

OPERATING RULES OF THE

BOARD OF STUDENT ORGANIZATIONS

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

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ARTICLE I: NAME

The name of the organization shall be the Board of Student Organizations, hereafter referred to as 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
 - i. 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
 - i. 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 two Representatives 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 and Vice President of Finance.
 - b. Representatives to BSO shall serve one academic year as determined by their representative organizations.
- B. Graduate Student Government Organizations
 - a. Organizations whose membership is restricted to graduate students 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 online club database system.

ARTICLE V: POWERS

BSO holds the power to:

- A. Appoint 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 Appendix A) 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 Board 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, Involvement, and Leadership Office (hereafter referred to as the SAIL Office) via online club database system.

1. In order for an organization to be officially recognized as a campus group, each organization must update their information on the online club database system at the beginning of the fall and spring semester each year and maintain updated officer contact information and meeting day/time information.
2. In order for an organization to be considered active under BSO, they must also be active with the SAIL office.
3. Every organization is required to have a faculty or administrative 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.
4. Every organization must submit Bylaws via the online club database system to be reviewed and approved by the SAIL Office. These Bylaws must be maintained and adhered to.
5. Each organization must start with a minimum of ten (10) people of interest to be eligible for recognized status.
6. If the affiliated group plans to request and receive money, they must demonstrate financial transparency and responsibility.

B. Tier Structure

Specific Tier Structure Requirements for all organizations are to reviewed by the incoming Executive Board and any changes, updates, or additions are to be voted on by the existing and incoming Executive Boards. These requirements are then outlined and submitted with the Bylaws in Appendix A.

C. Changing Tiers

1. If an organization misses a single requirement (not including the final allocations form), they will only be eligible for funding at the level of the next tier down.
2. If an organization misses two or more requirements, they will drop in tier status and in funding.
3. If an organization misses a single tier requirements two years in a row, they will drop in tier status and in funding. Every subsequent year with a missed requirement will

lead to another drop in tier until a year goes by in which they miss no requirements. After a year of missing no requirements, the grace period will reset.

4. For BSO purposes, the allocation form counts as tier requirements for all but Tier 1 organizations. Not turning one of these in will count as a missing requirement unless the summary reflects an abstention of funding requests. Additionally, missing this form will render you ineligible for BSO funding for the upcoming year.
5. 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.
6. If a governing body dissolves and becomes a student organization, they will default to Tier 4, and therefore be required to complete all of the requirements to be a Tier 4 organization in their first year of existence as an organization to remain in Tier 4 standing.
7. If a club organization that is held under a governing body falls under BSO because the associated governing body dissolves, the club organization will default to Tier 3, and therefore be required to complete all the requirements to be a Tier 3 organization in their first year of existence as an organization to remain in Tier 3 standing.
 - a. If a club organization that is held under a governing body falls under BSO by their own choice, and not because the associated governing body dissolves, the club organization will default to Tier 1.

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.
 - 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

1. 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 per 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) members of the Board, by giving twenty-four (24) hours written, electronic or oral notices 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 will only occur if quorum is met.
2. BSO Meetings
 - i. There are no general body meetings for the larger BSO. All communication with organizations, including the collection of their feedback, will be done electronically (through email or online club database system).

ARTICLE VIII: OFFICERS

A. Positions

1. The Officers on the Executive Board are:

- i. President
 - ii. Vice-President of Operations
 - iii. Vice President of Finance
 - iv. Vice President of Tier Structure
 - v. Vice President of Communications
 - vi. Vice President of Online Media
2. Executive Board
- i. Composition

The Executive Board shall be composed of the Executive Officers.

 - a. Responsibilities
 - 1. All Officers must fulfill their specific duties as described in Article VIII, Section B.
 - 2. All Officers are required to hold at least one (1) office hour each week in a specified location.
 - 3. All Officers must attend the meetings of the Executive Board.
 - b. Votes
 - 1. All Officers shall have one (1) vote on the Executive Board.
 - c. Meetings
 - 1. All meetings of the Executive Board are private. Minutes of all meetings of the Executive Board must be kept and made available to the Board within one (1) day of the meeting.
 - d. Salaried Positions
 - 1. The President of the Executive Board shall be paid at minimum wage for five (5) hours a week for the duration of the position, not including summers.

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 to other officers.
 - v. Shall be a primary contact for student organizations
 - vi. Shall perform such other duties as the Executive Board of BSO shall assign
 - vii. Shall serve as one of the BSO representatives during USG Senate meetings
 - viii. Shall oversee BSO election proceedings
- 2. BSO Vice-President of Operations
 - 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 record the Executive Board meeting attendance
 - iv. Shall perform those duties assigned by the President
 - v. Shall be a primary contact for student organizations
 - vi. Shall perform such other duties as the Executive Board or BSO shall assign
- 3. BSO Vice President of Finance
 - 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 or allocations forms.
 - 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 primary contact for student organizations
 - vii. Shall perform such other duties as the Executive Board or BSO shall assign
 - viii. Shall serve as one of the BSO representatives during USG Senate meetings
 - ix. Shall also serve as the SAIL Student Finance Lead
4. BSO Vice President of Tier Structure
- i. Oversee all business relating to the Tier Structure
 - ii. Keep an updated record of all student organizations
 - iii. Shall maintain an un-editable, regularly updated spreadsheet detailing the requirement status of each student organization
 - iv. Shall make forms available through online club database system
 - v. Shall be primary contact for student organizations
 - vi. Shall perform such other duties as the Executive Board or BSO shall assign
5. BSO Vice President of Communications
- i. Shall perform the duties customarily pertaining to the office
 - ii. Shall maintain a schedule/calendar detailing events/meetings and correspondence to student organizations
 - iii. Shall draft all correspondence to BSO members
 - iv. Shall act as secretary of all meetings of the Executive Board and record the minutes thereof
 - v. Shall be primary contact for student organizations
 - vi. Shall perform such other duties as the Executive Board or BSO shall assign
6. BSO Vice President of Online Media
- i. Shall update the BSO website with current officer information, tier structure information, and due dates
 - ii. Shall update the BSO website and Instagram pages as deemed appropriate or necessary by the Executive Board
 - iii. Shall be 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 Executive Board. 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 the online club database system
- v. Have general oversight of BSO, student organizations, and the main point of contact for all university processes for organizations

C. Qualifications

All Officers shall be members of USG or GSG, full-time students of the Colorado School of Mines, and not on probation.

D. Officer Elections

1. Time of Election

- i. Election of BSO Officers for the following year shall be completed at least one week prior to the second-to-last meeting of the spring semester.

2. Election Procedure

- i. An electronic correspondence shall be sent out through the online club database system to all active student organizations detailing the open positions and the associated responsibilities
 - a. This shall be done by the current BSO President.
 - b. Returning members get a choice to the position they would like to hold for the following year. With the majority vote of the Executive Board, they will hold that position the following year.
 - c. The other members of the board as appointed through an interview process.
 1. The remaining Executive Board will be interviewed and appointed by the previous year's Executive Board.

E. Terms of Office

1. The term of office shall begin sometime after allocations during the end of the spring semester and shall end with the transition of new officers. The transition date will be determined by the previous year's Executive Board.

F. Vacancies

1. Executive Officers

- i. In the event that an Officer position is not filled during the normal election, the Executive Board may, by a two-thirds vote, fill the position, subject to approval by the Advisor.
2. In the event that an 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.

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.
 - a. 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.
 1. "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.
 - a. 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 Executive Board in the same place and manner as the minutes of the Executive Board meetings.
- 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 Article VIII, G3.
- 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 majority vote, dismiss the complaint. This decision may be appealed to the Hearing Board, who can overturn the dismissal and require the Executive Board to hear and vote on the matter. The Hearing Board can also choose to overturn the vote of the Executive Board and have the matter brought before the Hearing Board for a hearing.
- x. In the event that the Secretary is the complainant or the Officer against whom the complainant is being made then the person chairing the meeting shall appoint another individual to record the minutes.

3. Voting

- i. The Executive Board may remove an Officer by a vote as outlined below:
 - a. The Officer whose removal is being recommended may not vote
 - b. Of the remaining members of the Executive Board who may vote, at least two-thirds must vote for removal in order for the Officer to be removed.
 - c. The number of members who may vote includes members who cannot attend the meeting where the voting occurred.

- d. The decision of the Executive Board may be appealed to the Hearing Board, which can, by a two-thirds vote, overturn the Executive Board's decision and reinstate the removed Officer.
 - ii. The Executive Board may remove an Appointed Officer by majority vote
 - a. The Officer whose removal is being recommended may not vote
 - b. Of the voting members of the Executive Board, a majority must vote for removal in order for the Appointed Officer to be removed
 - c. The number of members who may vote includes the members who cannot attend the meeting where the vote occurred
 - d. The decision of the Executive Board may not be appealed to the Hearing Board.
 - iii. The Executive Board may remove an Officer by a two-thirds vote. The Executive 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 the President and Treasurer. In the case that one or more of these individuals can not attend a meeting, they must abide by USG guidelines in finding a replacement. The Executive Board will represent BSO and its constituents when voting.

ARTICLE X: PAPERWORK HANDLING

In an effort to fulfill its purposes and simplify operations for member organizations, the Advisor (via the online club database system, a shared virtual drive and/or a shared physical drive) 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 SAIL Office via the online club database system, who will share the information with the Executive Board.
- B. SAIL will be responsible for updating the online club database system 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, gender identity, 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 XII: AMENDMENTS

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