

Internal Procedures: Clark Undergraduate Student Council Organizational Committee

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The Clark Undergraduate Student Council President is in charge of appointing certain CUSC members to the CUSC Organizational Committee. Listed below are the functions of the CUSC Organizational Committee, with notes and specifics about each initiative.

1. Membership and Expectations
 - a. Appointment
 - i. Members of the CUSC Organizational Committee will be appointed by the CUSC President at the beginning of each Council's term.
 - ii. At that time, the CUSC President will also appoint one of the members of the committee as the Chair. The President may also select one of the members to be the Vice-Chair.
 - iii. The CUSC Vice President will act as an advisor to the committee, providing helpful insights and opinions on the different functions, and participating in activities organized by the committee.
 - b. Expectations from Members
 - i. The CUSC Organizational Committee will meet at least once every two weeks to discuss goals and progress.
 - ii. The Advisor is expected to attend the majority of these meetings.
 - iii. If a committee member misses more than two meetings or fails to complete a task or meet expectations, it is to be reported immediately to the Advisor, who then must follow up with that member, and take further action, depending on the circumstances.
 - c. Records
 - i. The CUSC Organizational Committee will maintain an official binder that contains minutes from each meeting, as well as reports and photos of each event or initiative undertaken by the committee.
 - ii. Attendance and Minutes from each CUSC Organizational Committee meeting shall be recorded and stored in an official CUSC Organizational Committee binder, as well as the CUSC Organizational Committee folder in the cabinet stored in the CUSC Office.
 - iii. A copy of the records will be e-mailed to the CUSC Secretary.
 - d. Functions
 - i. The CUSC Organizational Committee is expected to perform each of the tasks listed below (#2-5).
 - ii. The CUSC Organizational Committee is expected to be open to new, constructive ideas, initiatives and changes to its functions.
2. Transportation
 - a. Student Council Bus to Boston

- i. The CUSC Organizational Committee will coordinate and monitor the bus to Boston.
 - ii. This requires one CUSC member to collect travel/emergency information of all students traveling on the bus and providing a copy to the University Police on the day of travel.
 - iii. The CUSC Organizational Committee will ask for a volunteer from CUSC to fulfill this job.
 - iv. In case of an increase of interest in traveling to Providence, the CUSC Organizational Committee will look into facilitating transportation to Providence as well.
 - b. Student Council Mall Shuttle
 - i. The CUSC Organizational Committee will monitor and publicize the Student Council Mall Shuttle, in conjunction with the Communications Committee.
 - ii. The shuttle will travel to Solomon Pond Mall on Fridays and the Shoppes at Blackstone Valley on Saturdays.
 - iii. The CUSC van will be used for the shuttle and SLP will coordinate the drivers of the van.
 - c. Student Council Athletic Van
 - i. The CUSC Organizational Committee will coordinate and monitor the Student Council Athletic Van.
 - ii. The van will travel to select off-campus sporting events including Club Sport competitions (eg. Ice Hockey games) and Rowing Regattas.
 - iii. The CUSC van will be used for this purpose, and the CUSC Organizational Committee will publicize this event in conjunction with the Communications Committee
 - iv. The drivers of this van may be coordinated by SLP, or the van may be driven by certified drivers in CUSC.
 - d. Student Council Airport Shuttle
 - i. The CUSC Organizational Committee will coordinate and monitor a shuttle to airports at the beginning of an extended break in the Clark University academic schedule.
 - ii. The shuttle will travel to both the Boston and the Providence airports, depending on interest.
 - iii. The shuttle will run on the days before Winter Break, Spring Break, and Summer Break, with a morning and afternoon trip to each airport.
- 3. Office Space
 - a. Evaluations of Office Space
 - i. The CUSC Organizational Committee will conduct an evaluation of the office spaces allocated to student groups for each academic year.
 - ii. The evaluation will take the form of a questionnaire distributed to all groups that currently have office space.

- iii. The groups will have two weeks within which to return the completed evaluations to CUSC.
 - b. Allocations of Office Space
 - i. The CUSC Organizational Committee will coordinate office space allocation applications in the month of February of each year.
 - ii. The application will take the form of a questionnaire available to all groups interested in office space.
 - iii. Office spaces will be allocated by a selection committee that includes the CUSC Organizational Committee as well as CU faculty and staff.
- 4. Student Organizations
 - a. Resolution of Group issues
 - i. The CUSC Organizational Committee will function with a goal of resolving any issues faced by Student Council affiliated organizations.
 - ii. This can be done through a variety of means determined by the Chair of the CUSC Organizational Committee – eg. Distributing student organizations among CUSC Organizational Committee members.
 - b. Student Group Assembly
 - i. The CUSC Organizational Committee will attend the Student Group Assemblies held by SLP.
 - ii. At Student Group Assemblies, the CUSC Organizational Committee members will offer their assistance in helping student groups resolve any issues, as well as participate in workshops (determined by SLP) concerned with better functioning of student organizations.
 - iii. The CUSC Organizational Committee will hold additional student group meetings as necessary.
 - c. Student Group of the Month
 - i. The CUSC Organizational Committee will announce one student group each month as Student Group of the Month.
 - ii. The group will be determined by the committee based on a review of the activities of the month with information provided by SLP.
 - iii. Factors in recipient determination include, but are not limited to, the following: number of events, number of attendees, consistency of event distribution, total budget and use of budget.
 - iv. This initiative, as well as the process of selecting the Student of the Month, will be publicized by the CUSC Organizational Committee at the beginning of the Fall and Spring semesters every year.
 - v. This group will receive a certificate as well as \$50 from the CUSC budget, if approved by a majority of CUSC members. If not, the \$50 will be provided from other avenues to be determined by CUSC.

- vi. Each decision for Student Group of the Month shall be widely publicized by the CUSC Organizational Committee, in conjunction with the Communications Committee.
 - vii. Awards will be created for September, October, November, December/January, February, March, and April.
5. Events Planning
- a. Fall Banquet
 - i. The CUSC Organizational Committee will organize a fall banquet for CUSC members and CUSC affiliates.
 - ii. The goal of this event is to recognize the students mentioned above for the hard work invested into representing the interests of the student body.
 - iii. The CUSC Organizational Committee will invite certain staff members to this event to help recognize the students.
 - b. Student Council Retreat
 - i. The CUSC Organizational Committee will organize an on-campus retreat for current CUSC members at the beginning of each Spring Semester.
 - ii. The retreat will focus mainly on getting to know each other better, group dynamics and team-building.
 - c. Student Council Closing Event
 - i. The CUSC Organizational Committee will organize an academic year closing event at the end of the spring semester.
 - ii. This event can take the form of a barbeque or some other event open to the Clark community.
 - d. Student Group Awards Night
 - i. The CUSC Organizational Committee will organize and host an Awards Night for student groups at the end of the spring semester.
 - ii. The CUSC Organizational Committee will obtain nominations for awards in both the fall and the spring semesters. The forms will be available through tabling.
 - iii. The CUSC Organizational Committee will poll the undergraduate student body as to their choices for award recipients based on the nominations provided earlier. The poll will be conducted in the spring through tabling.
 - iv. Award recipients will be determined by a group that includes the Chair of the CUSC Organizational Committee as well as CU faculty and staff.
6. Programming Cosponsorship Fund
- a. The CUSC Organizational Committee will vote on disbursing monies from the Programming Cosponsorship Fund.
 - b. The CUSC Organizational Committee will allocate cosponsorship grants to students and student organizations, as per the guidelines produced by the CUSC Organizational Committee, attached to this document.
7. Edits to the Internal Procedures

- a. The CUSC Organizational Committee is encouraged to revisit these Internal Procedures at least twice a year.
- b. Any edits must be run by the Advisor and approved by a majority of committee members.
- c. Any edits must be brought forth during a CUSC meeting and approved by a majority of CUSC members.

General Guidelines and Process for Allocation of Monies from the Programming Cosponsorship Fund

The PCF is considered a part of the Campus Programming Board, it provides necessary funds to co-sponsor campus-wide programs. The Clark Undergraduate Student Council Organizational Committee is responsible for assessing the validity of spending funds from PCF, as describe in Bylaw 501 Section 5a-c.

1. PCF Yearly Budget
 - a. The Organizational Committee will allocate no more than \$5,000 for September programming, no more than \$10,000 for co-sponsorship and no more than \$5,000 for emergency programming from the PCF
2. September Programming
 - a. During the month of September few student groups are fully active and operational significantly affecting the number of on-campus programs available to students.
 - b. To ensure regular on-campus programming during the month of September a specific portion of the PCF (listed above) will be used for on-campus programming for the month of September.
 - c. Should no other student group be available to co-sponsor September programs it is appropriate for PCF to sponsor their own events. However, the Organizational Committee will always attempt to find another student group to co-sponsor a program/event.
3. Co-Sponsorship
 - a. Student Groups
 - i. PCF is available to co-sponsor only **on-campus** programs with any student group regardless of Clark Undergraduate Student Council's recognition of the student group. The Office of Student Leadership and Programming must recognize the student group, in order to receive co-sponsorship.
 - ii. To receive co-sponsorship each student group must present their club budget report as well as their event budget report to the Organizational Committee.
 - iii. The Organizational Committee will allocate no more than \$300 to each student group seeking co-sponsorship.
 - iv. PCF co-sponsorship should ideally be used to fund the necessities of the program/event (i.e. officer detail, food, room fees, etc.). Nevertheless, requests from the PCF will be judged on a case-by-case basis.
 - v. To be eligible for co-sponsorship the student group must make the request to the Organizational Committee at least three days before their event.
 - b. Non Student Groups

- i. PCF is available to co-sponsor only on-campus programs with any Clark University affiliated non-student group providing the event/program is available to all Clark Undergraduate students.
- ii. To receive co-sponsorship each non-student group must present their group budget report as well as their event budget report to the Organizational Committee.
- iii. The Organizational Committee will allocate no more than \$250 to each non-student group seeking co-sponsorship.
- iv. PCF co-sponsorship should ideally be used to fund the necessities of the program/event (i.e. officer detail, food, room fees, etc.). Nevertheless, requests from the PCF will be judged on a case-by-case basis.
- v. To be eligible for co-sponsorship the student group must make the request at least three days before their event.

4. Emergency Programming

- a. Should there be no scheduled programming for a given weekend it will be up to the Organizational Committee's discretion to plan programs and find a student group(s) to co-sponsor the event.
- b. The Organizational Committee should always attempt to find another student group to co-sponsor an event, even if the Organizational Committee creates the initial plan for the program, funds it completely and the student group only provides students to help out.
- c. The Organizational Committee should allocate no more than \$500 from the PCF for each emergency program. However, should the Organizational Committee be unable to find another student group to co-sponsor an event it is appropriate for the Organizational Committee to allocate over \$500, if necessary.

5. Responsibilities of the Organizational Committee

- a. The Organizational Committee will ensure that the PCF follows the same general spending regulations as applied to the Student Activities Fund, noted in Money Matters.
- b. The Organizational Committee will inform the Office of Student Leadership and Programming of the details of each allocation immediately after each allocation to every student and non-student group.
- c. In the case of emergency programming the Organizational Committee will cooperate with the Office of Student Leadership and Programming to coordinate the program/event.
- d. The Chair of the Organizational Committee will report the balance of the PCF as well as recent spending on a regular basis to the entire representative Council, noted in Bylaw 501 Section 5c.

6. The Process to Receive Co-Sponsorship

- a. To receive co-sponsorship a representative from the student organization must fill out and submit a survey regarding the event in which the student organization is seeking co-sponsorship.
- b. The survey will ask for information on the amount requested, type of event, how many students will be attending, student group's budget, the event's budget, and some other questions to help the Organizational Committee make its allocation decision.
- c. The submitted survey will be sent electronically to the Organizational Committee Chair and will be used by the entire Organizational Committee to determine the appropriate PCF allocation.