

CUSA SENATE BY-LAWS

January 2011

ARTICLE I - MEETING

Section 1 - Meetings of the Senate shall be held each Monday at 7:00 p.m., in Multi-Purpose Rooms AB in the Student Center during the academic year whenever the Monday shall be an academic day, unless the Executive Board and President shall otherwise direct. Dress shall be business casual.

Section 2 - Special sessions of the Senate may be called by the President at any time provided that there shall be forty-eight (48) hours notice to all university media and a documented attempt to serve notice to each Senator. Special sessions may also be called by a majority of the Senate members signing a petition so stating such a call. The petition shall be presented to the Executive Committee whereupon there shall be forty eight (48) hours notice to all University media and a documented attempt to serve notice to each Senator.

Section 3 - At any special meeting, no business shall be transacted except as specified in the calling of that special meeting.

Section 4 - At each regular session of the Senate, the order of business and agenda shall be followed unless changed by a two-thirds (2/3) vote of the Senate.

Section 5 - In times of extreme emergency, the President, with the concurrence of at least two (2) other Executive Committee members may declare a state of emergency during which the Senate may meet in special session following two (2) hours notice to all University media and a documented attempt to serve notice to each Senator. A state of emergency shall also be declared by the President if a member of the Executive Committee and two-thirds (2/3) of the Senate sign a petition requesting such a declaration. The Senate shall be called into session as previously provided in this section. Only matters pertaining directly to the emergency shall be acted upon during special sessions called during the emergency. A state of emergency shall last for a forty-eight (48) hour period from the time of its declaration unless extended by the Senate.

Section 6 - The order of business of all meetings shall be as follows:

- Call to Order
- Roll call by Secretary
- Reading, correction and approval of minutes of previous meeting
- Guest Speaker
- Visitor's Comments
- Comments
- Officer Report
- Committee Reports
- Old Business
- New Business
- Comments
- Announcements
- Adjournment

Section 7 - Unless otherwise specified, the latest edition of Robert's Rules of Order, shall be the parliament authority at all meetings of the Senate.

CUSA SENATE BY-LAWS

January 2011

Section 8 - The President 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 4:00 p.m., on the day of the Monday Senate meeting.

Section 9 - No member of the Senate shall miss more than two (2) meetings per semester. Two (2) absences shall constitute neglect of duties. There are no excused absences. Absences can be made up at the discretion of the Vice President with the approval of the Executive Board.

Section 10 – Any member absent will be required to notify the CUSA Secretary and CUSA President prior to the regular CUSA Senate meeting.

ARTICLE II - EXECUTIVE BOARD

The Executive Board of the Senate shall conduct the business of the Senate in the interval between regular meetings. The Executive Committee shall have the power to decide all questions which require immediate action but are not of sufficient importance to warrant a special meeting of the Senate. All such decisions of the Executive Committee shall be subject to the review of the Senate at its next regular meeting.

ARTICLE III - MISCELLANEOUS APPOINTMENTS BY THE CUSA SENATE

Section 1 - Representation on Board of Trustee's Academic Planning Committee.

Sub-Section A - Nominations for the required student representatives from the CUSA Senate to the Board of Trustee's Academic Planning Committee will be opened when necessary; and must remain open at least one week.

Sub-Section B - Appointments shall be passed by a simple majority vote of the CUSA Senate.

Sub-Section C - If vacancy should occur, a new representative shall be appointed by the procedures outlined in Sub-Sections A and B.

Section 2 - Board of Trustee's Campus Life Advisory Committee.

Sub-Section A - Representation on the Board of Trustee's Campus Life Committee shall be determined as in Section 1 of this Article.

Section 3 - Campus Safety Committee

Sub-Section A - Representation on the Campus Safety Committee shall be determined as in Section 1 of this Article.

ARTICLE IV - RECOGNITION

Section 1 – All clubs and organizations must complete the annual registration process in order to maintain membership within the CUSA

CUSA SENATE BY-LAWS

January 2011

Sub-Section A: Only clubs and organizations that have registered with the CUSA will be permitted to use campus facilities, Clarkson name and/or logo and make financial requests from the CUSA

Section 2 – A club or organization that is selective in its membership or has been in existence for less than one (1) academic year will be assigned to the CUSA Affiliated tier. Selective being defined as existing members having the right to deny membership without any cause or reason. As long as membership is not selective, after completion of one year affiliated clubs will be eligible for advancement to CUSA Recognized tier.

Sub-Section A: Affiliated clubs are not responsible for the submission of a constitution nor the collection of dues

Sub-Section B: Affiliated clubs will be financially independent and will be provided with financial provisions based on guidelines set forth in the Financial Policy under Section E.

Section 3 – A club or organization may be recognized by a two-thirds (2/3) vote of the CUSA Senate after review by the Elections committee and after a minimum of one (1) academic year at the CUSA Affiliated tier. Special interest groups, hereinafter referred to as SIGs, whose membership is limited but not selective can become CUSA Recognized but cannot become CUSA Funded; limited being defined as having set criteria for membership. Only clubs whose membership is unrestricted and open to any and all students may become CUSA Funded.

Sub-Section A: Recognized clubs will be responsible for submitting a constitution and collecting dues from its members

Sub-Section B: Recognized clubs will be financially independent and will be provided with financial provisions based on guidelines set forth in the Financial Policy under Section E.

Section 4 – A club or organization may apply for a budget with the Finance Committee and move to the CUSA Funded tier after its third consecutive year as part of the CUSA.

Sub-Section A: Funded clubs will be responsible for submitting a constitution, collecting dues from its members and providing a representative in the Club Council.

Sub-Section B: Budget approval must meet the requirements set forth in the CUSA Financial policy.

Section 5 – At any point during the year a CUSA Affiliated or CUSA Recognized club that demonstrates potential for longevity, e.g. strong membership, supportive and active advisor, significant contribution to the student body, may apply for a “jump” to attain a higher recognition status. The “jump” application must be approved by a two-thirds (2/3) vote of the CUSA Senate after review by the Elections committee.

Sub-Section A: A club applying for a jump must meet the requirements of the tier that they are applying for set forth in sections three (3) and four (4).

ARTICLE VI - AMENDMENT OF BY-LAWS

CUSA SENATE BY-LAWS

January 2011

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.