Student Activities Council Bylaws

Funding procedures and stipulations must be followed to remain in good standing; failing to do so may result in funding being revoked.

ARTICLE I. Name and Affiliations

The name of the organization shall be known as the Student Activities Council or STAC.

ARTICLE II. Purpose

The Northern Arizona University Student Activities Council (STAC) provides financial and event execution support to registered student organizations, campus departments, and academic colleges for diverse events that enhance and enrich students' education and college experience on the Flagstaff Mountain Campus.

ARTICLE III. Council Proceedings

   I.   Meetings must consist of a majority of active STAC members in order to review and vote on proposals.
   II. Meetings will be facilitated by the STAC Chair.
   III. After a funding decision is made by STAC, the group requesting funds will receive email notification of the committee's decision within five (5) business days.
   IV. STAC members who are directly affiliated with the student organization, department, or college requesting funding will abstain from the decision-making process.
   V.   STAC advisors may provide guidance and advice but do not make the final decision on approval of funding.

Note: Opportunities for groups to present their proposal during the STAC weekly meetings will be offered on a case-by-case basis, depending on the complexity of the proposal. Groups must be able to meet during the scheduled weekly STAC meetings and proposal presentations will be scheduled accordingly by the STAC Chair.

ARTICLE IV. Approval of Budget Expenditures and Activity Programming

I. STAC's annual budget is contingent upon approved funding for the academic year.

    a. STAC's funding comes from fees paid by all active NAU students on the Flagstaff Mountain Campus.

II. No less than 50% of STAC's annual budget must be used to fund student organization events.

III. Approval of any budget expenditure and activity programming must pass with a majority vote by the council in favor of the expenditure and/or programming.

IV. Funding is not guaranteed when a funding proposal is submitted. A proposal must be approved by STAC to receive funding. Proposals may be funded fully, funded partially, or denied.

V. Funded events must meet the following guidelines:

    a. Proposals must be submitted a minimum of 45 calendar days prior to the event date. Late submissions will be denied.

    b. Funded events must take place on the Flagstaff Mountain Campus. Exceptions may be made if no suitable venues are available on campus.

    c. Funded events must be open to all NAU Flagstaff Mountain Campus students.

    d. The target audience should focus on the currently enrolled NAU Flagstaff Mountain Campus students, as this funding comes from NAU student activity fees that Flagstaff students pay.

    e. STAC cannot fund events that are organized to receive academic credit. Capstones, group projects, class assignments, and other academic projects are not eligible for STAC funding.

    f. Proposals must refer to a singular event or an event series with five (5) or fewer events of similar or related nature in the series.

        i. For groups requesting funds for more than five (5) events, separate proposals must be submitted to adhere to the maximum of five (5) related events per proposal.

        ii. STAC reserves the right to request groups to resubmit proposals if the events are distinct enough to require separate proposals.

    g. Events must be marketed widely to all students on the Flagstaff Mountain Campus through a variety of print and digital means. STAC has a required minimum marketing plan for all funded events. This requirement is detailed in Article V.

    h. STAC cannot allocate funds for gifts, awards, or contest prizes.

    i. Items intended as marketing for future events are not eligible for funding.

    j. Requests for events that raise funds for the student organization, department, or college, or for a charitable organization will be carefully reviewed by the committee to ensure compliance with university guidelines.

        i. STAC cannot provide funds for merchandise to be sold for profit.

  ii. STAC cannot fund items or services that will be used to fundraise.

  iii. If the primary goal of the event is to fundraise, STAC cannot fund the event.

    1. If there are small fundraising aspects of the event, such as an optional donation box, STAC can fund the event.

k. Requests for events which plan on paid ticketing will be carefully reviewed by the committee to ensure compliance with university guidelines.

  i. NAU Flagstaff students cannot be required to pay to attend and/or participate in a funded event. Funded events (and all funded activities therein) must be free for all NAU Flagstaff students.

  ii. Paid ticketing may be supported to cover the cost of the event.

  iii. Paid ticketing will not be supported to fundraise for the organization, department, or college or to cover future event costs.

  iv. Paid public ticketing will be required if the event involves STAC-funded catering for non-NAU public consumption. These ticket sales will reimburse the student fees used on the public.

    1. Ticket prices should be a price comparable to the cost of the catering per individual.

    2. Ticket sales will not be distributed to the group requesting funds. Ticket sales will be sent to STAC to be used for funded events.

  v. All ticketing must be organized through the [NAU Central Ticketing Office (CTO)](#).

l. STAC does not fund items to be kept by the organizing club/organization, department, or college. If reusable items are requested and funded, these items will be kept by STAC.

  i. STAC determines which items will need to be returned to STAC. This will be communicated with the group before purchased items are distributed to the group.

  ii. Reusable items purchased by STAC must be returned to the SUN Entertainment office (University Union Fieldhouse, room 139) during business hours and logged with the STAC advisors within 10 business days following the event.

  iii. Event supplies are not to be left with the STAC members running check-in at the event.

  iv. If the group fails to return these items to STAC, the group will be financially responsible for reimbursing STAC for the item's original purchase value. The group may also not be awarded funding for future events until the items are returned to STAC or until reimbursement to STAC for the items has been processed.

m. Funded items and activities must be available and free to all NAU student attendees.

n. If custom merchandise is requested, the STAC logo or an approved alternative must be used on the items.

VI. The maximum amount of any one (1) funding request is $10,000. If a group submits more than one proposal during the course of an academic year the total of all funds awarded shall not exceed $10,000.

    a. If a single proposal is submitted by multiple groups collectively, one (1) group must identify as the primary organizer. This group will sign the funding contract for the event.

    b. An exception to the $10,000 limit may be considered based on the potential and/or historic impact of an event on the student body. However, a single group can still only be awarded up to $10,000 over the course of an academic year. Thus, any proposal requesting over $10,000 must be a collaboration between multiple groups.

        i. Each group will need to submit separate proposals requesting funding for different aspects of the combined event. STAC requires this to keep track of individual group funding and proposal information.

VI. STAC encourages NAU organizations to seek ways for annual events to be self-sustaining.

    a. Subsequent funding requests for a similar event may be reduced or denied at the discretion of the committee. The committee may consider previous feedback from STAC/the organization/attendees and/or the cost per person based on attendance from the previous year.

    b. STAC recommends utilizing the following resources:

        i. ASNAU Club Headquarters, located inside of ASNAU's office (University Union, rm 206)

            1. Club Headquarters is free to all enrolled NAU Flagstaff undergraduate student clubs and organizations.

            2. Those interested can learn more about services and materials available on the [Club Headquarters webpage](#).

        ii. Get Involved Lounge, located inside of the Dean of Students office (University Union, rm 104)

            1. The Get Involved Lounge provides resources and guidance, crafting supplies, event planning support, and more.

            2. Those interested can learn more about services and materials available on the [Get Involved Lounge webpage](#).

        iii. ASNAU Reimbursement

1. The ASNAU reimbursement is a service funded by the 23 Fee and is provided to all Flagstaff undergraduate students and clubs/organizations of NAU.
   a. ASNAU provides funding for enrichment activities such as attending conferences, seminars, and workshops or organizing events based on the club's or individual's interest.
   b. Clubs and organizations can receive up to $2,000 per year.
   c. Individuals can receive up to $1,000 per year.
2. Those interested in applying for this fund can learn more on the ASNAU webpage for Reimbursements.

iv. Room Reservation Funds
1. ASNAU and STAC are providing up to $3,000 per club per semester to cover room reservation costs.
2. Clubs interested in utilizing these funds should follow the instructions listed under Room Reservation Costs on the Student Organization Funding page on the Office of Leadership & Engagement's website.

v. Sodexo Programming Funds
1. Student organizations can apply for a $500 fund ($250 per semester) to help supply food via Sodexo/NAU Catering at their event.
2. Those interested in applying for these funds should complete a student programming fund application, which can be found on the Student Organization Funding page on the Office of Leadership & Engagement's website.

vi. Lumberjacks Thrive Student Grants
1. The Lumberjacks Thrive Grant (through NAU Foundation) supports community-building between student organizations and alumni. Any registered student club or organization that intends to facilitate an event focused on student-alumni connections and engagement can participate.
2. Those interested in applying for these grants should submit a grant application through the Lumberjacks Thrive Student Grants page on the NAU Foundation website.
   a. Grant applications must be submitted a minimum of 8 weeks prior to the event.

vii. Jacksfunder (through NAU Foundation)
1. Jacksfunder is the NAU Foundation crowdfunding tool, available to members of the NAU community looking to raise $2,500 to

$15,000 in support of projects that drive student engagement, new research, and other efforts to advance NAU.

    2. Those interested in Jacksfunder can [submit an application online](#) or reach out to Debra.Floyd@nau.edu for more information.

VII.   All proposals must include email approvals from appropriate entities. Proposals submitted without these necessary approvals will be denied.

    a. Student clubs/organizations must upload email approval from their organization advisor.

    b. Campus departments must upload email approvals from their Director and AVP/VP.

    c. Academic colleges must upload email approvals from their Chair and Associate Dean/Dean.

VIII.   Proposals for fall semester events will be accepted prior to the start of the semester, beginning the first Monday of April. Proposals for spring semester events will be accepted prior to the start of the prior fall semester, beginning the first Monday of August.

    a. Proposals will be reviewed for funding in the order they are received beginning at the first STAC meeting of the fall semester or during the next regularly scheduled STAC meeting.

IX.   Due to the make-up of STAC as a student committee, STAC will not review requests over the summer or winter breaks.

VII.   If funding is approved for a proposal, the event coordinator (and the advisor for the student organizations) must meet with a STAC advisor and STAC Chair to arrange for direct payment or reimbursement of expenses and to sign a STAC funding contract.

    a. A STAC funding contract must be signed by the event coordinator, the student organization advisor (as applicable), the STAC Chair, and a STAC advisor before STAC funds can be utilized.

    b. Campus departments and academic colleges only need an event coordinator to attend this meeting. However, proper approvals from the Director and VP/AVP (for departments) and the Chair and Associate Dean/Dean (for colleges) are still required for all department and college proposal submissions.

ARTICLE V. Expectations of Funded Groups

1. Groups are required to communicate with STAC, the STAC Chair, and the STAC advisors in a timely manner. Groups must reply to emails within 2 business days.

    a. If there is a significant lack of communication from the group requesting funds, STAC may make the decision to revoke funds.

2. Based on your group's identity, please abide by the following:

a. The following procedures must be followed for registered student organizations requesting STAC funding.
   i. Student organizations must submit a True Blue Connects Event Form and have it fully approved prior to the event taking place.
      1. Student organizations must work with Unions & Activities and the Office of Leadership & Engagement to ensure approval is made in advance of the event taking place.
      2. Student organizations are encouraged to submit a True Blue Connects Event Form before submitting a STAC funding proposal.
   ii. Email approval from the specific organization's advisor must be uploaded with any funding proposal.
b. The following procedures must be followed for NAU campus departments requesting STAC funding.
   i. Campus departments must submit a Campus Event Form and have it fully approved prior to the event taking place.
      1. Departments must work with Unions & Activities to ensure approval is made in advance of the event taking place.
      2. Departments are encouraged to submit a Campus Event Form before submitting a STAC funding proposal.
   ii. Email approval from the specific department's Director and AVP/VP must be uploaded with any funding proposal.
c. The following procedures must be followed for NAU academic colleges requesting STAC funding.
   i. Academic colleges must submit a Campus Event Form and have it fully approved prior to the event taking place.
      1. Colleges must work with Unions and Activities to ensure approval is made in advance of the event taking place.
      2. Colleges are encouraged to submit a Campus Event Form before submitting a STAC funding proposal.
   ii. Email approval from the specific college's Chair and Associate Dean/Dean must be uploaded with any funding proposal.
3. Groups receiving funding for catering MUST meet with the NAU Catering Office to discuss how to best utilize the funds awarded to them for catering.
   a. Groups are required to participate in the Louie's Leftovers program for all catering orders.
   b. If a group places a catering order that exceeds the awarded funds for catering, the group will be responsible for paying all remaining costs after STAC's payment.
4. Vendor documentation (e.g. Vendor Authorization Form, Quotes, Invoices, Certificates of Insurance, Contracts, etc.) must be provided to STAC by the requesting group as soon as possible, as they are expected to be in communication with their desired vendors.

a. Groups must provide necessary documents as soon as possible, at least three (3) weeks prior to the event start date. Providing documents late will cause delays for contracts and payments, and possibly even prevent payment if provided too close to the event date.

b. STAC is not responsible for contacting vendors or gathering documentation on the group's behalf. STAC is only responsible for payment of items/services.

5. Groups are expected to adhere, at a minimum, to the following marketing plan.

a. As soon as possible (at least 4 weeks prior to the event): Send all marketing designs to STAC@nau.edu for approval. Designs must be approved by [Student Affairs Strategic Initiatives (SASI)](#) before they can be distributed.

    i. SASI reviews marketing designs to ensure that they are accessible and permissible to be distributed across campus in print and digitally.

b. As soon as designs are approved: Display marketing on digital signage screens across NAU campus.

    i. STAC can assist with sending designs to Digital Signage.

c. Two (2) weeks prior to the event: Put up at least twenty-five (25) 8.5x11" or 11x17" posters across campus buildings with building manager approval.

d. Two (2) weeks prior to the event: Post a social media-friendly version of the poster onto the group's social media page (e.g., Instagram, Facebook) at least once to their feed and once to their story.

    i. Groups must tag STAC on Instagram (@nau_stac) and use appropriate language & hashtags on their posts.

    ii. Groups must review and adhere to the [NAU Social Media Guidebook](#) before posting to social media.

e. In the two (2) weeks leading up to the event: Participate in at least two (2) tabling sessions, which can be scheduled with NAU Unions & Activities.

    i. Clubs/student organizations should utilize True Blue Connects to schedule tabling sessions.

    ii. Departments and colleges should utilize the online Campus Event Information form. This is the same form that departments and colleges use to submit typical event requests.

f. These required marketing costs will be covered by STAC and will not count towards the amount of awarded funds. Any additional desired marketing efforts and associated costs should be included in the group's proposal and budget sheet.

6. A completed event follow-up form must be submitted to STAC within ten (10) business days after a funded event.

a. If a group fails to submit the event follow-up form, they may not be awarded funding for future events and may be responsible for reimbursing STAC for any used funds.

7. If the group fails to follow the requirements stated in these Bylaws, STAC may make the decision to revoke any or all awarded funds following proper warnings.
    a. A group will receive a warning for their first infraction. The group will be responsible for amending their infraction as soon as possible in order to avoid warning sanctions and/or revocation of funds.
    b. If STAC funding is revoked, any reimbursement/transfer of funds will not occur, and the group may be financially responsible for reimbursing STAC for any funds used.
    c. Groups with multiple and/or sustained infractions may also be placed under warning sanctions. Sanctions are determined by STAC. Sanctions may include, but are not limited to, the following:
        i. Reduced maximum funding for the remainder of the academic year and/or following academic year.
        ii. Ineligibility for future STAC funding for the remainder of the academic year and/or the following academic year.

ARTICLE VI. Selections and Duties of STAC Members

I. A minimum of five (5) and a maximum of nine (9) STAC members will be selected by an open application process each spring semester for the upcoming academic year. Unoccupied seats will reopen to students as needed.

II. Selection committee will consist of the STAC advisors and the STAC Chair.

III. All STAC members must be enrolled as full-time NAU Flagstaff students and maintain a minimum cumulative 2.0 GPA.
    a. STAC advisors will check GPAs at the end of each semester.
    b. In the situation a member has a GPA which falls below a 2.0, the student and the advisors will collaboratively come up with a work plan for the student, including a timeline for academic improvement.

IV. Members must agree to the following:
    a. To represent the needs and concerns of the student body at large, rather than member gain or needs.
    b. To attend all regularly scheduled weekly meetings. Weekly meeting times will be scheduled at the end of each semester.
        i. Fall 2024 meeting times are Tuesdays and Thursdays, 8-9am.
    c. To provide a minimum of 24-hour advanced notice for a missed meeting and miss no more than three (3) meetings per semester. Members should inform the advisors as soon as they know they will miss a meeting.
    d. To work the check-in table for a minimum of three (3) STAC-funded events each semester and submit a completed event feedback form for each event to the advisors within ten (10) days after the event.

e. To stay at an event for the entirety of the shift scheduled.
- i. Shifts will be determined by the advisors. An event shift is typically thirty (30) minutes before the event until the end of the event or an agreed upon time.

V. One member will be appointed as the STAC Chair via an application process at the end of each Spring semester or as needed if the position becomes vacant.

VI. Any member is subject to review by the advisors and STAC Chair for the following: excessive absences, poor academic performance, unprofessional behavior, and/or any other behaviors as deemed unacceptable by the advisors.
- a. After review, a member may receive a warning, put on warning sanctions, or be dismissed from the council by the advisors.
- b. Terms of sanctions are determined by the advisors.
- c. If a member is dismissed, they can apply to be on the council for the next year.

VII. All members will abide by the NAU Student Code of Conduct.

ARTICLE VII. Membership

I. Roles and responsibilities of all STAC members
- a. To maintain a team approach where the committee works toward common goals providing financial support for events that enrich the student experience.
- b. To show respect for all presenters, members, and advisors, and all ideas presented.
- c. To maintain an unbiased, consistent, and professional approach to all proposals.
- d. To actively participate in discussions throughout selection process.
- e. To make funding decisions in the best interest of the student body at large.
- f. To keep all committee discussions confidential.
- g. To acknowledge all final decisions, regardless of disagreement, as team decisions.
- h. To communicate absences with advisors and the STAC Chair when unable to attend due to sickness, family emergency, or other extenuating circumstances, as attendance is critical.
- i. To exhibit professional behavior at all STAC-funded events.
- j. To participate in event planning processes for STAC-funded events.
- k. To consider a broad range of viewpoints in decision making, consistent with representing diverse student interests and supporting events that contribute to inclusivity of all students.

II. The following roles and responsibilities may be assigned to STAC members.
- a. The STAC Chair will be appointed by the advisors and will have additional duties including, but not limited to, the following:
  - i. To monitor the STAC email account.
  - ii. To communicate with proposal submitters regarding their proposed events and answer any general questions about STAC policies and processes.

        1. To contact groups with funding decisions via email.
    iii. To lead all committee meetings.
    iv. To schedule submitters to present their proposal to STAC and notify STAC members of proposal presentation dates.
    v. To assist the STAC advisors with scheduling STAC members to attend STAC-funded events and track their attendance.

b. The STAC Secretary(s) will be appointed by the advisors and will have additional duties including, but not limited to, the following:
    i. To take notes at all meetings regarding reviewed proposals, department updates, etc.
    ii. To review the STAC budget with the STAC advisors to track spending.
    iii. To ensure Microsoft Teams is organized.
    iv. To execute email/phone call/in-person outreach with various campus entities when needed.
    v. To maintain event items & inventory list and keep storage room organized and clean.

c. The STAC Social Media team will be appointed by the advisors and will have additional duties including, but not limited to, the following:
    i. To manage the Instagram account for STAC (@nau_stac).
    ii. To consistently create content that helps market STAC and STAC-funded events (e.g., story, feed, and reel posts).
    iii. To partner with different campus entities to ensure created content is accurate, engaging, and fun, and meets NAU marketing standards.
    iv. To post event flyers and event pictures as requested by the STAC Chair or advisors.
    v. To respond to questions, comments, and direct messages received on Instagram in a timely and professional manner.
    vi. To review platform analytics and share information with supervisors and STAC committee.

d. The STAC Marketing & Design team will be appointed by the advisors and will have additional duties including, but not limited to, the following:
    i. To review marketing materials for STAC-funded events to ensure STAC logo is used appropriately, and designs meet NAU marketing standards.
    ii. To send designs to SASI for approval using their designated forms and processes.
        1. To communicate with the STAC advisors to get email approval for each design to upload in the SASI request.
    iii. To assist and communicate with groups about marketing/design for their STAC-funded events.

iv. To create marketing designs/other materials for STAC-funded events and general STAC usage.

v. To hang posters to advertise events in different facilities across campus.

vi. To partner with different campus entities to ensure created content is accurate, engaging, and fun, and meets NAU marketing standards.

ARTICLE VIII. Selection and Duties of the STAC Advisors

I. Two advisors shall be appointed by the Unions & Activities and Leadership & Engagement offices. Advising STAC is only one component of the advisor's role; advisors will still have to perform the job responsibilities of their primary role within their home department.

II. STAC advisors must agree to the following:

a. To ensure STAC members fulfill their duties as representatives of the student body.

b. To provide appropriate guidance to STAC committee regarding funding decisions.

c. To guide and support STAC members through event planning processes.

d. To distribute proposals and updated budget at all meetings.

e. To represent STAC professionally as needed for large-scale, campus-wide event involvement.

f. To advise student organizations, departments, and colleges in regard to event planning processes and requirements.

   i. While STAC will advise groups on event planning processes, it is ultimately the responsibility of the student organization, department, or college to do proper research on the items, services, and outside professionals they wish to involve in their event.

   ii. With the required email approval uploaded in the group's funding proposal, it is confirmed that the appropriate entities (listed below) have approved the items, services, and outside professionals that will be involved in the event.

      1. Student clubs and organizations must have Club Advisor approval.
      2. Campus departments must have Director and AVP/VP approvals.
      3. Academic colleges must have Chair and Associate Dean/Dean approvals.

g. To make payments, place orders, and initiate Purchase Requests as necessary for approved events.

   i. To reconcile Purchasing Card purchases and retain documentation as needed.

   ii. To use and distribute the STAC speedchart responsibly to allocate funds for awarded events

   iii. To manage purchased items that require delivery to a STAC advisor's office. Items must be picked up by the requesting group prior to the event.

     1. Certain exceptions can be made regarding delivery address, such as delivering large packages to Facility Services or to an on-campus office. This decision will be made by the STAC advisors.

  h. To ensure funded groups provide final event receipts and reports in a timely manner and reconcile event balance.

ARTICLE IX. Amendments to STAC Bylaws

  I. The STAC Bylaws shall be reviewed at least annually at the end of each academic year.

Funding procedures and stipulations must be followed to remain in good standing; failing to do so may result in funding being revoked.