Campus Living Student Association Bylaws

Campus Living Student Association Executive Board and General Body

April 1st, 2024

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Article I
Name of Organization

Section 1. Name of Organization
The name of this organization shall hereby be the Colorado School of Mines Campus Living Student Association, hereby referred to as the Campus Living Student Association.

Article II
Gavel Order

Section 1. Gavel Order
The gavel order will follow this descending order:

a. Executive Director
b. Associate Director
c. Director of National Engagement
d. Director of Campus Engagement
e. Director of Programming

Article III
Board of Directors

Section 1. Prerequisites
In order to be considered for a Board of Director position the following conditions must be met:

a. Maintain full-time student status as determined by the Colorado School of Mines Registrar
b. Maintain a 2.0 Grade Point Average overall, if there is a drop below 2.0 it must not be for longer than one semester
c. Expect to be a student for both the Fall and Spring academic terms
d. Live on-campus for the Fall and Spring academic terms

Section 2. Term Limits
A candidate for a Board of Director position will only be eligible to run for a position if that position has not been held by the same candidate for more than two years.

Section 3. Board of Director Responsibilities
All of the Board of Directors are expected to complete the following tasks during their tenure:

a. Serve as a liaison to a community council determined before the first day of first-year move-in
b. Collaborate with the Department of Residence Life on the End-of-Year Banquet
c. Create transition documents by the end the tenured period
d. Attend all Campus Living Student Association Events to the best of the Director's ability, see Article VI for more information
e. Rotate the responsibility to attend Residence Advisor Advisory Council
f. Allocate 16-20 hours per week to Campus Living Student Association tasks

Section 4. Executive Director

The Executive Director oversees all Campus Living Student Association, particularly with budgeting and larger administrative tasks. The position is responsible for the following roles:

a. Oversee and promote collaboration of the Board of Directors
b. Create and allocate the Campus Living Student Association budget, see Article X for more information
c. Manage Campus Living Student Association purchasing orders
d. Manage the Campus Living Student Association Procurement Card
e. Oversee outside fundraising Campus Living Student Association duties, see Article X, Section 4 for more information
f. Oversee collaborative event requests alongside the Director of Programming, see Article X, Section 2 for more information
g. Hold office hours once a week for 30 minutes, or once every other week for 1 hour
h. Hold one-on-ones with the rest of the Board of Directors by request
i. Direct Executive Meetings and General Assembly
j. Provide created meeting agendas for the executive meetings and general assembly 48 business hours prior to the meeting.
k. Communicate general assembly meeting agendas to community councils
l. Cooperate with the Associate Director to make Constitutional and Bylaw changes, see Article XVI for more information
m. Attend regional conferences and associated boardspaces as the "Campus Living Student Association President"
n. Assist the Director of National Engagement with the review of regional and national award, conference, and positional bids
o. Direct the Legislative Committee, see Article IX, Section 1, Subsection c for more information

Section 5. Associate Director

The Associate Director oversees internal administrative tasks and long-term improvement of Campus Living Student Association. The position is responsible for the following roles:

a. Take meeting minutes in both Executive Meetings and General Assembly meetings
b. Take meeting attendance at General Assembly for the purpose of meeting quorum
c. Act as a substitute for the Executive Director for Executive Meetings and General Assembly meetings see Article V for more information
d. Communicate meeting minutes from General Assembly meetings to residential students, by means of Canvas or other large communication means
e. Spearhead the creation of long-term goals in partnership with other Board of Directors
f. Work with the Director of Programming to create safety plans
    (i) Largely in relation to escape routes for situations including but not limited to, active shooters and fires.

g. Advertise and facilitate the operation of Board of Executive elections, see Article VIII for more information

h. Maintain and update the Campus Living Student Association inventory

i. Maintain and update the Campus Living Student Association Photo Booth and the check-out thereof

j. Serve as a liaison to the Undergraduate Student Government to represent Campus Living Student Association

k. Serve as the primary contact for departmental partners

l. Cooperate with the Executive Director to make Constitutional and Bylaws changes

m. Work with the Director of Programming to ensure that there is at least one event or program run with the (Mentor) Resident Advisors, and/or Residence Life Coordinators each semester

n. Co-direct the Conference Prep Committee, see Article IX, Section 1, Subsection d for more information

Section 6. Director of National Engagement

The Director of National Engagement acts as the primary point of contact for the regional, and national level. The position is responsible for the following roles:

a. Serve as the primary contact for the Intermountain Affiliate for University and College Residence Halls, and the National Affiliate for University and College Residence Halls

b. Annually affiliate the Colorado School of Mines with the National Affiliate for University and College Residence Halls

c. Organize, facilitate, and attend conferences and associated boardspaces as the "National Affiliate for University and College Residence Halls Communications Coordinator"

d. Coordinate and select conference delegations

e. Coordinate Colorado School of Mines merchandise to be distributed at regional and national conferences

f. Lead the evaluation of regional and national award, conference, and positional bids with the assistance of the Executive Director and Director of Campus Engagement

g. In collaboration with the Director of Campus Engagement write regional and national award bids to the Intermountain Affiliate for Undergraduate Residence Halls

h. Advise the Of the Month Committee, see Article IX, Section 1, Subsection b

i. Co-direct the Conference Prep Committee, see Article IX, Section 1, Subsection d

Section 7. Director of Campus Engagement

The Director of Campus Engagement acts as the primary point of contact for campus level partners, and also acts to provide campus recognition. The position is responsible for the following roles:

a. In collaboration with the Director of National Engagement write regional and national award bids to the Intermountain Affiliate for Undergraduate Residence Halls

b. Hold office hours once a week for 30 minutes, or once every other week for 1 hour

c. Communicate with the greater Colorado School of Mines community, including but not limited to, alumni, on-campus students, off-campus students, faculty, and staff. By means of:

(i) Forums

(ii) Community Council Meetings

(iii) Feedback Forms

d. Work alongside the Director of Programming to improve student retention and engagement, by way of feedback forms and forums

    (i) The success of these will be measured by total event attendance, taking into consideration the scale of the events

e. Work in collaboration with the Director of Programming to take photos of events and programs

    (i) These photos will be used on the Campus Living Student Association social media pages

f. Attend regional conferences and associated boardspaces as the "National Residence Hall Honorary President"

g. Host Of the Month/Of the Year writing parties at least once a month with Residence Life Coordinator(s) and (Mentor) Resident Advisors

h. Assist the Director of National Engagement with the review of regional and national award, conference, and positional bids

i. Direct the Of the Month Committee, see Article IX, Section 1, Subsection b

j. Direct the Newsletter Committee, and ensure the newsletter is to be distributed residential students, see Article IX, Section 1, Subsection e

Section 8. Director of Programming

The Director of Programming is in charge of the creation and implementation of on-campus programs. The position is responsible for the following roles:

a. Design and create large-scale programming for residential students

b. Work alongside the Director of Campus Engagement to improve student retention and engagement, by way of feedback forms and forums

    (i) The success of these will be measured by total event attendance, taking into consideration the scale of the events

c. Work in collaboration with the Director of Campus Engagement to take photos of events and programs

d. Maintain the Campus Living Student Association social media. This includes:

    (i) Making posts of upcoming events and programs
    (ii) Highlighting other clubs and organizations on-campus
    (iii) Highlighting committees and their formation
    (iv) Highlighting general assembly meetings

e. Maintain and update the "Magic Book of Programming." This includes:

    (i) Detailing event descriptions
    (ii) Detailing event costs
    (iii) Approximating attendance
    (iv) Evaluating overall success of events, explaining rationale

f. Oversee collaborative event requests alongside the Executive Director, see Article X, Sections 2

g. Work with the Associate Director to ensure that there is at least one event or program run with the (Mentor) Resident Advisors, and/or Residence Life Coordinators each semester

h. Coordinate a financial plan for the Executive Director for each semester's programming allocations

i. Work with the Associate Director to create safety plans

(i) Largely in relation to escape routes for situations including but not limited to, active shooters and fires.

j. Direct the Programming Committee, see Article IX, Section 1, Subsection a

Article IV
Advisors

Section 1. Purpose and Responsibilities

The advisors should be available to the Board of Directors to help with the operation of Campus Living Student Association. Including but not limited to:

a. Provide budgetary guidance, this entails:

(i) Purchasing restrictions, this includes:

i. State and federal restrictions

(ii) Oversight of the Campus Living Student Association budget, see Article X for more information

b. Provide guidance to the Board of Directors, this entails:

(i) Provide resources for questions the advisors are unable to answer

(ii) Act as a mediator for conflicts

c. Hold one-on-ones with the Board of Directors individually weekly for 30 minutes, or every other week for one hour

d. Plan the Campus Living Student Association Fall and Spring Retreats

(i) Fall Retreat is intended for team-building and planning time for the spring term. This retreat limited to the current Board of Directors and Advisor

(ii) Spring Retreat is intended solely for team-building and transitioning. This retreat is limited to the current Board of Directors, Advisors, and incoming Board of Directors

i. Due to the Spring Retreat involving incoming Board of Directors, this retreat must take place after elections have occurred

e. In the event of a vacant position, determine how to hold a special election from the following:

(i) Advisor Panel Interview

(ii) Board of Directors Panel Interview

(iii) Community Council Vote

Section 2. Attendance

The advisor is to held under the same attendance policy as the Board of Directors, see Article VI for more information.

a. Should there be more than one advisor to the Campus Living Student Association, at least one must be present at all Campus Living Student Association Executive Meetings, General Assemblies, and programs.

Section 3. Employer Responsibilities

If a Campus Living Student Association Officer is compensated as an employee of the Colorado School of Mines then, the Campus Living Student Association advisors are to act as the Officer's employers. This gives them the authority to do the following:

a. Terminate Board of Directors not fulfilling the responsibilities or expectations of their position

b. Limit the hours that a Board of Director is allowed to complete in a given week

c. Send offer letters regarding positions hired

Article V
Meetings

Section 1. Board of Director Meetings

The overall goal of the Board of Directors is to communicate effectively, efficiently, and equitably to facilitate the greatest resident experience through programs, events and meetings. To this aim:

a. Board of Director meetings are an open format where any pertinent topic may be brought up by any member of the Board of Directors.

b. The Executive Director will organize the weekly Board of Director meeting agendas, and will send the agenda out two business days before the meeting to all Board of Director members, and Advisors

   (i) All other Board of Director members may add to this agenda at any point before the start of the meeting time

   (ii) If the Executive Director is unable to create an agenda or run the meeting the Associate Director will act as a substitute

c. All Directors may bring up any updates for their position, and for their liaison community

d. Any motion can be brought to a vote during the Board of Director meeting, this vote is then scheduled for a General Meeting vote.

Section 2. General Assembly

General Assemblies are aimed to communicate the business of Campus Living Student Association to the general residential body.

a. The Executive Director will organize the weekly General Assembly agendas, and will send out the agenda two business days before the meeting to all Community Councils, as well as, to the total residential body.

   (i) If the Executive Director is unable to create an agenda or run the meeting the Associate Director will act as a substitute

b. The General Assembly agenda may include, but is not limited to:

   (i) Presentations

   (ii) Icebreakers

   (iii) Committee Meetings

   (iv) Collaborative Event Requests

   (v) Socials

   (vi) Announcements

Article VI
Absentee Policy

Section 1. Acceptable Reasons for Absence

In the event of family emergencies, illness, academic testing, or other extraneous circumstances, a Director will be eligible for an excused absence for a Campus Living Student Association event, meeting, office hours, or one-on-ones.

Section 2. Timeline

All absences must be disclosed to the Campus Living Student Association Advisors, as well as, the rest of the Board of Directors as soon as is possible.

a. Advisor absences should be disclosed to the other advisors (if applicable), and the Board of Directors

Article VII
Board of Director Compensation

Section 1. Payscale

The Board of Directors will be compensated by a housing scholarship of up the standard price of a two bedroom student apartment in the Mines Park.

a. These funds will be distributed to the student account

b. If a Director wishes to live in housing that is more costly than a two bedroom apartment in Mines Park, they will be expected to cover the difference

c. If a Director lives in housing less costly than a two bedroom apartment in Mines Park, they will not be paid out the difference.

Article VIII
Voting

Section 1. Quorum

Whenever a motion, legislative piece, or election is called to question a quorum of two-thirds of the eligible voters must be present.

Section 2. Eligible Voters

Eligible voters vary according to the nature of the vote:

a. Motions and legislative pieces: Any student living on campus is eligible to vote

   (i) For the purposes of meeting quorum the total eligible voters will be determined from the average attendance of meetings

b. Elections: Each Community Council is granted two voters, as well as, all Board of Directors are granted a vote

   (i) Any candidate for a Board of Director election is automatically ineligible to vote for their respective Community Council, or as a Board of Director member for all election votes

   (ii) In the event that a Community Council is unable to be present with two voters, they will be tasked with finding a proxy from the following categories:

      i. Residence Advisors
      ii. Mentor Residence Advisors
      iii. Desk Assistants
      iv. Desk Directors
      v. In the event that the above cannot fill the role, any member of the respective community may fill the role

Section 3. Voting Options

When a vote is called there will be three options a vote in affirmation, a vote of no confidence, and a vote in abstention.

a. In the case of elections, the voting option of affirmation will be replaced with each candidate of a position

b. A vote of no confidence signifies that there is little belief that a legislative piece is feasible, or in the event of elections that no candidate is acceptable to hold the position

c. A vote in abstention should not be used unless there is a moral or ethical reason in which the voter would either act to gain or lose from the result of the vote

d. All votes will be blind, the results of the vote are to be announced by the advisor after the vote concludes, with the exception of elections which will be announced at a later date determined by the Associate Director.

Article IX
Committees

Section 1. Ongoing Committees

The following committees will be active in some capacity throughout the academic year, meeting regularly, or as needed:

a. Programming Committee
   (i) This committee is to be directed by the Director of Programming
   (ii) This committee can also be split into subcommittees as needed by the Director of Programming
   (iii) The responsibility of this committee is to assist the Director of Programming in the logistics of each program throughout the year

b. Of the Month Committee
   (i) This committee is to be advised by the Director of National Engagement, and directed by the Director of Campus Engagement
   (ii) The responsibility of this committee is to assist the Director of Campus Engagement in hosting Of the Month writing parties, as well as, assist in the selection process of Of the Months

c. Legislative Committee
   (i) This committee is to be directed by the Executive Director
   (ii) The responsibility of this committee is to assist the Executive Director in constitutional changes and advocacy resolutions

d. Conference Preparation Committee
   (i) This committee is to be co-directed by the Associate Director and Director of National Engagement
   (ii) The responsibility of this committee is to assist the Associate Director in the acquisition of Colorado School of Mines merchandise to bring to regional and national conferences, as well as, assist the Director of National Engagement in the logistics of the regional and national conference

e. Newsletter Committee
   (i) This committee is to directed by the Director of Campus Engagement
   (ii) The responsibility of this committee is to assist the Director of Campus Engagement in providing a useful, and meaningful newsletter to residential students

f. Any Director found to not be upholding the responsibility necessitated of their permanent committee may have their position put into question by means outlined in Article XIV.

Section 2. Temporary Committees

For the purposes of delegation and efficiency, all Board of Directors can create and direct committees for on-going projects and events as needed.

a. Board of Directors may also dissolve these committees as they are no longer needed

b. Any temporary committees who have not met over a three month timespan will automatically be dissolved

Article X
Finances

Section 1. Budget Structure

At the start of each semester the Executive Director will establish and maintain a budget.

a. This budget must be ratified by the General Assembly voting body

b. This budget may be split into the following categories:

   (i) Programming

      i. This category includes all expenses related to planning and executing Campus Living Student Association programming, with the exception of advertisement

   (ii) Advertisement and Marketing

      i. This category includes all expenses related to publicity, programming advertisement, and Campus Living Student Association merchandise

   (iii) Retreat and Training

      i. This category includes all expenses related to Community Council training, Board of Director Training, and Spring and Fall Retreats

   (iv) Collaborative Events

      i. This category includes all expenses related to Collaborative Events approved by the General Assembly

   (v) Conferences

      i. This category includes all expenses related with regional and national conferences

   (vi) Advisor Discretionary

      i. This category includes all expenses related to advisor purchases not outlined in an above category

   (vii) Board of Directors Discretionary

      i. This category includes all expenses related to Board of Directors purchases not outlined in an above category

c. This budget may be made available to any General Assembly member upon request from the Executive Director

Section 2. Collaborative Event Request

A collaborative event request may be submitted to the Campus Living Student Association by any body recognized by Student Activities, Involvement, and Leadership, Undergraduate Student Government, and/or Graduate Student Government to request a programming partnership by the following procedure:

a. A representative from the requesting body will complete a form titled "Collaborative Event Request." This form may be requested from the acting Executive Director.

b. Upon completion of this form, the Executive Director and Director of Programming will decide to approve or decline the request.

c. Upon approval from the Executive Director and Director of Programming, the request will be presented at the following Board of Director meeting and voted upon.

d. Upon a affirming vote, the requesting body will then be asked to present at the following General Assembly under the following guidelines:

   (i) The requesting body will give a five minute presentation on the request

   (ii) The floor will then be opened for three minutes of question-and-answer, extendable by a motion and second

(iii) The floor will then be opened for five minutes of discussion, extendable by a motion and second

(iv) Upon the completion of the discussion, a vote will be taken

e. Upon approval of the Collaborative Event Request, the Executive Director will facilitate the distribution of funds to the requesting body.

f. Collaborative Event Requests will not be accepted under the following conditions:

(i) Requests that sponsor an event not open to all students

(ii) Requests that sponsor an event that goes against the Campus Living Student Association Mission Statement

Section 3. Outside Fundraising Campus Living Student Association may seek outside fundraising to supplement the Campus Living Student Association funds. This may be done by establishing corporate partners through the Department of Residence Life. It is the duty of the Executive Director to fulfill the duties of Campus Living Student Association in the partnership.

a. Campus Living Student Association may not raise funds by levying dues, selling products, or collecting fees for membership.

Article XI
Discipline of Members

Section 1. Board of Directors Discipline
Any general member, or Director of Campus Living Student Association will privately discuss an issue with any Director in question before requesting advisor intervention.

a. If the problem persists an advisor will give a written warning to the Director in question.

b. If the problem persists after the written warning, refer to Article XIV, Section 2.

Article XII
Dissolution

Section 1. Act of Dissolution
If it is determined that the Colorado School of Mines Campus Living Student Association is fundamentally unable to perform its responsibilities, the Board of Directors may inform the Department of Residence Life that Campus Living Student Association will dissolve.

a. In this case, all property, funds, and standing obligations of Campus Living Student Association will be returned to the Department of Residence Life.

Article XIII
Non-Hazing Clause

Section 1. Hazing
The Colorado School of Mines Campus Living Student Association is unable to haze students on campus.

a. Colorado law governing all state institutions provides that "it shall be unlawful for any person to engage in any practice called hazing. Students who thus interfere with the personal liberty of a fellow student are rendered liable to immediate discipline by the school and to such penalties as may be imposed by law."

(i) Reference Colorado Revised Statutes Title 18 Criminal Code § 18-9-124 for more information.

Article XIV
Removal From Office

Section 1. Misconduct
Any elected position may be removed from office if they are issued official misconduct from the Colorado School of Mines

Section 2. Grounds for Impeachment
If a Director has been given an official written warning and the problem has persisted, the Director has now qualified for impeachment.

a. Any active member of Campus Living Student Association may move to impeach a member of the Board of Directors, in order for this motion to be valid the Director must qualify for impeachment.
    (i) The motion to impeach must be directly brought to an advisor
    (ii) The witnessing advisor must then ensure that the request is formally brought up during the next Board of Directors meeting
b. The Board of Directors will receive a presentation from the Initiating Director, or General Assembly member; subsequently, the Board of Directors will discuss the impeachment without the defending Director present for no more than 15 minutes, including presentation of impeachment.
    (i) This presentation must contain the problems the Initiating Director, or General Assembly member has given to an advisor. The presentation must also contain how the problems presented to an advisor harm the organization and display failure of positional descriptions.
c. The defending Director will be allowed to reenter the space and defend their position for no more than 15 minutes.
d. A conclusive majority must be reached among the Board of Directors (excluding the defending Director, and Initiating Director, if applicable)
    (i) If a conclusive majority is not reached, a discussion period for 15 minutes will begin; during which the Defending Director and Initiating Director, if applicable, are not present.
        i. If consensus is not reached, this time may be extended twice by motion.
        ii. If consensus is not reached after time has been extended, the advisor will act as a tiebreaker
            A. If there are more than one active advisor, the advisors will discuss privately and determine their vote. If advisors cannot reach a consensus, the Lead Advisor will give their vote to the Board of Directors.
e. All active advisors must be present for the impeachment to be legitimate.

Section 3. Supervisory Suspension and Expulsion
Advisors, who are acting as employers (See Article IV, Section 3), also reserve the right to recognize lack of positional responsibility, and may complete an impeachment without the Board of Directors approval.

Article XV
Vacancy of Office

Section 1. Vacancy
The Board of Directors, when notified of a vacancy, will relegate the roles of the absent position among themselves.

a. The Board of Directors, upon notice of a vacancy, may deem the necessity of filling the position based on the proximity to the end of the tenure.
b. The Campus Living Student Association Advisor will determine how a special election will take place if the Board of Directors determines the vacant position is necessary. See Article IV, Section 1.

Article XVI
Amendments

Section 1. Proposals

Any amendment to the Bylaws or Constitution must be sponsored by a Director, and shall subsequently be brought to the attention of the rest of the Board of Directors.

a. The sponsored amendment must be presented in a Board of Director meeting.

b. Upon approval of the Board of Directors, with or without modification, the amendment is to be presented to the General Assembly by the sponsoring officer, or the Executive Director.

c. The voting eligibility will be the same as outlined in Article VIII, Section 2.

d. The voting options will be:

   (i) Approve the amendment

   (ii) Reject the amendment

   (iii) Table the amendment pending modifications

e. The Executive Director and Associate Director will be responsible for making approved revisions to the Bylaws or Constitution.