

THE CONSTITUTION OF THE COMPUTER SCIENCE AND ENGINEERING CLUB

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

2013 – 2014 ARRANGEMENT

Revision 0.3
May 17, 2013

Advisor:
Dr. Arturo CONCEPCION

Contents

Article I. Preamble	3
Section 1. Name	3
Section 2. Purpose	3
Section 3. Signatures	3
Article II. Supremacy	4
Article III. Membership	4
Section 1. Categories of Membership	4
Section 2. Requirements	4
Section 3. Suspension	5
Article IV. Officers	5
Section 1. Positions	5
Section 2. Roles	5
Section 3. Requirements	5
Section 4. Compensation	5
Section 5. Impeachment	6
Article VII. Amendments	6
Article VIII. Non-discrimination	6
Article IX. Non-hazing	6
Article X. Off-Campus Issues	6
By-laws	6
Article I. Appointments	7
Section 1. Webmaster	7
Section 2. Information Officer	7
Article II. Duties	7
Article III. Meetings	7

Section 1. Rules of Order	7
Section 2. Quorum	8
Section 3. Schedule	8
Article IV. Finances	8
Section 1. Banking	8
Section 2. Membership Dues	8
Section 3. Dispersal of Funds	8
Article V. Elections	8
Section 1. Nominations	8
Section 2. Time of Elections	9
Section 3. Procedures	9
Section 4. Assumptions of Office	9
Section 5. Vacancies	9
Article VI. Advisor	9
Article VII. Customs	9

Article I. Preamble

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of those interested in Computer Science and Engineering, enact this constitution as our governing law.

Section 1. Name

The official name of the organization shall be the Computer Science and Engineering Club and may be referred to as the Club throughout the rest of this document. The abbreviation of the Club name shall be CSE Club.

Section 2. Purpose

The purpose of the Computer Science and Engineering Club is to

- Form a scholarly, nonpolitical, and nonprofit student association for persons interested in Computer Science and Engineering studies
- Promote interest and scientific understanding in Computer Science and Engineering
- Promote cooperative activities and exchange of information within the field of Computer Science and Engineering
- Provide a means for the publication of scholarly research and other materials designed to promote Computer Science and Engineering studies
- Facilitate contact and exchange of information between scholars and scholarly organizations at CSUSB interested in Computer Science and Engineering and those in other countries
- Facilitate the increase in fluency of all computer language learners through partnering and sharing with other Computer Science and Engineering students
- Introduce new languages, theories, topics of discussion, and activities to our Computer Science and Engineering students

Section 3. Signatures

Article II. Supremacy

This Constitution shall be the supreme ruling document for the Computer Science and Engineering Club. The officers of Club shall be the governing body of the club, and shall establish By-Laws which shall provide rules of conduct for the Club in accordance with, and subordinate to, this Constitution.

Article III. Membership

Section 1. Categories of Membership

1. Membership shall be open to all individuals and groups interested in the field of Computer Science and Engineering Studies.
2. There shall be four categories of membership:

Student members

Any individual enrolled at CSUSB.

Regular members

Any individual not enrolled at CSUSB.

Institutional members

Any group or organization wishing to affiliate for the purpose of receiving Computer Science and Engineering Club publications and announcements.

Associate members

Any individual not desiring the privileges and responsibilities of regular membership but desiring to participate in a particular function of the Association.

Section 2. Requirements

- Membership dues shall be payable quarterly or yearly.
- Any member in arrears for more than two months shall not receive any Club publication or announcements.
- Any member in arrears for one full quarter shall, after receiving official notice from the club, lose his/her/its membership in the Association.
- The ultimate authority of the Club shall be vested in the full membership of all members in good standing.
- This authority shall be expressed in voting at either the annual membership meeting or through mail polls conducted by the officers and council of the club. Only student members shall be entitled to vote and hold office.
- Institutional members shall only receive publications and announcements of the club.

Section 3. Suspension

A member may be removed from membership due to disorderly conduct, gross, misdemeanor, failure to fulfill requirements of their membership, category, or any other reason important to the organization. A member may be suspended or removed for the above stated reasons following a hearing by the membership of the organization, with final authority given by the board of officers.

Article IV. Officers

Section 1. Positions

The Associations officers shall be the President, the Vice-President, the Treasurer and the Secretary and other positions as deemed by the Club officers and filled by the membership.

Section 2. Roles

President

The President serves as the executive officer of the club, and is responsible for the overall running of the club. The President acts as the club's primary spokesperson and representative.

The President has the power of appointment. He or she may appoint individuals to serve in various positions to assist the elected officers of the club. These appointments require confirmation by the Board of officers by a majority vote.

Vice President

The Vice President shall be to serve as President when the President is unavailable. He or she shall also perform other duties as directed by the President to encourage participation and growth of the club.

Treasurer

The Treasurer shall be responsible for all accounts and bookkeeping of funds for the treasury of the club.

Secretary

The Secretary shall ensure the order of Club meetings and documents, and acts as a communication channel for the club.

Section 3. Requirements

- An officer must fulfill their duties, as stated in the By-laws of the club.
- The officers of the Club are also members of the club, and thus are held to the same requirements as members of the club.

Section 4. Compensation

No appointed or elected officers of the Club shall receive any financial compensation for services rendered to or on behalf of the club, except for reimbursement of personal expenses incurred by

officers of the Club in the course of their work on behalf of the club. Exceptions may be granted by a recommendation by the President and a 2/3 vote of the Board excluding the affected member(s).

Section 5. Impeachment

Impeachment of any officer will be attained only after review by the board of an accusation worthy of dismissal as a member or conduct not befitting the office, with a 2/3 vote of the board of officers, excluding that officer.

Article VII. Amendments

Amendments to the constitution may be made by recommendation from the board of officers and a three quarter affirmative vote by a quorum at the second meeting of the year and only after presentation and discussion at one other meeting.

Article VIII. Non-discrimination

The Computer Science and Engineering Club shall never discriminate by race, religion, natural origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, and/or disability.

Article IX. Non-hazing

Neither the Computer Science and Engineering Club, nor its members, shall conspire to engage in hazing, participate in hazing, commit any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student or person attending the institution.

Article X. Off-Campus Issues

The Computer Science and Engineering Club, or its members, when taking stands on issues, recognizes and will fulfill its obligation to make clear that it in no way represents the official position of the California State University, San Bernardino.

By-laws

A majority vote of the board of officers is required to change the bylaws after the change has been discussed at one meeting and may be done so only at the end of the year.

Article I. Appointments

Section 1. Webmaster

The board wishes to include in its officers the position of Web Master. The role of the Web Master will be to create and maintain a website for the Club.

Section 2. Information Officer

The board wishes to include in its officers the position of Information Officer. The role of the Information Officer will be to disseminate information about the Club to its membership, associations, and entities.

Article II. Duties

President

Vice President

The duties of the Vice President shall be to serve as President when the President is unavailable. He or she shall also perform other duties as directed by the President to encourage participation and growth of the club.

Treasurer

The duties of the treasurer shall be to keep the accounts and bookkeeping of all incoming and outgoing funds of the treasury for the club, disburse funds when requested and approved by the board, and to collect membership dues. The treasurer shall keep the board members and the faculty advisor apprised of funds available and expenses paid at regular and frequent intervals.

Secretary

The secretary shall keep the minutes of the board meetings and maintain the minutes for review. Any request to review past minutes must be in writing and must state the purpose of the review request.

Web Master

Information Officer

Ensuring meetings are effectively organised and minuted Maintaining effective records and administration Upholding the legal requirements of governing documents, charity law, company law etc (where relevant). Communication and correspondence

Article III. Meetings

Section 1. Rules of Order

All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised in all cases in which it is applicable and not inconsistent with these by-laws, the Constitution, or rules of

the university.

Section 2. Quorum

The attendance of half the officers constitutes a quorum for the transaction of business at a board meeting. The attendance of half the officers and one third of the members constitute a quorum for the transaction of business at a special meeting. A special meeting of the entire membership may be called for any purpose as directed by the president and the board of officers for the purpose of including the membership in decisions.

Section 3. Schedule

Meetings are to be held at least once a month, or by arrangement. Special meetings may be called, however, a quorum must be present at all special meetings, and only the business for which a special meeting has been called may be transacted at the meeting. Members will be notified via email of all meetings.

Article IV. Finances

Section 1. Banking

The treasury shall be kept at an off campus bank of the board of officers choosing. There shall be two signatures required on all transactions, president and treasurer.

Section 2. Membership Dues

Membership dues will be \$15 per quarter, or \$35 per year. Dues will be collected once per quarter, or at discount for a year membership, as voted on by the board, may be instituted.

Section 3. Dispersal of Funds

In the event that this organization does not become and remain active during a two-year period, any funds remaining in the account are to be transferred to Computer Science and Engineering department, under the direction of a faculty advisor, as contributions to scholarship funds.

Article V. Elections

Section 1. Nominations

Nominations of oneself or another interested party will be allowed by informing the board of the intent to run for office via mail, email or spoken word.

Section 2. Time of Elections

Elections will be held annually at the end of, but prior to the completion of, the Spring Quarter.

Section 3. Procedures

Officers are elected by secret ballot, to be facilitated by the Club and with cooperation of the department of Computer Science and Engineering. A plurality vote is required to win and fill a position.

Section 4. Assumptions of Office

Newly elected officers will assume the office at the monthly meeting following elections and will remain in office for one full year.

Section 5. Vacancies

If the president should resign, be recalled, or die, then the Vice President shall complete the remainder of the term in the presidents position. A new Vice president will be elected by general vote by the student members. Other board positions will be filled by general vote by the student members.

Article VI. Advisor

Advisors will be selected at the discretion of the board of officers with a two-thirds majority vote. Advisors will be re-affirmed automatically on a yearly basis unless the desire to step down has been noted or the board wishes to include other advisors. An advisor may be removed from position under the same rules for removal of an officer of the club.

Article VII. Customs