

OPERATING RULES OF THE

BOARD OF STUDENT ORGANIZATIONS

A GOVERNING BOARD OF THE
UNDERGRADUATE STUDENT
GOVERNMENT OF THE COLORADO
SCHOOL OF MINES

March 2008
Revised March 2011
Revised April 2012
Revised February 2013
Revised March 2016

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ARTICLE I: NAME

The name of the organization shall be the Board of Student Organizations, hereafter referred to as the BSO. The leadership of BSO will be referred to as the Executive Board.

ARTICLE II: AFFILIATION

The Board of Student Organizations is a Governing Body of the Undergraduate Student Government of the Colorado School of Mines, hereafter referred to as USG. The Board of Student Organizations shall observe all mandates set forth in the bylaws of USG.

ARTICLE III: PURPOSE

BSO is formed with the purpose of:

- A. Promoting longevity and success of student organizations
- B. Assisting student organizations in self-promotion
- C. Providing a common repository for clubs to utilize
- D. Providing support and guidance to new student organizations
 - a. Providing training about school policy and procedure on topics relevant to student organizations
- E. Representing student organizations to USG, Graduate Student Government (hereafter known as GSG), and the campus community in order to provide a voice for student organization concerns/needs within the representative student governments
 - a. Acting as an intermediary/mediator/advocate with the campus community
- F. Promoting collaboration and providing mediation for student organizations

ARTICLE IV: MEMBERSHIP

- A. Undergraduate Student Government Organizations
 - a. BSO shall consist of one Representative from each Affiliated Group (as defined in the USG Bylaws and herein referred to as student organizations) of USG that wishes to be represented. The Representative should generally be the President or appointment by said position.
 - b. Representatives to BSO shall serve one academic year or semester as determined by their respective organizations.
- B. Graduate Student Government Organizations
 - a. Organizations whose membership is restricted to graduate students or solely dedicated to the advancement of graduate student interests should be recognized by and accountable to the GSG.
 - b. GSG retains full authority to recognize and de-recognize graduate student organizations; for administrative purposes, these organizations will still register with the school by way of the BSO via OrgSync.

ARTICLE V: POWERS

BSO holds the power to:

- A. Elect officers of the Executive Board.
- B. Give feedback to the Executive Board on any issue pertaining to community, faculty, alumni, or student affairs that it so chooses.
- C. Remove any officer of the Executive Board per Article VIII, Section G.

The Executive Board holds the power to:

- A. Prescribe the duties of the offices, to transfer the duties of one officer to any other officer(s), and to require from any officer the faithful performance of their particular duties.
- B. Establish, manage, and revise the official stance of the student organization population (i.e. tier structure).
- C. Vote on any issue pertaining to community, faculty, alumni, or student affairs that it so chooses, accurately representing their subsection of affiliated groups.
- D. Make final decisions on financial allocations for affiliated student groups.

ARTICLE VI: MEMBER REQUIREMENTS AND PRIVILEGES

Affiliated Groups (student clubs and organizations) are organized within a tier structure (outlined in Article VI, Section B) and must meet the listed requirements to retain tier status and organization recognition. The purpose of the tier structure is to prioritize organizations for financial allocations based on service to the campus community and community involvement (i.e. higher tier organizations are able to request more funding). All tier requirements may be altered yearly by the BSO executive team before the first requirement is due. At that date, all criteria are final for that allocation year with variable date assignments.

A. Organization Recognition

Official recognition allows organizations to receive funding through USG (allocated by BSO) and utilize campus resources. For administrative purposes, all governing bodies and GSG organizations are also required to register with Student Activities via OrgSync.

- 1. In order for an organization to be officially recognized as a campus group, each organization must update their information on OrgSync at the beginning of the fall and spring semester each year and maintain updated officer contact information and meeting day/time information.
- 2. Every organization is required to have a faculty advisor as it is important for organizations to have some support from a member of the campus community. An advisor also establishes a sense of organizational continuity between academic years. The advisor’s level of commitment depends on the needs of the organization.
- 3. Every organization must submit Bylaws via OrgSync to be reviewed and approved by the Student Activities Office, hereafter referred to as BSO. These Bylaws must be maintained and adhered to.
- 4. Each organization must start with a minimum of ten (10) people of interest to be eligible for recognized status.
- 5. If the affiliated group plans to request and send money, they must demonstrate financial transparency and responsibility.

B. Tier Structure

All member entities of BSO fall within the Tier Structure as outlined below.

- 1. Tier 1
 - i. New organization, a new organization is defined by having been created after Spring Break (i.e. an organization starting in summer, fall, and early spring semester, prior to the allocation period in late spring). All new organizations who do not have a complete portal by the Friday prior Spring Break will be considered a new organization next fall and not allowed to partake in allocations in Spring.

1. Requirements
 - a. All requirements listed in Section A
 - b. One (1) BSO meeting a year with representative
2. Privileges
 - a. Can request to receive a \$100-\$200 allocation, contact your BSO representative for details
 - b. Appropriate use of CSM logos, names, etc.
 - c. Use of OrgSync portal
 - d. Access to Student Activities supplies
 - e. Eligible to request storage locker
 - f. Eligible to reserve Student Center/Academic Rooms across Campus
3. New Organization Tier Structure Opportunity
 - a. As a new organization, you can request a meeting with BSO to jump to a Tier 2 organization by presenting to them about:
 - i. Financial responsibility
 - ii. Completion of the Tier 2 requirements
 - iii. Membership/Officer Transition
 - b. If your request is denied, you will still be considered a Tier 1 organization and be able to receive the following privileges
- ii. Standing organization, an organization that has existed through an allocation process
 1. Requirements
 - a. All requirements listed in Section A
 - b. One (1) BSO meeting a year with representative
 2. Privileges
 - a. Yearly funding request up to \$250
 - b. Appropriate use of CSM logos, names, etc.
 - c. Use of OrgSync portal
 - d. Access to Student Activities supplies
 - e. Eligible to request storage locker
 - f. Eligible to reserve Student Center/Academic Rooms across Campus

2. Tier 2

1. Requirements
 - a. All Tier 1 requirements
 - b. Presidents Round Table once a year
 - c. Officer Transition Form
 - d. Submit 1 Goals form annually
 - e. Submit 1 Goals Evaluation form annually
 - f. Submit 1 Service Event form annually (service event is defined as an event where your organization contributes time and money to the campus or community. Your organization cannot make money off of this event)

- g. Two (2) BSO meetings a year, once a semester, with representative
 - 2. Privileges
 - a. All Tier 1 privileges
 - b. Yearly funding request up to \$2500
 - 3. Tier 3
 - 1. Requirements
 - a. All Tier 1&2 requirements
 - b. Submit 3 Service Event form annually (service event is defined as an event where your organization contributes time and money to the campus or community. Your organization cannot make money off of this event)
 - c. Three (3) BSO meetings a year (One in fall and Two in spring) with representative
 - 2. Privileges
 - a. All Tier 1&2 privileges
 - b. No specified annual funding request limit
- C. Changing Tiers:
- 1. If an organization does not meet all the requirements of their tier, the organization will be demoted one tier for the following allocation year. No organization may be demoted more than one tier per year.
 - 2. If an organization wishes to move up a tier, they must meet the requirements of their current tier and their desired tier. An organization may only move up one tier per allocation year.
 - 3. If a governing body dissolves and becomes a student organization, they will default to Tier 3, and therefore complete all of the requirement to be a Tier 3 organization in their first year of existence as an organization.
- D. Tier Structure Review
- 1. The Executive Board will review the Tier Structure yearly and make updates accordingly
 - i. All updates in Tier structure (or Bylaws) must be available for feedback from BSO and USG.
 - ii. All updates in Tier structure (or Bylaws) must be communicated with BSO at least TWO weeks before the changes are implemented.

ARTICLE VII: MEETINGS

- A. General Business and Meetings
 - a. Executive Board Meetings
 - i. The President shall set meeting times throughout the semester for the Executive Board to meet. They must meet at least once a month.
 - ii. Special meetings of the Executive Board may be called by the President, or in the President's absence, by the Vice-President, or by any three (3) member of the Board, by giving twenty-four (24) hours written, electronic, or oral notice stating the time, place and purpose of the meeting. Business

shall be transacted at the special meeting only if the provision for quorum is met.

- iii. Quorum is met by having at least $\frac{3}{4}$ of the executive board present. Voting can only occur if quorum is met.

b. BSO Meetings

- i. There are no general body meetings for the larger BSO. All communication with organizations, including the collection of feedback, will be done electronically (through email or OrgSync).

ARTICLE VIII: OFFICERS

A. Positions

1. The Executive Officers of the Board are:

- i. President
- ii. Vice-President
- iii. Secretary
- iv. Treasurer
- v. Tier Structure Director
- vi. Web Master

2. Executive Board

i. Composition

The Executive Board shall be composed of the Executive Officers.

1. Responsibilities

- a. All Executive Officers must fulfill their specific duties as described in Article VIII, Section B.
- b. All Executive Officers are required to hold at least one (1) office hour each week.
- c. All Executive Officers must attend the meetings of the Executive Board.

2. Votes

- a. All Executive Officers, except for the President (see item b) shall have one (1) vote on the Executive Board.
 - i. The President may only vote on the Executive Board in order to break a tie.

3. Meetings

- a. All meetings of the Executive Board are public. Minutes of all meetings of the Executive Board must be kept and made available to the Board within one (1) day of the meeting.

3. Appointed Officers

1. Definition

- a. Should the Executive Board deem it useful, the Executive Board may appoint officers to oversee aspects of the administration of the Board. These positions are responsible to the Executive Board.

2. Appointment

- a. The Executive Board may, by a majority vote, create an Appointed Officer position for the duration of its term.

3. Responsibilities

- a. In addition to the specific duties assigned by the Executive Board, all Appointed Officers must attend the meetings of the Executive Board.

4. Example Position

a. Proxy Senator

- i. Should one of the Board officers hold another position on the USG Executive Committee or Senate, the Board shall elect another officer to hold that vote.
 1. If schedules do not permit for another Executive Board member to attend, a proxy senator can be appointment to attend USG meetings.
- ii. In the case that a Proxy Senator is required, he/she will then hold a seat on the Executive Board.

B. Officer Duties

1. BSO President

- i. Shall perform the duties customarily pertaining to the office.
- ii. Shall preside over all meetings of the Executive Board.
- iii. Shall conduct all official correspondence of the Executive Board.
- iv. Shall handle all business concerning the calendar and scheduled events including, but not limited to, determining meeting dates for the Executive Board, scheduling meeting rooms, and delegating responsibilities pertaining to the Spring Club Fair.
- v. Shall be a primary contact for Student Organizations
- vi. Shall perform such other duties as the Executive board or BSO shall assign.

2. BSO Vice President

- i. Shall perform the duties customarily pertaining to the office.
- ii. Shall preside over all meetings of the Executive Board in the absence of the President.
- iii. Shall perform those duties assigned by the President.
- iv. Shall be a primary contact for Student Organizations
- v. Shall perform such other duties as the Executive board or BSO shall assign.

3. BSO Secretary

- i. Shall perform the duties customarily pertaining to the office.
- ii. Shall act as secretary of all meetings of the Executive Board and record the minutes thereof.
- iii. Shall record Executive Board meeting attendance.
- iv. Shall keep a roll of members of the Executive Board and notify all members of the time and place of meetings.
- v. Shall be a primary contact for Student Organizations
- vi. Shall perform such other duties as the Executive board or BSO shall assign.

4. BSO Treasurer
 - i. Shall perform the duties customarily pertaining to the office.
 - ii. Shall perform such duties as the Executive Board may assign.
 - iii. Shall be available to the student organizations to answer questions regarding their budgets.
 - iv. Shall create and maintain the operating budget for the Executive Board.
 - v. Shall train the student organizations on the BSO budget request process and present a budget request to USG.
 - vi. Shall be a primary contact for Student Organizations
 - vii. Shall perform such other duties as the Executive board or BSO shall assign.
5. Tier Structure Director
 - i. Oversee all business relating to the Tier Structure.
 - ii. Keep an updated record of all student organizations.
 - iii. Shall be a primary contact for Student Organizations
 - iv. Shall perform such other duties as the Executive board or BSO shall assign.
6. BSO webmaster
 - i. Shall update the BSO website with current officer information and due dates.
 - ii. Shall make forms available through Orgsync.
 - iii. Shall be a primary contact for Student Organizations
 - iv. Shall perform such other duties as the Executive board or BSO shall assign.
7. Advisor

Even though the advisor is not an officer of BSO nor do they vote, they have specific responsibilities to complete on behalf of the club. The responsibilities are as follows:

 - i. Shall act as primary contact for the campus community and administration with regard to student organizations.
 - ii. Shall be responsible for publicizing the Board to the School and community.
 - iii. Shall act as primary contact, aid, and advocate for new organizations and standing organizations not changing tiers.
 - iv. Shall update and approve all new clubs through OrgSync
 - v. Have general oversight of BSO, student organizations, and be the main point of contact for all university processes for organizations.

C. Qualifications

All Officers shall be members of USG, full-time students of the Colorado School of Mines, and not on probation, and must have completed two full semesters at the School prior to their election.

D. Elections

1. Time of Election

- i. Election of Board of Student Organizations Board Officers for the following year shall be completed at least one week prior to the second-to-last meeting of the Spring semester.

2. Nominating Process
 - i. Each Board Representative shall have the opportunity to request up to two names be put on the ballot, with approval from candidate.
 3. Election Procedure
 - i. An electronic ballot shall be send out through OrgSync to all active student organizations.
 1. This shall be done through the advisor in case any current BSO members are running for re-election
 2. Only the President and Vice President are elected through BSO, as the other member of the board as appointed through an interview process.
 - a. The remaining executive board will be interviewed and appointed by the previous year's Executive Board and the newly elected President and Vice President.
 - ii. A simple majority vote of BSO will be necessary for election.
 4. In the event of a tie or the lack of a majority, a runoff election following the same procedure shall take place only between the candidates that are tied or the two receiving the most votes. The candidate receiving the greatest number of votes shall be considered elected to that position.
- E. Terms of Office
1. The term of office shall begin sometime after allocations during the end of Spring semester, and shall end with the transition of new officers. The transition date will be determined by the previous year's Executive Board and the newly elected President and Vice President.
- F. Vacancies
1. Executive Officers
 - i. In the event that an Executive Officer position is not filled during the normal election, the Executive Board may, by a two-thirds vote, may fill the position, subject to approval by the Advisor.
 2. In the event that an Executive Officer position becomes vacant sometime during the year, the Executive Board may fill the position with an interim officer. This appointment will only be valid until the next meeting of the Executive Board, where a new officer must be elected by the procedure set out in Article VIII, Section D.
 3. Should a vacancy occur, the election procedure shall be followed as set forth in Article VIII, within two weeks of vacancy.
 - i. Candidates must be eligible for the office as set forth in Article VIII, Section C.
 4. In emergency cases where an executive position in BSO must be filled, the BSO representatives can allocate from internal funding a salary for the temporary appointment.
- G. Removal
1. Reason
 - i. Any Officer may, be removed for not fulfilling the obligations of their respective office, or due to official misconduct.
 2. Procedure

- i. In the event that a member or Officer of the Board believes that an officer should be removed, they must provide a written complaint to the President, or, in the case that the President is the officer against whom the complaint is being made, to the Advisor.
 1. This written complaint must be provided to the Officer against whom it is being made, and the Officer must be given enough time to put together a proper response, before any other actions can be taken with regard to this complaint.
 - a. “Enough time to put together a proper response” is usually a week, though it can be longer in extenuating circumstances. This time limit is determined by the President, Advisor, or disinterested third party, depending on who will chair the mediation discussions.
- ii. The President or the Advisor will schedule a special meeting or series of meetings with the complainant and the Officer against whom they are complaining, in order to attempt to mediate a solution. The President or Advisor may also invite anyone else whose presence, in their sole discretion, is necessary, important, or advisable.
 1. The President or Advisor shall ask a disinterested third party to chair the mediation discussions if this is requested by either the complainant or the Officer against whom the complaint is being made. In this case, it is this disinterested third party whose sole discretion determines whose presence is necessary, important, or advisable.
- iii. In the event that someone is invited, they should only attend the meeting while their presence is necessary, important, or advisable.
- iv. The goal of this meeting is reconciliation and the avoidance of unnecessary escalation of the conflict.
- v. The content of these meetings is confidential, though their occurrence, final outcome, and the written complaint that prompted them must be recorded, posted, and made available to the Board in the same place and manner as the minutes of the Board.
- vi. In the event that the mediation discussions produce no resolution, and the complainant wishes to continue with their complaint, then they must notify the President or the Advisor in writing. The President must make this item the first item on the Executive Board agenda, for the next meeting of the Executive Board.
- vii. The procedure for any votes taken during this hearing is shown in paragraph d, “Vote”.
- viii. The President shall, if so requested by either party, ask a disinterested third party to chair this hearing.
- ix. The Executive Board may, by a majority vote, dismiss the complaint. This decision may be 9 appealed to the Board, who can overturn the dismissal and require the Executive Board to hear and vote on the matter. The Board can also choose to overturn the vote of the Executive Board and have the matter brought before the Board for a hearing.

- x. In the event that the Secretary is the complainant or the Officer against whom the complaint is being made then the person chairing the meeting shall appoint another individual to record the minutes.
3. Vote
- i. The Executive Board may remove an Executive Officer by a vote as outlined below.
 - 1. The President may not vote.
 - 2. The Officer whose removal is being recommended may not vote.
 - 3. Of the remaining members of the Executive Board who may vote, at least two-thirds (2/3) must vote for removal in order for the Executive Officer to be removed.
 - 4. The number of members who may vote includes members who cannot attend the meeting where the vote occurred.
 - 5. The decision of the Executive Board may be appealed to the Board, which can, by a two-thirds (2/3) vote, overturn the Executive Board's decision and reinstate the removed Officer.
 - ii. The Executive Board may remove an Appointed Officer by a majority vote.
 - 1. The President may only vote in the case of a tie.
 - 2. Of voting members of the Executive Board, a majority must vote for removal in order for the Appointed Officer to be removed.
 - 3. The number of members who may vote includes members who cannot attend the meeting where the vote occurred.
 - 4. The decision of the Executive Board may not be appealed to the Board.
 - iii. The Board may remove an Executive Officer by a two-thirds (2/3) vote. The Board may not hold a hearing or remove an Officer until a mediation meeting has been held and the Executive Board has voted to dismiss the complaint or has voted to remove the Officer.
 - iv. Written consent or a telephone call can approve bylaw changes instead of a member being present.
4. This section (G. Removal) cannot be suspended.

ARTICLE IX: USG SENATE VOTES

The Executive Board has two (2) voting seats on the USG Senate. These seats may be filled by members of the Executive Board at the discretion of the Executive Board. The Executive Board will represent BSO as a whole when voting.

ARTICLE X: PAPERWORK HANDLING

In an effort to fulfill its purposes and simplify operations for member organizations, the Advisor (via OrgSync) shall store all paperwork regarding the registration and operation of any member organization. An exception shall be financial documents which will remain the domain of the USG Treasurer and Advisor.

- A. Organizational registration documents will be submitted directly to the Student Activities office vis OrgSync, who will share the information with the Executive Board.

- B. SAO will be responsible for updating OrgSync with current information provided by the Executive Board as necessary.

ARTICLE XI: UNLAWFUL DISCRIMINATION POLICY

The Associated Students of the Colorado School of Mines confirms its support of the principles and practices of nondiscrimination and equality regardless of race, religion, sex, age, sexual orientation or physical handicap, in its employment and in all of its programs, activities, and opportunities available to its members, except where allowed by law (20 USC §1681(a)(6)(A)).

ARTICLE X: AMENDMENTS

These operating rules may be amended in whole or in part, subject to the approval of the Advisor of BSO, by the no less than two-thirds (2/3) of the voting representation of the Executive Board.