



Bylaws

Undergraduate Student Association of the College of Nanoscale Science and Engineering

State University of New York
Albany, New York
April 2014

Definitions

As used in this Constitution, unless otherwise specified, the following terms shall mean:

- a. “Academic Staff” - Members of the CNSE staff comprised of those persons having academic teaching, and/or academic support as a job responsibility.
- b. “Administrative Staff” - Members of the CNSE staff who are affiliated with the administrative and management operations of CNSE.
- c. “Board of Trustees” - The Board of Trustees of the State University of New York.
- d. “Chancellor” - The Chancellor of the State University of New York.
- e. “CNSE” - The College of Nanoscale Science and Engineering of State University of New York.
- f. “E-Board” – The Executive Board of the CNSE-UGSA
- g. “EOP”- State University of New York College of Nanoscale Science and Engineering Educational Opportunity Program.
- h. “CNSE-GSA” – State University of New York College of Nanoscale Science and Engineering Graduate Student Association.
- i. “Majority vote” – A yes-or-no vote for which passage requires an affirmative vote of greater than 50% of individuals voting.
- j. “Senior Vice President and CEO of SUNY - CNSE” - The Senior Vice President and CEO (or other equivalent title) of the College of Nanoscale Science and Engineering of the State University of New York.
- k. “SUNY” - The State University of New York.
- l. “Supermajority vote” – A yes-or-no vote for which passage requires an affirmative vote of greater than 66.0% of individuals voting.
- m. “CNSE-UGSA” – State University of New York College of Nanoscale Science and Engineering Undergraduate Student Association.
- n. “Vice President for Academic Affairs” – The Vice President and Chief Academic Officer of CNSE.

Article I – Duties of the Officers

The CNSE-UGSA shall have the following Officers: President, Vice President, Treasurer, Secretary, and Public Relations Representative. These officers shall be elected by the E-Board as dictated in the CNSE-UGSA Constitution Article IV Section 2. Responsibilities of the Officers of the CNSE-UGSA are as follows.

1. President

- a. Shall be the Chief Executive of the CNSE-UGSA and is responsible for ensuring that the CNSE-UGSA is operating in accordance with the CNSE-UGSA Constitution and Bylaws.
- b. Shall be the official representative and spokesperson of the CNSE-UGSA both inside and outside of CNSE unless he or she otherwise delegates.
- c. Shall make appointments to fill vacant committee membership positions.
- d. Shall make at least one written report per semester on the state of the undergraduate student body that shall be distributed among the undergraduate student population.
- e. Shall be the first nominee of the CNSE-UGSA to the CNSE College Senate.

2. Vice President

- a. Shall assume the duties of the President in the President's absence.
- b. Shall represent the President on occasions designated by the President.
- c. Shall serve as the Chair of the CNSE-UGSA Student Affairs Committee and fulfill the duties as dictated in Article II Section 3.
- d. Shall be the second nominee of the CNSE-UGSA to the CNSE College Senate.

3. Treasurer

- a. Shall account for all funds collected by or appropriated to the CNSE-UGSA.
- b. Shall present a written report of finances at least once per semester to the E-Board and CNSE Administrative Staff members.
- c. Shall prepare a budget for the next academic year before the end of his or her term and seek the approval of this budget from the E-Board in the form of a majority vote during an E-Board meeting. Once majority vote has been reached, it may be implemented.
 - i. This budget must be made available to any CNSE-UGSA Member or Administrative Staff member that requests it.

4. Secretary

- a. The Secretary is responsible for recording the minutes of all CNSE-UGSA meetings and maintaining all resolutions and other documentation pertaining to activities involving the CNSE-UGSA. He or she shall appoint an E-Board member to fill this role in the case of his or her absence.
- b. Shall produce all CNSE-UGSA records in his or her possession at the request of an E-Board or Administrative Staff member.

5. Public Relations Representative

- a. Shall coordinate with the President and Secretary to keep the CNSE Undergraduate Body informed about the work being performed by the CNSE-UGSA.
- b. Shall prepare at least one newsletter each semester that details the work of the CNSE-UGSA and CNSE Recognized Clubs.

Article II - Committees

Section 1 - Committee Structure

The chairpersons of all committees shall call and preside over all committee meetings, ensure proper procedures are followed and be the voice of the committee to the E-Board.

Section 2 – Committee Procedures and Guidelines

- 1. Standing Committees** – The standing committees of the CNSE-UGSA are defined by Article VI Section 1 of the CNSE-UGSA Constitution. Duties and responsibilities of specific standing committees are given in Article II Section 3 of the Bylaws. Procedures of CNSE-UGSA standing committees are as follows.
 - a. Members of these committees, unless otherwise specified, shall consist of E-Board member volunteers and CNSE undergraduate student volunteers nominated by and that serve at the pleasure of the E-Board. Other standing committee members may be approved by a majority vote of the E-Board during an E-Board meeting.
 - b. The President may appoint individuals to fill vacant committee positions.
 - c. Each committee shall have a Chairperson. This individual is stipulated in Article II Section 3.
 - d. Committees must meet at least twice a semester. A majority of committee members will represent quorum.
 - e. Committee meetings shall be open to the CNSE-UGSA E-Board.
 - f. Committee meetings shall be made open to CNSE-UGSA members at the discretion of the Committee Chair.
 - g. Committee Chairs are responsible for maintaining committee meeting minutes that shall be submitted to the Secretary no later than two weeks after a committee meeting.
 - h. A Committee Chair or designated representative shall present a report of committee proceedings to the E-Board at least twice a semester.
 - i. Committees must abide by the CNSE-UGSA Constitution and Bylaws.
 - j. Committees may expand their membership through a majority vote of the E-Board during an E-Board meeting.
 - k. The Committee Chair is responsible for holding meetings unless another individual is specified.
- 2. Ad-Hoc Committees** – These committees shall serve to address issues that require specific attention. Procedures of CNSE-UGSA ad-hoc committees are as follows.
 - a. **Formation** - Any individual of the E-Board may propose the formation of an ad-hoc committee. The guidelines for forming such committees are as follows.
 - i. E-Board members wishing to form an ad-hoc committee must submit a written proposal to the President at least two days before an E-Board meeting such that it may be included in the agenda.
 - ii. Proposals for ad-hoc committees must include a statement of purpose and propose specific items that it wishes to accomplish before it is dissolved at the end of the term. Proposals must also suggest a membership for the committee as well as a chairperson.

- iii. Ad-Hoc committees may be formed after review of a given proposal and supermajority vote of the E-Board during an E-Board meeting.
 - 1. If approved, the committee membership will consist of the members given in the approved proposal.
 - iv. Members of these committees, unless otherwise specified, shall consist of E-Board volunteers and Undergraduate Student volunteers that serve at the pleasure of the E-Board. Other members may be approved by a majority vote of the E-Board during an E-Board meeting.
 - b. The President may appoint individuals to fill vacant committee positions.
 - c. Ad-Hoc committee meetings shall be open to the CNSE-UGSA E-Board.
 - d. Ad-Hoc committee meetings shall be made open to CNSE-UGSA members at the discretion of the Committee Chair.
 - e. Committee Chairs are responsible for maintaining accurate committee meeting minutes. It is advised that these minutes be submitted to the CNSE-UGSA Secretary no later than two weeks after a committee meeting.
 - f. A committee chair or designated representative shall present a report of committee proceedings to the E-Board at the request of the CNSE-UGSA President.
 - g. Ad-Hoc committees must abide by the policies set by the CNSE-UGSA Constitution and Bylaws.
 - h. Ad-Hoc committees may expand their membership through a majority vote of the E-Board during an E-Board meeting.
- 3. Suspension of Committees** – All committees of the CNSE-UGSA serve at the pleasure of the E-Board. Procedures for committee suspension are as follows.
 - a. Any E-board member may propose a vote to initiate an inquiry into committee proceedings. This proposal must be submitted in writing to the CNSE-UGSA President at least three days before the E-Board meeting in which a vote can be held.
 - b. The Chair of the Committee involved must be notified two days before the E-Board meeting at which a vote is to be proposed.
 - c. A supermajority vote of the E-Board, during an E-Board meeting, may move to initiate an inquiry into the proceedings of any committee and suspend the activities of this committee.
 - d. A supermajority vote of the E-Board, during an E-Board meeting, may reinstate suspended committees at any time after the initial suspension.
 - e. The Vice President shall hold any investigations into committee proceedings unless he or she is the Chair of the Committee being investigated. In this case the President will assume these duties. The individual investigating a committee shall make his or her recommendations to the E-Board within one month of the initial vote to suspend the committee. At this point the E-Board shall reconsider the status of the committee involved. A majority vote, during an E-Board meeting, shall be held in order to reinstate the committee in question.

Section 3 – Standing Committees Duties and Memberships

1. CNSE-UGSA Joint Committee on Undergraduate Student Affairs
 - a. **Membership**
 - i. The Senior Vice President and CEO of CNSE
 - ii. The Chair of the CNSE Faculty Council
 - iii. The Secretary of the CNSE Faculty Council
 - iv. The President of CNSE-UGSA, Co-Chair
 - v. The President of the CNSE-GSA
 - vi. Other members of the E-Board of CNSE-UGSA
 - vii. The Vice President for Academic Affairs and CAO of CNSE
 - viii. The Vice President for Student Affairs of CNSE, Co-Chair
 - b. **Duties**
 - i. Advising the Senior Vice President and CEO of CNSE on issues and concerns relating to the undergraduate students of CNSE.
 - ii. Meeting with other administrative and operational staff to recommend development or modification of CNSE policies and practices in order to better serve the CNSE-UGSA members.
2. CNSE-UGSA Student Affairs Committee
 - a. **Membership**
 - i. CNSE-UGSA Vice President, Chair
 - ii. CNSE-UGSA President, Member
 - iii. Two additional Members that must include at least one non-E-board CNSE-UGSA member
 - b. **Duties**
 - i. To work with CNSE SWAT to improve the infrastructure and policies at CNSE (under SWAT's controls) to better meet the students' needs and improve quality of student life.
 - ii. To build broad proposals based on student feedback that may be brought to the CNSE College Senate and CNSE-UGSA Joint Committee on Undergraduate Student Affairs.
3. CNSE UGSA-GSA Joint Committee on Clubs and Student Organizations
 - a. **Membership**
 - i. CNSE-UGSA Treasurer, Chair
 - ii. CNSE-UGSA Secretary
 - iii. Two additional CNSE-UGSA Members
 - iv. Two CNSE-GSA E-Board Members
 - v. *Presidents of CNSE-UGSA approved clubs may not serve on this committee. All meetings of the CNSE UGSA-GSA Joint Committee on Clubs and Student Organizations shall be open to presidents of CNSE-UGSA approved clubs.*
 - b. **Duties**
 - i. Approve club applications as dictated in Bylaws Article VI such that they may be recognized by the CNSE-UGSA as official clubs.
 - ii. Provide support for clubs that are forming such that they may grow their membership and become officially recognized clubs of CNSE.

- iii. Support the CNSE-UGSA Treasurer in the process of drafting the CNSE-UGSA budget for the next fiscal year.

Article III – Elections

Section 1 – Election of the CNSE-UGSA E-Board

1. **Elections Chair** – This individual shall preside over the process of electing the E-Board. He or she shall ensure that the guidelines set by Article III are being abided by and will be responsible for tabulating the vote. The elections chair shall be appointed in the following manner.
 - a. The President has the authority to appoint an individual to be Elections Chair.
 - b. The President must appoint this individual in September so that he or she may carry out elections to be held in the fall and spring semesters.
 - c. The Elections Chair must be an E-Board member who is graduating in the spring of the current academic year.
 - d. In the case that the President of the CNSE-UGSA is an outgoing senior he or she may choose to serve as the elections chair.
 - e. The appointed elections chair must be confirmed by a supermajority vote of the E-Board during an E-Board meeting.
2. **Candidate Eligibility** – All candidates must meet the eligibility requirements dictated in the Constitution Article IV, Section 1.
3. **Spring Elections** – These elections will serve to elect two E-Board members from each of the rising sophomore, junior and senior classes. Graduating class is determined by one's track and not necessarily by credits accumulated as given by the constitution Article IV, Section 1. One EOP representative will be elected from this pool of students. The election guidelines are as follows.
 - a. **Candidates List** – The elections chair shall be responsible for assembling a candidates list by April 1st of each spring semester. The generation and contents of the Candidates List must abide by the following guidelines.
 - i. **Nomination Process** - The undergraduate listserv should be used to contact CNSE-UGSA members and request the nominations for election to the E-Board. Nominees should be asked to provide a brief description of themselves and their reasons for running for office. This description should not exceed 150 words. The Elections Chair must set a due date for nominations and accompanying statements to be emailed to his or her school email address. This date should be no sooner than one week from the initial communication.
 - ii. **Assembling the List** – Once the due date for nominations passes, the elections chair should break the nominees up by graduating class. No effort should be made to identify those candidates running that are EOP students. This list should include a candidate's name, year of graduation and personal statement.

- iii. **Distribution of the Candidates List** – Once assembled, the candidates list should be distributed via the listserv. This distribution may be carried out in conjunction with the ballot but must not be distributed more than two days in advance of the ballot.
 - b. **Campaigning** – The elections chair shall generate campaigning guidelines to be distributed to nominees upon receiving their nomination. These guidelines must be approved by the Vice President for Student Affairs of CNSE.
 - c. **Voting** – Voting shall take place during a forty-eight hour period which is to be completed no later than the second Friday of April.
 - i. Every member of the CNSE-UGSA in the rising sophomore, junior and senior classes shall have the right to vote in this election.
 - ii. Ballot – Elections will be conducted by electronic ballot and shall remain open for forty-eight hours. The ballot shall consist of the candidates list with instructions on how to submit votes.
 - iii. Votes should be submitted in the form of an email to the Election Chair's school email address during the voting period.
 - iv. Each UGSA-Member will be able to vote for a maximum of two candidates from their graduating class.
 - d. **Tabulation of Results** – Upon close of the voting window it shall be the Election Chair's sole responsibility to tabulate the results and declare these results to the student body. This shall be done in the following manner.
 - i. During tabulation, each candidate will receive a single vote for every ballot on which he or she is named. A candidate may only receive votes from members of his or her graduating class.
 - ii. Once all of the votes are tabulated for each candidate, the Elections Chair will identify the EOP student who received the most votes. This individual shall be the EOP representative to the E-Board. This student will then be removed from the candidates list for subsequent tabulation steps.
 - iii. Of the remaining candidates (including those EOP students not elected to be the EOP representative), the two candidates from each graduating class with the highest number of votes will gain E-Board seats for the following academic year.
 - iv. In the event of a tie for an E-Board position, a runoff election will be held. This election shall follow the same procedures as those for the initial election but the ballot shall only contain the names of individuals in the runoff.
 - e. The seven E-Board members elected in this election shall take office no later than third Monday of April.
4. **Fall Elections** - These elections will serve to elect two E-Board members from the incoming freshman class and to fill any vacant E-Board positions.
- a. **Candidates List** – The elections chair shall be responsible for assembling a candidates list by October 15th of each fall semester. The generation and contents of the Candidates List must abide by the following guidelines.
 - i. **Nomination Process** - The undergraduate listserv should be used to contact CNSE-UGSA members and request the nominations for election to the E-Board to represent the freshman class and any other vacant positions.

Nominees should be asked to provide a brief description of themselves and their reasons for running for office. This description should not exceed 150 words. The Elections Chair must set a due date for nominations and accompanying statements to be emailed to his or her school email address. This date should be no sooner than one week from the initial communication.

- ii. **Assembling the List** – Once the due date for nominations passes, the elections chair should break the nominees up by graduating class (if E-Board seats other than those allotted to the freshman class are vacant). If the EOP E-Board seat is vacant then no effort should be made to identify those candidates running that are EOP students. This list should include a candidate's name, year of graduation and personal statement.
- iii. **Distribution of the Candidates List** – Once assembled, the candidates list should be distributed via the listserv. This distribution may be carried out in conjunction with the ballot but must not be distributed more than two days in advance of the ballot.
- b. **Campaigning** – The elections chair shall generate campaigning guidelines to be distributed to nominees upon receiving their nomination. These guidelines must be approved by the Vice President for Student Affairs of CNSE.
- c. **Voting** – Voting shall take place during a forty-eight hour period which is to be completed no later than October 31st.
 - i. Every member of the CNSE-UGSA in the freshman class shall have the right to vote in this election. Every member of the CNSE-UGSA from the sophomore, junior and senior classes shall have the right to vote in this election if an individual from his or her class is running in this election.
 - ii. Ballot – Elections will be conducted by electronic ballot and shall remain open for forty-eight hours. The ballot shall consist of the candidates list with instructions on how to submit votes.
 - iii. Votes should be submitted in the form of an email to the Election Chair's school email address during the voting period.
 - iv. Each UGSA-Member will be able to vote for a maximum of two candidates from their graduating class.
- d. **Tabulation of Results** – Upon close of the voting window it shall be the Election Chair's sole responsibility to tabulate the results and declare these results to the student body. This shall be done in the following manner.
 - i. During tabulation, each candidate will receive a single vote for every ballot on which he or she is named. A candidate may only receive votes from members of his or her graduating class.
 - ii. If the EOP student representative to the E-Board position is vacant, then the Elections Chair will identify the EOP student who received the most votes. This individual shall be the EOP representative to the E-Board. This student will then be removed from the candidates list for subsequent tabulation steps.
 - iii. Of the remaining candidates (including those EOP students not elected to be the EOP representative), the two candidates from each graduating class

with the highest number of votes will gain E-Board seats for the following academic year.

- iv. In the event of a tie for an E-Board position, a runoff election will be held. This election shall follow the same procedures as those for the initial election but the ballot shall only contain the names of individuals in the runoff.
- e. All individuals elected in the fall elections shall take office no later than the first Friday of November.

Section 2 – Election of the CNSE-UGSA Officers

1. **Candidate Eligibility** – All candidates must meet the eligibility requirements dictated in the Constitution Article IV, Section 1.
2. **Elections** – Officers will be nominated by the E-Board and elected by the E-Board. These elections must abide by the following guidelines.
 - a. An organizational meeting shall be held within ten days of the announcement of spring election results. This meeting shall serve to elect the officers of the CNSE-UGSA. All newly elected E-Board members must be present at this meeting to satisfy quorum. The immediate past President shall organize this meeting and be responsible for recording minutes and reporting the results of the election.
 - b. Elections for officer positions will be held in the following order: 1. President, 2. Vice President, 3. Treasurer, 4. Secretary, 5. Public Relations Representative
 - c. For the election of a given office, E-Board members that meet the eligibility requirements for that office will be allowed to nominate his or her self. At this time candidates will be allowed a maximum of five minutes to speak to the E-Board.
 - d. After nominees have spoken, a vote will be held. Each E-Board member will be allowed to cast one vote for each office. In the case that three or more individuals are nominated for a particular office, a primary election will be held. The two candidates that receive the most votes will then be voted upon by the E-Board.
 - e. The nominee for a particular office who receives the most votes shall be elected to that office.
 - f. In the event of a tie, the undergraduate student with the fewest number of semesters at CNSE shall receive the office in question. In the event of a tie in which seniority is unclear, the immediate past President shall vote to break the tie.
 - g. All newly elected officers shall take office at the conclusion of this meeting and before the first Friday in May.

Article IV – CNSE-UGSA E-Board Procedures

Section 1 - Rules of Order

1. The President of the CNSE-UGSA, as the E-Board Chair, shall use his or her discretion in setting the general tone and style of debate of an E-Board meeting.
2. With the exception of changes to the Constitution and Bylaws, a majority vote of the E-Board, during an E-Board meeting, is necessary to pass a motion.
3. E-Board members may abstain from voting. In this case they will not contribute to quorum.
4. In order for a vote to be held quorum must be met as defined by the Constitution Article V Section 1.
5. E-mail shall be the default and official mode for general communications such as exchange of documents, agendas, and meeting times involving the E-Board.
6. Vacancy
 - a. In the event that an E-Board position is vacant before October 15th then elections within the given graduating class shall be held to fill this vacancy.
 - b. In the event that a position on the E-Board is vacant or becomes vacant after October 15th, the president has the option to appoint an individual to this position upon the approval of the E-Board by a super majority vote during an E-Board meeting.
 - c. In the event that the office of the Vice President, Treasurer or Secretary is vacant, the E-Board shall have an election to fill the vacancy by the procedures stated in the Article III, Section 2.
 - d. In the event that the office of the President is vacant, the Vice President shall become the President and the Vice President's office shall be filled as described in 6.C above.
7. Should any member of the E-Board become unfit for office, that member shall be given notice that the E-Board intends to proceed to impeach him or her. Not less than one week after notice is given, the E-Board may proceed to impeach that member; this requires a supermajority vote of all other E-Board members, and immediately strips the impeached member of their seat on the E-Board. The following conditions constitute grounds for impeachment.
 1. A CNSE-UGSA E-Board member fails to attend 40% of the E-Board meetings in a given academic semester.
 2. A CNSE-UGSA Officer fails to attend 25% of the E-Board meetings in a given academic semester.
 3. A CNSE-UGSA Officers fails to accomplish any of the tasks assigned to their office by the CNSE-UGSA Constitution and/or Bylaws.
 4. A CNSE-UGSA E-Board Member or Officer is absent from classes for more than three consecutive weeks and cannot be contacted through their school email address during this time.

Section 2 – Agenda

1. **E-Board Meetings:** The President must provide an agenda for each meeting of the CNSE-UGSA E-Board. This agenda must be submitted to the Secretary twenty-four hours before

an E-Board meeting. Upon receipt the Secretary must email out the agenda to the E-Board. The agenda of an E-Board meeting should include the following items:

- a. Approval of previous meeting minutes
 - b. Reports of E-Board members and Committees.
 - c. Unfinished business.
 - d. New business.
 - i. President will set new topics for discussion on the formal agenda. E-Board members who wish to add items to the formal agenda must contact the President within 48 hours of the E-Board meeting.
 - e. Open Floor.
 - i. New business, not on the official agenda, may be presented by an E-Board member or CNSE-UGSA member from the floor during this time. Majority vote of the E-Board may add this item to new business.
2. **Committee Meetings** – Committee meeting agendas shall be set by the chair of a given committee. They should follow the general format of the E-Board meeting agendas. Committee chairs are not expected to submit an advanced copy of their meeting agendas. Committee chairs are expected to include their agendas in meeting minutes submitted to the secretary.
3. **General Meetings** – General Meeting agendas shall be a topic of discussion in the E-Board meeting preceding a general meeting. At this meeting committee chairs must give a report on their committee. The President will be responsible for assembling a formal agenda. This agenda must be submitted to the Secretary for approval one week before a given general meeting is scheduled. If the Secretary does not approve the agenda an emergency meeting must be held to address the general meeting agenda before the general meeting.

Article V – Finances

Financial processes of the CNSE-UGSA shall be given by the CNSE-UGSA Financial Bylaws.

These bylaws shall be drafted no later than March 2015. These bylaws shall include operating procedures for the procurement and dispersal of funds. Approval of the Financial Bylaws shall require the majority of CNSE-UGSA Members voting in a referendum vote. Once approved, the CNSE-UGSA Constitution and Bylaws shall be amended to reflect the policies stipulated in the Financial Bylaws (Constitution Article VII). Once the CNSE-UGSA constitution and bylaws are amended, the Financial Bylaws will take effect.

Making amendments to the CNSE-UGSA Financial Bylaws will follow the same procedures as amending the CNSE-UGSA Bylaws.

Article VI – Student Group Policies

The CNSE-UGSA may recognize “Clubs” and “Student Groups” at CNSE as “Clubs” and “Student Groups.” These clubs are authorized to function independently of the CNSE-UGSA so long as they abide by the CNSE-UGSA Constitution and Bylaws and the individual group’s constitution and governance structure. The following policies must be abided for a student group to continue to be recognized by the CNSE-UGSA.

1. **Procedures for Student Group Recognition** – A student group must comply with the following procedures to be recognized by the CNSE-UGSA.
 - a. **Temporary Recognition** – This status provides Student Groups with the ability to coordinate with the CNSE-UGSA and CNSE Administrative Staff to book rooms and communicate through the Undergraduate Listserv. This status is aimed to help clubs get started so that they may be formally recognized.
 - i. In order for a club to obtain Temporary Recognition, it must submit the following documentation to Student Clubs and Activities Chair.
 1. List of at least four CNSE-UGSA Members interested in joining this club.
 2. The name and contact information of a potential faculty advisor.
 - b. **Formal Recognition** – The Process for formal recognition is as follows.
 - i. A student group must submit governing documents to the *CNSE UGSA-GSA Joint Committee on Clubs and Student Organizations*. The governing documents should include the following.
 1. The name of the group
 2. A statement of purpose and/or significant tasks they wish to accomplish.
 3. Membership Policies
 - a. An open membership policy is required. This is defined as allowing any member of the CNSE-UGSA (as defined by Article II section 1 of the CNSE-UGSA Constitution) to become a member of the group.
 4. Government structure.
 5. Meetings
 - a. A group must meet at least three times a semester.
 - b. The student group shall decide what constitutes a meeting
 6. Procedures for voting on group policies and removal of group officers.
 - ii. Student groups must also submit to the Student Clubs and Activities Chair a statement signed by one of the student groups acting officers which:
 1. Lists current executive board membership
 2. Provides proof of interest in the group by at least eight CNSE-UGSA members.
 - iii. Once the Student Clubs and Activities Committee Chair receive these documents the committee has three weeks (when classes are in session) to review the documents and propose any changes. Once the committee chair

is satisfied with the documents he or she shall bring the matter to the E-board for approval by majority vote during an E-Board meeting.

2. **Procedures for Maintenance of Club Recognition** - A student group must comply with the following procedures to continue to be recognized by the CNSE-UGSA.
 - a. Within the first month of each fall semester, CNSE approved student groups must submit a list of officers to the Student Clubs and Activities Committee.
 - b. Student groups must have an up to date version of their constitution and bylaws on file with the Student Clubs and Activities Committee Chair.
 - c. Student groups must abide by all policies stipulated by the CNSE-UGSA Constitution and Bylaws and those put forth by CNSE Administrative Staff.
 - i. **Revoking recognition of a Student Group** - If a group does not abide by these procedures, its recognition by the CNSE-UGSA may be revoked by a supermajority vote of the E-Board during an E-Board meeting. The Chair of the Student Clubs and Activities committee may schedule such votes. Club officers will be notified of such a vote at least one week before it is scheduled to take place. Club officers will be invited to attend this E-Board meeting and give a statement.