NAU NORTHERN ARIZONA UNIVERSITY

Student Activities Council

Guiding Principles

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 support to NAU student organizations and departments for events which enhance and enrich students' lives on the Mountain Campus through a presentation of their proposal and an approval from the council.

ARTICLE III. 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 Advisor(s) in consultation with current council members in good standing.

III. All STAC members must be enrolled as full-time NAU students and maintain a minimum cumulative 2.0 GPA.
   a. STAC Advisor(s) will check GPAs at the end of each semester.
   b. In the event a member has a GPA which falls below a 2.0, the Advisor(s) will 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.
   b. To attend all regularly scheduled meetings. Weekly meeting times will be scheduled at the end of each semester.
   c. Members may miss a maximum of three meetings per semester with at least 24 hours prior notice.
   d. Members must attend at least three STAC-funded events each semester and submit a completed event feedback form to the advisors within 10 days after the event.
   e. Members will stay for the entirety of the shift scheduled for the event.
      i. A shift is considered 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. The STAC Chair will have additional duties including, but not limited to, the following:

    a. Monitor the STAC email account.

    b. Communicate with groups regarding their proposed events and answer any general questions about STAC policies and processes.

    c. Schedule groups to meet with STAC to present their proposals and notify STAC members of proposal presentation dates.

    d. Lead all committee meetings.

    e. Schedule STAC members to attend STAC-funded events and track their attendance.

    f. Review marketing materials for STAC-funded events to assure STAC logo is used appropriately.

VI.   Any member is subject to review by the advisor(s) and STAC Chair for the following: excessive absences, poor academic performance, unprofessional behavior, and/or any other behaviors as deemed unacceptable by advisor(s).

    a. After review, the member can be put on probation or be dismissed from the council by the advisor(s).

    b. Terms of probation are determined by the advisor(s).

    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 IV. Membership

I.   Role and Expectations of Members

    a. Maintain a team approach where the committee works toward common goals providing financial support for events that enrich the student experience.

    b. Show respect for all presenters, members, Advisors, and all ideas presented.

    c. Maintain an unbiased, consistent, and professional approach to all presentations.

    d. Actively participate in discussions throughout selection process.

    e. Make funding decisions in the best interest of the student body.

    f. All committee discussions are considered confidential.

    g. All final decisions, regardless of disagreement, are a team decision.

    h. Attendance is critical; therefore, it is vital that all members communicate with Advisor(s) and the STAC chair when unable to attend due to sickness, family emergency, or other extenuating circumstances.

    i. Maintain a professional image at all STAC-funded events.

    j. Participate in event planning processes for STAC-funded events.

    k. Diversity and inclusion are important values to STAC and these values will incorporated in membership and decisions.

ARTICLE V. Selection and Duties of the STAC Advisor(s)

I.   Advisor(s) shall be appointed by the Vice President of Student Affairs.

II.   STAC Advisor(s) must agree to the following:

a. Ensure STAC members fulfill their duties as representatives of the student body.
b. Distribute proposals and updated budget at all meetings.
c. Advise student organizations and departments in collaboration with the Appropriations Committee of proposal presentation procedures.
d. Provide appropriate guidance to STAC committee regarding funding decisions.
e. Guide and support STAC members through event planning processes.
f. Contact presenters with STAC funding decisions.
g. Ensure grantees provide final event receipts and reports in a timely manner and settle event balance.

ARTICLE VI. Council Proceedings

I. Quorum will consist of a minimum of two thirds (2/3) of active members.
II. Meetings will be facilitated by the STAC Chair.
III. Members will introduce themselves before each presenter.
IV. Presenters will be allocated five (5) minutes to expand on their request. The committee will then have five (5) minutes to ask follow-up questions to the presenters.
V. The group requesting funds will receive notification of the committee's decision within five (5) business days via email.
VI. Members who are directly affiliated with the student organization or department requesting funding will abstain from the decision-making process.
VII. Advisor(s) may provide guidance and advice but do not make the final decision on approval of funding.

ARTICLE VII. Approval of Budget Expenditures and Activity Programming

I. STAC's annual budget is contingent upon approved funding for the next academic year.
II. Not less than 50% of STAC's annual budget must be used to fund student organization sponsored events.
III. Approval of any budget expenditure and activity programming must pass with a majority vote in favor of the expenditure and/or programming.
IV. Funded events must meet the following guidelines:
    a. Must take place on the Flagstaff Mountain Campus. Exceptions may be made if no suitable venues are available on campus.
        i. Due to Covid-19, STAC will consider funding virtual events. The event will still need to appeal to the entire student population and be marketed broadly.
    b. Must be open to all students and intended to appeal to a wide range of Flagstaff Mountain Campus student interests or areas of study.
    c. The target audience should focus on the currently enrolled NAU students, as this funding comes from NAU student fees.
    d. STAC cannot allocate funds for charitable organizations, gifts, awards, or contest prizes.
    e. Additional scrutiny will be placed on requests for events that raise funds for the sponsoring student organization or department, or for a charitable organization.

f. Additional scrutiny will be placed on events which plan on ticketing, even more so on ticketed events intended to fundraise.
   i. Ticketing may be supported to cover the cost of the event,
   ii. Ticketing will not be supported to fundraise for the organization or department or to cover future event costs.
g. STAC does not fund items to be kept by the sponsoring organization or department. If reusable items are requested and funded, these items will be kept by STAC.
h. Items intended as marketing for future events, or to fundraise for the organization or department, are not eligible.
i. Funded items or activities must be available to all event attendees.
j. Student Organizations must submit a True Blue Connects Event Form and have it fully approved prior to the event taking place to receive funding. Student Organizations must work with Unions and Activities to ensure approval is made well in advance of the event taking place. Student Organizations are encouraged to submit a True Blue Connects Event Form before submitting a STAC funding proposal.
k. Departments must submit a Campus Event Form and have it fully approved prior to the event taking place to receive funding. Departments must work with Unions and Activities to ensure approval is made well in advance of the event taking place. Departments are encouraged to submit a Campus Event Form before submitting a STAC funding proposal.
l. Funding procedures and stipulations must be followed to remain in good standing; failing to do so may result in funding being revoked.

V. The maximum amount of any one (1) funding request is $10,000. If a group or department 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 an event is co-sponsored, one group or department must identify as the primary sponsor.
   b. In the event a department and club submit a proposal together, the department is automatically considered the primary sponsor.
   c. Organizations can "partner up" on a proposal to request more than $10,000 for a single event. However, each organization can still only be awarded up to $10,000 over the course of an academic year.
      i. Groups 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. Subsequent funding requests for a similar event may be reduced or denied at the discretion of the committee, substantially determined by the cost per person based on attendance from the previous year.

VII. 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 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.
VIII. Due to the make-up of STAC as a student committee, STAC will not review requests over the summer or winter.
IX. If funding is approved for a proposal, the event coordinator (and advisor for student organizations) must meet with the STAC advisor(s) to arrange for direct payment of expenses or to reimburse the group.
X. A registered student organization must be present with their staff/faculty advisor or their appointee during the STAC meeting or the funding meeting. A completed event follow-up form must be submitted to STAC within ten (10) business days after a funded event or no transfers or reimbursement of funds will occur.
    a. Event follow-up reports will be considered heavily by the committee when reviewing future funding proposals from the same group.
    b. If a group fails to submit the event follow-up form, they may not be awarded funding for future events.

ARTICLE VIII. Amendments to Guiding Principles

I. Guiding Principles shall be reviewed by the STAC committee at least annually at the end of each academic year.
II. Changes to the guiding principles may be proposed by any member of the STAC committee and must be approved by a 2/3 vote of the active members.

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