Bylaws of the College of Nanoscale Science and Engineering Committee for Student Clubs and Organizations

Date xx, 2014

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**Preamble**

The State University of New York (“SUNY”) Polytechnic Institute’s Colleges of Nanoscale Science and Engineering (“CNSE”) Committee for Clubs and Student Organizations (“CCSO”) bylaws specify the rights, privileges, and responsibilities of the CCSO in accordance with the amendments made to the CNSE GSA and UGSA bylaws on XX XX, 2014.

The CCSO Bylaws affirm a partnership between the CSNE GSA and UGSA to establish the procedures for the formation, recognition, and support of CNSE student clubs and organizations.

The CCSO Bylaws shall be interpreted and applied, in accordance with the rules and regulations of SUNY, CNSE, the CNSE GSA, the CNSE UGSA, appropriate State and Federal law, and shall not be construed in any way as to take precedence over those rules, regulations, and laws.

Definitions

**CCSO Budget:** The overall budget of the CCSO, including all revenue, and expenditures.

**Club Budgets:** The budget submitted by a club for each funding period in the club budget application

**Club Budget Application:** The paperwork which clubs submit each funding period as a funding request

**CNSE:** The Colleges of Nanoscale Science and Engineering

**Corporate Sponsorship:** Money or durable goods given to a club/organization by a corporate entity

**Durable good**: Any item purchased by a club which can be used repeatedly

**Financial Records:** All records related to the creation of the CCSO budget and the budget itself, in all of its iterations

**Fiscal Agent:** An entity who is authorized by the CCSO to handle accounts containing or used for the disbursement of student activities

**Funding Period:** Semi-annual division of a fiscal year during which a club can hold events which have been approved.

**Fundraiser:** Any event which raises funds for a club/organization

**Funding Freeze:** Revocation of authorization for expenses incurred during that time. Duration of the funding freeze will be set by a vote by the CCSO.

**GSA:** The CNSE Graduate Student Association.

**Majority Vote**: Approval by at least fifty-one percent (51%) of all voting members. In a meeting, only members present shall be considered voting members. For any vote taken outside a meeting, all CCSO members shall be considered voting.

**Supermajority Vote**: Approval by at least sixty-seven percent (67%) of all voting members. In a meeting, only members present shall be considered voting members. For any vote taken outside a meeting, all CCSO members shall be considered voting.

**UGSA:** The CNSE Undergraduate Student Association.

Article 1: Name and Mission Statement

1. **Name:** The name of this committee shall be the Committee for Student Clubs and Organizations, hereafter called the CCSO
2. **Mission Statement:** The mission of the CCSO is to document the inflow and outflow of money, distribute the student activity fees, and set common rules of conduct for all clubs and student organizations. The CCSO shall execute its duties in a responsible, transparent and unbiased manner.

Article 2: Composition of the CCSO

1. **Membership:** The CCSO shall be made up of a total of 7 members with a minimum of 2 from the UGSA and 2 from the GSA. The remaining 3 members for each year will be delegated based upon the population ratio of graduate and undergraduate students enrolled for the current spring semester.
   1. No CCSO member may be allowed to draw a stipend for their duties to the CCSO.
2. **Appointment:** The appointment procedures for the GSA and UGSA delegates to the CCSO shall be outlined by the GSA’s and UGSA’s respective Constitutions/Bylaws.
   1. Appointment to the CCSO shall take effect on May 1st and last for a full calendar year.
   2. Neither the GSA nor UGSA may appoint to the CCSO more than 1 person whom is an officer of the same club and/or organization.

Article 3: CCSO Internal Procedures

1. **Meeting Scheduling and Quorum**
   1. The CCSO must meet at minimum 3 times each semester. Extra meetings can be called by the chair as needed to meet budget preparation deadlines as outlined in Article 5. The first meeting of the newly appointed CCSO will be set by previous CCSO chair.
   2. Each meeting of the CCSO must have a minimum of 5 members, of which at least 1 member each from the GSA and UGSA in order to meet quorum. In the event that some members of the CCSO are not physically present electronic meeting presence is acceptable.
      1. The mechanism of meeting electronically will be determined by the CCSO committee at their first meeting each year.
2. **Leadership of the CCSO:** The elected officers of the CCSO shall be the Chair and the Secretary. The treasurers of the GSA and UGSA shall also act as ex-officio officers to the CCSO.
   1. **The Chair:** The chair of the CCSO has the responsibilities to schedule and call meetings, and send a draft agenda to the secretary for distribution to the CCSO prior to each meeting
      1. Candidates for Chair shall motion to nominate themselves. Upon a second to the motion, a debate shall be had. Following debate, the candidate shall be confirmed as Chair by a simple majority vote of the CCSO.
      2. No business shall be conducted by the CCSO until a chair has been selected
   2. **The Secretary:** The Secretary of the CCSO has the responsibilities to; preside over all CCSO votes, take and distribute official minutes, act as a point of contact for student clubs and organizations, approve and distribute the agenda for each CCSO meeting. Additionally, the Secretary will function as an acting Chair, if the Chair of the CCSO is not present.
      1. Candidates for Secretary shall motion to nominate themselves. Upon a second to the motion, a debate shall be had. Following debate, the candidate shall be confirmed as Secretary by a simple majority vote of the CCSO.
      2. In the event that no one runs for Secretary, the current Chair will appoint another CCSO member to be confirmed by majority vote by the CCSO
   3. **The GSA and UGSA Treasurers:** The GSA and UGSA Treasurers are responsible for reporting the CCSO preceedings back to their respective executive boards and for advocating to the CCSO the interests of the GSA and UGSA respectively. The GSA and UGSA treasurers shall have signatory power for approving purchases and submitting them to the CCSO’s designated fiscal agent. The treasurers shall also be responsible for maintenance of financial records as described in article 5.
3. **CCSO impeachment proceedings or Removal from the CCSO** 
   1. The Chair or Secretary can be impeached from their office by a super-majority vote of the CCSO. Impeachment from office does not constitute removal from the CCSO. After impeachment of an officer, the CCSO must replace the elected officer immediately.
   2. A CCSO member can be removed from the CCSO for the following reasons: neglect or dereliction of duties, overrepresentation of a specific club, placement on academic probation, or conviction of a felony.
      1. Overrepresentation of a specific club is defined as there being more than two members of the CCSO who are officers of the same club. In the event of club overrepresentation in which a CCSO member does not voluntarily resign from their club office or the CCSO, the noninvolved CCSO members shall vote by simple majority which member to remove.
      2. Academic probation is determined by the CNSE Office of Student Services
   3. The process of removal from the CCSO shall proceed as follows
      1. A motion shall be made and seconded to remove a specified member with the grounds for removal stated. The individual to be removed shall be notified of the motion and grounds stated
      2. Not less than 1 week following the initial motion, the CCSO shall debate the removal of the member
      3. Removal requires a unanimous vote of uninvolved CCSO members
         1. Involved parties are defined as the person being impeached or members of clubs which that person is a member of
   4. In any case of impeachment or removal from the CCSO, members are expected to recuse themselves from all voting if they have a conflict of interest due to personal, academic, or club association.
   5. The GSA or UGSA executive board cannot recall their appointees from the CCSO. The only exception to this rule is if the GSA or UGSA treasurer is impeached by their respective executive board. In this case the new GSA or UGSA treasurer will replace the old treasurer on the CCSO
   6. **Filling of Vacancies:** Vacancies of the CCSO shall be filled by the executive board of the person who vacated their seat (Undergraduate seats on the CCSO shall be filled by the UGSA executive board and vacancies of graduate seats on the CCSO shall be filled by the GSA executive board) following the same procedure in Article 2 Section 2. If the removed member is the treasurer of the GSA or UGSA, an executive board member must take their place until a new treasurer is appointed to the respective executive board.
4. **Meeting Conduct**
   1. All CCSO members have the right to vote.
   2. Unless defined elsewhere, all votes require a majority to pass. There is no tie breaking vote; in the event of a tie, a motion will fail.
   3. The CCSO will follow the newest edition of Roberts Rules of Order Newly Revised when necessary

Article 4: Student Group Policies

1. **Club Recognition:** The CCSO may formally recognize “clubs” at CNSE. These clubs are authorized to function independently of the CCSO so long as they abide by the CCSO Bylaws and the individual clubs governance structure. The following policies must be abided by for a club to obtain and maintain CCSO recognition.
2. **Procedures for Student Group Recognition:** A student group must comply with the following procedures to be recognized by the CCSO.
   1. **Temporary Recognition:** At any time a club may apply for temporary recognition. This status provides clubs with the ability to coordinate with the CCSO and CNSE Administrative Staff to book rooms and to communicate through the Undergraduate/Graduate Listserv. This status is aimed to help clubs get started so that they may apply for formal recognition. In order for a club to obtain temporary recognition, it must submit a *CNSE club temporary recognition form* to the Secretary of the CCSO. This form requires:
      1. List of at least four GSA and/or UGSA Members interested in joining this club.
      2. The name and contact information of a potential faculty advisor.
   2. **Formal Recognition:** This status provides clubs with the ability to apply for funding through a club budget application along with all the abilities of temporary recognition as stated in (Article 4 section 2 part a).Formal recognition applications will be accepted any time before October 1st for the fall semester and March 1st for the spring semester and will be reviewed by November 1st and April 1st respectively. In order for a club to obtain formal recognition, it must submit a *CNSE club formal recognition application* to the Secretary of the CCSO. The formal recognition application shall include:
      1. Governing Documents: Shall be submitted in pdf format. Template governing documents can be made available upon request. 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
            1. An open membership policy is required. This is defined as allowing any member of the GSA/UGSA to become a member of the club.
         4. Government structure. This structure must include at least two officer positions. Exactly two of these positions must be specified signatory authority for the club.
         5. Meetings
            1. A group must meet at least three times a semester.
            2. The student group shall decide what constitutes a meeting, however minutes, including attendees must be taken
         6. Procedures for voting on club policies, governing document amendments, and impeachment of club officers.
      2. An application packet, provided by the CCSO signed by all of the club’s acting officers and their faculty advisor which includes:
         1. List of current officers and their contact information
         2. Faculty advisor and their contact information
         3. Proof of interest in the club by at least eight GSA/UGSA members
         4. A statement of non-discrimination

Once the CCSO Secretary receives the formal application packet, the CCSO will review the application. Recognition shall require a simple majority vote of the CCSO. If recognition is not granted, the CCSO shall provide a reason for the refusal. Recognition or reasons for failure to recognize shall be provided in writing to the club. Refusal of an application does not preclude a club from reapplying; however, they cannot reapply during the same funding period.

1. **Submission of Club Budget Applications to CCSO:** Once a club is formally recognized, it may submit a *club budget application* to the CCSO secretary for approval by the CCSO.
   1. The club budget application, shall be provided by the CCSO and must include the following:
      1. An updated governing document if amendments have been made since the last funding period
      2. Coversheet including the name of the Club, statement of nondescrimination, the officers, and faculty advisors signatures
      3. Minutes and signed attendance sheets from at least three club meetings from the previous funding period
         1. This is used as proof of a membership of at least 8 GSA and/or UGSA members and to ensure that the group is having meetings, as is required for recognition
      4. List of planned events/expendatures
      5. Previous funding period’s itemized club budget; including amount awarded, and spent for each event/durable good
      6. Proposed club budget for the upcoming funding period
2. **Maintenance of Club Recognition:** Club recognition may be maintained through submission of the club budget application each funding period, even if no funds are requested, provided the following updates are given to the CCSO.
   1. All Clubs must notifiy the CCSO of any officer or faculty advisor changes within one week of the change.
   2. All Clubs must provide the CCSO Secretary with an updated governing document within 1 week of any amendments.
   3. Student groups must abide by all policies stipulated by the CCSO Bylaws, the groups own governing document, and those put forth by CNSE Administrative Staff, and all other applicable local, state, and federal laws and statutes.
3. **GSA and UGSA Expenses, Events and Activities** The GSA and UGSA shall be responsible for the formation of committees to allocate funds allotted by the CCSO for their respective Expenses, Events and Activities. All purchases requested by these committees must be approved by the CCSO.
   1. These committees shall submit an application for funding April 1st for the fall funding period and November 1st for the spring funding period. This shall include all anticipated expenses, events, and activities.
   2. Should the application of the committee request less funding than is available to it in the CCSO budget, the committee may apply for the use of remaining funds at any time. Such applications shall be specific in the purpose of requested money.
4. Requests may be made by these committees, outside of the normal funding request period, to request unallocated Expenses, Events, and Activities funds be approved for the purchase of essential durable goods.
5. **Remedial Action to a Student Group:** In the event that the CCSO determines a club or student organization to be in violation of CCSO-established guidelines, the CCSO may issue a warning to the group as well as pursue further remedy, as established by the following procedure:
   1. The CCSO shall, by simple majority vote, issuea warning letter to the club or student organization in question. Such a letter shall:
      1. Inform the club or student organization of the alleged infraction
      2. Indicate that the CCSO may consider remedial action against the club or student organization including, but not limited to, a funding freeze or revocation of recognition
      3. Invite the club or student organization to submit a written statement to the CCSO secretary within 48 hours for consideration by the CCSO.
   2. The CCSO may undertake remedial action against the club or student organization. Such remedial action is subject to the following rules:
      1. Any statement received from the club or student organization received within the allotted time shall be considered.
      2. Any motion to impose remedial action against a student club or organization shall specify any and all remedial actions to be imposed. Remedial action imposed by the CCSO may include, but are not limited to, a funding freeze, or revocation of recognition.
      3. The passage of any motion to impose remedial action on a student club or organization shall require a supermajority vote of the CCSO. No vote to impose remedial action shall be held until after the 48 hour period allotted for the club or student organization to respond.

A club or student organization shall be informed, within 24 hours, of any vote of the CCSO to impose remedial action upon it, the results of that vote, and any consequences it shall face as a result of that vote.

1. **Summary of Important Dates**
   1. Funding Request for Fall and Winter Semesters: Preceeding May 1st
      1. Fall and Winter CCSO Budget Released: By September 1st
   2. Formal Recognition Submission Fall: October 1st
   3. Funding Request for Spring and Sumer Semesters: Preceeding December 1st
      1. Spring and Summer CCSO Budget Released: By Feburary 1st
   4. Formal Recognition Submission Spring: March 1st

Article 5: Finances

1. **Fiscal Year and Funding Periods**: The fiscal year of the CCSO and, by extension, the GSA, UGSA, and all student clubs, will begin September 1 of each year and end August 31 of the following year. The fiscal year shall be divided into two funding periods. The Fall/Winter funding period shall begin September 1 and end January 31. The Spring/Summer funding period shall begin February 1 and end August 31.
2. **Annual CCSO Budget**: The CCSO shall be responsible for developing an overall budget for the fiscal year which shall account for the combined finances of the GSA and UGSA. This budget shall account for revenues and expenses. Such a budget shall be estimated in advance of a fiscal year and amended as new data becomes available during the fiscal year, and must always be approved by the GSA, UGSA, and CNSE administration. The first, estimated annual budget for each fiscal year shall be submitted to the GSA and UGSA executive boards by May 1.
   1. Revenue shall be the sum of any unspent revenue from previous fiscal years and income derived from any sources, including student activity fees.
      1. The CCSO shall be authorized to request information from its designated fiscal agent and/or CNSE Administration as necessary to estimate total revenue. Such information shall include the value of accounts containing student activity fees, and the number of anticipated activity-fee paying graduate and undergraduate students expected to enroll or enrolled in a given term. Such information shall be considered confidential within the CCSO, GSA and UGSA executive boards.
   2. Expenses shall not exceed 100% of total revenue, and shall be categorized as:
      1. A contingency fund, worth not less than 15% of total revenue
      2. GSA expenses, events and activities
      3. UGSA expenses, events and activities
      4. Student Clubs and Organizations
      5. Operating Expenses of the CCSO
   3. **Approval of the Annual Budget**: The budget shall need to be approved by the CCSO and confirmed by the GSA, UGSA, and CNSE administration prior to official adoption or any amendment. The following outlines the adoption protocol:
      1. Approval of the budget shall require a supermajority vote of the CCSO. Upon the passage of such a motion, the GSA and UGSA Treasurers shall relay the budget to their respective organizations.
      2. The GSA and UGSA executive boards shall be given two weeks in which to either confirm the budget or to refuse its confirmation.
      3. In the case that the GSA or UGSA refuses confirmation of the budget, a written reason must be provided to the CCSO. The CCSO shall further deliberate and propose a new budget and reinitiate the approval process.
      4. In the event that a budget fails to be confirmed by the GSA or UGSA more than once, the CCSO shall petition for a CNSE administrator to assist as a mediator in the process. The opinions of any mediator shall not be binding.
      5. Once the GSA and UGSA confirm the budget, the budget shall be made available to CNSE administration for final confirmation and adoption. If CNSE administration refuses to confirm the budget it shall provide a written reason to the CNSO; CCSO shall draft a new budget and reinitiate the approval process.
3. **Financial Records**: All CCSO documentation shall be maintained in perpetuity in both paper and electronic formats. This documentation shall be available upon request to any GSA or UGSA member, unless a specific piece of information is confidential in accordance with CNSE policy or federal, state, or local law.
   1. It is the responsibility of the treasurers of the GSA and UGSA to maintain these records
   2. The paper records shall be kept secured on the CNSE campus
   3. The electronic records shall be kept in a secure drive
4. **Designated Fiscal Agent and Reporting**: The designated fiscal agent of the CCSO, GSA and UGSA shall be [CNSE ADMIN]. The CCSO shall have the right to request semi-annual reports from its designated fiscal agent on the value of the accounts in which its finances are maintained and policies which shall affect the business of the CCSO.
5. **Club Budget Approval Process**: Each club shall be required to submit a Club Budget Application which contains all events, activities and purchases for which that club will request funding from the CCSO. The CCSO may approve none, some, or all of each club’s funding requests. All such expenses shall be allocated to the Student Clubs and Organizations expense category of the CCSO budget. The CCSO shall simultaneously approve all club-related purchasing for each funding period.
   1. Each club shall be required to submit a Club Budget Application for the Fall/Winter funding period by the preceding May 1. Each club shall be required to submit a Club Budget Application for the Spring/Summer funding period by the preceding December 1.
   2. The CCSO shall assign two of its members to review the Club Budget Application of each club. These individuals shall submit to the CCSO an opinion regarding the club’s requests.
   3. A draft of all allotments for the CCSO budget expense category Student Clubs and Organizations shall be created by the CCSO. The CCSO may, by majority vote, include none, some, or all of each individual club’s funding requests in this draft.
   4. After reviewing all Club Budget Applications for a funding period, the CCSO shall, by supermajority vote, approve all purchases allotted to the CCSO budget expense category Student Clubs and Organizations. The CCSO shall not approve allocations to the CCSO budget expense category, Student Clubs and Organizations for the Fall/Winter funding period exceeding 50% of the allotment for the fiscal year.
   5. The CCSO shall inform a club of its approved funding for the Fall/Winter funding period by September 1. The CCSO shall inform a club of its approved Club Budget for the Spring/Summer funding period by February 1. The CCSO may, by majority vote, also inform the club of comments made during the review of their Club Budget Application.
   6. No club shall be authorized to make purchases for which they have not been approved. A purchase if approved is only approved only for the duration of the funding period.

1. **Other sources of funding:**
   1. **Fundraising/Corporate Sponsorships:** All Club income acquired through fundraising and/or corporate sponserships shall be the responsibility of the Club but shall be reported to the CCSO in the next Club Budget Application.
      1. In cases when a sponsor requests that money be held by CNSE, arrangements can be made with the CCSO’s designated fiscal agent. This money remains property of the club, but must be distributed following the guidelines in article 6 section 7.
   2. **Donations of Durable Goods:** Any donations of durable goods made to the Club are the property of the Club, not individuals in the Club. Donations made to clubs in excess of $100 value must also be reported to the CCSO during the next funding period application.
2. **The CCSO will not fund the following:**
   1. Potlucks, dinners or any event where the consumption of food is the primary focus of the event. Exceptions may be made for specific reasons, including but not limited to cultural or aesthetic appreciation.
   2. Alcoholic beverages
   3. Large campus wide events held by clubs (the GSA and UGSA events and activities handle these types of events)
   4. Personal property for club members
   5. Events where a fee is charged to participate
   6. Private transportation to/from events
      1. Mass transportation can be arranged on a case by case basis
   7. Any cost incured for a fundraising activity
3. **Purchasing:** The CCSO shall be required to approve any purchase before it is authorized. Purchasing shall be conducted either as a direct purchase or reimbursement. No student club or organization can directly submit any request to the CCSO’s designated fiscal agent.
   1. Approval of a purchase shall require a supermajority vote of the CCSO.
      1. No expenses shall be authorized outside of the approved CCSO budget. Should a CCSO budget not be approved, no expenses shall be authorized until a CCSO budget is passed.
      2. All Clubs-related purchases shall be authorized simultaneously by the Club Budget Approval Process described in Article 4, Section 5.
   2. Final authorization of a direct purchase or reimbursement shall require two signatures before being presented to the CCSO’s designated fiscal agent for fulfilment. The GSA Treasurer and UGSA Treasurer shall have signatory power to the designated fiscal agent.
      1. In the event of the extended absence of the GSA and/or UGSA Treasurer, the respective President of the GSA and/or UGSA shall have signatory power. This power shall only be used in the event that a Treasurers is absent for more than two weeks’ time.
   3. Direct purchase for goods/services may be requested by submitting a purchase order to the CCSO. Upon final authorization, the request will be forwarded to the designated fiscal agent of the CCSO so the purchase can be made.
      1. Direct payment requests must be made to the CCSO at least \_\_\_ weeks before purchase is due.
      2. Tax exemption may apply to certain direct purchases.
   4. Reimbursement for an approved purchase of goods and/or services may be requested by submitting a reimbursement request along with the original itemized receipts to the CCSO. Upon final authorization, the request will be forwarded to the designated fiscal agent of the CCSO so the reimbursement can be given. Direct purchase should always be considered preferable to reimbursement.
      1. All reimbursement requests must be made not more than 2 weeks after the purchase of durable goods, or not more than 2 weeks after the event for consumables or services.
      2. Reimbursements may take up to \_\_\_ time to process
      3. Unauthorized purchases shall not be reimbursed.
   5. Any durable goods owned by a Club, GSA/UGSA Events and Activities, or CCSO must be available to GSA and UGSA members. The CCSO may regulate access to such goods through registration or training requirements.
      1. Any durable goods with value exceeding $250 must be purchased directly by the authorized fiscal agent of the CCSO. Reimbursement shall not be authorized.

Article 6: Ratification and Amendments

1. **Ratification:** Ratification of these bylaws shall take effect upon the GSA and UGSA amending their bylaws to include:
   1. Recognition that the CCSO shall have the right to account for and allocate for disbursement the activity fees of GSA and UGSA members and to set regulations and procedures for the formation and operation of clubs and student organizations
   2. Provisions for the appointment of members to the CCSO in compliance with Bylaws of the CCSO
   3. The role of the GSA and UGSA Treasurer on the CCSO
   4. The establishment of a committee or procedure to allocate the GSA or UGSA expenses, events and activities moneys allotted them by the CCSO budget.
2. **Amendments:** A motion to amend the CCSO Bylaws shall only be made by a CCSO member. For ratification, the motion to amend the CCSO Bylaws must be passed with a supermajority vote of the CCSO, and then approved by the GSA and UGSA in a manner consistent with how the GSA and UGSA would amend their own Bylaws.