an active member of the Intra-Club Council, with a Representative at the bimonthly meetings.

H. A current budget outlining projected income and expenses must be submitted to ICC at the second ICC meeting in February or at a meeting specified by the ICC Chairperson. The proposed budget will be estimated based on past expenses and income. Failure to submit a budget may affect funding for the following year.

I. Clubs absent at more than 2 meetings per semester are inactive for the remainder of the semester.

J. To reinstate active status for the following semester, clubs must review official paperwork with the ICC Chairperson. After review, the club must be inducted again by the ASNIC Board.

## **Clause 2. Classifications**

A. Open Clubs are recognized and funded by ASNIC. It must openly recruit and solicit new members at the beginning of and during each semester, using posters and announcements, thus encouraging new members to join. It will be required that these clubs or organizations will be involved with ASNIC activities and required that they be active in the Intra-Club Council (ICC). These clubs or organizations can participate in fund raisers sponsored by ASNIC or ICC whereby they can earn some compensation for their time and effort that promotes and benefits the entire campus or community (i.e. Blood Drive, Adopt-A-Highway, Winter Festival, Assisting in ASNIC special events or activities).

B. Open Sports Clubs are recognized and funded by ASNIC. It must openly recruit and solicit new members at the beginning of and during each semester, using posters and announcements, thus encouraging new members to join. It will be required that these clubs or organizations will be involved with ASNIC activities and required that they be active in the ICC. These clubs or organization can participate in fund raisers sponsored by ASNIC or ICC whereby they can earn some compensation for their time and effort that promotes and benefits the entire campus or community (i.e. Blood Drive, Adopt-A-Highway, Winter Festival, Assisting in ASNIC special events or activities). Open sports Clubs will be required to provide proof that all members are covered by a medical insurance policy of some sort. Club members may be covered by policy through their parents or guardians, have their own outside policy or a club sport policy provided through their parent/national organization.

C. Restricted Clubs are recognized and receive funding from ASNIC. Restricted clubs recruit and solicit new members for a particular class or program, or meet limited criteria set by the club's constitution.

It will be required that these clubs or organizations will be involved with ASNIC activities and required that they be active in the ICC. These clubs or organization can participate in fundraisers sponsored by ASNIC or ICC whereby they can earn some compensation for their time and effort that promotes and benefits the entire campus or community (i.e. Blood Drive, Adopt-A-Highway, Winter Festival, Assisting in ASNIC special events or activities).

Funding may be limited because all NIC students are not eligible to join or attend due to restrictions set by the club.

D. ICC will submit a recommendation of the classification of all ASNIC Clubs to the ASNIC Board for approval.

## **SECTION 5.**

### **Funding Criteria**

**Clause 1.** The Intra-club Council will consider funding only those clubs that enhance the image of North Idaho College and/or will benefit all NIC students.

**Clause 2.** To be eligible for funding, a club must submit and update regularly:

A. A current Constitution and/or BYLAWS of the Club (on a yearly basis);

B. A current membership list, along with advisor's name and phone extension;

C. A current membership consisting of at least ten (10) NIC students, each carrying eight (8) credit hours or more;

D. A current list of club/organization officers, with their phone numbers or a contact source;

E. A current budget outlining income and expenses that are planned for the concurrent fiscal year;

F. At the second ICC meeting in February, or at a meeting specified by the ICC Chairperson, a proposed budget outlining intended goals, income and expenses for the following academic year must be submitted to the ICC. The ASNIC Vice President would then provide all information approved by the Intra-club Council to ASNIC Budget Committee for the final action.

G. Be an active member of the Intra-Club Council, with a representative in attendance at all bimonthly meetings.

H. Hold one activity per year that benefits the Associated Students of North Idaho College and one activity or project that will benefit the local community. Events should be open to ASNIC student body as a whole and must be pre approved by the ASNIC Vice President.

I. All sports oriented club members must be covered by a medical insurance policy. Club members may be covered by policies through their parents or guardians or have their own outside policy. No one will be allowed to participate or compete in any clubs activity until they have listed a medical insurance company and policy number on the official Club Sport Roster Form.

J. All clubs members desiring to participate in club activities or travel with a club must have a current school year's Assumption of Risk and Release of Liability form signed, witnessed, dated and turned into the ICC Chairman with the Travel Authorization and Risk Management Forms.

**Clause 3.** All expenditures of ASNIC allocated funds must follow North Idaho College's Policy #5.12 --expenditures of student activity fee funds.

## **SECTION 6.**

### **Funding Limitations**

**Clause 1.** ASNIC/ICC is not permitted and will not fund events and/or activities that are viewed or can be construed to be extensions of the classroom setting or educational program, testing for certification, or job placement efforts. Extensions of the classroom include, but are not limited to:

A. Field trips where club members are required to attend and class is dismissed due to the trip.

B. Trips to conventions, clinics, workshops and meetings where professional certification testing is performed and personal professional certification is obtained.

C. Trips required as part of any class curriculum.

**Clause 2.** Club funding used for purchase of alcoholic beverages is prohibited.

**Clause 3.** ASNIC/ICC is not permitted and will not fund charitable or no-profit events or organizations with student fee dollars. In the event that ASNIC/ICC sees fit to fund raise for a charitable or no-profit event or organization all money collected must be deposited into the ASNIC fund account with a written statement designating the exact amount collected and the title of the charitable or no-profit event or organization to which the funds will be given. This statement must include signatures from the ASNIC/ICC president and their advisor.

## **SECTION 7.**

### **Club Account Status:**

**Clause 1.** All clubs and organizations recognized by ASNIC must hold their financial accounts through the Auxiliary Services department with the ASNIC Financial Advisor, for them to continue to be recognized by ASNIC.

**Clause 2.** Outside accounts will not be permitted due to ASNIC audit procedures.

**Clause 3.** Failure to comply with the above two clauses will result in sanctions against the club or organization, to be determined by ICC/ASNIC Board.

## **SECTION 8.**

### **Allocation of Funds**

**Clause 1.** The maximum allocation per club from Intra-club Council funds will be as follows:

A. Newly recognized clubs/organizations are eligible to receive \$150 in seed money.

B. By the second ICC meeting in February, any clubs foreseeing significant budgetary increases for the following year shall make a request to the ICC Chairperson in order to prepare the budget for the following fiscal year.

i. The ICC Chairperson will then prepare a suggested ICC budget for the discretionary fund from which additional funding for clubs may be acquired. This proposed budget would then be submitted to the ICC during the first meeting in March.

ii. After presented, the ICC Chairperson will present the budget request to the ASNIC Budget Committee as required by Article III Section 5 in the ASNIC Bylaws.

iii. When the ASNIC board approves the ASNIC Budget, the ICC Chairperson shall revise the budget so the budget conforms to the funding provided by ASNIC.

C. Matching Funds-Clubs are encouraged to seek funding for operational expenses through fund-raising projects. ASNIC will match funds earned through projects up to a total of \$200.00 per fiscal year.

i. ASNIC will not match funds brought into the club by assessment of dues or fees.

ii. ASNIC will not match funds that are not deposited and accounted for through the ASNIC accounting system.

D. ASNIC/ICC may provide one (1) project grant request per fiscal year, not exceeding \$500, for each Club, for one (1) project which benefits North Idaho College, a majority of the students of NIC, and/or the community of Coeur d'Alene. All requests for project grants must be submitted to ASNIC one month prior to the event. ASNIC will process the requests and respond within two weeks.

E. ASNIC will reserve the option of co-sponsoring each club or organization up to \$300.00 for one (1) event per fiscal year, which will benefit the students of NIC and the campus community. All requests for co-sponsorships must be submitted to ASNIC one month prior to the event. ASNIC will process the requests and respond within two weeks.

F. Funds requested from the ICC over and above seed money, initial amounts, matching funds, project grants, and co-sponsorships shall be known as "additional funding".

**Clause 2.** Additional Funding-- Clubs who wish to receive funding from ICC beyond their base amounts, matching funds, grants, and co-sponsorships, or whom were not allocated initial funding or seed amounts for the fiscal year and are eligible to receive funds under active club criteria, may request additional funds in the following methods:

A. Funds under \$50.00- The ICC Chairperson may allocate funds from the Discretionary Fund (10-52159) for any club that submits a funds request form, and the club/organization meets all criteria set up for club funding. (See Section 3 and 4 of the Bylaws) These requests may not exceed \$200 per semester per club.

B. Funds \$50 to \$150-The club/organization must submit a funds request form to the Intra-Club Council, and approval may be allocated from the Discretionary Fund (H900) if the club meets all criteria set up for club funding. Only two of these requests may be granted per semester per club .

C. Over \$150-The club must submit a funds request form and a detailed explanation of the request to the Intra-Club Council, and the Intra-Club Council must then give their approval and direct the request to the ASNIC Student Board for final approval. The ASNIC Student Board has the final say on all non-budgeted fund allocations over \$150.

i. Possible requests for additional funds include, but are not limited to District, State, or National conferences/competitions where (a) member(s) of that club will represent NIC and/or ASNIC.

ii. Additional funds requests can be denied or modified as seen fit by ICC and/or ASNIC.

E. When the Chairperson of the Intra-Club Council deems it fit, in accordance with ASNIC/ICC funding guidelines and regulations, may veto a decision of ICC concerning funding.

F. If the funding request is denied by either the Intra-Club Council or the ASNIC Student Board, vetoed by the ICC Chairperson, or upon request for further information, the Club/Organization may resubmit the request to the ASNIC Student Board. This request will be placed on the agenda for oral presentation and discussion, at the next scheduled Board meeting. The ASNIC Student Board will then place the issue on the agenda for final approval or denial at the next scheduled ASNIC Board meeting.

**Clause 3.** In the event of requests that are not defined under the preceding paragraphs, the ASNIC Board may make provisions to negotiate funding with the College administration.

## **SECTION 9.**

### **Procedures Regarding Funds**

**Clause 1.** Funding Request Form - Must be completed prior to the use of any funds provided through ASNIC. Third form must have the authorization signature of the club President, Advisor, and ICC Chair before the Purchase Order will be written.

**Clause 2.** ASNIC Purchase Order - An ASNIC Purchase Order must be written prior to spending any funds allocated by ASNIC. The Purchase Order (PO) is an authorization for the club to charge the purchase and guarantees payment to that vendor by ASNIC. If a vender will not accept an ASNIC PO, a ASNIC Funds Request Form will be filled out with the appropriate signatures and turned into the Auxiliary Services Office for

Payment. PO's will not be written without first submitting a Funding Request Form to the Auxiliary Service Office.

**Clause 3.** Reimbursement Form - At times when PO's are not appropriate or unavoidable circumstances prevent their use, a Reimbursement Form may be submitted for payment of personal funds spent. This form must be submitted to Auxiliary Services Office with an appropriately filled out Funds Request Form and original receipts backing up any funds spent. Payment will not be made without the proper paper work to back up the expenditure. All requests must be submitted by Wednesday, 9 am. Checks will be written weekly on Thursday and will be available on Friday at 9 am.

**Clause 4.** Travel Funding - Any travel using ASNIC must be authorized in advance by submitting a Funding Request Form and a Travel Authorization Form to the ICC Chair.

A. College Vehicles - May be scheduled for use by ASNIC clubs/organizations in good standing. A Funds Request Form and Travel Authorization Form must be submitted to the ICC Chair prior to the use of any College vehicle. All expenses for the vehicle use will be charged to the ASNIC club budget by the Transportation Department. Scheduling and use of college vehicles is covered in the Handbook for College-Sponsored Transportation which can be acquired at the NIC Transportation Office.

B. Personal Vehicles - If college transportation is not available and use of a personal vehicle is necessary a Travel Authorization Form must be submitted to the ICC Chair prior to departure. At the completion of the trip a Reimbursement Form may be submitted and payment will be made at the current mileage rate. Please save all original receipts you may collect and attach them to the Reimbursement Form. The driver/owner of the vehicle used will be required to present, in advance, a valid drivers license and proof of liability insurance coverage of not less than \$300,000 unless otherwise approved.

C. Transportation Charters and Air Flights - An ASNIC Funds Request Form will be filled out with the appropriate signatures and turned into the Auxiliary Services Office where a PO will be written to the appropriate charter lines or air lines. Payment will be made upon receipt of the proper invoice.

## **SECTION 10.**

### **Suspension Disbanding of Clubs/Organizations**

**Clause 1.** At any time that a club fails to comply with the responsibility and/or obligations given to it by ICC/ASNIC the Chair of ICC will file a written complaint to the club in question, to ICC, and to the ASNIC

Board. ICC shall then conduct queries to determine if that club is in violation. If the club is found not to be in violation of responsibility and/or obligations given to it by ICC/ASNIC nothing more shall be done. If the club is found to be in violation, the ICC Chairperson will then place the club on suspended status.

**Clause 2.** Suspended Status shall affect a club in the following manner:

A. The suspended club's ASNIC account shall be closed to that club until such a time as that the club is let off of suspension.

B. The suspended club shall remain a member of ICC but as a nonvoting member only, the club shall retain the right to discuss matters before ICC but shall not have an actual vote until removed from suspended status.

C. The suspended club loses the ability to petition ICC/the ASNIC Board for additional funding.

D. A suspended club's privilege to use Student Union facilities will be limited to the ASNIC Conference room. This includes co-sponsoring facilities for outside organizations.

**Clause 3.** Length of suspended status:

A. The suspended club's status shall remain so for a semester, after such time ICC will review the club's progress, and report their opinion to the ASNIC Board. If the ASNIC Board feels that sufficient progress has been made then they shall vote to remove the club from suspended status, returning it to its original status, if not then the ASNIC Board shall vote to disband the club.

**Clause 4.** Effects of Disbanding:

A. A disbanded club loses all privilege granted to it by being recognized by ASNIC, including membership of ICC, the ability to petition the ICC/ASNIC Board for additional funding, and the ability to use campus facilities as would any other club.

B. A disbanded club can reapply for club status after a semester of being unrecognized by the ASNIC Board.

## **SECTION 11.**

### **Facility Usage**

**Clause 1.** Facilities Reservations - As a recognized club of ASNIC, meeting and activity facilities are available in the Edminster Student Union Building. To schedule facilities for club use a Facilities Use

Request Form must be completed and turned into the Auxiliary Services Office in the Student Union Building. Requests for space are on a first come first serve basis and may be scheduled on a semester basis only. Clubs who have held their meetings in a consistent manner will be granted priority in scheduling the next semester's meetings. Requests for facility use must be turned into the Auxiliary Services office no later than seven days prior to the date of use.

**Clause 2.** Facilities and College property, other than the Edminster Student Union, must be reserved through the Campus Events Committee. Contact the Director of Auxiliary Services for more information on this subject.

**Clause 3.** If granted permission to use the facilities and, if any, equipment or services the clubs agree to:

A. Abide by all policies, rules and regulations of the Board of Trustees regarding the use of College property of facilities and the conduct of persons in or on College property or facilities, whether now or hereafter adopted.

B. The use of property or facilities will not, in any way, interfere with the operations of North Idaho College or any of the programs or activities of the College. If required for College purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of property or facilities on short notice.

C. The activities to be conducted within the Student Union facilities shall be designed to foster the attainment of positive educational, cultural, recreational, social or civic goals and shall in no manner be directed to activities which involve or encourage the violation of local ordinances, state statutes or federal laws.

D. Alcoholic beverages will not be consumed or brought onto college property or used in its facilities.

E. Smoking in College facilities is prohibited.

F. No Posters, banners or other informational signs may be attached to walls, doors or windows. Necessary signs must be displayed on easels, bulletin boards, or other proper advertising displays.

G. Student Union property, facilities or equipment will be used in a careful prudent manner so as to prevent any loss, defacement or damage to them. Good order and discipline will be maintained.

H. No concessions or other items will be sold in or on college property unless approved in writing through Auxiliary Services.

I. Within one hour after the ending hour of use, the facility will be vacated and left in as good condition as when such use began. Unless payment is made for cleanup and cleanup is specifically requested, the property or facilities will be left in a thoroughly clean condition. Performance of cleanup by the College will not diminish any liability for damages.