

Student Activities Council

Student Activities Council Operational Bylaws

This document outlines the Operational Bylaws by which the Student Activities Council functions, including council proceedings, membership selection and responsibilities, and advisor selection and responsibilities.

Name and Affiliations

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

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 NAU Flagstaff Mountain Campus.

Council Proceedings

1. Meetings must consist of a majority of active STAC members in order to review and vote on proposals.
2. Meetings will be facilitated by the STAC Chair or Vice Chair.
3. 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.
4. STAC members who are directly affiliated with the student organization, department, or college requesting funding will abstain from the decision-making process.
5. 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 or Vice Chair.

Selections and Expectations of STAC Members

1. 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.
2. Selection committee will consist of the STAC advisors and the STAC Chair.
3. All STAC members must be enrolled as full-time NAU Flagstaff Mountain Campus 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.
4. 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 2025 meeting times are Mondays 9am-10am (via Microsoft Teams) and Fridays 12pm-1pm (in-person).
 1. Members must have their cameras on during virtual Monday meetings.
 2. Members must attend Friday meetings in person. Virtual attendance will not be permitted for Friday meetings.
 - ii. Spring 2026 meeting times will be determined at the end of the Fall 2025 semester.
 - c. To provide a minimum of 24-hour advanced notice for any meeting absences and miss no more than four (4) meetings per semester. Members should inform the advisors and STAC Chair as soon as they know they will miss a meeting.
Excessive absences and any last-minute absences may result in a warning and/or mandatory performance review.
 - d. To attend any necessary training sessions, which may take place virtually via Microsoft Teams prior to the start of the fall and/or spring semesters. Meeting times for training sessions would be determined with member schedules and availability in mind.
 - i. Members must have their cameras on during virtual training sessions.
 - e. 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 two (2) weeks following the event.
 - i. Actual number of events worked per semester may vary based on the number of funded events per semester.
 - f. To stay at an event for the entirety of the shift scheduled.

- i. Shifts will be determined by the advisors. An event shift is thirty (30) to sixty (60) minutes before the event until the end of the event or an agreed upon time.
 - ii. Event shifts will be assigned based on members' submitted availability and posted to WhenToWork (or another university-designated scheduling application) approximately two (2) weeks in advance of the event date.
 - iii. Members must communicate any change to their availability to the STAC Chair and Vice Chair in advance as soon as possible. Any availability changes communicated less than two (2) weeks in advance may not be accommodated.
 - iv. Members agree to work all event shifts as assigned. If a member can no longer work an assigned shift, it is the responsibility of the member to find coverage for that shift and notify the STAC Chair and STAC advisors of this change a minimum of 24 hours in advance. Repeated missed shifts and any last-minute shift cancellations may result in a warning and/or mandatory performance review.
5. One member will be appointed as the STAC Chair following the member's employment and satisfactory completion of responsibilities as the STAC Vice Chair, at the time when the previous STAC Chair leaves the position due to graduation, voluntary resignation, or termination. If there is no currently appointed STAC Vice Chair, the STAC Chair position will be assigned via an open application and hiring process as needed when the position becomes vacant.
6. One member will be appointed as the STAC Vice Chair via an application and hiring process at the end of each Spring semester as needed or when the position becomes vacant due to graduation, voluntary resignation, or termination.
7. Any member is subject to review by the advisors and STAC Chair for the following: excessive absences, missed event shifts, 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.
8. All members will abide by the NAU Student Code of Conduct.

Roles and Responsibilities of STAC Members

1. All STAC members are responsible for the following:
 - 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 complete proposal questionnaires for all received proposals in advance of meetings and to actively participate in discussions throughout selection process.

- i. To submit completed proposal questionnaires via email to STAC@nau.edu upon completion prior to weekly meetings.
 - ii. Failing to submit completed proposal questionnaires may result in a warning and/or mandatory performance review.
 - e. To make funding decisions in the best interest of the student body at large.
 - f. 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.
 - g. To keep all committee discussions confidential.
 - h. To acknowledge all final decisions, regardless of disagreement, as team decisions.
 - i. To communicate absences with the STAC Chair and advisors when unable to attend any meeting, training, event shift, or other scheduled shift due to sickness, family emergency, or other extenuating circumstances, as attendance is critical.
 - j. To complete and submit all necessary and applicable task checklists every week during the fall and spring semesters, including general member responsibilities and specific committee/role responsibilities.
 - i. To submit physical completed weekly checklists to the STAC Chair or Vice Chair in person at Friday meetings.
 - ii. Failing to submit physical completed weekly checklists or submitting incomplete checklists may result in a warning and/or mandatory performance review.
 - k. To exhibit professional behavior at all STAC-funded events.
 - l. To participate in event planning processes for STAC-funded events as determined by general membership, committee/role responsibilities, or other tasks as assigned by the STAC advisors.
- 2. 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, respond to incoming communication, and send any outgoing communication via this email account.
 - ii. To communicate with proposal submitters via email 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 assist the STAC advisors in communicating with groups regarding their funded events and any event planning support needed via email.
 - 1. To communicate and collaborate with the STAC Vice Chair to delegate tasks regarding STAC functions and event planning support to the appropriate STAC members and committees.
 - iv. To assist the STAC advisors in keeping the Microsoft Teams channel organized.
 - v. To lead all STAC weekly meetings.

- vi. To schedule submitters to present their proposal to STAC and notify STAC members of proposal presentation dates.
 - vii. To schedule and attend STAC funding meetings with funded groups and the STAC advisors.
 - viii. To assist the STAC advisors and Vice Chair with scheduling event shifts and assigning STAC members to those shifts, and to assist in tracking STAC member attendance at weekly meetings and event shifts.
 - ix. To attend all scheduled meetings held with the STAC Chair, Vice Chair, and advisors.
 - x. To provide training and support to the STAC Vice Chair in collaboration with the advisors, such that the Vice Chair will be adequately prepared to take over the STAC Chair role when the time comes.
- b. The STAC Vice Chair 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 email meeting notes to all STAC members and advisors following each weekly meeting.
 - iii. To collaborate and communicate with the STAC Chair to delegate tasks regarding STAC functions and event planning support to the appropriate STAC members and committees.
 - iv. To send weekly task deadline notifications and reminders to committees, to ensure that tasks relating to STAC functions and event planning support are handled in a timely manner.
 - v. To attend STAC funding meetings with funded groups, the STAC Chair, and the STAC advisors as available.
 - vi. To send emails including the mandatory post-event reflection survey link to funded groups within three (3) days before or after the event end date.
 - 1. To include notification of the survey completion deadline of two (2) weeks after the event end date or the send date of the email, whichever is later.
 - 2. To review completed surveys, upload a copy to the corresponding event folders in Microsoft Teams, and send survey reminder notifications to funded groups as necessary.
 - vii. To assist the STAC Chair and advisors with scheduling event shifts and assigning STAC members to those shifts, and to assist in tracking STAC member attendance at weekly meetings and event shifts.
 - viii. To attend and take notes at all scheduled meetings held with the STAC Chair, Vice Chair, and advisors, and to email these meeting notes to each of those listed individuals.
- 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 respond to questions, comments, and direct messages received on Instagram in a timely and professional manner.
 - iii. To consistently create content that helps market STAC and STAC-funded events (e.g., story, feed, and reel posts).
 - 1. To post event flyers and event pictures in a timely manner.
 - 2. To attend funded events and create content during and following these events to post to social media.
 - 3. To create event recap posts and/or videos and post to social media.
 - 4. To post to Instagram Stories at least once weekly per committee member.
 - 5. To post any important deadlines relating to STAC functions.
 - 6. To adhere to a social media calendar set up and maintained by the Social Media team.
 - iv. To respond to questions, comments, and direct messages received on Instagram in a timely and professional manner.
 - v. To partner with different campus entities to ensure created content is accurate, engaging, and fun, and meets NAU marketing standards.
 - vi. To review platform analytics and share information with supervisors and STAC committee.
 - vii. To meet weekly as a team to discuss tasks, delegating responsibilities, and any relevant information.
 - 1. To send notes detailing committee meeting tasks and accomplishments to the STAC Vice Chair via email (to STAC@nau.edu and their NAU email) each week.
- d. The STAC Marketing 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 designs meet all standards for accessibility, STAC logo use, and other requirements.
 - ii. To assist and communicate via email with funded groups about marketing for their STAC-funded events.
 - 1. To send any feedback from STAC and SASI to groups regarding marketing designs and necessary additions, removals, or edits.
 - 2. To communicate and ensure funded groups adhere to all requirements and deadlines of STAC's minimum marketing plan.
 - 3. To provide resources to funded groups to assist with their marketing designs, such as color contrast analyzers, typical requirements and instructions for aspects of marketing designs, and campus entities that can assist with creation of marketing designs.
 - iii. 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.
- iv. To distribute posters to advertise funded events in different facilities across campus.
- v. To send digital marketing materials to Digital Signage and other applicable campus entities to advertise funded events.
- vi. To create marketing designs and other materials for STAC-funded events and general STAC usage as needed.
- vii. To partner with different campus entities to ensure created content is accurate, engaging, and fun, and meets NAU marketing standards.
- viii. To meet weekly as a team to discuss tasks, delegating responsibilities, and any relevant information.
 1. To send notes detailing committee meeting tasks and accomplishments to the STAC Vice Chair via email (to STAC@nau.edu and their NAU email) each week.
- e. The STAC Events Committee team will be appointed by the advisors and will have additional duties including, but not limited to, the following:
 - i. To work the check-in table for a minimum of six (6) STAC-funded events each semester and submit a completed event feedback form for each event to the advisors within two (2) weeks following the event.
 1. Actual number of events worked per semester may vary based on the number of funded events per semester.
 - ii. To submit STAC-funded events to True Blue Connects for the purpose of tracking attendance.
 - iii. To maintain event items & inventory list and keep storage room organized and clean.
 - iv. To prepare necessary STAC event supplies in advance of each event, and to coordinate pick-up and drop-off of these supplies with the STAC members working each event.
 - v. To coordinate equipment loans, pick-ups, and drop-offs with funded groups prior to and following funded events.
 - vi. To work weekly office hours with fellow Events Committee members to gather necessary event supplies, maintain and organize inventory, and make any other necessary preparations for upcoming events.
 1. To send notes detailing office hour tasks and accomplishments to the STAC Vice Chair via email (to STAC@nau.edu and their NAU email) each week.

Selection and Duties of the STAC Advisors

1. 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.

2. 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, as scheduled with the STAC Events Committee and/or the advisors.
 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 process any transfers of funds or reimbursement requests as necessary for approved events or other expenditures.
 - i. To ensure funded groups provide final event receipts and reports in a timely manner and reconcile event balances.
 - j. To approve timesheets for STAC members on a biweekly basis as determined by the University.

Amendments to STAC Operational Bylaws

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