



CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO
Cal Poly College Republican Club Bylaws

Article I. Preamble

Section A Intent of Organization

1. It is the intent of this organization to abide by pertinent State laws, University regulations and ASI policies.
2. It is the intent of this organization to uphold its mission and objective, and to hold an unwavering commitment to its founding purpose and values.

Article II. Purpose

Section A Purpose

1. The Cal Poly College Republicans are a community of Conservatives united around the ideas of individual freedom, free speech, a strong national defense, free enterprise, and traditional values.

Section B Mission

1. The Cal Poly College Republicans are committed to promoting Conservative ideas on campus, advancing and growing the Conservative Movement on our campus and in the local community, promoting Patriotism and American Pride, advocating for Free Speech and for university policies to comply with the First Amendment, fostering intellectual diversity by hosting Conservative speakers, and assisting local candidates with campus exposure.

Article III. Identification

Section A Identification

1. The name of this organization shall be the Cal Poly College Republicans, hereinafter referred to as the “club,” also known by the acronym CPRC.

Section B Affiliations

1. CPRC is affiliated with the California College Republicans and the San Luis Obispo County Republican Party.

Article IV. Membership

Section A Membership Restrictions

1. Only active members may participate in meetings, be elected to office, vote, debate, or represent the organization.
2. This organization or any of its members cannot conspire to commit any act which causes or is likely to cause, bodily danger or physical harm to any member of the campus community.

Section B Membership Requirements

1. Membership in this organization shall be open to all those regularly-



enrolled students who are interested in membership. There shall be no other requirements for admission to active membership. Each regular member has equal rights and privileges.

2. This organization shall maintain a minimum of eight active members in order to establish and maintain University recognition.

Section C Membership Classifications

1. Active Member
 - a. Requirements
 - i. Be a Cal Poly student
 - ii. Understand and respect the principles and purpose of the club
 - iii. Completed a membership form for the current year
 - iv. Paid membership dues
 - v. Attended at least two of the most recent six regular meetings as an admitted member during the school year prior to the meeting during which voting takes place.
 - vi. Maintain regular attendance to maintain membership status
 - b. Privileges
 - i. May apply to run for Executive Board office, vote, and participate in club functions.
2. Associate or Honorary Membership
 - a. Associate membership shall be limited to Cal Poly faculty, staff, and community members. The Executive Board determines Associate membership.
 - b. Honorary Members are past executive officers, and others determined at the discretion of the Executive Board.
 - c. Associate and honorary members are encouraged to attend all CPCR meetings and activities, but hold no official vote in club business.
3. Inactive Membership
 - a. Criteria
 - i. No membership form on file
 - ii. Unpaid dues
 - iii. Have not maintained regular attendance, as determined by the Executive Board

Article V. Nondiscrimination and Hazing

Section A Discrimination

1. There must be no membership discrimination or rules that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. All members must meet all membership requirements outlined in Article IV, Section C under their particular membership



classification or they will be considered inactive.

Section B Hazing

1. In regards to all conduct, including adherence to the prohibition of hazing and nondiscrimination, students organizations must operate within the laws of the State of California and the policies and procedures of the California Polytechnic State University and the Associated Students, Inc. as stated in the Campus Administrative Policies (CAP).
2. This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades, or disgraces any fellow student.
3. This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Article VI. Executive Board

Section A Executive Board Requirements

1. There must be a minimum of three executive board members on the charter at all times.
2. Executive Board members must have at least a 2.0 Cal Poly cumulative GPA at the time of nomination and election, and must maintain at least a 2.0 GPA while in office.
3. Only active members may be nominated to apply to run for office.
4. Must attend all general meetings, board meetings, and special meetings, bearing unforeseen circumstances or prior unavoidable commitment.

Section B Executive Board Positions

1. President
 - a. Qualifications
 - i. Must have already served as an officer in the club for one year
 - ii. Must be available to attend all meetings, bearing unforeseen circumstances
 - b. Duties
 - i. Preside at all club meetings
 - ii. Appoint Board members, excluding the Executive Board
 - iii. Supervise the business of the club
 - iv. Officially represent the club to the public
2. Vice President
 - a. Qualifications
 - i. Must be familiar with the mission and objectives of the club
 - ii. Must be available to attend all meetings, bearing unforeseen circumstances
 - iii. Must be an active member within the club for the year leading up to the election for the following year.



- b. Duties
 - i. Preside in the President's absence
 - ii. In the case the President becomes temporarily or permanently unable, assume the duties of the President
 - iii. Act as an ex-officio member of all committees
 - iv. Assume a leadership role in projects delegated by the Executive Board
- 3. Treasurer
 - a. Qualifications
 - i. Must be familiar with the mission and objectives of the club
 - ii. Must be able to effectively perform the duties of the position
 - iii. Must be an active member within the club for the year leading up to the election for the following year
 - b. Duties
 - i. Oversee the fundraising activities of the club
 - ii. Maintain custody of all club funds
 - iii. Have authority to collect and disperse such funds as approved by the club
 - iv. Have charge of levying and collecting dues and assessments
 - v. Prepare at any time to present to the club a complete financial statement
 - vi. Prepare and present a year-end financial report for the club.
- 4. Secretary
 - a. Qualifications
 - i. Must be familiar with the mission and objectives of the club
 - ii. Must be available to attend all meetings, bearing unforeseen circumstances
 - iii. Must be able to effectively perform the duties of the position
 - iv. Must have been an active member within the club for the year leading up to the election for the following year.
 - b. Duties
 - i. Keep a full and correct record of all meetings of the club and prepare them for distribution to all Active, At-large, Associate, and Honorary members as requested
 - ii. Preserve the record and documents of the club
 - iii. Handle all correspondence for the club
 - iv. Maintain a list of all Active, At-Large, Associate, and Honorary Members



- v. Notify all members of meetings and announcements
 - vi. Assist with the administrative duties as delegated by the President
5. Powers of the Executive Board
- a. Make personnel decisions
 - b. Make decisions in urgent situations when it is not feasible to contact the Board of Directors
 - c. Make decisions on the representation of the club to the community, Cal Poly, and other organizations (e.g. print and electronic publicity, formal stances, press releases, etcetera)
 - d. Review nomination applications for Executive Board elections, and upon review forward finalists to a vote by the club active membership.
 - e. When important decisions are made and/or discussed without the presence of an Executive Board member, the Executive Board member shall be immediately briefed on the discussion and decision by the President
 - f. Supervise all committees and events of the club as deemed necessary

Section C Elections

- 1. Time of elections
 - a. Elections will take place annually in May and in the case of a vacancy.
 - b. The President must announce at the general meeting and to the general membership elections and nominations two meetings before elections. Nominations must be open at the general meetings before elections. Elections will commence at general meetings
- 2. Nominations
 - a. Individuals nominated for office must meet the qualifications for the position at the time of nomination
 - b. All nominations must be reviewed by the Executive Board to ensure they hold the necessary qualifications, and in order create a new list of finalists from the nominations.
 - c. Upon completion of review the Executive Board will forward the finalists to a vote by the club membership.
 - d. Executive Board members must recuse themselves from the nomination review in the case of a conflict of interest.
- 3. Voting
 - a. Only active members may vote in elections.
 - b. Votes will be cast by secret ballot.
 - c. Votes will be tallied/counted by the current or a past President, provided there is no conflict of interest. Oversight from the Club Advisor is recommended.



- d. A simple majority is required to win an election.
- e. If no one candidate receives a majority of the vote, the two candidates with the highest tally will participate in a runoff election, immediately following the first election.
4. Term of office shall be one year.
5. Transition of officers
 - a. Winners will be announced immediately at the conclusion of the vote and tally.
 - b. Transition of officers will take place immediately after the election and after the conclusion of that general meeting.

Section D Impeachment

1. Impeachment Criteria
 - a. Impeachment of an Executive Board member can only be based on abandonment of duties or gross misconduct.
2. Notification
 - a. Executive Board members will be notified of a vote to impeach one week prior to intent.
 - b. The meeting where the vote is held must be advertised at least 72 hours in advance
 - c. The advisor must have a copy of the grounds of removal in writing two weeks prior to vote.
3. Voting
 - a. Only active members may vote in impeachments.
 - b. Votes will be cast by secret ballot.
 - c. Votes will be tallied/counted by the President or a past president, unless there is a conflict of interest. Oversight from the Club Advisor is recommended.
 - d. Executive Board members can be removed by two-thirds majority vote form the active membership.
 - e. If passed, the recall will take effect immediately.

Section E Vacancies

1. A vacancy occurs in a position when an Executive Board member gives his or her formal resignation of the Executive Board or is removed in accordance with the provisions of Article VI, Section D.
2. If the President seat becomes vacant, the Vice President shall assume the position of President and the Vice President seat shall become vacant.
3. Should a vacancy occur in any other elected office other than the President, the President shall formally announce the vacancy and elections proceedings in accordance to Article VI, Section C.
4. In the interim between the President's formal announcement of the vacancy and the election of the new officer, the Executive Board may appoint a temporary replacement for the vacant office. The term of the temporary appointee will terminate upon the election of the new officer.
5. An officer elected or appointed to fill a vacancy shall serve out the



remainder of that term of office commencing at the conclusion of that general meeting. The term of office shall expire with the annual election of officers.

Article VII. Board of Directors

Section A Board Positions

1. Executive Board
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. Directors
 - a. Director of Activities
 - b. Director of Advertising
 - c. Director of Membership Relations
 - d. Director of Public Relations
 - e. Director of Fundraising
 - f. Director of Campus and Community Activism
3. Other Board Members
 - a. Former club presidents
 - b. Active members as appointed by the President

Section B Director and Board Member Appointment

1. Director appointments should be made before October following elections, and in the case of removal or vacancy.
2. The term for the appointed positions will expire annually in May at the time of Executive Board elections.
3. The President must announce to the general membership positions before appointments
4. The President with the advice and ratification of the Executive Board shall appoint the Directors followed by Board Members.
5. The positions of Board Members are only limited to the need of the club and shall be available in the club Job Description and Resource Manual.
6. Appointed positions may be removed by a two-thirds majority vote from the Board of Directors.
7. Should a vacancy occur in an appointed office, the President should formally announce the vacancy and appointments in accordance with this section.

Section C Duties

1. Duties of Directors
 - a. Director of Activities
 - i. Be responsible for any duties assigned by the President such as convention arrangements, phone tree operations, preparation for meeting, securing tabling, booth, and meeting permits, etcetera



- ii. Oversee the planning of club social events, as agreed upon by the Executive Board
 - iii. Invite speakers to meetings
 - iv. Arrange for refreshments at meetings and events
 - v. Conduct outreach and philanthropic programs
 - vi. Coordinate Club promotional activities, rallies, etcetera in collaboration with the Director of Campus and Community Activism
- b. Director of Advertising
- i. Advertise all general meetings
 - ii. Advertise speakers of special events held by the club through fliers, newspaper advertisements, posters, signs, etcetera
 - iii. Maintain club advertising materials such as sandwich boards, banners, stakes, etcetera
 - iv. Design or coordinate the design of graphics used for promoting club activities, on the web-site, and with social media
- c. Director of Membership
- i. Oversee the recruitment of members into the club
 - ii. Oversee tabling on campus and in the residence hall
 - iii. Compile membership rosters in collaboration with the Secretary
 - iv. Charter with the California College Republicans
- d. Director of Public Relations
- i. Communicate the club's mission and goals to various community groups and organizations.
 - ii. Develop and maintain relationships with community icons and government officials in order to benefit the club.
 - iii. Prepare press alerts in with the Vice President and Secretary and contact local media about upcoming events.
 - iv. At the conclusion of a club-sponsored event prepare and distribute press releases to local media.
 - v. Ensure that videos and photographs are taken of club events for the Club archives and publicity purposes.
- e. Director of Fundraising
- i. Collaborate with the Treasurer and President on fundraising efforts.
 - ii. Organize and oversee fundraising events held by the club.
 - iii. In collaboration with the Treasurer and Secretary, send out thank you cards, etcetera to club donors and benefactors.
- f. Director of Campus and Community Activism
- i. Represent the Club and Conservative Voice at appropriate



meetings of campus and community governing and representative bodies such as Student Government, Academic Senate, City Council, and Board of Supervisor meetings.

- ii. As directed by the President, Executive Board, or Board of Directors speak on behalf of the Club and the Conservative voice at governing and representative body meetings.
- iii. Coordinate a Club and student presence at important meetings as necessary.
- iv. Keep Club membership informed on important topics of discussion and decisions being made by governing/representative bodies.
- v. Meet with leaders from the governing and representative bodies to advocate / lobby on behalf of the Club and Conservative Voice as directed by the President, Executive Board, or Board of Directors.
- vi. Coordinate Club promotional activities, rallies, etcetera in collaboration with the Director Activities.
- vii. Be familiar with the purpose and structure of the governing and representative bodies, parliamentary procedure, and how to properly participate in the respective meetings, provided standard procedures are being followed in the respective meetings.

2. Duties of Board Members

- a. Former club presidents
 - i. Provide advisory information to the Board of Directors
 - ii. Vote as a regular member of the Board of Directors
 - iii. Represent the club as a liaison of the Board of Directors
- b. Active Members appointed by the President
 - i. Positions determined by the President
 - ii. The Executive Board and Board of Directors delegate duties on an as needed basis

Section D Powers of the Board of Directors

1. Administer the operations of the club.
2. Make important decisions regarding the club.
3. Approve the club business plans
4. Approve the general philosophy and direction of the club
5. Approve all advertisements
6. Approve all club activities
7. Approve all events where the club will participate

Article VIII. Advisor

Section A Duties of the Advisor

1. Oversees the organization.



2. Ensures the University policy is followed.
3. Provides continuity from year to year and during transition periods.
4. Assists in developing and reaching the organization's short and long term goals. And provides guidance to help reach those goals.
5. Encourages leadership and group development.
6. Oversees the expenditures of the organization, including the planning of the budget, and the monitoring of financial reports.
7. Reviews and approves paperwork, such as E-Plans, PRFs, Cash Securities Forms, etc., in a timely manner.
8. Provides oversight to protect the safety of students and the interests of the University.
9. Attend Regular meetings as often as available.
10. Meet regularly—time allowing—with the President and/or the Executive Board or Board of Directors for updates on proposed activities and events, work in progress, etcetera.

Section B Advisor Requirements

1. The advisor must be a Cal Poly State faculty or staff member.
2. The advisor must believe in the mission, goals, and values of the club and seek to ensure that they are upheld across the natural turnover of membership and leadership and in club events, activities, and positions taken.

Article IX. Meetings

Section A Regular Meetings

1. General meetings must be held throughout the academic year announced by the Secretary at the discretion of the President.
2. Electronic mail meeting announcements shall include a preliminary agenda and announcements.
3. When the general membership makes decisions the President and Secretary must implement parliamentary procedure.

Section B Board Meetings

1. Board meetings must be held throughout the year announced by the Secretary or President at the discretion of any Executive Board member.
2. When the Board of Directors makes decisions the President and Secretary must implement parliamentary procedures

Section C Committee Meetings

1. Board members may establish committees on an as needed basis to advise the Board of Directors.
2. The chairperson of the committee must be a member of the Board of Directors.
3. The chairperson regulates and enforces the procedures in regard to the committee meetings.

Section D Special Meetings

1. The President has the authority to call special meetings.



2. Board members will be notified of special meetings by the quickest form of communication available.
3. When the Board makes decisions, the President and Secretary must implement parliamentary procedure.

Section E Meeting Policies

1. Quorum shall be all active members present.
2. Once called to order, all meetings shall be closed to the public (including inactive members) except at the discretion of the President or Executive Board.

Article X. Finances

Section A Requirements

1. Funds must be administered through ASI Club Services and within ASI policies and procedures.
2. No Club funds can be used towards the purchase of alcohol.
3. The Advisor listed on the current Club Charter must sign all requests for payment.
4. An officer with financial authorization on the current Club Charter must sign all requests for payment.
5. Club officers are not authorized to sign their own reimbursement request(s).
6. The treasurer is required to give the Executive Board a financial report to include: account balance, accounts payable, accounts receivable, bills report, and budget report.
7. Executive Board members may spend club funds if available, for routine expenditures approved by the Executive Board or if under \$40 without Executive Board approval. The Executive Board must approve expenditures totaling \$40 or more. Expenditures totaling \$200 or more must be approved by a vote of the Board of Directors.

Section B Dues

1. Each club member shall pay dues on a yearly basis.
2. Different fee tiers based on membership classification must be used.
3. The amount shall be set in the annual budget, determined by the Executive Board.
4. Annual dues may be temporarily changed for special events by a two-thirds vote of the Executive Board.
5. Dues paid are valid beginning and ending with the Cal Poly year. The Cal Poly year is determined by the date of the annual CPR election of officers. No member will be dues paid by the CPR at the adjournment of the meeting in which the annual election of officers takes place.
6. Dues paid by graduating seniors are effective until the end of that academic year.



Article XI. Discipline of Members

Section A Complaints

1. All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.
2. Complaints may also be brought to the attention of the Office of the Dean of Students. A written charge may be filed with the Dean of Students. The Dean of Students shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Dean of Students shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. Dean of Students Office shall determine whether misconduct occurred. If it determines that misconduct did occur, the Dean of Students shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section B Voting

1. The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.
2. The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.
3. By two-thirds, the membership may reinstate a member who has been suspended or expelled.

Article XII. Policies

Section A Miscellaneous Policies

1. Advertisement postings require a two-thirds majority vote from the Board of Directors.



2. Candidate endorsements require a two-thirds majority vote from the Board of Directors.
3. Legislative, policy, issue, and other similar club stances require a two-thirds majority vote from the Board of Directors.
4. Members may be permanently removed from the club by a three-fourths majority vote from the Executive Board, or by a two-thirds majority vote of the general membership if there is clear and convincing evidence that the member has violated the club oath, actively sought to inflict harm on the club, or sought to undermine the purpose and mission of the club.
5. Elastic Clause: All actions not expressly described in these bylaws shall be open to the discretion of the Executive Board.

Section B Amendments

1. These bylaws may be amended at any general meeting a three-fourths majority vote.
2. A simple majority of active members must be present for the vote.
3. The amendment must have been submitted in at the previous regular meeting.
4. The amendment must have been announced at the previous regular meeting, and on the agenda in the announcement for the respective meeting it is to be voted on at.