



## Computer Science and Engineering Club Constitution

### 1. **Preamble**

- 1.1. 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.
- 1.2. The CSE Club affiliates with international organizations Association for Computing Machinery (ACM) and Institute of Electrical and Electronics Engineers (IEEE).

### 2. **Name**

- 2.1. The official name of the organization shall be the "Computer Science and Engineering Club at California State University, San Bernardino" and may be referred to as the Club throughout the rest of this document.
- 2.2. The abbreviation of the Club name shall be "CSE Club" or "CSE Club at CSUSB".

### 3. **Purpose**

- 3.1. The purpose of the Computer Science and Engineering Club is to promote students' interest in Computer Science and Engineering, foster professional development, assist academic success, and build professional skills. We seek to form a scholarly, secular, nonpolitical, and nonprofit student association which fulfills these criteria.

### 4. **Supremacy**

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

### 5. **Definitions**

- 5.1. Officer: The elected officials who hold the primary authority and financial responsibility within the club.
- 5.2. Cabinet Member: Additional board members which are similar to officers, but do not hold financial responsibility.
- 5.3. The Board: The set of individuals containing both the officers and the cabinet members.
- 5.4. Coordinator: Those appointed for the purpose of assisting the club in the execution of specific activities.

### 6. **Membership**

- 6.1. Categories of Membership
  - 6.1.1. Student Member: members currently enrolled at CSUSB
  - 6.1.2. Non-Student Member: members not currently enrolled at CSUSB
- 6.2. Requirements
  - 6.2.1. All members must pay their annual dues for the academic years during which they wish to retain membership. Such dues to the CSE Club must be paid in the

amount defined in the By-Laws. Dues to ACM or IEEE must be paid in the amount specified by ACM or IEEE respectively.

- All members must adhere to the [University Code of Conduct](#)<sup>1</sup>.
- All members must adhere to the [IEEE Code of Conduct](#)<sup>2</sup>.
- All members must adhere to the [ACM Code of Ethics and Professional Conduct](#)<sup>3</sup>.

#### 6.3. Expulsion

- 6.3.1. A member may be removed from membership due to violations of the Constitution, the University Code of Conduct, the ACM Code of Ethics and Professional Conduct or the IEEE Code of Conduct. Such removal may only occur following a hearing by a neutral party of adjudicators, who will make a recommendation to the Board. The Board will then vote on the removal, with the result decided by a simple majority.

### 7. Board

- 7.1. The Board shall be the highest decision-making body within the Club, and shall be composed of Officers and the Cabinet, whose duties and related information are provided below.

#### 7.2. Requirements

- 7.2.1. All Board members must fulfill their duties to the best of their abilities.
- 7.2.2. All Board members remain members of the Club, and must therefore meet all standards set for members as defined by this constitution and the CSUSB Office of Student Engagement.

#### 7.3. Compensation

- 7.3.1. No member of the Board, nor any representative of the Club acting in any capacity shall receive any financial compensation for services rendered to or on behalf of the Club, except for pre-approved reimbursement of expenses incurred in the course of work on the Club's behalf.
- 7.3.2. Exceptions may be granted by a recommendation of the President and 2/3 vote of the Board excluding the affected member(s).

#### 7.4. Impeachment

- 7.4.1. Impeachment of any Board Member will be attained only after successful completion of the following:
- 1) Impeachment must be proposed at a meeting and approved by a simple majority vote of some portion of the active membership defined in the By-Laws.
  - 2) If the vote was successful, the individual being impeached is allowed a meeting in which to make their defense.
  - 3) Such a meeting will be scheduled to accommodate the individual.
  - 4) If they fail to attend such a meeting, impeachment may still continue.
  - 5) Impeachment votes shall be done via the standard voting procedure.

### 8. Officers

#### 8.1. Positions

- 8.1.1. The Officers shall be the President, the Vice-President, and the Treasurer, and shall be listed with both the CSUSB Office of Student Engagement, the Association for Computing Machinery, and the Institute of Electrical and Electronics Engineers as the Club's responsible leadership.

#### 8.2. Roles and Responsibilities

- 8.2.1. The President shall:
- Represent the CSE Club before the public and preside at the meetings of the club.

- Learn and use the skillful art of delegating responsibility to other officers and coordinators as required by the size and range of the activity.
  - Hold regular weekly meetings with the Board.
  - Coordinate activities with Section and Region Officers of ACM and IEEE
  - Ensure the CSE Club conforms to standards set forth by the OSE in its operations.
  - Have the power of appointment to Cabinet positions if a mid-year vacancy occurs, and to Coordinator positions year-round. Such nominations are subject to a simple majority vote of approval by the Board.
  - Coordinate the annual schedule of events with the Board.
- 8.2.2. The Vice President shall:
- Share the duties and responsibilities of the President.
  - Perform other duties as directed by the President to encourage participation and growth of the Club.
  - Serve as President when the President is unavailable, and shall assume the role of president per the rules defined in the Vacancies section of this document.
- 8.2.3. The Treasurer shall:
- Be responsible for all accounts and bookkeeping of funds for the Club treasury.
  - Make all necessary reports to CSUSB, IEEE, and ACM.
  - Maintain an up-to-date record of the account balances and financial transactions that is ready to be reported upon request.
  - Oversee all banking and cash handling for the Club.
  - Work together with all financially liable officers to foster the financial health of the Club.
- 8.3. Requirements
- 8.3.1. All Officers must meet all requirements set for members of the Board.
- 8.3.2. All Officers must meet all requirements set forth by the OSE.
- 8.3.3. All Officers must be members of ACM and IEEE.
- 8.3.4. All Officers must be elected by a vote consistent with the Election section of this document.
- 8.4. Vacancies
- 8.4.1. If the President should resign, be recalled, or die, then the Vice President shall complete the remainder of the term in the President's position. A new Vice President will be elected according to the standard election procedure. Other Officer positions will be appointed by the President, subject to a simple majority vote of the active student members

## **9. Cabinet**

- 9.1. Positions
- 9.1.1. The Cabinet shall be the Secretary, Information Officer, Events Coordinator, and Web Master.
- 9.2. Roles and Responsibilities
- 9.2.1. The Secretary shall:
- Establish an archive of all Board meetings that is made easily accessible to all officers.
  - Manage an up-to-date calendar of all scheduled events.
  - At minimum, maintain records of:
    - Membership records
    - Meeting minutes

- Event Attendance
  - the Constitution and its Bylaws
- 9.2.2. The Information Officer shall:
  - Handle dissemination of all Club information.
  - Inform members of meeting and event times, elections, and any other events and opportunities relevant to member's interests.
- 9.2.3. The Events Coordinator shall:
  - Lead or delegate another lead to organize Club projects.
  - Ensure proper completion of necessary forms.
  - Ensure compliance with all appropriate regulations.
  - Be responsible for proper reservation of all necessary spaces.
- 9.2.4. The Web Master shall:
  - Be responsible for the administration of all internet properties and operated by the Club.
- 9.3. Vacancies
  - 9.3.1. Vacant positions shall be appointed by the President and is subject to a simple majority vote of the Club members.

## **10. Coordinators**

- 10.1. Coordinators are appointed officials tasked with the supervision or support of a narrow and specific set of duties agreed upon by the Board.
- 10.2. Coordinators are appointed by the Board via the standard appointments process. Coordinators shall be responsible for the tasks prescribed for them, and shall be accountable for their progress to the Board. If such progress is unsatisfactory or inconsistent with the Board's expectations, the Coordinator position may be dissolved by a simple majority vote of the Board, excluding any affected Board Member.

## **11. Amendments**

- 11.1. Amendments to the Constitution may be mad according to the following procedure:
  - 1) The amendment is proposed and discussed at a meeting.
  - 2) If approved by a majority vote at the meeting of some portion of the active membership to be defined in the By-Laws, the amendment shall continue to the voting stage
  - 3) The amendment must then be approved following a two-thirds vote using the standard voting procedure.

## **12. Voting**

- 12.1. The voting procedures should be carried out in such a way that does not create bias towards any participants involved, and is accessible to the maximal number of club members possible.
- 12.2. The procedure for voting shall be defined in the Bylaws.
- 12.3. In the event of a tie between two candidates running for a position, the decision of a split election shall fall to a vote of the Club Advisor(s), and if that is inconclusive, a run-off election between the top two candidates for the contested position. If all other methods of tie-breaking fail, the final decision falls to the President.

## **13. Elections**

- 13.1. Elections will be held at minimum once per school year, typically during Spring quarter. Elections may also happen in the event of unforeseen vacancies in the officership.
- 13.2. Nominations of oneself or another interested party will be allowed by informing the board of the intent to run for office via email. The current Board may prescribe additional

information necessary for inclusion on the election ballot, including (but not limited to), the individual's Coyote ID number or email address.

13.3. Board members shall be elected following the standard voting procedure.

13.4. Newly elected officers will assume the office at the monthly meeting following elections and will remain in office for one full year. Officers who previously held the position shall be kept available for a transition period of one month, during which they shall provide support to the new officers. These officers may be present at board meetings, but will not have a vote.

## **14.Meetings**

14.1. Board Meetings

14.1.1. Board meetings shall be attended by the Officers, Cabinet members, and Coordinators, and shall be the central coordination and planning meetings for the individuals in those offices. It is the purview of Board Meetings to plan events, make decisions about Club directions, and discuss administrative topics that do not require member input.

14.2. Standard Meetings

14.2.1. Standard meetings shall be attended by Officers, Cabinet members, Coordinators, and the general membership, and shall be the central resource for the dissemination of information, and the receipt of input from the membership.

14.3. Quorum

14.3.1. A quorum for a meeting which is to transact official business of the club shall be defined in the bylaws.

14.4. Scheduling

14.4.1. Meetings are to be held at least once a month, at a schedule determined at the start of each quarter, according to the input of the membership and the availability of the officers.

## **15.Finances**

15.1. Banking

15.1.1. The treasury shall be kept at the on campus bank, and banking procedures will adhere to the guidelines set forth by the Office of Student Engagement.

15.1.2. Dispersal of Funds

15.1.2.1. In the event that this organization becomes and remains inactive 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.

## **16.Advisors**

16.1. 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 by a two-thirds majority vote of the Board.

## **17.Non-Discrimination**

17.1. The Computer Science and Engineering Club shall never discriminate by color, race, religion, national origin, ancestry, sex, age, or physical handicap.

## **18.Non-Hazing**

18.1. 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.

## **19.Open Membership**

19.1. The Computer Science and Engineering Club membership and leadership must be open to all currently enrolled students at California State University, San Bernardino, except that a social fraternity or sorority may impose a gender limitation as permitted, by Title 5, California Code of Regulations, Section 41500.

## **20. Off-Campus Issues**

20.1. 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.

<sup>1</sup> <https://www.csusb.edu/sites/default/files/Student%20Code%20of%20Conduct.pdf>

<sup>2</sup> [http://www.ieee.org/about/ieee\\_code\\_of\\_conduct.pdf](http://www.ieee.org/about/ieee_code_of_conduct.pdf)

<sup>3</sup> <http://www.acm.org/about-acm/acm-code-of-ethics-and-professional-conduct>



## Computer Science and Engineering Club Bylaws

### 1. Amendments to Bylaws

A majority vote of the board of officers is required to change the By-Laws after the change has been discussed at one meeting and may be done so only after elections.

### 2. Membership

2.1. CSE Club membership dues will be \$10 per quarter.

2.2. CSE Club dues can only be collected and processed by the Club Treasurer.

2.3. Dues to [ACM](#)<sup>1</sup> or [IEEE](#)<sup>2</sup> will be collected through the respective organization's web portal.

2.4. All members must meet minimum activity requirements by attending at least two of any of the following:

- Club meetings
- Club project meetings
- Club events
- Club tabling. This counts only if a minimum of 1 hour is spent at the table acting as a representative of the club. Visiting the Club table is not sufficient for this requirement.
- Club tutoring. This counts only if the member acted as a tutor, not as an individual receiving tutoring.

### 3. Voting Procedure

3.1. The president or presiding officer shall propose the decision to be voted upon at a meeting that meets quorum.

3.2. For binary (yes/no) proposals, the proposal shall pass if 2/3rds of the present active members votes in its favor.

3.3. For proposals with three or more possible choices, the proposal is determined by a simple majority vote in its favor.

3.4. Votes for Impeachment or Amendment proceedings must be made with a minimum 1/5 of the active membership of the Club voting in favor.

### 4. Meetings

4.1. All meetings shall be conducted with respect for individual's right to speak, their right to vote, and their time, and shall be run consistently with all other rules defined in the Constitution and By-Laws.

4.2. Quorum for general meetings shall be half of the active membership.

4.3. Quorum for officer meetings shall be a simple majority of the total officers.

### 5. Software Licensing

5.1. Any and all work that is performed on a group project with other club members, and organized by the club, will be considered as belonging to the CSE Club and may be published as such with appropriate recognition to the contributors.

5.2. It is in the nature of the Club to facilitate open learning, and as such, software written by the Club is encouraged to be released under an open license. Any license chosen for use in a specific project must be approved by a majority vote of the board.

<sup>1</sup> <http://www.acm.org/membership/join-acm>

<sup>2</sup> [http://www.ieee.org/membership\\_services/membership/join/index.html](http://www.ieee.org/membership_services/membership/join/index.html)