Computer Forge at CU Bylaws

Article I. Name

The name of this organization shall be "Computer Forge at CU".

Article II. Mission Statement

The purpose of the Computer Forge at CU (CUCF) is to promote computer education & student collaboration.

It shall seek to accomplish this purpose through the following objectives:

1. To provide students with machines and cloud services to host and test their software projects, as well as to teach them how to use such machines.

2. To create and maintain an environment where students can share their personal projects and offer each other help and collaboration.

Article III. Membership

To be eligible for membership, a person must be a full-time student at the University of Colorado Boulder. To become of a member, the student must pay an initiation fee.

A vote of two-thirds of the executive council is required to remove a member from the organization.

Article IV. Officers

The executive council shall be made up of a faculty advisor, a student president, and any number of optional vice presidents.

4.1 - President

The president shall be elected annually in the month of January. Two weeks prior to election day (before the 17th), the current president shall notify the members that if they wish to be a candidate, they must provide a paragraph on what their goals will be and why they believe they have the qualifications to be president . One week prior to elections (before the 24th), the current president shall post the candidates' paragraphs for the members to view and open the voting ballot. Voting will be conducted using an online ballot, which must be open for 5 days. To be elected president, the candidate must receive a majority of the total casted votes. If no one received a majority vote, then the online ballot shall be reopened and include only the two candidates who received the most votes. This second ballot shall be open for 2 days, after which the next president will have been elected.

The president elect will begin their tenure on June 1st and carry out their term until the last day of May.

The president's responsibilities shall be the following:

1. To manage the organization's machines and services.

2. To handle the organization's finances.

3. To maintain the project and collaboration environment.

4. To host computer seminars to improve student computer knowledge.

5. To hold the annual presidential election.

6. To increase awareness of CUCF on campus and market for new members.

7. To seek out sponsors to donate equipment or funds for the organization.

4.2 - Vice Presidents

The president can select vice presidents to help accomplish any of their responsibilities and more. To become a vice president requires selection by the current president and approval by the organization's faculty advisor. A president may select a new vice president at anytime, though it is best to have as many of the vice presidents selected by the start of the school year. The vice presidents will carry office until the current president's tenure ends on the last day of May.

The following are suggested vice president positions with the presidential responsibility they should be tasked with: vice president of technology (1), vice president of finances (2), vice president of networking (3), vice president of seminars (4), vice president of elections (5), vice president of marketing (6).

Since the president acts as the face of the organization, it is highly suggested that the president's seventh responsibility not be tasked to a vice president.

4.3 - Faculty Advisor

A faculty advisor shall be elected every four years. The faculty advisor election shall be held along side the presidential election and follow the same procedure and rules.

The faculty advisor's responsibilities shall be to provide advice and assistance to the president's duties.

4.4 - Replacements & Impeachments

Should the president choose to relinquish the position, the faculty advisor will be responsible for choosing a new president until the next election. Should the faculty advisor step down from the position, then it is the president's responsibility to find a temporary faculty advisor until the following January, where a new faculty advisor election will be held, regardless of whether four years has passed since the previous faculty advisor's election to office.

The removal of a vice president from office requires a two-thirds vote of the executive council not including the vice president being considered for removal.

Article V. Meetings

A mandatory meeting must be held within the first month of school in the fall at which all of the members of executive council must be present. This meeting shall be known as the "inaugural meeting". The purpose of this meeting is to agree upon the goals of the organization for that year, as well as to keep or change the cost of the initiation fee.

All other meetings shall be scheduled by the president at their own discretion or at the request of another member of the executive council. To be an official meeting, a quorum of two-thirds of the executive council must be present.

Article VI. Initiation Fees & Handling of Funds

6.1 Initiation Fees

The cost of the initiation fee shall be decided at the annual inaugural meeting. To change the cost of the initiation fee requires a two-thirds vote of approval from the executive council.

6.2 Handling of Funds

It is the president's responsibility to handle the organization's funds, including depositing initiation fees or donations, and withdrawals. Withdrawing funds should only be allowed for the following:

1. To buy machines, equipment, or services to help satisfy the organization's first goal as listed in the mission statement.

2. To pay for any organization related fees with the school.

3. To pay for marketing materials.

The president may pass on the responsibility of handling the funds to one and only one vice president, who shall be named the "vice president of finances".

All expenditures must be discussed at an official executive council meeting so that any officer may voice their opinions at that time. All expenditures must be approved by the faculty advisor.

Article VII. Seminars

The purpose of the seminars is to enrich student knowledge of computers by sharing information about how to set up and use the organization's services. Seminars can be held over topics such as cloud computing, server security, system administration, developing web servers, optimization, and more.

While the seminars may be presented in a class-like environment, they should nevertheless be open for members to share their knowledge and opinions on the seminar's topic.

There is no required number of seminars that the organization must host.

Article VIII. Project & Collaboration Environment

While there is no requirement as to how the project and collaboration environment should be set up, it is highly suggested that a website be maintained where members can post descriptions of the projects they wish to start or are currently working on. This will give the members opportunities to start and find projects which they can develop on the organization's machines.

Article IX. Amendment of Bylaws

To amend to these bylaws, an executive council member should propose an amendment. Two-thirds of the executive council must approve the amendment. If approved, the amendment will be listed on the annual presidential ballot for approval. The amendment must receive two-thirds of the votes to be officially amended to the these bylaws, in which case the amendment will take effect beginning on June 1st.