

# CONSTITUTION AND BYLAWS

## College Republicans at California State University, Bakersfield

### ARTICLE I

#### NAME

##### Section 1

The name of this organization shall be the College Republicans at California State University, Bakersfield.

### ARTICLE II

#### PURPOSE

##### Section 1

The purpose of this organization is to work for the election of Republican candidates for public office; to contribute to the growth and influence of the Republican Party on campus; to support and participate in the formation of the principles and policies of the Republican Party; to recruit California State University, Bakersfield students as members of the club and as members of the Republican Party; to promote good government at all levels; to develop political skills and leadership abilities of the College Republicans at CSUB's students as preparation for the future.

### ARTICLE III

#### AUTHORITY

##### Section 1

This organization is a recognized student organization at California State University, Bakersfield and adheres to all campus policies as set forth in the Runner Source student organizations handbook.

##### Section 2

This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

##### Section 3

The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

### ARTICLE IV

#### MEMBERSHIP

##### Section 1

Membership in the organization shall be open to all those regularly-enrolled California State University, Bakersfield students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

##### Section 2

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity,

color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

**Section 3** This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

**Section 4** This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

**Section 5** Members shall be required to pay dues. Dues will be used to purchase club attire, politically affiliated ads in newspapers and broadcast media, and stamps to mail donation requests.

**Section 6** Members shall be required to submit a membership registration form.

**Section 7** Members may request inactive status at any time, or can be considered inactive or at the discretion of the executive board after being absent from four (4) missed meetings or events.

## **ARTICLE V**

### **OFFICERS**

**Section 1** **The officers of the organization shall be the President, Vice President, Treasurer and Secretary.**

**Section 2** **Powers and Duties of Officers:**

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall be an ex officio member of all committees. The President shall have such further powers and duties as may be prescribed by the organization.
- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall

be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

### **Section 3**

**Qualifications necessary to hold office in this organization are as follows:**

- A. The president and treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers.

#### **Minimum Academic Qualifications**

Students must be matriculated and enrolled at California State University, Bakersfield and maintain a minimum cumulative 2.0 grade point average each term. The students must be in good standing and must not be on probation of any kind.

#### **Incumbent Unit Load**

Undergraduate students must earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.

#### **Incumbent Maximum Allowable Units**

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students that have accrued more than this number of units will no longer be eligible for minor student government office.

- B. Students may only run for one officer position at a time, and co-officers are not allowed.

### **ARTICLE VI**

### **SELECTION OF OFFICERS**

- Section 1** The President, Vice President, Treasurer and Secretary are elected annually. Elections are held at the end of each spring and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.
- Section 2** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 3** The officers shall be elected in this order: President, Vice President, Treasurer and Secretary.
- Section 4** Officers shall be elected by majority vote.
- Section 5** Votes shall be cast by secret ballot.
- Section 6** The following officers shall be appointed by the President: Activities Board Representative.
- Section 7** Officers shall assume office after adjournment of the meeting at which they were elected until the adjournment of the next annual election meeting.
- Section 8** Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of active members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.
- Section 9** In case of vacancy, the order of succession is President, Vice President, Treasurer and Secretary.

**ARTICLE VII**      **MEETINGS**

- Section 1** Regular meetings shall be scheduled monthly during the academic year.
- Section 2** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.
- Section 3** Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.

**Section 4** Members must be present to vote. Absentee or proxy voting is not permitted.

**Section 5** In order to vote a member must be in good standing. Good Standing is considered having paid dues and submitted a membership form. Only members who are current CSUB students may vote.

**ARTICLE VIII**      **ADVISOR(S)**

**Section 1** The organization shall appoint an individual employed as a faculty or staff member by CSUB to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Runner Source student organizations handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

**Section 2** The organization shall also appoint a community advisor affiliated with the Kern County Republican Party or Kern County Young Republicans. Alumni members or 4-year CSUB graduates are preferred.

**Section 3** If an advisor is deemed to be ineffective by the organization, the advisor(s) may be removed from their role by majority vote of a quorum of the membership at a regularly scheduled meeting. A minimum of seven days' notice must be given prior to such a vote.

**ARTICLE XI**      **FINANCES**

**Section 1** Membership dues shall be \$20 per academic year.

**Section 2** Dues shall be paid by the second general membership meeting of each academic year, or for members joining later in the year, by the second general membership meeting attended by the new member.

**Section 3** This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.

**Section 4** Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

**Section 5** The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding \$250.

**Section 6** Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

**ARTICE XII** **DISCIPLINE OF MEMBERS**

**Section 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.

**Section 2** Complaints may also be brought to the attention of the Executive Committee or the Office of Student Rights and Responsibilities. A written charge may be filed with the Executive Committee or the Office of Student Rights and Responsibilities. That Executive Committee or the Office of Student Rights and Responsibilities 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 Executive Committee or the Office of Student Rights and Responsibilities 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. By a majority vote, the Executive Committee or the Office of Student Rights and Responsibilities shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee or the Office of Student Rights and Responsibilities 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 3** 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.

**Section 4** The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

