

THE CONSTITUTION OF THE COMPUTER SCIENCE AND ENGINEERING CLUB

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

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Article I. Preamble

Section 1. Purpose

The purpose of the Computer Science and Engineering Club is (a) to form a scholarly, nonpolitical, and nonprofit student association of all persons interested in Computer Science and Engineering studies; (b) to promote interest in and scholarly study of Computer Science and Engineering; (c) to provide means for the publication of scholarly research and other materials designed to promote Computer Science and Engineering studies; (d) to promote cooperative activities and exchange of information within the field of Computer Science and Engineering; (e) to facilitate contact and exchange of information between scholars and scholarly organizations at CSUSB interested in Computer Science and Engineering and those in other countries; (f) to promote scientific understanding and a place to practice Computer Science and Engineering skills in a relaxed environment; (g) to facilitate the increase in fluency of all computer language learners through partnering and sharing with other Computer Science and Engineering students; (h) To Introduce new languages, theories, topics of discussion, and activities to our Computer Science and Engineering students; and (i) to share in learning and exchange ideas.

Section 2. Nondiscrimination/Hazing

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.

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.

Section 3. Off-Campus Issues

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.

Article II. Name

The official name of the organization shall be the Computer Science and Engineering Club and shall be known as Club throughout the rest of this document.

Article III. Membership

Section 1. Categories of Membership

A. Membership shall be open to all individuals and groups interested in the field of Computer Science and Engineering Studies. B. There shall be four categories of membership: 1) Student members (any individual enrolled at CSUSB). 2) Regular members (any individual not enrolled at CSUSB). 3) Institutional members (any group or organization wishing to affiliate for the purpose of receiving

Computer Science and Engineering Club publications and announcements). 4) 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 (e.g. Public Relations officer or Web Master).

Section 2. Duties

President - The president shall conduct all meetings according to Robert's rules of order. The president of the club may appoint individuals to serve in various positions to assist the elected officers of the club. These positions require confirmation by the Board of officers by a majority vote, either by mail poll, telephone, FAX or meeting of the Board. Some, but not all of these appointed positions are: 1) Coordinator of the annual meeting of the club, 2) Heads of Committees for special projects and programs, 3) Chairpersons for special symposiums, workshops, 4) Editors for special projects or works sponsored by the club 5) and Special representatives of the club to attend specific meetings of special interest to the club.

The appointment of officers of the club shall be consistent with the constitution and bylaws of the club.

Vice President- The duties of the Vice President shall be to serve as President when the President is unavailable. He/she shall also perform other duties as directed by the President to encourage participation and growth of the club. Such duties shall include but not be limited to being the liaison for club intramural participation, planning outreach to students, and encouraging membership.

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 adviser apprised of funds available and expenses paid at all times.

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.

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).

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.

Section 6. Impeachment

Impeachment 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.

Article VI. Meetings

Section 1. 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 2. 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 VII. 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. Dues

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 adviser), as contributions to scholarship funds.

Article VIII. Constitutional 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 IX. 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 adviser may be removed from position under the same rules for removal of an officer of the club.

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. Membership dues will be \$15 per quarter, or \$35 per year. The board wishes to include in its officers the position of Web Master. Duties of the Web Master will be to create and maintain a website for the club. Design of the site will be at the discretion of the board. If costs (other than design costs) are incurred, they will be paid for out of club funds. Maintenance of the site, to include updates in design, content updates and reliable access will be the responsibility of the Web Master. The website for the Computer Science and Engineering Club will belong to the club and any control, access, passwords and downloadable content must be turned over to the club by the Web Master at the end of his/her term. The Web Master will also be responsible for content suitable to a scholarly organization (including posts by members) and security of the website. The board wishes to include in its officers the position of Information Officer. The Information Officer will be responsible for disseminating information about the club to the club membership, associations at CSUSB and entities (including companies as needed) outside of CSUSB. The Information Officer may use mail, email, voicemail, a list server or telephone as a means of communication at the sole discretion of the Information Officer. The purpose of the position of Information Officer is to keep the members informed about meetings and upcoming events and to invite dignitaries, company representatives and representatives of CSUSB organizations as guest speakers. The Information Officer may also be called upon to help organize field trips or special events as needed.