AsLC Activities Council Bylaws

These Bylaws are in effect until the first business meeting of the 2014-2015 academic year, when the incoming ASLC Activities Council may decide to keep or modify them.

I. Membership Information

- Council Membership Responsibilities: Each member of the Council is a representative of the Linfield College student body. The two students-at-large vote on behalf of and will voice the concerns of the general student population. The ASLC club representative is the vote and voice of the clubs that are approved by the ASLC.

- Voting Rights: All members have the right to vote, unless there is a personal conflict of interest, such as a voting member attending a conference or benefiting from a contract. Proxy votes will not be allowed. Council members must be present to vote.

II. Funding Request Information

- Eligibility: Only ASLC and college sponsored clubs or organizations, not individual students/staff/faculty, are eligible for funding.

- Funding Requests: Funding request documents must be submitted by Monday at 5:00 pm, to be considered for the next day’s agenda. When submitted, proposals will be action items (voted on) the first week, unless otherwise stipulated.

- Reimbursements: When funding a reimbursement, up to 50% of the costs will be reimbursed, if approved. Requests to be reimbursed after an event has taken place will only be approved under the following conditions:

  1. They were given a prior approval that they could ask for the possibility of reimbursement post event.

  2. Under extremely special occasions (i.e. after an event has been approved for funding and an extra cost came into effect) they could ask for the possibility of reimbursement post event.

- Decision Making: The Chairperson’s responsibility shall be to conduct the meeting. The Chair shall rule on any procedural questions. The Chair’s decision can be overruled by a majority vote of the Council. Members of the Council must be recognized by the Chair in order to contribute input in respectful discussion of issues.

- Funding Process: After returning all appropriate funding request forms, at least one representative from the club, organization, or event must be present at all Activities Council meetings where information relative to the item is being discussed. If the Representative does not attend a required meeting, the agenda item will be tabled until the person informs the Chair that he or she would like to be on the agenda again. Also, the post-event worksheet must be filled out within one week following the event with receipts, or their club funds will be frozen and they will not be able to ask for any other funding from the Activities Council.
-Audio Visual Fees: Activities Council is available to pay the AV fees once per semester for a non-affiliated organization. Although, we as Activities Council, are not responsible for late fees or fees associated with the breaking of any of AV’s terms and conditions.

III. Violations of the Funding Policy:

A violation of the funding process has occurred (i.e. request for unapproved reimbursement) the council may enact any of the following options:

- The violating party may be asked to plan another event with the help of the Activities Council.

- A period of time may be stated that the violating party may not request funds from the Activities Council.

- A certain percentage of the money requested may be asked to be fundraised by the organization. This would happen without the monetary help of any other ASLC entity. (i.e. Cabinet Discretionary, Senate Discretionary) However the Activities Council can assist the organization in planning and possibly funding this fundraising activity.

IV. Exclusive Events

- Definition: An exclusive event is one that is not plausibly open to all students. It can either be specifically restricted to club members, or restricted to a specific group of students based on other attendance requirements. Conferences are considered exclusive events.

- Funding Eligibility: Each ASLC club is eligible for exclusive event funding. However, the number of such events funded by Activities Council for each club shall be limited to once a semester.

- Guidelines:
  - When funding exclusive events, Activities Council may fund up to 50% of the per person cost with a maximum of $250.

  - When funding conferences, Activities Council may fund up to 75% of the per person cost with a maximum of $500. Conference funding may not exceed $500. In order to be eligible for conference funding, the club must adhere to the following stipulations.

    a. All conferences must still be open to all club members. Activities Council will not fund events that are restricted to club leadership.
    b. The club must fundraise outside of ASLC for the event.
    c. A non-senior must attend the conference.
    d. The conference being attended must be in the club’s best interest, directly correlated with the goals of the club articulated in the club charter.
    e. More than one club member must attend the conference. Conferences for an individual’s personal experience will not be funded.
    f. Upon the return of club members from a conference they will be asked to present their experience (what they learned) in a special report to Senate.