

Senate By-Laws
April 2020

Article I: Executive Board Special Powers

Section 1: - Special sessions of the Senate may be called by the President at any time provided that there shall be forty-eight (48) hours notice documented attempt to serve notice to each Senator. At any special meeting, no business shall be transacted except as specified in the calling of that special meeting. A special session shall also be declared if a member of the Executive Board and two-thirds (2/3) of committee chairs agree to it.

Section 2: - The Public Relation's Coordinator of the CUSA shall draft an Agenda prior to each meeting. This Agenda shall include any motions submitted to the President by any member of the Senate, all valid petitions from members of the CUSA and any other items that the President wishes to include. No material may be added to the Agenda after 6:00 p.m., on the day of the Monday Senate meeting.

Section 3 The Chair of every committee and Comptroller is to be appointed by an Executive Board majority vote at the suggestion of the previous Chair. A Chair is subject to removal of their position only if they neglect their duties or are impeached.

Section 4: The Executive Board has the ability to appoint a CUSA Senator to represent the Senate on a Faculty Senate Committee. Those who are put onto a Faculty Senate committee must go to every meeting possible. If a representative is not able to go to a meeting then they must alert a member of the Executive Board with a 6-hour notice in order to find a replacement. If a member is found to not be attending Faculty Senate committee meetings without alerting the Executive Board they will be subject to absences at the CUSA Vice-President's discretion.

Article II: Assets and Duties of the Comptroller

Section 1: All assets are either put into one of two databases; fully depreciated assets and current depreciating assets. This is tagged and recorded by the Comptroller and recorded into knightlife.

- A. All assets must be ordered and delivered through the CUSA Senate. Items are not allowed to leave the Student Organizations Suite without being tagged by the Associate Director of Student Life or CUSA Treasurer. Exceptions to this rule must have written notice and approval by both the CUSA Treasurer and Associate Director of Student Life.
- B. After the Finance Committee has approved an item of being an asset and the organization disagrees with the Finance Committee's decision they may appeal to the CUSA Senate by sending a message to the CUSA Comptroller or CUSA Treasurer.
- C. All assets must be tagged within two weeks of approval from the Finance Committee. If not they are subject to punishment as mentioned in the Finance By-laws.

Section 2: All assets not mentioned in one of the two asset inventory lists are not considered to be assets. Sale or disposal of all assets must be verified by the CUSA Treasurer or Associate Director of Student Life. Money from sale of assets will be placed into the organization's depreciation account. Any asset purchase must be approved by the Finance Committee.

Section 3: Organizations must keep accurate records of assets and their locations at all times. If an organization chooses to loan out an asset, it must be documented with the person's name, student number, date, condition of item, time frame and plan of use subject to the approval of the CUSA Treasurer.

- A. Any rental fees for loaned items will be placed into the organization's budget and reported to the CUSA Treasurer or Associate Director of Student Life.
- B. E-board members of organizations are the only people with access to the location of assets with keys. If a key is lost they will be subject to a fifty dollar fine; five dollars for replacement of key and forty five dollars for CUSA General Fund. If more than one key is lost then the locks must be replaced at the expense of the organization.
- C. If an asset is lost or damaged, that must be reported to the Associate Director of Student Life or CUSA Treasurer.

Article III: Finance Committee

Section 1: Shall review and, as necessary, revise the CUSA Finance Policy during the fall semester each academic year.

Section 2: Shall formulate the annual CUSA Senate budget.

Section 3: Shall investigate and report all financial requests.

Section 4: Shall evaluate and recommend all expenditure purchases based on compliance with the CUSA Finance Policy.

Section 5: Shall strictly follow the guidelines of the CUSA Finance Policy.

Section 6: Shall be chaired by the CUSA Treasurer and by the Comptroller in the Treasurer's absence.

Section 7: Shall oversee all CUSA Senate and CUSA organizations' assets.

Section 8: Shall approve all designs of clothing spent with CUSA Senate Funds.

Article IV: Academics and Policy Committee

Section 1: Elections

- A. The A.C. will be in charge of executing all election procedures as written in the Election By-laws. They have the power to implement policies not included in the Election by-laws if approved by two-thirds majority.
- B. In the case of Senator interviews as directed in the Election By-Laws, the A.C. Chair will have the ability to approve or deny applicants based on their eligibility. The A.C. Chair will inform the Executive Board of their decisions. If there are three or less applicants for a single senator position, no applicants will be denied.

Section 2: The A.C. shall be in charge of revisions to all policies and/or By-Laws of the CUSA Senate except for the CUSA Finance Policy.

Section 3: The A.C. shall annually review and approve all new organization constitutions without the approval of the Senate. The A.C. has the ability to set standards necessary for both new constitutions as well as previously approved constitutions. The A.C. must approve or deny new constitutions of the organizations before Finals Week of the semester they were submitted in.

- A. All constitutions must allow for any person to join the organization and allow for voting privileges if they meet attendance requirements.
- B. All Constitutions shall contain Executive Board Descriptions, Impeachment proceedings, Voting procedures, and Hazing/Sexual Harassment Sections.
- C. All constitutions are subject to an active member being defined fitting one of the requirements; a person who utilizes club funded equipment regularly, comes to more than half of general body meetings, regularly attends non-service organizations events, receive credit of any kind for participating or using equipment from an organization, or if an organization pays for your participation in an event (i.e. conference, sporting match, ect.)
- D. All constitutions must not conflict with CUSA Senate Constitution or By-laws and must be inferior to the CUSA Senate.

Section 4: The A.C. is responsible for all recommendations on Academic Policies to the CUSA Senate. The A.C. has the power to advocate for the revision, reversal, and implementation of all academic policies affecting students to administration.

Section 5: Shall annually review and change the CUSA constitution in accordance with necessary alterations to be approved by the Senate at the end of each academic year.

Section 6: The A.C. is to approve any referendum the CUSA Senate would like to put on the ballot.

Article V: Student Engagement Committee

Section 1: The S.C. is to gather information on issues impacting students and be a representative for students to the Clarkson administration on all issues not covered by the Finance and Academics & Policy Committees.

Section 2: The S.C. is to collect data on issues relating to students through collection of surveys and other means of data collection.

Section 3: The S.C. members will be required to put forth at least 5 surveys a year before the committee. A survey must be passed by a majority vote before being distributed to Clarkson students.

Section 4: The S.C. has the power to pass official statements on behalf of the CUSA in relation to supporting or disapproving of Clarkson procedures and or policies. A draft of any statement must be passed by the S.C. and approved by the Senate with a majority vote.

Section 5: Every member of the S.C. has to take on an issue that the Senator wishes to accomplish with the approval of the S.C. chair. If such a topic is approved by the S.C. chair, the senator must come with updates at each meeting on how they are tackling their issues. Examples of this include but are not limited to; collecting data, meeting with Clarkson administrators, writing policy statements or proposals, and creating surveys.

- A. If during a Senator's tenure an issue has been solved or an issue cannot be addressed as determined by the committee, the Senator can change the issue in which they are trying to solve. All changes must be approved by the S.C. Chair.
- B. The S.C. chair has the ability to give assignments to Senators if it relates to the topic in which the Senator is trying to address. They also have the ability to change the issue a Senator is trying to solve but the issue must be approved by a majority vote of the S.C.
- C. If in the case in which a Senator would like to solve an issue and is not approved by the S.C. chair, the Senator can ask the S.C. to allow them to tackle such issue with two-thirds majority vote.

Section 6: All members of the S.C. will be put onto a Faculty Senate Committee unless having a valid reason for not being able to, determined at the discretion of the chair.

Section 7: All new Faculty Senate Committee, or Ad hoc Committees that CUSA wishes to have a representative on must be approved by the S.C.

Section 8: The S.C. will host a public forum every semester in order to hear student's concerns as well as communicate with the public on what the Senate is currently accomplishing. The forum will require at least one member of the four classes at all times. The forum must happen prior to spring break in order to not interfere with CUSA elections.

Article VI: Activities Committee

Section 1: The A.C. shall be responsible for organizing all CUSA sponsored events held on or off campus.

Section 2: The A.C. will hold at least three CUSA sponsored events per semester.

Section 3: The A.C. shall work with CUSA recognized clubs and other campus organizations in the organization of campus events.

Section 4: The committee will have a budget determined by the Finance Committee in order to pay for events.

Section 5: Every Senator on this committee is required to plan and execute at least one event per semester.

Article VII: Amendments of these By-laws

These By-Laws may be amended at any regular meeting by a majority vote (more than one half ($1/2$) of the votes cast by persons legally entitled to vote, excluding blanks or abstentions), provided that the amendment has been submitted in writing at the previous regular meeting.