

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-SIXTH SENATE
THIRD SESSION
08/27/2016**

**RESOLUTION #4604
APPROVAL OF THE BOARD FOR STUDENT ORGANIZATION FUNDING BYLAWS**

SPONSORED BY:

WRITTEN BY: Michael Wells, Director of Finance

COLLABORATED WITH: Michele Frick, Sarah Stephens ENDORSED

BY: Board for Student Organization Funding (BSOF)

ABSTRACT: This resolution seeks to amend the current BSOF Bylaws.

WHEREAS

The Board for Student Organization Funding is an entity within ASCSU that abides by our separate bylaws from the ASCSU bylaws; and,

WHEREAS

Amendments made to these bylaws provide for more transparency within our governing documents and provide more clarity for student organizations.

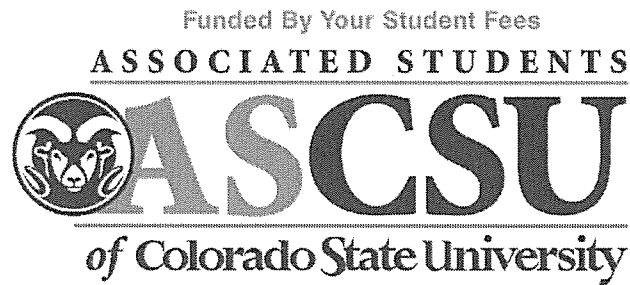
NOW THEREFORE BE IT HEREBY FURTHER RESOLVED

That the Forty-Sixth Senate adopts the bylaws attached to this bill.

20-0-0
PASSAGE

8-31-16
DATE

TAGS: BSOF, Bylaws



Bylaws of the Board for Student Organization Funding

Article I: Purpose

The Board for Student Organization Funding's (BSOF's) primary purpose is to allocate a portion of the Associated Students of Colorado State University (ASCSU) Student Fee approved by the Board of Governors of the Colorado State University System to registered student organization's (RSO) for educational and cultural programming and to administer relevant provisions of Article VIII of the ASCSU Constitution. The Board for Student Organization Funding will require members of the Board to attend at least one funded program per semester. If a BSOF member cannot attend, there must be an ASCSU member in attendance for all events. Failure to meet these requirements will result in the same disciplinary protocol the ASCSU body follows. At the conclusion of the event, the ASCSU member in attendance will be required to complete a program evaluation and submit it to the Director of Finance by the following week.

Article II: General Provisions

Section 1: The ASCSU Constitution and subsequent legislation in addition to these bylaws and any additional special rules adopted in writing shall primarily govern the Board for Student Organization Funding. Additionally, the Board for Student Organization Funding shall act in compliance with all appropriate federal, state, and local legislation and regulation in addition to any rules or policies promulgated by the Board of Governors of the Colorado State University System, the Colorado Commission on Higher Education and/or Colorado State University.

Section 2: The Board for Student Organization Funding will not meet at a scheduled time in the spring 2017 semester if there is no additional funding. A special meeting may be called at any time by a written petition containing the signatures of a majority of the Board's members or by the ASCSU Director of Finance. The last meeting of the Board for Student Organization Funding shall be the Thursday three weeks prior to the week before finals.

Section 3: All Board for Student Organization Funding meetings will be open to the public. Additionally, the Chair will be responsible for ensuring written minutes are recorded that detail all action taken by the Board and demonstrate allocation decisions are based on the Funding Rules set forth in Article V of the Board for Student Organization Funding bylaws. Such minutes shall be available for public review in the ASCSU office including the budgets of registered student organizations requesting funding and any other Funding Board documents.

Section 4: Each member of the Board for Student Organization Funding will be allowed two excused absences per semester. The ASCSU Director of Finance must approve these absences prior to the meeting. Attendance shall be registered in the minutes. Failure to comply with these regulations shall result in sanctions by the Senate pursuant to the ASCSU Constitution and legislation.

Section 5: The Board for Student Organization Funding shall have the power to vote, score, and hold hearings only if a quorum of current members are present. Proxy votes shall not be permitted for either establishing quorum or in voting. Under certain circumstances, a silent vote will be administered at the discretion of the Director of Finance.

Section 6: The Board shall encourage one or more of its members to be present at programs that received Board for Student Organization Funding.

Section 7: All funding documents shall be considered parts of the bylaws and are adopted, amended, and eliminated as such.

Section 8: The Board for Student Organization Funding shall elect a Vice-Chair at its first meeting annually or whenever a vacancy shall occur.

Section 9: The President of ASCSU will make the executive budget request to the Board for Student Organization Funding prior to the fiscal year they take office. Any other registered student organization wishing to request funds prior to the fiscal year in which the funds will be used must: 1) be requesting more than \$9,999, 2) have an event lasting the duration of the fall semester, or 3) need secured funds prior to October 15th of that academic year. Registered student organizations may apply for funding for events occurring any time throughout the academic year. These applications will be reviewed on a two-week basis by an interim Board for Student Organization Funding consisting of ASCSU directors over the summer and early fall semester before a Board is established for the academic year. For these

special circumstances, applications will be due two Mondays prior to the meeting to which they would present to the Board.

Section 10: One third (1/3) of the total Board for Student Organization Funding allocated amount must not be allocated until November 1 of that fiscal year for events occurring during the spring semester.

Section 11: One eighth (1/8) of the total Board for Student Organization Funding allocated amount will be reserved for new event proposals brought by registered student organizations who have not received funding in the past five years for any event. The Director of Finance will have to use past Board for Student Organization Funding records, help from administrators, or their best judgment to determine if the event had been brought to campus before. This includes determining if the proposal is not just a new name for an old event or is it a new registered student organization taking on another organization's event. If by spring semester the allocated funds for new events have not been fully used, the Board will add the remaining funds to the general fund balance.

Article III: Membership

Section 1: General Membership

1. The Board for Student Organization Funding shall be comprised of the following: the Director of Finance, appointed by the President of ASCSU; one Executive representative, appointed by the President from within Cabinet; five ASCSU members drawn from the ranks of Senators, Associate Senators, Senate officers; and four members who shall not hold other positions in ASCSU (at-large members) appointed by the Director of Finance with Senate approval.
2. Members of the Board for Student Organization Funding shall sit for the duration of their appointed or elected time in office. New Senate members shall be appointed at the first meeting of the newly elected Senate and Executive members shall be approved upon appointment by the ASCSU President.
3. Upon a vacancy in the membership of a Senate member the Senate shall appoint a new member. Upon a vacancy in the membership of an Executive representative the President shall appoint a new member from the Cabinet.
4. The at-large members shall be confirmed by the Senate with a plurality vote. Senate shall have the ability to call for impeachment any Board for Student Organization Funding member following the procedures set forth in Section 603 of the ASCSU Constitution

Section 2: Chair

1. The Board for Student Organization Funding Chair shall be the ASCSU Director of Finance appointed by the President of ASCSU. The responsibilities of the Chair shall be to preside over meetings of the Board, ensure all Board positions are filled, inform members of the functions of ASCSU, provide a general orientation to the Board, meet as needed with registered student organizations and Student Leadership, Involvement, & Community Engagement (SLICE) leadership to promote the Board for Student Organization Funding, ensure the communication between the liaisons and appropriate parties are successful, schedule official meetings, prepare agendas, handle all routine correspondence of the Board, ensure all aspects of the Board for Student Organization Funding bylaws are being upheld, and assist in pre- and post-funding operations.
2. The Chair may be removed by a two-thirds vote of the total voting membership of the Board. All voting members must be notified at least one week prior to a vote for removal of the Chair.

Section 3: Vice Chairperson

1. The Vice Chairperson shall be elected by a majority vote of the Board's members present at the first meeting. The Vice Chairperson shall preside and otherwise serve as Chair in the event of the Chair's absence or incapacity. The Vice Chairperson shall otherwise perform and assist with duties as assigned by the Chair. This may include but is not limited to assisting in conducting meetings, assisting in meeting preparation, and assisting in both the pre and post funding requirements of registered student organizations
2. The Vice Chairperson may be removed by a two-thirds vote of the total voting membership of the Board. All voting members must be notified at least one week prior to a vote for removal of the Vice Chairperson.

Article IV: Conduct of Meetings

Section 1: The ASCSU Director of Finance, acting as Chair, will conduct meetings. The Chair will not vote except to break a tie. In the absence of the ASCSU Director of Finance, the Vice-Chair shall serve as Chair.

Section 2: The meetings shall work around the concept of consensus, and *Robert's Rules of Order Newly Revised, 10th Edition* shall only be used to the extent necessitated by the meetings as determined by the Chair or a majority of the members.

Section 3: The following format shall be used to manage meetings, although a two-thirds (2/3) vote of current members shall be sufficient to reorganize this agenda for any meeting.

1. Call to Order - Establish a Quorum
2. Budget Report – Status of BSOF account balance
3. Minutes
4. Discuss the Business that will be heard that day
5. Hear Requests
 - a. Registered student organization presents Request
 - b. Registered student organization receives questions from Board members
 - c. Board debates Request.
 - d. Board votes on Request as a whole based on the viewpoint neutral criteria.
 - e. Registered student organization will be notified of the decision following debate.
 - f. Members return the viewpoint neutral justification for a no vote.
6. Special Reports/Special Business
 - a. Suspensions.
7. Program Evaluation Reports - Event Feedback
8. Announcements
9. Adjourn

Article V: Liaisons

Section 1: Each member of the Board for Student Organization Funding with the exception of the Chair, Vice Chair, and Clerk will have the option to fulfill a liaison role during the active times of the Board for Student Organization Funding. The various liaison roles must be filled and shall be elected by a majority vote of the Board's members present at the first meeting. The following liaison roles will be set in place:

- Preparation Liaisons (2): These individuals will be responsible for assisting registered student organizations with the planning of their presentations to the Board of Student Organization Funding. This will include but is not limited to assisting with the composition and reviewing of the application of the registered student organization, making sure all items requested for funding are legal within the Board for Student Organization Funding bylaws, and assisting with the registered student organization's presentation to the Board. This will also include informing the Chair of any specific technological needs for the presenting registered student organization.
- Involvement Liaisons (2): These individuals will be responsible for making sure there is a representative of the Board or a member of ASCSU at each Board funded event. This will include making sure there is an event evaluation completed for each event.

Article VI: Funding Rules

Section 1: The Board for Student Organization Funding will evaluate budget proposals by the following Viewpoint Neutral Criteria (in no specific order):

1. The services and programs relation to the registered student organization's purpose.
2. The registered student organization's ability to effectively use the student activity fee.
3. The registered student organization's adherence to its planned budget and accountability for its expenses through the past fiscal year.
4. The ability of the registered student organization to plan and effectively deliver their services.
5. The program's potential for direct student involvement at the planned event and in the planning and implementation process leading up to the event.
6. The effort and thought evidenced by the budget request.
7. The justification and clarity of the budget presentation by the registered student organization's officers.

8. The ability of the registered student organization to generate revenue to support the organization's activities.
9. The activities and programs are open to all fee paying students.
10. The number of students involved in the registered student organization's past activities.

Special consideration shall be given to requests showing the registered student organization has solicited and obtained significant levels of co-sponsorship.

Section 2: Voting

A "yes" vote shall mean that based on the viewpoint neutral criteria the Board member saw no reason the funding requests should not receive full funding, and all criteria have been met.

A "no" vote shall mean that based on the viewpoint neutral criteria the Board member saw one or more criteria not being met by the funding request. With a "no" vote the Board member shall provide which viewpoint neutral criteria was not met.

After an officer of the registered student organization has presented their proposal to the Board, the Board for Student Organization Funding shall vote on the proposal. If the registered student organization receives a majority vote in the affirmative of present voting members they shall receive funding. If the registered student organization does not receive a majority vote in the affirmative of present voting members they will not receive funding, however if they have not exceeded the minimum time requirements for funding they may present to the Board the following week. The Board for Student Organization Funding will provide them a reason based on the viewpoint neutral criteria of why they did not receive funding, as well as recommendations to improve their request.

Following the conclusion of an affirmative vote, the registered student organization has until the following Monday at 5:00 p.m. to create an event on RamLink. A meeting with the Director of Finance must also be scheduled by that following Thursday, a week after their presentation.

If a Board member is an officer, member, or advisor of a registered student organization presenting to the Board, they must abstain from voting. If a Board member finds themselves unable to make a nonbias decision based on the viewpoint neutral criteria they shall abstain from voting.

Section 3: Regulations

1. Only registered student organizations recognized by the SLiCE for the current academic year will be able to receive funding.
2. The Board for Student Organization Funding will not fund the operational costs of any registered student organization. ASCSU and subsidiary committees and departments are not registered student Organizations subject to this rule.
3. The Board for Student Organization Funding will not provide funding for any capstones, student projects, or events receiving academic credit.
4. ASCSU will not fund requests from registered organization that are within Housing or Sport Clubs. The definitions follow:
 - a. Housing: Any registered student organization designed for the express purpose of benefiting University operated residential communities.
 - b. Sport Clubs: Any registered student organization recognized by the Department of Campus Recreation as a "Sport Club."
5. The Board for Student Organization Funding shall, in funding any registered student organization, expressly prohibit the use of funds for any activities prohibited by federal or state law, including, but not limited to the following:
 - a. Colorado Revised Statute 1-45-117 provides that state funds cannot be used to fund political campaigns involving the nomination, retention, or election of any person to any public office. This statute also prohibits the use of state funds to urge electors to vote in favor or against any state-wide or local ballot issue, referred measure, or measure for recall.
 - b. The Constitution of Colorado, Article IX, Section 7, prohibits the expenditure of state funds for any sectarian purpose, which could include, but is not limited to, the activity of worship, devotion, prayer, meditation, or a religious service.

The Board for Student Organization Funding will require a funded registered student organization to sign an acknowledgement of this prohibition, and to certify that funds will not be used in a manner violating state or federal law.

Should a registered student organization use its allocated funds in a manner violating state or federal law, the Board for Student Organization Funding reserves the right to limit or deny future funding requests from such registered student organization, demand the funds be reimbursed to the Board for Student Organization Funding, and, depending on the nature of the violation, the registered student organization may also lose its status as a registered student organization, be ineligible for future funding, or face other penalties.

6. The officers listed with SLiCE and the majority of the members of the registered student organization must be fee-paying students.
7. The Board for Student Organization Funding expressly prohibits prostylitizing of any kind at ASCSU funded programs. Educational and cultural programs with sectarian content must include a recognized educational expert in the content field for the program to be considered by the Board. Registered student organizations shall be required to provide documentation to the Board to fulfill the requirements of this provision. The Board for Student Organization Funding will have the sole purview to make determinations as to whether the requirements of this clause have been met.
8. No ASCSU monies can be spent on raising funds for appropriation to any entity which is not (1) a registered student organization; or (2) not under the express control of Colorado State University. If any funds are raised through a Board for Student Organization Funding event, any monies raised through an attendee's participation in a program funded by the Board for Student Organization Funding, will be reverted to ASCSU up to the amount allocated by the Student Funding Board. All participatory fees generated from the Campus Information Box Office must be deposited into the registered student organization's Student Organization Financial Account (SOFA). ASCSU will not allocate funds for fundraisers, or activities associated with fundraising that are intended to benefit an entity outside of the registered student organization.
9. ASCSU allows the charging of CSU students only when more than 50 percent of the program's cost and associated advertising is provided by a co-sponsorship, as illustrated by the program's budget. Fees required or raised through an attendee's participation must be run through the Campus Information Box Office, this also includes donations of any kind. Exemptions may be granted by the Chair for unusual circumstances in writing, and must be requested within 10 days after the hearing where funding was initially approved. Failure to use the Campus Information Box Office will result in an automatic suspension according to the rules set forth in Article VII of these bylaws.
10. If non-students are charged, all raised funds will be required to be repaid to ASCSU. All Board for Student Organization Funding granted funds, up to the amount requested, will be considered a loan. For expenses not covered by BSOF, donations or payments for such activities or items will not be required to be repaid to BSOF. Examples of expenses not covered by BSOF include food, decorations, prizes, office supplies, or any other items listed in Article IV, Section 3, #16. Events exempt from this fundraising exception include graduation events, award ceremonies, and programs not open to all CSU students. Any time students are charged, they must receive a discounted price over the cost for non-students. Forecasted revenue cannot be counted as co-sponsorship. Registered student organizations should have co-sponsorship funding secured prior to presentation before the Board.

11. Registered student organizations are required to obtain co-sponsorship to receive funding for an event open and free to all students. Co-sponsorship is calculated off of the total event cost, not the amount being requested from BSOF. Proposals costing under \$3,000 need ten percent (10%) proof of cosponsorship, proposals costing between \$3,001 to \$7,000 need to provide twenty percent (20%) cosponsorship and proposals costing either \$7,001 and above will need to provide at least thirty percent (30%) co-sponsorship. Any events charging students must provide a fifty percent (50%) cosponsorship. Co-sponsorship is defined as any funds from the registered student organization's SOFA, any funds belonging to the requesting registered student organization, or a partnership from another registered student organization resulting in the physical transfer of funds. Funds held in an off-campus bank account must be transferred into the registered student organization's SOFA before the registered student organization can present to the Board. Discounts are not a legitimate forms of co-sponsorship. Consideration will be given by the Board when the registered student organization has displayed a good faith effort to obtain co-sponsorship.
12. Registered student organizations are eligible to obtain a cumulative maximum of \$15,000 each academic year from the Board for Student Organization Funding. Any single request exceeding \$10,000 must be ratified by the Senate through a bill following the Board's recommendation. Funding requests presented to Senate must be accompanied by an itemized budget. Any request brought forth in the form of a Bill to ratify Board for Student Organization Funding allocations must be approved by the Senate in a viewpoint neutral manner. The Chair, and/or registered student organization members will provide all related documents and present a short presentation regarding the application. The registered student organization will not be required to attend this presentation. This process is designed to ensure the Board for Student Organization Funding followed its regulations and protocols, not to "rehear" the application.
13. All presidents and financial officers of ASCSU-funded clubs and all other registered student organizations are required to attend an officer orientation organized by SLiCE. If within the year a new officer is elected, it is their responsibility to contact SLiCE to make arrangements to attend an officer orientation.
14. Registered student organizations with a negative account balance in their SOFA shall not be eligible to receive funding from the Board for Student Organization Funding.
15. Registered student organizations receiving ASCSU funding will expense the funds from the Board for Student Organization Funding's own SOFA. The ASCSU Director of Finance will approve the transactions for processing by the University. Unlike ASCSU financial transactions, no second signature is required.
16. For programs lasting less than one month, the requesting registered student organization is required to submit a program review to the ASCSU Director of Finance, using the Program Evaluation Form located on the Board for Student Organization Funding's page on the ASCSU website, within 21 calendar days of program's completion. All receipts and requests for payments must be submitted by 5:00 p.m. of 30 calendar days at the conclusion of the event. When programs extend beyond one

month, the Chair will determine an appropriate schedule of progress reviews at the time of approval, as well as when receipts and requests for payment will be due. Requests for long duration programs should include a proposed report schedule. In general, reports will be due monthly for semester-long programs and at the last Funding Board meeting of the fall semester for year-long programs; however, this is only a guideline and can be adjusted as appropriate for specific events. In all cases a final report will be due 21 calendar days after completion of the event. If all allocated funding is not used as prescribed by the approved budget, remaining funds will be canceled and inaccessible for spending. Registered student organizations must expend requests as approved by the Board.

17. Registered student organizations that are funded by ASCSU must clearly state on all advertising and club promotion that their program is made possible in part by student fees allocated through ASCSU. The method of statement must be a logo as approved by the ASCSU marketing department. Any registered student organization that fails to include the ASCSU logo on all marketing materials shall be automatically suspended according to the rules set forth in Article VII of these bylaws. The Chair may grant exemptions for unusual circumstances and small ads on a case-by-case basis in writing. Exemption requests must occur within 10 days after the hearing where funding was initially approved.

18. ASCSU does not provide funding to registered student Organization for the following items. (ASCSU and subsidiary committees/departments are not registered student organizations subject to this rule)

Academic Credit (capstone projects)

Awards, Trophies, and prizes

Capital Expenditures (anything with more than a one-time use)

College Commencement Ceremonies

Contest Entries

Concessions

Damage Deposits

Decorations

Departmental Honor Nights

Donations

Flower and Floral Arrangements

Food or Beverages

Newsletters

Office Supplies

Raffle Tickets

Salaries

Scholarships

Travel for students (must adhere to SLICE's Travel Policy on SLICE's website)

17. It is the responsibility of each registered student organization's Financial Officer and other officers to adhere to the organization's budget and to all pertinent legal and ASCSU guidelines. Each registered student organization must keep true, up-to-date, and accurate records of their fiscal activities, which ASCSU may request to view at any time for any reasons. Failure to comply will result in an automatic suspension according to the rules set forth in Article VII of these bylaws.
18. The Board for Student Organization Funding shall not consider retroactively funding an organization unless fault for the delayed request is determined by the Board to be outside of the registered student organization's control.
19. The Board for Student Organization Funding will not allocate funds to any registered student organization with a program less than 21 calendar days after the Funding Board meeting at which they are heard. If the event falls on a date exactly three weeks away, it will be up to the Director of Finance's discretion to determine if the application will be heard. The events that will be considered must entail no single line item exceeding \$4,999.99.
20. The Board for Student Organization Funding will not allocate funds to any registered student organization with a program budget containing a single line item exceeding \$4,999.99 unless the budget is presented at least 30 calendar days prior to the program's start date.
21. If a registered student organization believes a procedural error has occurred, an appeal may be made in the form of a bill to the ASCSU Senate. Registered student organization may not appeal funding decisions of the Board for Student Organization Funding.
22. Any remaining or unspent funds left over at the end of the fiscal year shall be rolled over/added to the incoming year's Board of Student Organization Funding budget.

23. RSO is encouraged to work closely with their advisors through this process, yet the student officers are highly encouraged to take lead when contracting with speakers and/or performers; communicating with the Director of Finance; presenting to the Board; and handling the processes that follow if and when funding is received. RSOs must have their presidents, vice presidents, or financial officers attend their presentation to the Board. To maintain consistency throughout all registered student organizations' requests, student officers must be equipped to meet deadlines, secure outside funding, and be able to answer questions about the upcoming event's programming budget and programming details – and the registered student organization's advisor is encouraged to help them be successful in this process.

Article VII: Process

Section 1: Registered student organizations requesting ASCSU Board for Student Organization Funding should first contact the ASCSU Director of Finance. This should occur at least four academic weeks prior to the Board for Student Organization Funding meeting at which they wish to be heard. The registered student organizations shall then meet with their liaison pursuant to Article V of these bylaws. When this is not possible, the ASCSU Director of Finance is authorized to act as the group's liaison. After finalizing the registered student organization's budget and written application with their liaison, it is the responsibility of the registered student organization to submit an electronic copy of the budget and written application via email to the ASCSU Director of Finance by 5:00 p.m. on the Monday prior to the scheduled hearing they wish to be heard. The ASCSU Director of Finance will then verify the budget is correct, and confirm with the registered student organization their addition to the agenda for the requested hearing date. The Chair reserves the right to refuse placing incomplete applications on the agenda.

Article VIII: Suspensions

Section 1: Failure to comply with any of the rules contained in these bylaws may result in the freezing of allocated ASCSU funds, a revocation of allocated funding, and/or the suspension of a registered student organization's eligibility to request funds from the Board for Student Organization Funding. Suspensions shall require a three-fourths majority vote of current members for implementation. The ASCSU Director of Finance will submit registered student organizations to be considered for suspension on the agenda at a regularly scheduled meeting under Special Business.

Section 2: Suspensions shall be enacted by the Board for Student Organization Funding based on the severity of the violation, history with the Board for Student Organization Funding, and any dealings with SLICE. Suspensions shall take effect immediately upon affirmative vote by the Board. Automatic suspensions shall be for a minimum of 15 academic weeks during regular academic semesters.

Section 3: Registered student organizations shall have their eligibility automatically suspended if a specific rule in these bylaws calls for an automatic suspension. Automatic suspension shall commence

upon notification to the Board by the Director of Finance of the suspension at a regularly scheduled meeting.

Section 4: Registered student organizations that have their eligibility to request suspended may appeal the suspension only once by submitting a letter stating the registered student organization's desire to appeal a suspension to the ASCSU Director of Finance at least 10 days prior to the meeting they wish to be heard. The ASCSU Director of Finance shall place all registered student organization requesting an appeal hearing on the agenda of a regularly scheduled meeting of the Board under Special Business. Suspensions may be overturned by the Board by a three-fourths majority vote.

Section 5: The ASCSU Senate may overturn a suspension upon passage of a bill to that effect only if the suspended registered student organization has exhausted the appeal process as outlined in Section 4.

Article IX: Amendment of Bylaws

Section 1: The Board for Student Organization Funding shall have the power to amend these bylaws by a two-thirds vote of current members with approval of the Senate. No amendment inconsistent with the policies of the Board of Governors of the Colorado State University System shall be effective.

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-SIXTH SENATE
THIRD SESSION
08/31/2016**

**RESOLUTION #4605
AMENDMENT OF THE SENATE BYLAWS**

SPONSORED BY: Josh Williams, Officer of Governmental Affairs; Kevin Waida, Director of University Affairs; Gabriela Maldonado, Chief of Staff; Blake Rodenbaugh, Senator, College of Business; Miranda Auer, Senator, Pride Resource Center; Isabel Brown, Senate Outreach Officer, Senator CVMBS

WRITTEN BY: Edward Kendall, Speaker Pro Tempore

COLLABORATED WITH:

ENDORSED BY:

ABSTRACT: This resolution seeks to amend the current Senate Bylaws of the Forty-Sixth Senate passed on May 4th 2016.

WHEREAS

The current Associated Students of Colorado State University (ASCSU) Forty-Sixth Senate adopted its bylaws on May 4th 2016 by passing Resolution #4601; and,

WHEREAS

Amendments made to these bylaws provide for more transparency within our governing documents and provide members with a more user friendly document, flexible agenda, and consistent procedure.

NOW THEREFORE BE IT HEREBY FURTHER RESOLVED

That the Forty-Sixth Senate adopts the bylaws attached to this bill and will follow them immediately upon adoption of the resolution.

20-0-0
PASSAGE

8-31-16
DATE

TAGS: Senate, Bylaws

Bylaws of the Forty-Sixth Senate

Section I. Definitions

- A. Quorum – an assembly of the majority of the voting members of the Senate
- B. Speaker – The chair of the body at any given time
- C. Legislative Officers – Members of the body other than Senators and Associates who possess floor, motion and speaking rights.
- D. Office Hour – Time spent conducting official duties of an ASCSU office
- E. Council – The ASCSU recognized office/academic college officiating body
- F. Officer – Any member of ASCSU sworn to execute the duties of an ASCSU office
- G. Legislative Cabinet – The officers consisting of the Vice President, Speaker Pro Tempore, Parliamentarian, Senate Membership Officer, Senate Outreach Officer, Clerk, Senate Internal Committee Chairs and any appointed Legislative Aides

Section II. Applicability

- A. These bylaws defer to the ASCSU Constitution and Supreme Court judgement
- B. These bylaws are also to be superseded by University Policy where applicable
- C. These bylaws are also to be superseded by applicable, local, state and federal laws
- D. These bylaws supersede any documents and orders created under the authority set forth in these bylaws

Section III. Parliamentary Authority

- A. The Senate shall operate on the rules of the Tenth Edition of Robert's Rules of Order Newly Revised where applicable and expedient in all cases that do not conflict with Section II stated herein or any sections of these bylaws

Section IV. Senate Meeting Operations

- A. Senate Meetings will deal with the primary business of the body consisting of Legislative meetings, primarily meant for the conduct of legislative business and alternating Work-Session meetings, primarily dealing with discussion, guest presentations and professional development
- B. Meetings will be held at 6:30 P.M. MDT each Wednesday during the regular spring/fall semester excluding finals week, and University closures unless prior notice is given 72 hours in advance by the Speaker Pro Tempore or Vice President
- C. In the case that a session is adjourned with agenda items unaddressed by the body, the chair shall have the discretion to move these items into committee or hold them for consideration in the next legislative meeting or work-session.

D. The agenda and consent agenda for each meeting will be established and dispersed to interested parties by the Legislative Cabinet at a time to be established and made public by the chair of the Legislative Cabinet

E. Senate, by motion, may declare Executive Meeting to discuss confidential information and topics related to human resources and personnel

F. Succession of the Speakership shall be the Vice-President, Speaker Pro Tempore, Parliamentarian, Internal Affairs Chair, External Affairs Chair, and University Affairs Chair and then by the longest serving senator

G. Executive session may be declared only when a legitimate personnel concern, impending legal matter, or other material of reasonably confidential status must be discussed

Section V. Senate Meeting Ground Rules

A. When held in the ASCSU Senate Chambers, the area past the threshold will only be accessible to members with floor rights. Members will also seek recognition from the chair before leaving the body or approaching the rostrum during meeting

B. Members present at a meeting shall maintain the decorum necessary to conduct the business charged to the body and in violation of this, the Speaker may not recognize the member, may ask the member to leave the body or may have the member removed from the meeting by an appointed officer

C. Members may dispute V [B] by appeal to the highest ranking Legislative Officer present and further to the Supreme Court by internal complaint, during which the ruling of the Speaker will stand. Egregious use of V [B] by a Speaker may constitute grounds for removal from office

D. Ad hominem, statements that threaten the physical well-being of members or would needlessly restate a position already stated will be considered non-germane

Section VI. Bills and Resolutions

A. Bills shall deal with appropriations, constitutional amendments, or other legislation which when enacted shall have a binding effect on ASCSU operations

B. A resolution shall deal with the opinions of Senate and the adoption of bylaws

C. Bills and resolutions shall be submitted to the official email or in paper copy to the hands of the Speaker Pro Tempore, Vice-President, and Parliamentarian by a date and time stipulated in [SECTION AGENDAS]

D. A bill or resolution may be authored by any individual or entity affiliated with Colorado State University. Said bill or resolution shall need the sponsorship or endorsement of at least three [3] Senators and three [3] additional members holding floor rights in the Senate or one [1] internal committee

E. Legislation shall be numbered in accordance with the Senate number and the order in sequence with other legislation (ex. The third resolution of the 45th Senate would be Res. #4503). Bills and Resolutions will be counted separately. Although a number may be given to a bill when it is added to the agenda, said number is not official until it reaches the floor

F. Supplemental funding bills only require one (1) reading

G. Bills which come from the Student Fee Review Board (SFRB), the Board for Student Organization Funding (BSOF) shall fulfill the requirements to be presented on the floor as long as the respective committee submitting the bill has sponsored or endorsed the legislation

H. Bills and resolutions unless cited otherwise in these bylaws, shall have two [2] readings and three [3] readings for bills concerning constitutional amendments

I. Barring exigent circumstances as declared by the Chair, at least one author of a bill or resolution must be present for the legislation's first reading

J. After the first reading, legislation requiring two or more readings will be given, ten [10] minutes of time for legislation representatives presentation, after which five [5] minutes will be allowed for question and answer. Subsequently the legislation will be sent to a committee of the Chair's choice unless a motion of Senate dictates otherwise

K. On second reading of legislation subject to subsection K of this section, legislation will be read then a maximum of thirty [30] minutes of time will be spent on discussion and debate with primary speakers given five [5] minutes and secondary speaker's given [3] minutes for a total of eight [8] minutes of time given to any one person on any one agenda item. After the expiration of this time the legislation will be sent to a committee of the Chair's choice unless a motion of Senate dictates otherwise if the matter requires a third reading or the chair will entertain a motion to enter a vote on the item if it has obtained the necessary number of readings

L. On items requiring a third reading the same time limits will be adopted as if the legislation was in a second reading outlined by subsection K of this section

M. Upon a 2/3 vote for expedited status or on legislation requiring only one [1] reading, after the first reading legislation representatives will be given ten [10] minutes for presentation and ten [10] minutes for question and answer. After which a maximum of forty-five [45] minutes with each primary speaker given five [5] minutes and each secondary speaker given three [3] minutes for a total of eight [8] minutes per agenda item per person will be given for discussion and debate. Subsequently the speaker will entertain a motion to vote on the legislation

N. Times limits outlined in subsections J, K, L, and M of this section may be amended for the meeting by majority vote on a motion to do so

O. Second and third readings will only require the reading of the legislation title unless a majority motion to the contrary is made

P. Legislation not on the agenda may be added by a two-thirds [2/3] vote of the Senate

Q. All legislation except those specified in the constitution, these bylaws or other superior documents shall require a majority vote of the present membership excluding abstentions for passage

R. Bills will require the signature of the President or a Senate veto override to go into effect while resolutions will not require said signatures

S. Bills and resolutions require a passage line while a bill also requires a presidential signature line

T. Legislation will typically be voted on, discussed and debated only during Legislative Meetings unless otherwise determined by the agenda

U. Legislation must be received before 4:00 P.M. MDT the Friday prior to the Legislative Meeting the legislation is intended to be heard in for agenda consideration by the Legislative Cabinet

Section VII. Senate Committees

A. There shall be a Legislative Cabinet chaired by the Speaker Pro Tempore consisting of the Vice-President, Parliamentarian, Clerk, Senate Membership Officer, Senate Outreach Officer, Internal Committee Chairs

B. The Legislative Cabinet shall be charged with maintaining the administrative operations of Senate, assembling and releasing the regular and consent agendas and discharging these duties in a manner that does not unduly hinder the progress of legislation in a manner inconsistent with reasonable standards of expediency

C. The Legislative Cabinet shall create bylaws subservient to this document detailing its operations and procedures

D. There shall be three Senate Internal Committees known as the Internal Committee, External Committee, and University Issues Committee

E. The Senate Internal Committee shall deal with affairs internal to ASCSU

F. The Senate External Committee shall deal with affairs external to the CSU

G. The Senate University Issues Committee shall deal with university affairs

H. These committees will establish bylaws subservient to this document governing their rules and procedures

I. These committees shall receive legislation and pursue relevant projects and report these happenings to Senate during the appropriate agenda item

J. A committee shall reintroduce any amended form of a bill or resolution as one report, with all amendments included in the motion to be passed by simple majority. If the motion passes, the new form of the bill or resolution is on second reading with the edits

of the committee. If the Senate does not adopt the committee report, the body shall revert to the original bill or resolution, which will be on its second reading. The committee chair or vice chair shall be present to reintroduce a bill or resolution. This shall not impair the ability of the Senate to discharge a committee of its duties.

K. No Internal Committee shall hold times conflicting with Senate Meetings

L. Senate may create committees under their authority through bill passed by Senate

M. Senate Internal Committee meetings times must be held once per week at a time determined by the respective chair

N. Chairs of Internal Committees shall be responsible for informing the Senate Membership officer of attendance and reporting the work of the committee during the relevant Senate Meeting agenda item

Section IIX. *Quorum and Provisional Meetings*

A. Quorum for Senate Meetings will be a majority of voting Senate members

B. In the absence of quorum a provisional meeting may be conducted in similar fashion to a normal meeting, the proceedings and results of which will be presented to the next meeting obtaining quorum for adoption.

C. Alternatively to IIX[B], after thirty (30) minutes after first roll call without quorum, the Speaker may adjourn the meeting, and all officers not present without approved excuses will be marked as unexcused

D. An officer will be counted absent if marked as unaccounted by the Clerk during either the roll call following the call to order or the roll call prior to the vote for adjournment

Section IX. *Senators and Associate Senators*

A. Senators shall maintain five (5) documented office hours per week, serve on one (1) Senate Committee and one (1) university/community committee

B. Associates shall maintain three (3) documented office hours per week, serve on one (1) committee, Senate, University or Community and attend at least 1 Senate meeting per three Senate meetings

C. Senators shall have floor, speaking, motion, and voting rights during Senate Meetings

D. Associates shall have floor, speaking, and motion rights during Senate Meeting. In the absence of their associated senator they will exercise their Senators rights

E. After ten (10) cumulative office hours for senators, or six (6) cumulative office hours for associates missed in any one semester or for two unexcused absences by the chair of their respective committees a member shall resign in absentia and a best effort to notify the affected member will be given by the Speaker Pro Tempore

F. These office hour requirements may be deferred at the Speaker Pro Tempore's discretion given that the Senator/Associate logs five (5) service hours per month and submits a substantive bi-weekly report of work done in their position at ASCSU

G. Senators and Associates will be elected pursuant to the Elections Code and relevant sections of the ASCSU Constitution

H. Senators shall attend the college council which elected them and report on relevant events in Senate. They shall be responsible for making reasonable efforts to gain constituent input and representing the students of their college to the best of their ability

Section X. *Legislative Officers*

A. The Vice President – Serves as the final personnel authority in the Senate and shall maintain twenty [20] office hours per week, ten [10] of which will be posted and accessible

B. The Speaker Pro Tempore – Will oversee the operations of the Legislative Cabinet and shall maintain fifteen [15] office hours per week, five [5] of which will be posted and accessible. They may not concurrently be a Senator

C. The Parliamentarian – Will maintain the parliamentary authority and integrity of Senate meetings and will assist the chair in deciding points of order and shall maintain five [5] office hours per week, three [3] of which will be posted and accessible. They may not concurrently be a Senator.

D. Senate Membership Officer – Will track membership/attendance information and ensure the general welfare of the members of the body. They will also execute the education process for new Senate members. They will maintain five [5] office hours per week, three [3] of which will be posted and accessible.

E. Senate Outreach Officer – Will coordinate recruitment and onboarding processes. Will assist the Senate Membership Officer in new member onboarding and education when necessary and maintain five [5] office hours per week, three [3] of which will be posted and accessible.

F. Senate Committee Chairs – Will oversee the operations of the Senate Committees

G. Clerk – Will maintain the Senate minutes and attendance records and be appointed by the Legislative Cabinet

H. Legislative Officers will be elected by the Senate within two meetings of a vacancy

I. Legislative Officers may be removed by the Senate by bill passed with a supermajority

Section XI. *Absenteeism*

A. A member of the Senate will be marked absent if not recorded by the clerk as present during both the opening and closing roll calls unless an excuse is issued by the Speaker Pro Tempore or Vice President

B. Office hour requirements are detailed in Section IX and X

C. After two (2) unexcused absences from Senate Meetings a Senator or Legislative Officer may be subject to removal by bill, after four (4) unexcused absences they will be issued a resignation in absentia and good faith effort given to notify the affected party

Section XII. Ratification of Officers

A. Officers subject to ratification by Senate or a supervisor will be given ten [10] minutes to present after which ten [10] minutes will be given for question and answer after which the chair will entertain a motion to vote on the selection(s)

B. Time limits specified in subsection A of this article may be amended for the meeting by a simple majority vote of Senate

C. Ratifications may be placed on a slate with no addition time other than that given in subsection A of this section or as modified by majority motion

D. All appointees shall require a majority vote of the present voting membership excluding abstentions to be ratified

Section XIV. Public Input and Guest Presentations

A. There will be time in each meeting within the agenda specifically for public input not to exceed thirty [30] minutes with no more than five [5] minutes for primary speakers and three [3] minutes for secondary speakers at any one meeting

B. Guest Presentations will be given a maximum of thirty [30] minutes with no more than fifteen [15] for discussion and questions

C. The times in subsection A, B of this section may be amended by majority vote of the Senate

Section XIV. Amendments and Suspension

A. These bylaws may be amended by a two-thirds vote of the Senate in attendance excluding abstentions on a resolution brought to the floor for that purpose

B. These bylaws or portion thereof may be suspended by a two-thirds vote of the Senate in attendance excluding abstentions

Section XV. Entrance of New Contractual Obligations on Behalf of ASCSU

A. Pursuant to the ASCSU Constitution the President acts as the signatory on ASCSU contractual obligations on behalf of the students

B. Additionally the President utilizing this authority is also expected to make a sincere effort to inform the Senate of any proposed changes to current or proposed contracts

C. The Senate has the responsibility to uphold this trust and to do so in an ethical manner consistent with the objectives of ASCSU

D. In breach of this trust the Senate may take various punitive fiscal actions against the executive budget pursuant to their fiscal responsibilities as outlined in the Constitution

Section XVI. *Committee of the Whole*

A. The Senate may move to dissolve itself into a Committee of the Whole with a two-thirds [2/3] vote of the present body, for the purpose of discussing bills and/or resolutions

B. The Committee of the Whole shall be chaired by the Speaker Pro Tempore. Should the Speaker Pro Tempore not be present to assume the chair, the Parliamentarian shall be charged with the performing the duties of the chairperson

C. The Committee of the Whole can move back into the Senate agenda with a two-thirds [2/3] vote of the present body to rise from committee and report the committee's findings (a motion to "rise and report"). Any changes to bills and/or resolutions heard in the Committee of the Whole must be presented to the Senate body in the form of a committee report and adopted by the body. The committee report shall encompass changes made to all bills and/or resolutions as a single motion made by the Committee of the Whole chairperson

D. The Committee of the Whole may be utilized on the first, second, and, when applicable, third reading of bills and resolutions

E. Quorum of Committee of the Whole shall be of a majority of members based upon the total number of filled Senate seats

F. The Committee of the Whole shall be granted the permission to utilize the services of the Parliamentarian and the Clerk of the Senate in order to execute business

Forty-Sixth Senate's Rules of Order

Rule 1: Amendments & Suspension

- A. These rules may be amended by a two-thirds [2/3] vote of the Senate.
- B. These rules may be suspended by a two-thirds [2/3] vote of the Senate.

Rule 2: Voting

- A. All votes shall be recorded by the Clerk of the Senate.
- B. A roll-call vote may be ordered by any two (2) Senators.
- C. All final votes on bills and resolutions shall be roll call votes.
- D. All votes for the ratification of new members shall be done via secret ballot unless it is the approval of a slate.
- E. Voting records shall be made publicly available upon request through a records request.

Rule 3: Debate

- A. The motion for previous question shall not be in order until the author of a motion has yielded the floor.
- B. A speaker shall be limited to speaking twice on any motion, bill, or resolution unless yielded to.
- C. A speaker shall be limited to two (2) yields to another individual in the Gallery or the Body during a discussion or questioning period.
- D. A speaker may not reserve his/her speaking time or yields.
- E. Debate that directly attacks a person (ad-hominem) is not allowed. The offender may be called to order for such statements. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting.
- F. Side conversations during debate are not allowed. Any offenders may be called order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting.
- G. Members of the body need to receive acknowledgment from the Chair before leaving the floor. Any offenders may be called to order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting.
- H. Using the microphones available in the Senate Chambers shall be the default means of communicating to body. Senators should be aware that the microphones increase the accessibility of the room and that they allow for audio minutes.

Rule 4: Associate Senators

- A. Associate Senators have the right of debate and motioning, and shall have limited voting rights.

- B. An Associate Senator may only vote in the absence of a filled Senate seat. To take the place of an absent Senator, the Associate Senator must be of the same college. Should that Senator return, the Associate Senator cedes this right to the Senator

Rule 5: Ex Officio Members

- A. Ex-Officio members shall be granted rights of debate and motioning, but shall hold no voting rights.
- B. All members of the Executive and Judicial branches shall have ex-officio status.
- C. The ASCSU Administrative Assistant and ASCSU Advisor will be given ex-officio status.