

BYLAWS

Article I: Positions and Membership

Section I.1: General Membership

- I.1.1: Applicants for Membership must provide annual dues to the Board,
- I.1.2: Applicants for Membership must provide the Board with a completed membership form for the given year. At a minimum the form will include:
 - I.1.2.1: Full name,
 - I.1.2.2: Desired name(s),
 - I.1.2.3: Preferred gender pronouns,
- I.1.3: Legal Address, and
- I.1.4: E-mail address (or other reasonable method of communication, for example telephone).

Section I.2: Active Membership

- I.2.1: Meets all requirements of Section 1: General Membership
- I.2.2: A member shall be granted active status when they have succeeded in the following:
 - I.2.2.1: Been marked as Present for one (1) of the last two (2) general meetings; and
 - I.2.2.2: Been marked as Present for two (2) events a quarter.
- I.1.1.1.1: An active member may enjoy additional privileges as described elsewhere.

Section I.3: Directors of the Board

- I.3.1: Responsibilities of the Directors
 - I.3.1.1: The Directors shall have the powers to impeach board members and remove general members pursuant to Article V of the Constitution.
 - I.3.1.2: The Directors shall approve rules and procedures for the conduct of all elections set forth by the Election Commission, and said rules shall be published on The Center's website prior to the election.
 - I.3.1.3: The Directors shall be required to participate in a minimum of six (6) Board-approved activities, programs, or initiatives during the year.
 - I.3.1.4: Participation in any activities, programs, or initiatives previously approved by the Board shall be recognized as fulfilling this requirement.
 - I.3.1.5: Failure to participate in the required amount of activities, programs, or initiatives shall result in penalties up to and including impeachment, as deemed appropriate by the Steering Committee.
 - I.3.1.6: Each Director must volunteer to assist in at least 3 major events per year
 - I.3.1.7: Major events are as defined by the Steering Committee
- I.3.2: Membership
 - I.3.2.1: An elected Director shall serve a term of three years.
 - I.3.2.2: An elected Director shall serve a maximum of three terms.
 - I.3.2.3: The President may appoint a Director-Elect to hold a vacated position for the remainder of the year.
 - I.3.2.3.1: A Director-Elect shall serve for the duration of the year in which they were appointed.
 - I.3.2.3.2: A Director-Elect may hold the same powers as a Director including leadership in committees, voting, and floor time.
 - I.3.2.3.3: If a Director-Elect is appointed to serve a partial year of less than three (3) months before the next annual election, then that year shall not be counted against any limits.
 - I.3.2.4: Should a Director become unable to attend Board meetings for three consecutive months due to any circumstances, their seat shall become vacant.

Section I.4: Officer of the Board of Directors

- I.4.1: Responsibilities
 - I.4.1.1: The Officers shall have the powers to discipline, impeach, and remove members pursuant to Article IX of the Constitution.

- I.4.1.2: The Officers shall vote to approve appointments made by the President, with a quorum obtaining a successful vote.
- I.4.2: **Membership**
- I.4.2.1: Officers shall attend a majority of all functions of The Center in which a legitimate excuse for absence is not presented to the other officers.
- I.4.2.1.1: The President may require attendance at any function in which The Center is an active partner.
- I.4.3: **President**
- I.4.3.1: The President will:
 - I.4.3.1.1: Conduct the general sessions of the Board,
 - I.4.3.1.2: Assign Directors to committees while accommodating the interests of the Directors when possible,
 - I.4.3.1.3: Attend to all logistic and scheduling needs for the Board,
 - I.1.1.1.2: Prepare and present the annual documents,
 - I.4.3.1.4: Be responsible for defining at least ten (10) appropriate opportunities throughout the year to satisfy the participation requirements of every Director, and
 - I.4.3.1.5: Help orient new Directors.
- I.4.4: **Vice-President**
- I.4.4.1: The Vice-President will:
 - I.4.4.1.1: Attend to all logistic and scheduling needs for the Steering Committee, and
 - I.4.4.1.2: Prepare the Steering Committee Meeting agenda and make it available to all Directors reasonably before the beginning of the meeting
- I.4.5: **Treasurer**
- I.4.5.1: The Treasurer will:
 - I.1.1.1.3: Be the primary owner of all financial accounts,
 - I.1.1.1.4: Initiate any physical work to be performed on The Center,
 - I.1.1.1.5: Attend to all logistic and scheduling needs for the Finance Committee, and
 - I.1.1.1.6: Act as an authority on the current state of the Budget.
- I.4.6: **Secretary**
- I.4.6.1: The Secretary will:
 - I.4.6.1.1: Update the Constitution and Bylaws to include any approved amendments,
 - I.4.6.1.2: Update the website to include all legislation, minutes, and other information deemed necessary weekly,
 - I.1.1.1.7: Attend to all logistic and scheduling needs for the Public Affairs Committee,
 - I.4.6.1.3: Be responsible for maintaining the archives, and
 - I.1.1.1.8: Help orient new Members.
- Section I.5: Employed Positions of The Center**
- I.5.1: **Responsibilities**
- I.5.1.1: Any paid position that is profiting off of the success of The Center is not permitted to hold any voting power.
- I.5.1.2: Any paid position is not permitted to hold an appointment or office of the Board.
- I.5.2: **Executive Director**
- I.5.2.1: The Executive Director shall report in-person directly to the Board during each Board meeting.
- I.5.2.2: The President may approve the absence of reporting during or preceding unforeseen circumstances.
- I.5.2.3: The Executive Director shall:
 - I.5.2.3.1: Electronically report directly to the President at least every two (2) weeks,
 - I.5.2.3.2: Manage the administrative affairs of The Center,
 - I.5.2.3.3: Aid the Treasurer in maintaining all accounts owned by The Center,
 - I.5.2.3.4: Support logistics and scheduling of any events within The Center,
 - I.5.2.3.5: Identify, develop, and monitor sources of revenue for The Center,
 - I.5.2.3.6: Monitor the current Budget, and
 - I.5.2.3.7: Assist in the preparation of a new Budget.
- I.5.2.4: The Executive Director, when delegated tasks are assigned by the President, shall:
 - I.5.2.4.1: Act as a representative of The Center,
 - I.5.2.4.2: Speak on behalf of The Center, and
 - I.5.2.4.3: Help in the development and execution of projects.

- I.5.2.5: The Executive Director, when delegated tasks are assigned by the Officers, shall:
 - I.5.2.5.1: Support logistics and scheduling of events produced by The Center,
 - I.5.2.5.2: Plan and supervise the programs and activities of The Center, and
 - I.5.2.5.3: Interact with membership.
- I.5.2.6: The Executive Director, when delegated tasks are assigned by the Board, shall:
 - I.5.2.6.1: Develop and implement new public relations,
 - I.5.2.6.2: Support current public relations efforts,
 - I.5.2.6.3: Manage employed staff, contracted staff, and volunteers.
- I.5.2.7: The Executive Director will have an assessment of their duties every November by the Board.
- I.5.2.8: The Executive Director may propose new tasks and projects relating to their role at The Center.
- I.5.3: **Hiring or Contracting Staff**
 - I.5.3.1: The Finance Committee will initiate an Ad Hoc Commission to be tasked with:
 - I.5.3.1.1: Determining the proper job duties and requirements of a job posting.
 - I.5.3.1.2: Proposing the most efficient recruitment techniques for the type of position required.
 - I.5.3.1.3: Producing and maintaining any recruitment resources for the position's requirement.
 - I.5.3.1.4: Filtering unqualified candidates based on given information.
 - I.5.3.1.5: At least five (5) candidates must be promoted.
 - I.5.3.1.6: Holding face-to-face interviews, and
 - I.5.3.1.7: At least three (3) candidates must be promoted.
 - I.5.3.1.8: Reporting any and all information to the Board.
 - I.5.3.1.9: All resources and notes must be handed over, including resumes and interview notes.
 - I.5.3.1.10: Report must include every applicant and reasoning for disqualification if any.
 - I.5.3.1.11: The report must include a ranking of all qualified candidates.
 - I.5.3.2: All job postings must be reasonably and publicly accessible for a minimum of thirty (30) days.
 - I.5.3.3: Determinations of new employed staff will be held by the Board.
 - I.5.3.3.1: A two-thirds (2/3) vote is required to hire or contract staff.
 - I.5.3.3.2: The president will notify all interviewed candidates within seven (7) calendar days of the Board's decision.

Article II: Procedures

Section II.1: Financial Expenditures

- II.1.1: An appropriation requests shall be defined as an itemized request for funds that states the separate costs of goods sold, services rendered, work done, or the reallocation of funds.
 - II.1.1.1: Any transaction that is clearly included within the Budget may be determined acceptable by the Treasurer and shall not be subject to an appropriation request.
- II.1.2: Level 1 appropriation requests shall:
 - II.1.2.1: Be expenditures totaling less than \$500.
 - II.1.2.2: Require written approval of the Treasurer.
 - II.1.2.2.1: The President reserves the right to veto the request.
 - II.1.2.2.2: The Finance Committee reserves the right to override the veto with a two-thirds (2/3) vote of the total active membership of the Finance Committee.
- II.1.3: Level 2 appropriation requests shall:
 - II.1.3.1: Be expenditures totaling more than \$500.
 - II.1.3.2: Require a majority vote of the Finance and Operations Committee and a majority vote of the Board for approval.
 - II.1.3.2.1: The President reserves the right to veto the request.
 - II.1.3.2.2: The Finance Committee reserves the right to override the veto with a two-thirds (2/3) vote of the total active membership of the Finance Committee.
- II.1.4: Level 3 appropriation requests shall be defined as emergency expenditures, and shall:
 - II.1.4.1: Require only the President's signature for approval.
 - II.1.4.2: Immediately be subject to an audit by the Finance and Operations Committee.
 - II.1.4.2.1: Should the President be found to be abusive of this method of expenditures, they shall be subject to impeachment.
- II.1.5: Should a Level 1 or 2 appropriation requests not receive approval; it can be brought before the Board meeting for approval by a majority vote of present membership of the Board.

- II.1.5.1: Should the Treasurer or Finance Committee fail to act within twenty (20) business days of receiving a Level 1 or 2 appropriation request, the request shall be automatically submitted to the Board for approval.
- II.1.6: Should the expenditure exceed the approved amount the difference shall be subject to approval by the Finance Committee.
- II.1.6.1: Should the extra expenditure not be approved, the spender may be held liable for the difference.
- II.1.7: The Finance Committee shall approve all personnel actions pertaining to The Center operations including, but not limited to, the hiring of contracted employees and pay adjustments.
- II.1.7.1: Termination of employees shall not require approval by the Finance Committee.
- II.1.8: The President shall present the annual Budget for approval by the last Board meeting of the year.

Section II.2: Financial Audit Procedures

- II.2.1: The Finance Committee shall be required to audit all Level 3 expenditures.
- II.2.1.1: The Finance Committee shall determine the necessity of an audit by a simple majority vote of present members.
- II.2.1.2: Should an audit be deemed necessary, the accused shall be informed of the pending audit hearing at least one (1) week in advance.
- II.2.1.3: A minimum of three (3) Finance Committee members must be present to conduct an audit.
- II.2.1.4: The audit will consider the following criteria:
 - II.2.1.4.1: The program/event purpose and results,
 - II.2.1.4.2: Participation in the program/event,
 - II.2.1.4.3: The variance between funds requested and used,
 - II.2.1.4.4: Unforeseen costs not on the initial expenditure, and
 - II.2.1.4.5: Justification for the additional expenditure.
- II.2.2: The hearing shall be conducted as follows:
 - II.2.2.1: The Finance Committee and the accused shall meet at the established meeting time.
 - II.2.2.2: The Finance Committee shall take turns asking questions of the accused. Questions shall be restricted to the above audit criteria.
 - II.2.2.3: At least one (1) member of the Finance Committee shall take notes.
- II.2.3: Upon the completion of each audit, a report shall be compiled and submitted to the Board for review.
 - II.2.3.1: The report shall contain a brief overview of the expenditure reviewed, the accused, and the opinion of the Finance Committee based on the audit criteria.
 - II.2.3.2: The report shall be compiled within ten (10) business days of the audit hearing.
 - II.2.3.3: Minority opinions shall be included.
 - II.2.3.4: The Board shall not be allowed to alter the report.
 - II.2.3.4.1: The Board does reserve the right to include an addendum.
 - II.2.3.5: The final report shall be kept on file in The Center for a minimum of three (3) calendar years.

Section II.3: Annual Documents

- II.3.1: Standing Rules of Order
 - II.3.1.1: Standing Rules of Order for The Center shall establish standing rules which include, but are not limited to:
 - II.3.1.1.1: The process for committee membership, and
 - II.3.1.1.2: Special rules for debate.
- II.3.2: Agenda
 - II.3.2.1: The order of the Board Agendas, General Meeting Agendas, and Committee Agendas shall be included in the Standing Rules presented by the President at the beginning of each year.
- II.3.3: Code of Conduct
 - II.3.3.1: The Code of Conduct shall be included in the Standing Rules presented by the President at the beginning of each year.
 - II.3.3.2: These codes of conduct must include, but is not limited to:
 - II.3.3.2.1: The number of excused absences allowed,

- II.3.3.2.2: The number of absences from committee meetings allowed, and
- II.3.3.2.3: Definition of conduct unbecoming a member of that branch.
- II.3.3.3: Members found in violation of these codes of conduct may be subject to disciplinary actions as defined in the individual codes of conduct, as well as impeachment as defined in the Constitution.

Article III: Elections

Section III.1: Election Timeline

- III.1.1: General elections shall be held during the last General Membership meeting of the year.
- III.1.2: Newly elected members shall take office the last General Membership meeting of the year.
- I.1.2. An Election Commission must be initiated by the Steering Committee two (2) Board meetings prior to the Fall General Meeting.
- I.1.3. The Election Commission Rules must be published to the Board one (1) weeks before the Board meeting prior to the Fall General Meeting.
- I.1.4. The Board must publish the Rules with any revisions before the Board meeting prior to the Fall General Meeting.
- I.1.5. Elections shall be held at the Fall General Meeting.
- I.1.5.1. Any appeals of the Election or Election Commission will be held at the next Board Meeting.
- I.1.5.2. All decisions of the Board shall be final.
- III.1.3: The outgoing Board shall hold their final meeting during the last Board meeting of the calendar year.
- III.1.3.1: Immediately following the adjournment of the outgoing Board, the newly elected Board will convene and elect committee Chairs.

Section III.2: Election Commission

- III.2.1: The Election Commission shall consist of three members, not including the chair.
- III.2.2: Members of the Election Commission shall be appointed by the Steering Committee, and approved by a majority vote of the Board.
- III.2.3: The members of this committee shall forfeit the right to be a candidate in the year they serve on the Election Commission.
- III.2.4: The Election Commission shall be appointed by the President, and must then be approved by a majority vote of members present at the Board meeting.
- III.2.4.1: The Election Commission Chair cannot have been part of a contested election the previous year.
- III.2.5: There may be an Election Commission Advisor appointed by the President and approved by the Board.
- III.2.6: The Election Commission shall be responsible for:
 - III.2.6.1: Formulating the rules for the election,
 - III.2.6.2: Publishing these rules to be approved by a majority vote of the Board, and
 - III.2.6.3: The enforcement of these rules.
- III.2.7: Appeals of the Election Commission decision shall be made to the Board, whose decision shall be final.
- III.2.8: The Election Board shall be in place by the end of the weekend following the Fall General Meeting.
- III.2.9: No tickets may campaign until the passage of the Election Board manual for the year in which they seek office.

Article IV: Committees

Section IV.1: Standing Committees

- IV.1.1: The Steering Committee shall represent The Center in those matters concerning with strategic oversight of meetings and projects.
- IV.1.1.1: The Steering Committee shall:
 - IV.1.1.1.1: Be overseen by the Vice President,

- IV.1.1.1.2: Determine disciplinary actions when required,
- IV.1.1.1.3: Establish and appoint the Election Commission Chair during elections.
- IV.1.1.1.4: Present an agenda for each Board meeting and General Membership meeting, and
- IV.1.1.1.5: Define activities that satisfy the participation requirement of every Director.
- IV.1.2: The Finance and Operations (“Finance”) Committee shall represent The Center in those matters concerning with Budget, insurances, and the internal workings and function of The Center.
 - IV.1.2.1: The Finance and Operations Committee shall:
 - IV.1.2.1.1: Be overseen by the Treasurer,
 - IV.1.2.1.2: Be responsible for ensuring financial procedures are followed,
 - IV.1.2.1.3: Own events that are provided within the physical location of The Center, and
 - IV.1.2.1.4: Be responsible for the maintenance and upgrades of The Center.
 - IV.1.2.2: Distribution of funds is reserved by the President, Treasurer and any agents either appointed or described here.
- IV.1.3: The Public Affairs Committee shall represent The Center in those matters concerning all issues relating to external content provided for the general public, and preserving the history of The Center.
 - IV.1.3.1: The Public Affairs Committee shall:
 - IV.1.3.1.1: Be overseen by the Secretary,
 - IV.1.3.1.2: Own events that are produced outside of the physical location of The Center to include cyberspace,
 - IV.1.3.1.3: Produce, own, and distribute electronic correspondence to include the newsletter,
 - IV.1.3.1.4: Produce, own, and distribute advertisements and promotional resources, and
 - IV.1.3.1.5: Produce, own, and distribute press releases or op-ed releases.
 - IV.1.3.2: The Public Affairs Committee shall own and maintain all accounts and passwords of websites, profiles, and resources that directly represent The Center in the public domain.
 - IV.1.3.2.1: The Secretary and the President must have access to all accounts at all times.
 - IV.1.3.2.2: The Secretary and the President must be notified of a password change before initiated.

Section IV.2: General Committees

- IV.2.1: The Volunteering Committee shall deal with staffing power of events, recruitment of new members, and general labor based on the needs of The Center.
 - IV.2.1.1: The nominated Director will hold the title of Director of Volunteering.
- IV.2.2: The Academic Affairs Committee shall deal with all academic issues and matters, such as grievances and standards, as well as relations between students and faculty.
 - IV.2.2.1: The nominated Director will hold the title of Director of Academic Affairs.
- IV.2.3: The Administrative Affairs Committee shall represent The Center in those matters concerning with relations and issues pertaining to local, state, and federal governments.
 - IV.2.3.1: The nominated Director will hold the title of Director of Administrative Affairs.
- IV.2.4: The Programming Committee shall represent The Center in those matters concerning with the maintenance of regularly scheduled events and aid in any novel events.
 - IV.2.4.1: The nominated Director will hold the title of Director of Programming.
- IV.2.5: The Business and Commercial Committee shall represent The Center in those matters concerning with relationships with corporate sponsors, seeking commercial donations, and act as a liaison between The Center and local businesses.
 - IV.2.5.1: The nominated Director will hold the title of Director of Business.

Article V: Miscellaneous

Section V.1: Amendments to the Bylaws

- V.1.1: Amendments to this set of Bylaws shall be resolved through normal referendum procedures.

Section V.2: Ratification

Revised: 04-Mar-2020
Approved: 18-Apr-2020

- V.2.1: The Constitution shall be considered ratified upon the completion of one (1) reading of the Board; and after obtaining a two-thirds (2/3) vote of the Board and a two-thirds (2/3) vote of the Membership in attendance at any General Membership Meeting.