



# Bylaws

## Article I - Awards

- A. Recipients of awards must be active members of the student government and/or campus clubs.**
- B. Recipients must follow the scholarship/award guidelines established by the Taft College financial aid department.**
- C. ASO General Award fund budget shall be \$1000 per club (if the budget permits).**
  - a. This fund shall be dedicated to club leaders in each club.
  - b. Maximum amount for awards available for each club shall not exceed \$1000.
- D. Individual awards shall not exceed \$200 without administrative permission.**
  - a. VP of Student Services and Dean of Student Success shall work with the club advisor and the ASO advisor to determine if an award should exceed \$200.
- E. Student awards shall be based on exceptional service to a club.**
  - 1. The recipient must be actively involved in a campus clubs and shall be recognized by a club advisor.
  - 2. The recipient must have a minimum 2.0 GPA and be in good standing with the college and community.
  - 3. Advisors shall submit a brief summary of the exceptional service provided to the college by the student nominee.
  - 4. Club advisor committee will determine the recipient(s) of this award.
  - 5. Active club leaders/officers shall be granted priority for receiving awards out of the ASO general award fund.
- F. All campus clubs shall have an article in the constitution allowing funds to be used for awards.**

## Article II – Scholarships

- A. Scholarship nominations will only be considered if a completed scholarship application is submitted to the Financial Aid office on or prior to the due date in March.**
- B. Scholarship committees shall be established to determine the recipients of the scholarships out of ASO budget**
- C. ASO award recipients shall have a current ASO sticker.**



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- D. All clubs shall create a bylaw within the club's constitution for scholarships if club funds are to be used to award scholarships.**
- a. All clubs under ASO shall make scholarships available to its club members under the guidelines set forth in this Bylaw.
  - b. Club members must following the scholarship application process in other to receive an award funded by a Taft College sanctioned club.
- E. The awarding of any club scholarship may be suspended if the executive board deems that financial conditions require it.**
- F. Scholarships shall be made payable to a college bookstore or to an institution to pay for tuition. (FCMAT ASB Accounting Manual).**
- G. Scholarships shall be awarded at the end of the spring semester to graduating members of the any ASO/campus club.**
- a. The amount of each scholarship shall not exceed five hundred dollars (\$500.00).
    1. **ASO Academic Excellence Scholarship:** The recipient must be transferring to a four-year institution. The recipient must have a 3.5 or higher cumulative grade point average for all classes taken at Taft College as of the fall semester before graduation. Academic excellence of the student shall be the primary selection criteria.
    2. **ASO Athletic Achievement & Excellence Scholarship:** The recipient must have been an active member of a Taft College athletic team for two consecutive years. The recipient must be transferring to a four-year institution to continue athletically and academically. The recipient must have a 3.0 or higher cumulative grade point average for all classes taken at Taft College as of the fall semester before graduation and be a positive, competitive member on their team. Letter from coaches are recommended for this scholarship.
    3. **ASO Financial Need Scholarship:** The recipient must be transferring to a four-year institution. The recipient must have a 2.5 or higher cumulative grade point average for all classes taken at Taft College as of the fall semester before graduation. Financial need of the student shall be the primary selection criteria.
    4. **ASO (faculty recommendation) Scholarship:** The recipient must be transferring to a four-year institution. The recipient must have a 2.5 or higher cumulative grade point average for all classes taken at Taft College as of the fall semester before graduation. Financial need of the student shall not be used as selection criteria. Applicants must include recommendation from a Taft College Faculty member to be considered for this scholarship.



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6. **ASO Book Store Scholarships:** Recipients shall be a member of the Taft College bookstore rental program. The recipients shall be determined by the Bookstore Manager.

**H. Other scholarships specific to a campus club or organization shall have criteria for the scholarship established in the club's bylaws.**

## **Article III – Campus Clubs and Organizations**

**A. All clubs shall update their constitution as needed.**

- a. Updated constitutions shall be submitted to the Student Life Coordinator.

**B. All campus clubs and organization shall be subject to their own bylaws.**

- a. Their bylaws are subject to approval of the Associated Student Organization Executive Board.

**C. Clubs must submit an online event request form prior to an event, including fundraisers, and an online event report immediately after an event.**

- a. Event Request shall be submitted on the 20<sup>th</sup> of the month prior.

**D. To begin a campus club, a student member must complete an Associated Student Organization Petition for New Organization prior to October 1<sup>st</sup> of that year.**

- a. To be recognized as a club or organization, a member must first submit to the Executive Board the ASO Petition which includes the name of its faculty advisor.
- b. The faculty advisor shall submit all appropriate paperwork to HR
- c. To be considered a SANCTIONED (official) Taft College club, an updated constitution must be to the ASO advisor/ student life coordinator by the first week of October.
- d. Newly formed clubs must show a semester of active involvement to become an official club.
- e. Official clubs shall:
  - i. Have a Webpage
  - ii. Be eligible to receive grant funds



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## Article IV – Advisors

### **A. Advisors shall:**

- a. Submit the Advisors Consent Form by the last Friday in August;
  - i. Consent forms are located on the HR webpage
- b. Attend the campus club advisor in-service
- c. Attend executive board meetings
  - i. Review notes to make sure agenda items align with Taft College’s policies and procedures.
- d. Assist club leaders with managing the club budget;
- e. Ensure club leaders follow all protocols and policies
  - i. see [Event Planning Guide](#)
- f. Submit a copy of all deposits slips to the student life office or email it to ASO advisor
- g. Keep an accurate attendance record
- h. Ensure the club pays national association fees (if applicable)
- i. Approve and sign all check requests for the club.

## Article V – Fundraising

### **A. In the case of fundraising activities sponsored by the associated student organization or campus clubs and organizations, prior approval from the club advisor, vice president of student-services, dean of student success, and associated student organization advisor/student life coordinator is required.**

- a. An online event request must be submitted and approved prior to beginning publicizing or implementing a fundraiser.
- b. Request should be turned in by the 20<sup>th</sup> day of the month prior to the event.
- c. Fundraiser report should be submitted immediately after the event.
- d. Fundraisers must align with Taft College policies and procedures.

### **B. The purposes of coordinating all fundraising activities through the ASO and student services:**



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- a. To avoid conflict and duplication of efforts in the fundraising programs;
- b. To maximize the contributions from each donor;
- c. To provide continuity for understanding of and support for funding needs throughout the campus;
  - i. To ensure that all gifts are properly acknowledged; and
  - ii. To ensure that efforts are in compliance of Taft College administrative and board policies.