**COUNCIL OF CLUBS BYLAWS**

**Article I: Name**
The name of this organization is Council of Clubs. The Student Leadership Council’s governing documents supersede this document. Student Leadership Council will be referred to as SLC in this document. Linn-Benton Community College will be referred to as LBCC in this document.

**Article II: Object**
The object of the Council of Clubs is to serve as a central governing force bringing together all Linn-Benton Community College Student Life and Leadership approved clubs for resource appropriation, advocacy, and networking.

- a) To help ensure the greatest participation by students in club development and implementation at LBCC.
- b) To control and manage all Student Leadership Council funds appropriated to the Council of Clubs.
- c) To organize a combined club calendar for events, activities, and meetings.
- d) To approve new club charters.
- e) To review and make decisions about club grant requests.
- f) To consider one time talent grant requests for active Council of Club members.
- g) Appoint members to the LBCC College Council, Academic Affairs Council, Student Activities and Programs Committee, Diversity and Civic Engagement Council.
- h) Select two (2) members to serve on the Judiciary Board.

**Article III: Membership**

- **Section 1:** General membership is open to all recognized clubs, including those clubs pending recognition through Council of Clubs.
- **Section 2:** Voting membership is reserved for general members who are in good standing with Council of Clubs.
  
  Each Club is entitled to one vote.
- **Section 3:** Chair: The Student Leadership Council has appointed the Student Outreach Director to serve as chair to the Council of Clubs.
- **Section 4:** Executive Assistant: The Student Leadership Council has appointed the Executive Assistant to serve on the Council of Clubs for the purpose of maintaining minutes for all Council of Clubs meetings.

**Article IV: SLC Appointed Positions**

- **Section 1:** SLC appointed positions shall be: Chair, and Executive Assistant. Appointed members must attend all Council of Clubs meetings or have an SLC approved proxy with written outlines. The duties and powers of the officers shall be as follows:

  **A. Chair**
  1. Preside at all Council of Clubs meetings.
  2. Chair is a non-voting member, except in the event of a tie. In that event the chair casts the tie breaking vote.
3. Draft and distribute Council of Clubs meeting agendas and previous minutes not later than 24 hours prior to the meeting.
4. Interpret and ensure that all funding guidelines are being followed.
5. Appoint members, set time limits, tasks, and deadlines for subcommittees.
6. Proposal of the By-laws including changes and interpretations to Council of Clubs.
8. Adhere to all duties and responsibilities as set forth by Student Leadership Council governing documents.

B. Executive Assistant
1. Keep official minutes of meetings to include: Club attendance, Voting, proposals, general discussion, and funding requests and approvals.
2. Provide documents to Student Life and Leadership staff to post for public.
3. Maintain contact with designated club representatives concerning Council of Club status.
4. Keep the public calendar updated.
5. The Executive Assistant is a non-voting member of the Council of Clubs.

Article V: Meetings
Section 1: Meetings will be held according to Robert’s Rules of Order.
Section 2: All Council of Clubs’ meetings are open to the public.
Section 3: Meetings will take place on a recurring basis and are announced by the first week of each academic semester. The day and time shall be outlined in the SLC By-laws and may be changed by a majority vote from the SLC.
Section 4: Five (5) voting members of Council of Clubs shall constitute a quorum.
Section 5: A club representative may represent only one student club for voting purposes.
Section 6: Council of Clubs’ representative members may send a proxy to vote on their behalf or submit in writing their votes for specific actions.

Article VI: Voting
Section 1: Each club with a voting membership may have only one vote
Section 2: Voting methods will be determined by the Chair
Section 3: Definition of voting terms:
Yes: Those in favor of a motion
No: Those against a motion
Abstentions: Those not voting on a motion.

Article VII: Amending and Ratifying Council of Clubs By-Laws
Section 1: Amending the By-Laws
A. An amendment must be presented at a Council of Clubs meeting, but cannot be voted on or approved until the next Council of Clubs meeting.
B. An amendment will pass with a motion and a two thirds (2/3) majority vote.
Section 2: Ratifying the By-Laws and Amendments

A. To Ratify the By-Laws or amendments to the By-Laws, they must have been passed by the Council of Clubs and then presented and approved by the SLC.