

BYLAWS  
KGB

ARTICLE I  
NAME AND OBJECTIVES

Section 1. The name of the organization shall be KGB.

Section 2. The objectives of the organization shall be:

- a. to promote a spirit of fellowship among its members.
- b. to take an active and positive role in campus life.

Section 3. The organization shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues, donations, or other sources of income to the organization shall inure to the personal benefit of any member or individual.

ARTICLE II  
DEFINITIONS

Section 1. Standing Definitions. The terms defined as follows shall be considered standing definitions:

- a. Majority. A majority shall be defined as a number greater than one-half (1/2), or fifty percent (50%), of the total.
- b. Organization Quorum. A quorum of the organization is required in order to hold meetings as set forth in Article IV, Sections 1 and 2, and shall be either a majority of the voting members or seventy-five percent (75%) of the active members.
- c. Board Quorum. A quorum of the Board is required in order to hold meetings set forth in Article IV, Sections 3, 4, and 5, shall be a majority of the Board members.
- d. Written Petitions. All written petitions shall bear the signatures of either ten (10) members, or twenty percent (20%) of the voting membership, whichever is greater.
- e. Member in Good Standing. A member is in good standing whose dues are current and whose other monetary obligations to the organization are fulfilled
  - 1) within sixty (60) days of the obligation's creation, or 2) by the Annual Meeting (as defined in Art. VI, Sec. 2)

whichever comes first unless such obligations are created within seven (7) days prior to the Annual Meeting, in which case clause 2 shall not apply.

f. Voting Member. A voting member is a member in good standing who has attended at least one (1) previous meeting during their current term of membership.

g. Mailing. A mailing may be by physical or electronic means. Such mail must be individually addressed to each recipient, and may not only be to a single central bulletin board or other medium.

h. Active Member. An active member shall be a voting member who has attended at least one of the three (3) previous regular organization meetings as set forth in Article IV, Section 1 of these bylaws.

i. Annual Meeting. The annual meeting is the meeting at which the officers shall be elected for the ensuing year, and at which other significant business is conducted in accordance with these bylaws, and is described in Article VI, Section 2 of these bylaws.

j. Random Process. A random process shall be any method of choice which assigns an equal probability of selection to each option.

k. Duck. Anything that looks like a duck, walks like a duck, and quacks like a duck.

l. Zombie Dollar. One zombie dollar is the equivalent of the fee assessed members with a body temperature equal to or less than fifty (50) degrees Fahrenheit, as defined in Article III, Section 2 of these bylaws.

m. Term of Membership. A member's term of membership is the length of time covered by their most recent payment of dues, or the period dating back to when they most recently became a member of KGB, whichever is shorter.

n. Fellowship Activity Fellowship activities are events officially organized by the officers of the organization. Only current Carnegie Mellon University students, current students of other Pittsburgh-based universities, and dues-paying members are guaranteed the ability to participate in these events, unless restricted by effects of Article IX of these bylaws. All other individuals must request permission from the organization's officers to attend (at maximum) 3 events per academic semester (where if one officer dissents, permission must be decided by majority vote). For specific events or individuals, the organization's officers may alter these restrictions via a majority vote.

Section 2. Provisional Definitions. All terms not previously defined as standing Definitions shall be defined according to the current edition of MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY.

### ARTICLE III MEMBERSHIP

Section 1. Membership. Each individual voting member shall have one (1) vote. Each member shall receive one (1) copy of any notices, publications or other

distributed documents of the organization.

Section 2. Becoming a Member. Any current student of Carnegie Mellon University or of a neighboring university in the Pittsburgh area is eligible to become a member of the KGB providing they have paid dues to the Treasurer and whose body temperature is above fifty (50) degrees Fahrenheit shall be considered a member. However, the second requirement can be waived for the fee of six (6) dollars. Special approval may be sought by the individual seeking membership if they are not a current student at a Pittsburgh-based university. This appeal must be submitted to the Corresponding Secretary in writing, who will present it to the board at the next Regular Executive Board Meeting, where membership may be granted by a two thirds (2/3s) vote of the executive board. The KGB abides by the Carnegie Mellon Statement of Assurance.

Section 3. Dues. Membership dues for the next year shall be suggested annually by the Executive Board in March, and approved or changed by the voting membership at the April meeting. Dues shall be payable on or before the thirtieth day of September each year.

Section 4. Termination. Memberships may be terminated voluntarily:

a. by resignation. Any member may resign from the organization upon written notice to the Recording Secretary.

b. by lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid thirty (30) days after the deadline for payment of dues. However, the Executive Board may grant an additional thirty (30) days grace period to such delinquent members in exceptional cases. In no case may a person be entitled to vote at any organization meeting whose dues are unpaid as of the date of that meeting, or who are sixty (60) days in arrears of other monetary obligations to the organization.

Section 5. Refund of Dues. Membership dues will not be refunded either wholly or in part for any reason save extreme circumstances as determined by the membership.

Section 6. Benefits of Membership. All members in good standing shall receive all benefits of membership except as stipulated in the bylaws.

#### ARTICLE IV MEETINGS AND VOTING

Section 1. Regular meetings of the organization shall be held as directed by the Executive Board. Written notice of such meetings shall be mailed to the membership at least six (6) days prior to the date of the first such meeting of each semester by the Corresponding Secretary through the official organization newsletter or by other mailing, as well as upon any change in the announced time. Only current Carnegie Mellon University students, current students of other Pittsburgh-based universities, and dues-paying members are guaranteed the ability to participate in these meetings, unless restricted by effects of Article IX of these bylaws. All other individuals may request permission from the organization's officers to attend (at maximum) 3 meetings per academic semester. For specific cases, the organization's officers may alter these restrictions via a majority vote.

Section 2. Special Organization Meetings. Special meetings of the organization may be called by the President, or by a majority vote of the members of the Executive Board who are present and voting at any regular or special meeting of the Board, or by the Recording Secretary upon receipt of a written petition. Written notice of such meetings shall be mailed by the Corresponding Secretary at least three (3) and not more than fifteen (15) days prior to the date of the meeting. Such notice shall state the purpose(s) of the meeting, and no other organization business may be transacted thereat.

Section 3. Regular Executive Board Meetings. Regular meetings of the Executive Board shall be held as directed by the Board, with a minimum of two (2) such meetings per semester. Notice of such meetings shall be mailed to the membership at least six (6) days prior to the date of the first such meeting of each semester by the Corresponding Secretary and upon any change in the announced time. Such meetings shall be closed to non-members of the organization unless the individual(s) should be specifically invited by the Board, in which case the cause for the non-member presence shall be the first order of business, and after which the non-member may be asked to leave the meeting.

Section 4. Special Executive Board Meetings. Special meetings of the Executive Board may be called by the President, or by the Recording Secretary upon the receipt of a written petition signed by at least three (3) members of the Board. Notice of such meetings shall be given to the membership at least five (5) days prior to the meeting. Such notice shall state the purpose of the meeting and no other business may be transacted thereat. In addition, all restrictions in Section 3 of this article shall apply to special meetings of the Board.

Section 5. Emergency Board Meetings. Emergency meetings of the Board may be called by the President or First Vice-President and may be held by phone. Notice of such meetings shall be given to the officers at least one (1) day prior to the meeting. Any majority decision reached will be entered into the minutes of the next regular Board meeting.

Section 6. Voting. Each voting member shall be entitled to one (1) vote at any regular meeting of the organization at which the member is present. Absentee voting will be permitted only for elections. Absentee ballots must be submitted to all the election proctors at least twelve (12) hours in advance of the commencement of the Annual Meeting, unless the proctors decide to accept absentee ballots after this deadline. Absentee ballots may be submitted by electronic mail, in person, or by any other method the proctors deem acceptable.

## ARTICLE V OFFICERS AND REPRESENTATIVES

Section 1. Executive Board. The officers of the organization shall constitute the Executive board. The power necessary for the general management of the organization's affairs shall be entrusted to the Board, except as follows.

- a. The Board shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization, and the organization may countermand any decision of the board by a majority vote, thus opening up the question for consideration by the organization.

b. The Board shall not distribute the organization's funds except as directed by the organization.

Section 2. Officers. The organization officers, consisting of the following, shall serve in their respective capacities both with regard to the organization and its meetings and the Board and its meetings.

a. The President shall preside at all meetings of the organization and of the Board, and shall have the duties and powers normally applicable to the office of President in addition to those provided for in these bylaws.

b. The First Vice-President shall be in charge of fellowship and shall actively recruit new members.

c. The Second Vice-President shall be in charge of organizing fellowship activities.

d. The Corresponding Secretary shall have charge of all correspondence pertinent to the organization other than the correspondence reserved for the Recording Secretary and Treasurer. The Corresponding Secretary shall be the Editor of the organization Newsletter.

e. The Recording Secretary shall keep a record of all meetings of the organization and of the Board and of all matters of which a record shall be ordered by the organization. The Recording Secretary shall keep a roll of the members of the organization with applicable information, including attendance at meetings of the general body; furthermore, the Recording Secretary shall carry out such other duties as are prescribed in these bylaws, and shall have the duties and powers normally applicable to the office of Secretary, except for those duties and powers assigned to another officer by these bylaws. In the absence of the Recording Secretary, the duties and powers thereof shall be executed by the Corresponding Secretary, or in the absence thereof, the most senior officer present not presiding over the meeting.

f. The Treasurer shall collect and receive all moneys due or belonging to the organization, and shall deposit the same in a bank satisfactory to the Board, in the name of the organization. The Treasurer's books shall be open at all times to the inspection of the Board, and the Treasurer shall report to the Board and the general membership at every meeting the condition of the organization's finances. At the annual meeting, the Treasurer shall render an account of all moneys received and expended during the previous fiscal year. During the month of September the Treasurer shall mail to each member a statement of dues for the ensuing year. The Treasurer shall disperse funds as directed by the Executive Board. The Treasurer shall also be responsible for filing all financial forms applicable to the organization. In the absence of the Treasurer, the Recording Secretary shall record allocations made or debts incurred by or to the organization; however, the Recording Secretary shall not disburse or collect moneys, unless authorized so to do by the Board.

g. The Sergeant-at-Arms shall assist in preserving order as the chair may direct, and other duties as set forth in the standing rules of order.

Section 3. Officer Requirements. All Officers of the organization shall be voting members who are Activities Fee-paying students.

Section 4. Vacancies. Any vacancy of an officer position occurring on the Board during the year shall be filled for the unexpired term of office by a majority vote of all the remaining members of the Board by the second regular meeting of the board following the creation of such vacancy.

Section 5. Recall of Officers. Any officer may be recalled for misconduct or dereliction of duty. A written petition, stating the reason(s) for recall, shall be filed with the Board. Written notice of such a petition shall be mailed to the membership. At the next regular meeting at least six (6) days after the mailing, a hearing on the matter will be held and a two-thirds (2/3) vote will be required to sustain the recall.

Section 6. Seniority. Seniority of offices is: President, First Vice-President, Second Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, and Sergeant-at-Arms.

#### ARTICLE VI MUSICAL INTERLUDE



#### ARTICLE VII ORGANIZATION YEAR, ANNUAL MEETING, ELECTIONS

Section 1. Organization Year. The organization's fiscal year shall begin on the first day of September and end on the thirty-first day of August. The organization's official year shall begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.

Section 2. Annual Meeting. No later than the last meeting in the month of December the board shall set the date for the Annual Meeting. The annual meeting shall be held in the month of April of each year. At the Annual Meeting the Officers for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this article. They shall take office immediately upon the conclusion of the election and each retiring officer shall relinquish all properties and records relating to that office within fifteen (15) days after the election.

Section 3. Elections. The color of elections shall be purple.

a. Proctors. For the duration of the elections at the Annual Meeting, a set of at least three proctors shall preside and keep order at the meeting. Ballots shall be counted by at least two proctors. Proctors shall be ineligible to run in that year's elections. Proctors shall be voting members of the organization except as discussed in section VI.3.b.

b. Normal Proctor Selection. At least two weeks prior to the Annual Meeting, a slate of at least three consenting members shall be nominated as proctors at a meeting of the Board. A member shall not be nominated if any member of the Board objects. At any meeting of the general body thereafter prior to the Annual Meeting, the slate may be modified or approved by a two-thirds (2/3) vote. At any such time, if it has not yet approved a slate of proctors, the organization may elect to request proctors from an external source with a two-thirds (2/3) vote.

c. Emergency Proctor Selection. If, at the Annual Meeting, less than three approved proctors are in attendance, the general body shall again have the opportunity to modify and approve the slate of proctors. If no proctors have yet been approved, after at least two failed votes to approve the current slate of proctors the chair may declare an impasse. In such an impasse, five present members not presently nominated for office shall be selected as proctors by random process; or, if five such members cannot be found, five members from the total attendance shall be so selected, but shall remain eligible for election.

d. Election Procedure. The election of each officer shall be concluded before the election of the next begins, and these elections shall be held in order of the chain of command. Write-in ballots or other invalid ballots shall be considered as abstentions. The system by which we will vote is "Instant-runoff voting" as detailed below:

- 1) Each general body member present at elections (or voting absentee) will receive a ballot with the names of all candidates running for a given officer position listed.
- 2) Members will rank candidates for each position. They may rank as many or as few candidates as they would like until they have no confidence in a candidate.
- 3) Positions will be decided by counting votes and eliminating the candidate with the fewest number of votes, until a single candidate remains. That candidate is the winner of that position.
- 4) In the event of a tie between the candidates receiving the fewest number of votes, the proctors will eliminate one candidate by random process.
- 5) Each time a candidate is eliminated as the result of 3) and/or 4), the votes for that candidate will be redistributed according to the next candidate ranked on each ballot, until no further candidates are ranked, at which point the ballot will be considered an abstention.
- 6) Officers elected to a position will be removed from the running for

the following positions up for election.

The winner shall be announced by the election proctors. At least three of the election proctors shall sign a document in triplicate containing the names of the new executive board. Vote totals shall not be announced. The ballots shall be destroyed upon completion of the elections.

e. Election Quorum. Election of officers may proceed in the absence of quorum if the presence at the meeting of every absentee voter would be sufficient to reach quorum.

Section 4. Nominations. No person may be a candidate in an organization election who has not been nominated or who is not a voting organization member in good standing. During the last quarter of the official year the Executive Board shall select a Nominating Committee consisting of four (4) members willing to so serve, not more than one (1) of whom shall be a member of the Board. The Recording Secretary shall immediately notify the committee members of their selection. The Board shall name a Chairperson for the committee and it shall be this person's duty to call a committee meeting which shall be held on or before March 1. Once the first meeting has been held, the membership of this committee cannot be altered by the board. No person who has served on the Nominating Committee will be eligible to run in that year's elections.

a. The committee shall encourage as many able members to nominate themselves for offices as possible. If any office has no nominations for candidates, or the nominations for an office are such that all candidates could be elected to a position earlier in the chain of command, one (1) week before nominations are closed, Nominating Committee shall nominate one (1) person to that position, such that at least one person who is nominated for the office cannot be elected to a position earlier in the chain of command, and after securing the consent of each person so nominated, shall on or before the fourth day before nominations are closed report their nominations to both the Recording and Corresponding Secretaries in writing. Nominating Committee is to do everything in its power to maintain the appearance of neutrality.

b. Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall on or before the third day before nominations are closed notify each member in writing of the candidates so nominated.

c. Additional nominations may be made at any meeting after the report of the nominating committee and before the annual meeting by any member in attendance provided that the person so nominated does not decline when his or her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, the proposer shall present to the Recording Secretary a written statement of the candidate's willingness to be so nominated. A voting member may be nominated and run for more than one (1) office, but shall only be allowed to hold one (1) office.

d. Upon finalization of the nominations and at least three days before the annual meeting, the Corresponding Secretary shall notify each member in writing of the list of candidates.

e. Nominations cannot be made at the annual meeting or in any manner other



than as provided for in this section.

## ARTICLE VIII COMMITTEES

Section 1. The Board may each year appoint standing ordinary committees to advance the work of the organization. Special ordinary committees may also be appointed by the Board to aid it on particular projects. Such committees shall always be subject to the final authority of the Board.

Section 2. Any ordinary committee appointment may be terminated by the Board upon written notice to the appointee, and the Board may appoint successors to those persons whose services have been terminated.

Section 3. The organization may appoint extraordinary committees to advance the work of the organization. Each such committee has an owner, who must be a member in good standing of the organization. The owner appoints and replaces the chair of the committee as deemed appropriate.

Section 4. The owner of an extraordinary committee is determined by auction, the proceeds of which are payable to the organization. In the event of a vacancy in ownership of an extraordinary committee, the organization may fill the vacancy by auction.

Section 5. The owner of an extraordinary committee may transfer the ownership of the committee to another member in good standing by notifying the Recording Secretary.

Section 6. The Recording Secretary shall maintain a record of the membership of all ordinary committees and of the ownership of all extraordinary committees.

## ARTICLE IX REPRIMAND, PROBATION, SUSPENSION, AND EXPULSION

Section 1. Submitting a Complaint. Any person affiliated with the organization can be held accountable for any conduct deemed inappropriate or harmful to the organization, its purposes, objectives, or affiliated people. Any person affiliated with the organization may, at any time, issue a complaint against any other person affiliated with the organization by contacting any member of the Executive Board in any way, including but not limited to verbal or written communication. The Executive Board may also issue a complaint about any person affiliated with the organization.

a. Complaints may be about actions or events that occurred in any context. This includes, but is not limited to, interactions online, in person, and at organization events.

Section 2. Involvement of Officers. If a complaint is issued against an officer, that officer must withdraw themselves from all Executive Board activity related to that complaint. Any officer may also choose to withdraw themselves from such activity at any moment and for any other reason.

a. If quorum of the Board cannot be obtained with the remaining officers the complaint and the process fall under Section 7.

b. For the remainder of this article the Executive Board and officers refer to those who have not withdrawn themselves, except in deciding quorum of the Board.

Section 3. Starting the Procedure. Within one (1) week after a complaint has been issued, the Executive Board must do the following:

a. The Board must offer to hold separate discussions with the accused party and the accuser in order to determine the severity of the situation. Either party may refuse this meeting.

1) All meetings with any involved parties must take place with at least two (2) officers, one of whom must be the President or most senior officer not withdrawn as defined in Section 2.b. Each party may request to include a specific member of the Board at the meeting. Each person may also have a third party present at the meeting, subject to advance approval of the Board.

2) Any meeting held with an accused party may be held in the presence of a representative of the Student Activities team within the Office of Student Leadership, Involvement and Civic Engagement (hereafter, "Student Activities"), at the discretion of the Executive Board.

b. If the Executive Board believes that the complaint may require disciplinary action beyond a Reprimand (i.e., Probation, Suspension, or Expulsion), they must inform a representative from Student Activities of the situation. The Executive Board does not need to receive a response before issuing the disciplinary action.

The Executive Board may then choose to take one of the disciplinary actions defined in Section 4.

Section 4. Disciplinary Actions. In response to a complaint, the Executive Board may issue any of the following disciplinary actions against the accused party. The Executive Board must approve such an action by majority vote, unless specified otherwise. If disciplinary action is approved, the Board must send written notice of such action to the accused party within 24 hours of the vote.

a. Reprimand. The Board may issue a reprimand to the accused party for minor offenses. The reprimand will take the form of a written notice and a verbal warning including, but not limited to, a warning of future consequences should the accused party continue their behavior. The verbal warning will be given during a meeting between the accused party and at least one member of the Executive Board.

b. Probation. For moderate offenses that have the potential to escalate, the Board may place the accused party on probation. The accused party may still participate in the activities of the organization, but must adhere to the conditions of a written agreement. The agreement:

1) Will be written by the Executive Board in discussion with a representative from Student Activities, with input from the accused party.

2) Will include a set of conditions (e.g., restricted actions and

corresponding consequences) that the accused must adhere to.

3) May restrict the accused party from attending some, but not all, organization activities.

4) Will include the following information:

A) If the Board determines that the conditions of the agreement are broken in any way, the Executive Board may immediately escalate the disciplinary action to Suspension or Expulsion.

B) The Executive Board may end a Probation at any time at their discretion.

5) Will be signed by the President and the accused party.

c. Suspension. For offenses of a more serious nature, the Board may forbid the accused party from attending all organization activities, and, if applicable, suspend the accused party's membership privileges.

1) Upon receiving a complaint, the Executive Board may issue a Temporary Suspension, which is a full ban from all organization activities, for up to one (1) week. The Executive Board does not have to meet the requirements in Section 3 to enact a Temporary Suspension. Temporary Suspensions may be enacted once per complaint and cannot be extended.

2) Upon issuing a Suspension, the Board:

A) Must specify its duration. If the Suspension extends beyond the next Annual Meeting, each new Executive Board must, during its first meeting, decide by majority vote to uphold or end the Suspension.

B) May set objectives for the suspended party during the term of their Suspension. The Executive Board will define these objectives in discussion with the accused party and a representative from Student Activities. Completion of these objectives will end the suspension as specified in Section 4.c.3.

C) Must provide written notice to the suspended party of the duration of the suspension, any objectives set for the suspension, and the procedures given in Sections 4.c.3, 4.c.4, and 4.c.5.

3) The Executive Board may end a Suspension at any time by majority vote. If the Board determines that the suspended party has accomplished the objectives set forward in Section 4.c.2.B, the Board must immediately end the Suspension.

4) A party whose Suspension has ended will be placed on probation. The Executive Board must meet to define the terms of the probation, as defined in Section 4.b.

5) If a Suspension is violated, the Executive Board may modify the Suspension or immediately move to expel the suspended party.

d. Expulsion. For heinous offenses, the Board may move to expel the accused party from the organization. To issue an expulsion:

1) The Board must hold a meeting with a representative of Student Activities to discuss the motion to expel. All non-withdrawn officers must attend, and a written statement that the meeting was held must be signed by all present, including the representative of Student Activities.

2) After this meeting is held, any non-withdrawn officers may recuse themselves from voting on the motion. If quorum of the Board cannot be obtained with the remaining officers, the motion cannot proceed.

3) The Board will then vote on the motion to expel. No officer may abstain. If there are two (2) or more "no" votes, the motion fails. Otherwise, it passes and the expulsion goes into effect.

The Executive Board must immediately provide written notice of the expulsion to the expelled party. Once the Board has informed the expelled party, it must not discuss the expulsion with the general body until twenty-four (24) hours have passed. Within one (1) week of the expulsion, the Board must send a mailing to the body stating that an expulsion has occurred. The Board must disclose the identity of the expelled party to any member who asks, but may choose not to announce it to the general body. The Board must present the written confirmation from Student Activities to any member, or to the expelled party, upon request.

Section 5. Appeals of Probation or Suspension. Any party against whom the Executive Board has issued a Probation or Suspension may appeal the decision of the Board within thirty (30) days of the Board issuing the disciplinary action. The affected party must present their appeal to the Executive Board in writing. Between 7 and 10 days after receiving the appeal, the Board must begin the appeals process, as defined in Section 5.b or Section 5.c.

a. With their appeal, the affected party must request either for the appeal to be mediated by Student Activities or voted on by the general body. The accuser, or any person who has been adversely affected by actions related to the complaint, may also make such a request. If not all such requests are in agreement, the appeal will be mediated by Student Activities.

b. If the appeal is to be mediated by Student Activities, the affected party will meet, as defined in Section 3.a, with a representative from Student Activities and two (2) officers, to resolve the appeal.

c. If the appeal is to be voted on by the general body, the Recording Secretary will mail notice of the appeal to the membership. The Board will then present the matter to the voting membership at the first Regular Meeting at least six (6) days after the mailing. An affirmative two-thirds (2/3) vote will be required to sustain the actions of the Board.

d. Any given decision of the Board can only be appealed once.

Section 6. Reinstatement after Expulsion. Any person who has been expelled may apply to have their expulsion be repealed.

a. This application must be sent in writing to the Board. Within one week, the Board. Within one week, the Board will vote to approve the application. The application can only be approved by a unanimous vote. If the Board approves the application, the Recording Secretary will mail notice of the application to the membership within twenty-four (24) hours of the Board's decision. If the Board rejects the application, they will send written notice of this decision to the applicant within twenty-four (24) hours.

b. The Board will then present the matter to the voting membership at the first Regular Meeting at least six (6) days after the mailing.

c. If the expelled party so desires, they may submit a written defense which a representative of the Executive Board will read to the general body during the discussion prior to the vote. This defense is not required for the vote to commence.

d. An affirmative two-thirds (2/3) vote will be required to repeal the expulsion.

Section 7. Extenuating Circumstances. If the procedures in this Article are not appropriate or have ceased to be sufficient for a given complaint, the Executive Board will meet with a representative from Student Activities to develop a process which is in line with the values and intentions of the organization and these bylaws.

#### ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

#### ARTICLE XI AMENDMENTS

Section 1. Amendments to these bylaws may be proposed by the Executive Board or by written petition addressed to the Recording Secretary. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members with the recommendations of the Board by the Recording Secretary for a vote within thirty (30) days of the date when the petition was received by the Recording Secretary.

Section 2. These bylaws may be amended by a two-thirds (2/3) vote at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least six (6) days prior to the date of the meeting.

#### ARTICLE XII DONATIONS

The organization may accept donations in the form of money, equipment or other property to be used for the exclusive benefit of the membership, provided however, that all contributions and donations to the organization shall be

subject to approval by the Board.

#### ARTICLE XIII DISSOLUTION

The organization may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the voting members in good standing. In the event of the dissolution of the organization, whether voluntary or involuntary or by operation of law, none of the property of the organization nor any proceeds thereof nor any assets of the organization shall be distributed to any members of the organization. After payment of the debts of the organization, its property and assets shall be given to a similar organization or sold and the money donated to a charitable organization selected by the Executive Board.

#### ARTICLE XIV SUGGESTED ORDER OF BUSINESS

Section 1. At meetings of the organization, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

a. Reading and correction of the minutes of the last regular organization meeting and any special meetings or Board meetings held in the interim b. Reports of officers c. Reports of committees d. Old business e. New business f. Elections (at annual meeting) g. Actual Real Relevant Announcements Pertaining to the Business of KGB as an Organization. h: Open floor

Section 2. At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

a. Reading and correction of the minutes of the last regular Board meeting and any special meetings or organization meetings held in the interim b. Reports of officers c. Reports of committees d. Old business e. New business

Last amended March 11, 2024