

{coding&&community}

## Charter & Bylaws

## **ARTICLE 1.**

### **Name and Purpose**

#### **Section I. Name**

The name of this organization under these bylaws shall be coding&&community, hereafter referred to as the Club.

#### **Section II. Purpose**

To close the disparities in education opportunities for computer science, related to race/ethnicity, gender, and socioeconomic status.

## **ARTICLE 2.**

### **Leadership**

#### **Section I.**

The executive board consists of all officers listed under Article 2, Section II and Article 2, Section III, hereafter collectively referred to as Eboard. The newly elected officers will appoint the officers listed under Article 2, Section III, for the upcoming semester.

#### **Section II.**

The duties of the elected officers shall include but are not limited to those listed below:

- **President**
  - Leads weekly Eboard meetings to discuss board business, including Eboard administration and changes to Bylaws.
  - Provides a meeting agenda to all board members one day in advance of weekly meeting.
  - Meets with Eboard weekly to review Eboard plans and progress.
  - Receives ongoing updates from Eboard members regarding their program roles, responsibilities, and program activities.
  - Reaches out to companies and prospective collaborators/partners.
- **Vice President**
  - Works closely with current president to learn president's responsibilities.
  - Attends weekly meetings with the president.
  - Steps in during president's absence to lead Eboard or General Body meetings and works with the president to support the needs of other Eboard members and committees.
  - Assumes the duties of the president if the president is unable to serve.
- **Treasurer**
  - Must follow the budgeting guidelines outlined in Article 9.
  - In charge of reimbursements from the Rensselaer Union.
  - Manage current funds allocated to the Club.
- **Secretary**

- Record and maintain a record of minutes and attendance for all meetings.
- Issues emails to members containing information about meetings and events.
  - This includes weekly or monthly updates.
- Coordinate the meeting times and locations of all committees.
- Responsible for maintaining and recording CC Points for members. Must delegate this task to someone else if they are unable to attend an event, lesson, or meeting.
- Coordinates meeting times and locations that work for all members of the Club and sending reminders of these meetings by the morning of the meeting.
- Responsible for facilitating transition reports after each major event and at the end of each semester for each role.

### Section III.

The duties of the appointed officers shall include but are not limited to those listed below:

- **Freshman Representative**
  - Attends events with the board and helps where needed.
  - Coordinates Activities Fair during Accepted Students Day.
  - Responsible for increasing awareness of the club.
  - This position will be appointed within a month of the start of the fall semester, and will hold the position for consecutive fall and spring semesters .
- **Additional appointed officers**
  - Additional positions can be created by a  $\frac{2}{3}$  vote of the executive board.
  - Applications will be opened for any of these positions.
  - The executive board will appoint these additional Eboard members from the given applicant poll. Interviews may be conducted

### Section IV.

Committee chairs are not members of the executive board.

- **Committee Chairs**
  - The current executive board will determine what committees there will be based on the club's goals for that year.
  - Applications for chairs will be open as needed.
  - The executive board will appoint committee chairs from the given applicant pool. Interviews may be conducted, but are not necessary.
  - Committee chairs are welcome to come to meetings, and required when requested by the executive board.

## **ARTICLE 3.**

### **Membership**

#### Section I. Equal opportunity and Hazing

- It is the policy of the Club to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, ethnicity, color,

religion, national origin, gender, sexual orientation, or disability for all aspects of the Club's activities.

- Hazing, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of initiation into or continuing membership of the Club is strictly prohibited.

## Section II. Definition of Membership

- To be eligible for Regular Membership, a person must be a registered student of Rensselaer Polytechnic Institute and have paid the Rensselaer Union Activity Fee for that semester or be the spouse or legal dependent of a qualified person under this paragraph.
- To be recognized as a club member, members *must* have at least 25 CC Points.
- To be eligible for mentoring secondary education students, RPI students interested in this club must be ready to have a potential background check to ensure the safety of the minors.
- The Rensselaer Union Executive Board may verify the eligibility of any member through the Office of the Registrar or Bursar.

## Section III. Membership Information

- The Club shall obtain the following information on its members:  
Preferred first and last name, Rensselaer Identification Number, if applicable, Rensselaer Computer System (RCS) ID, if applicable, E-mail address, Record of payment of appropriate dues and fees, and Any additional information required by the Rensselaer Union Executive Board. Other information may be collected by the Club as directed by the Executive Committee. Members shall not be required to submit this information as a condition of membership. All information gathered by the Club of its members other than the names and level of membership shall be confidential and only released to the Rensselaer Union Executive Board and Rensselaer Union administration staff as required.

## Section IV. Removal of Membership

- A member may be removed for failure to comply with this constitution or Club policy, violation of the Student Code of Conduct, or violation of the policies of the Rensselaer Union Executive Board.
- To remove a member at least 10% of the members with voting rights (no less than three) or the Executive Committee may call for a hearing to remove the member. Notice shall be given to the member at least one week prior to the hearing. A two-thirds vote of members in with voting rights is required to remove membership rights.
- Any regular member may appeal their removal by petitioning the Judicial Board of the Rensselaer Union and any other member may appeal their removal by petitioning the Executive Board. The removal remains in effect until reversed.

## Section V. Eligibility for Office

- In order to be eligible for office a person must be a Member of the Club, as defined in Article 3 Section II.
- If a person may be unable to complete the term of office, they shall inform the club of their inability to complete the term of office before being eligible to hold office.
- A person may not hold more than one elected office concurrently.

## Section VI. Eligibility for Instructors

- Applications will be available to all members of the club.
- Instructors will then be appointed by the current Eboard.
- Instructors must reapply each semester to be considered.
- The [Instructor Policy](#) outlines eligibility to be an instructor and policies instructors must follow.
- Violations of the [Instructor Policy](#) are grounds for removal as an instructor and justification for refusing the member an instructor spot in following semesters.

## Section VII. Voting Rights

- Voting rights will be determined by CC Points.
- A member must have at least 50 points to have voting rights.
- Points will be awarded as follows:
  - GBM - 3 points
  - Work Parties - 5 points
  - Committee meeting (if needed) - 5 points
  - Weekly instruction - 3 points
  - Event volunteering - 3 points per hour
- Each member begins each semester with 0 points.
- Each member's points will not be rolled over in the following semester

## Section VIII. Elections

- Elections will be held at the end of the fall and spring semesters.
- The Elections Meeting shall be announced no less than two weeks in advance to the Club Membership.
- The Elections Meeting shall be presided over by the Elections Chair. The Elections Chair shall be a member of the Club ineligible for office and selected by the Executive Committee. If no person exists or can be agreed upon then the Election Chair shall be a person who voluntarily forfeits their eligibility for office and is agreed upon by the Executive Committee. The Elections Chair shall set the rules for the Elections Meeting subject to the approval of the Executive Committee.
- Officers shall be elected in order of rank.
- A candidate must receive a majority of members present to be elected to office. All votes shall be by secret ballot.

- If any member suspects that the Election Meeting is not conducted fairly or is conducted with intent to deceive the membership the member should notify the Rensselaer Union Executive Board.
- Committee chairs are not considered officers and are appointed positions, but may be asked to attend Executive Board meetings.
- The Freshman Representative is an appointed position.

#### Section IX. Removal from Office

- An officer may be removed from office for failure to perform duties satisfactorily, failure to comply with this constitution or Club policy, violation of the Student Code of Conduct, or violation of the policies of the Rensselaer Union Executive Board.

### **ARTICLE 4.**

#### **Meetings**

##### Section I. General Body Meetings (GBMs)

- Will be held at a mutually convenient time when all members can attend.
- Will be held throughout the semester as needed and will last approximately one hour.
- Eboard will announce GBMs at least one week in advance of holding them.

##### Section II. Eboard Meetings

- Will be held at a mutually convenient time when all Eboard members can attend.
- Will be held at most weekly and will last approximately one hour.

##### Section III. Committee Meetings

- Will be held at a mutually convenient time when all committee members can attend.
- Will be held at most weekly and will last approximately one hour.
- The committee chair will post or send an agenda at least one day prior to the committee meeting.

##### Section IV. Work Parties

- Will be held once a week.
- The work parties are a casual setting where there is no agenda. They are a place for members to come and complete tasks assigned either from committee meetings or Eboard members.

Section V. For GBMs and Eboard meetings, the president or vice president will post or send an agenda to members at least one day prior to the meeting. Therefore, any items to be added to the agenda, must be sent to the president at least two days in advance of a scheduled GBM or Eboard meeting.

Section VI. The GBMs, Eboard meetings, and committee meetings will follow the agenda to all the members to stay focused and to meet Club, Eboard, or committee objectives.

Section VII. Eboard members may miss up to two Eboard meetings per semester with a valid excuse pertaining to academics, job prospects, or athletic commitments. If a member misses more than the allowed number of meetings, they may be asked to relinquish their role on Eboard, unless the missed meetings are a result of severe illness or family related emergencies.

- Acceptable excuses for missing events/meetings:
  - Illness, class, campus job (w/in limitations), job interviews, mandatory events for other organizations (ie. sorority, sports teams)
  - No less than 1 week notice for missing or being tardy to event or Eboard meeting
- Acceptable excuses for less than 1 week:
  - Class running late/Class, Family/Personal emergency, Exams/Make-up Exams

## **ARTICLE 5.**

### **Amendments**

Section I. Amendments may only be proposed or revoked bi-annually, once per semester. It is the responsibility of Eboard members to deliberate on issues and to revise this document when necessary. These changes should be approved by two-thirds of a majority vote of the Eboard. A two-thirds majority petition by club members can also bring an amendment or revision to a vote. After changes are proposed by either a two-thirds majority Eboard vote or two-thirds majority member petition, a two-thirds majority vote of all club members is required to ratify the newly revised bylaws.

## **ARTICLE 6.**

### **Policies, Standing Rules, and By-Laws**

Section I. Availability

- All policies, standing rules, and By-Laws shall be made available to any Activity-Fee paying student or interested member upon request and shall be published wherever this Constitution is also published. This constitution must be published on CMS, the Club website, and on file with the Union.
- A copy of the By-Laws must be placed on file with the Rensselaer Union Administration Office within five business days following their approval.

Section II. Policies and Standing Rules

- The Eboard may adopt Policies and Standing Rules for the Club that are non-governing but that constitute good operating practice.

Section III. By-Laws

- The By-Laws of the Club shall be approved by a majority vote at General Meeting.

## **ARTICLE 7.**

### **Affiliations**

This Club shall have no affiliations or governing relationships with any organization except the

Rensselaer Union unless approved by the Rensselaer Union Executive Board.

## **ARTICLE 8.**

### **Ratification and Amendments**

#### Section I. Supremacy Clause

- If any part of this Constitution or the By-Laws violate or contradict the policies of Rensselaer, the Rensselaer Union, or applicable federal, state, or local laws then the contradicting parts of the Constitution or By-Laws are invalid.
- If any part of the By-Laws violate or contradict this Constitution then the contradicting parts of the By-Laws are invalid.

#### Section II. Ratification

- This Constitution shall be effective immediately upon the ratification by a two-thirds majority of the members with voting rights and subsequent approval of the Rensselaer Union Executive Board or the properly delegated authority.

## **ARTICLE 9.**

### **Budget and Accounting**

#### Section I. Budgeting

- The Treasurer, President and Vice President are responsible for producing a budget in the fall semester of each school year for the following fiscal year.
- Before the end of the fall semester, the Treasurer will present the proposed budget to the Eboard. The Eboard will vote to approve the budget for the next fiscal year.

#### Section II. Reimbursements

- Club members can be reimbursed for purchases of at most \$100..
- To be reimbursed, club members must complete a Purchase Requisition Form and have it approved by the President and Vice President before submission to the Rensselaer Union by the Treasurer.

#### Section III. Accounting

- The club must keep clear records of all expenditures and income for each fiscal year.



- Transactions must be recorded within one week of receipt of an invoice in the general journal.
- Valid journal entries must include: a date, at least two affected accounts as defined in the chart of accounts, and a debited or credited dollar amount for each affected account.
- Club accounts must be recorded in the general ledger as part of the chart of accounts.
- New journal entries must be posted to the ledger at least once a week.
- Financial statements must be prepared for presentation and approval by Eboard at the end of each fiscal year or at the request of the Eboard.
- Financial statements must consist of an income statement, statement of retained earnings, balance sheet, and statement of cash flows.
- At the end of each term the standing Treasurer must compile a report of any changes made to the club accounting procedures and present these to Eboard for approval. These changes must be properly reflected in the Financial Handbook.