University of Minnesota
Crookston Student Association
Bylaws

Article I. MEETINGS

Section 1. Executive Board Meetings
(a) Executive Board meetings include, but are not limited to, all voting members of the Executive Board. Executive Board meetings are to be held the week preceding CSA Full Board meetings. The President shall establish dates and times in consultation with the Executive Board.

(b) All Executive Board members are required to attend all Executive Board and Full Board meetings.

(i) Any executive member who is absent from three meetings or mandatory functions determined by the Executive Committee during any semester shall automatically be removed from membership. Resulting vacancies shall be filled in accordance with the CSA Constitution.

(ii) Absences due to official University functions shall be deemed excused upon prior notification.

(iii) Absences due to family emergencies or extraordinary circumstances are reviewable by the Executive Committee

Section 2. Full Board Meetings
(a) All meetings of the CSA Full Board are open to the public.

(b) All recognized organizations are required to have a representative at all CSA Full Board meetings.

(i) Recognized organizations whose representatives miss more than two meetings per semester forfeit their share of the Clubs and Organizations funding for that semester.

(ii) Repeated absences will result in additional sanctions being assessed by the CSA Executive Board.
Article II. RECOGNIZED ORGANIZATIONS

Section 1. Qualifications
(a) The organization must:
   (i) Consist of at least five students registered for six credits or more.
   (ii) State a purpose which benefits the student body and is not substantially the same as the purpose of another recognized student organization.
   (iii) Be governed by a Constitution approved by the CSA Full Board. The Constitution must be presented at a CSA Full Board meeting to be reviewed and be voted on at the next CSA Full Board meeting. Changes to the Constitution must be approved by the Full Board to become effective.
   (iv) Select a faculty or staff advisor
   (v) Have all the necessary paperwork turned in to the CSA Vice President and Treasurer by the fifth week of the fall semester.
   (vi) Inform the CSA Full Board of all changes in status.
(b) Obtain approval from the CSA Full Board before engaging in fundraisers
(c) Officers must maintain a minimum cumulative GPA of 2.0
(d) Representatives (to the Full Board) shall not be members of the CSA Executive Board.
(e) Representatives may only be recognized to report for one organization at CSA Full Board meetings.

Section 2. Guidelines for Organization Repercussions
Organizations that fail to meet the guidelines listed above shall be sanctioned by the CSA Executive Board.

Article III. COMMITTEES

Section 1. Standing Committees
(a) Finance Committee
   (i) The committee shall consist of the CSA Treasurer, CSA Vice President, and two CSA Senators and three student body representatives.
      1. The chairperson shall be the CSA Treasurer
2. The two CSA Senators will be selected by the CSA Vice President and CSA President on the advice of the CSA Treasurer.

3. The student body representatives are chosen by Committee on Committees.

(ii) Duties

1. Review and recommend allocations of funds to student organizations.
2. Oversee all financial matters for CSA, and Clubs and Organizations budgets.
3. Oversee fundraising activities that are conducted by recognized organizations.
4. Audit all CSA budgets.
5. Prepare Student Service Fee proposals for the Student Association and Clubs and Organizations.

Section 2. Ad-Hoc Committees

The CSA President as needed shall appoint special purpose committees. Such committees shall be established by recommendation at any CSA meeting. The committee shall report all activities and findings to the President and/or at any CSA meeting as required.

Article IV. DUTIES OF EXECUTIVE BOARD MEMBERS

Section 1. President

(a) Preside over all CSA meetings.
(b) Serve on administrative committees as requested.
(c) Assist with the preparation of the Student Service Fee proposal for the Student Association and Clubs and Organizations.
(d) Coordinate and emcee Spring and Fall Convocations.
(e) Speak on behalf of graduates at commencement.
(f) Serve as a Senator in the University Senate and Student Senate.
(g) Act as spokesperson for the CSA at Campus Assembly.
(h) Act as administrative liaison between faculty/staff, particularly the UMC Executive Committee.
(i) Serve as alternate Student Representative to the Board of Regents

(j) Facilitate the communication between the Executive Officers and the University level representatives

(k) Solicit input and make decisions concerning all UMC students at the University level

Section 2. Vice President

(a) Preside over CSA meetings when the President is not in attendance

(b) Distribute key point summary e-mail after CSA meetings to all recognized organizations

(c) Create and maintain e-mail distribution lists of the CSA Executive Board, CSA Full Board, and others as assigned

(d) Serve as a Senator on the University Senate and the Student Senate

(e) Serve as alternate SSCC Representative

(f) Act as Student Legislative Coalition Representative

(g) Oversee the collection, organization, and filing of organization paperwork

(h) Facilitate the communication between the Executive Officers and the University level representatives

(i) Solicit input and make decisions concerning all UMC students at the University level

(j) Maintain the CSA webpage

Section 3. Secretary

(a) Handle all internal and external correspondence

(b) Shall prepare and distribute minutes for all CSA meetings

(c) Shall maintain and post records of attendance for all CSA meetings

(d) Maintain the CSA calendar of events

(e) Post all meeting minutes and club attendance to the CSA webpage

Section 4. Treasurer

(a) Oversee the activities of the Finance Committee

(b) Report accurate financial information to the CSA Full Board and S.P.A.C.E.

(c) Review monthly budget reports from Business Office

(d) Act as a liaison between the Business Office and the CSA Executive Committee
(e) Increase awareness of normal financial procedures
(f) Promote reasonable spending
(g) Obtain and review Student Organization Request Forms for Club Fundraising, Raffles, Sales, or Solicitations prior to any CSA Full Board meeting

Section 5. Student Activities Chair
(a) Serve as a representative to the CSA Executive and Full Board by attending all meetings and events
(b) Facilitate meetings in a timely and organized manner
(c) Book entertainment/events and negotiating contracts
(d) Obtain contract rider to necessary event chair
(e) Attend NACA conferences and represent UMC as a co-op buyer
(f) Work on developing S.P.A.C.E. budget and develop the student fees request each year with S.P.A.C.E. Treasurer

Section 6. Crookston Students for Sustainable Development Representative(C.S.S.D. Rep.)
(a) C.S.S.D. Representative shall be appointed by the Crookston Students for Sustainable Development Committee
(b) Facilitate and implement sustainable efforts for campus sustainability
(c) Act as a liaison between C.S.S.D. and CSA Executive Board and Full Board

Section 7. Student Representative to the Board of Regents
(a) Adhere to Board of Regents policy, guidelines and assignments
(b) Represent the students of UMC to the Board of Regents and central administration
(c) Support the goals of the UMC administration and faculty when in the best interest of the students
(d) Report back to the CSA on the Board of Regents meetings
(e) Maintain links to other student associations in the University via their student representatives to the Board of Regents
(f) Attend all Board of Regents meetings, or find a replacement

Section 8. Student Senate Consultative Committee Representative
(a) Act as a liaison between the CSA and the Student Senate Consultative Committee
(b) Attend the Student Senate Consultative Committee, Student Senate, Senate Consultative Committee, and University Senate meetings

(c) Inform the President and Vice President of pertinent agenda items for the University Senate and Student Senate meetings

(d) Report back to CSA on all S.S.C.C. meetings

Section 9. Senator Duties

(a) All Senators

(i) Represent the student body

(ii) Serve on committees as assigned

(iii) Facilitate communication between the CSA and the student body

(iv) Represent an area of the student body as designated by CSA Executive Board

(v) Senators may request to form and chair committees to assist with consultation, development, and execution of the position

(vi) Assist with functions delegated by the Executive Board

(b) Senator for City Relations

(i) Attend Crookston Chamber of Commerce meetings or any other deemed necessary by the CSA Executive Committee

(ii) Report pertinent information to the Crookston Community about the UMC Campus, and vice versa

(iii) Represent the UMC Campus and work to improve relations between the UMC Campus and Crookston Community

(c) Senator for Committee on Committees

(i) Select students to serve on committees

(ii) Gather and distribute agenda information prior to Campus Assembly, and inform representatives of voting matters

(iii) Replace committee members failing to perform their duties

(d) Senator for Community Service

(i) Work with the Department of Service Learning to discuss possible Community Service Projects and bring them to the attention of the CSA Full Board
(ii) Track Community Service projects for recognized organizations
(iii) Report the progress of projects back to the CSA Full Board

(e) Senator for Constitution and Bylaws
   (i) Review the UMCSA Constitution and Bylaws to consult the Executive Board to act as written in the Constitution and Bylaws
   (ii) Review and make necessary changes to the UMCSA Constitution and Bylaws

(f) Senator for Elections and Special Events
   (i) Conduct CSA elections
   (ii) Publicize dates for filing, campaigning, and voting
   (iii) Verify the eligibility of applicants through the Registrar’s Office
   (iv) Prepare ballots
   (v) Choose voting booth attendants
   (vi) Chair special events determined by the Executive Board

(g) Senator for International Relations
   (i) Work as a liaison between the International Student population on campus and the CSA
   (ii) Coordinate activities and communicate with Learning Abroad and International Programs

(h) Senator for Liaison
   (i) Publicize and promote the activities of the CSA to the UMC campus, Crookston Community, and surrounding region
   (ii) Inform and educate the campus community of student government
   (iii) Solicit nominations for CSA monthly awards: Student of the Month, Faculty/Staff of the Month and Club of the Month
   (iv) Conduct voting for CSA monthly awards at CSA Full Board or CSA Executive Board meetings

(i) Senator for Recycling
   (i) Promote recycling on campus
   (ii) Assist with facilitating a recycling program on campus
   (iii) Act in conjunction as a C.S.S.D. member
(j) Senator for Student Concerns
   (i) Investigate student concerns
   (ii) Act as liaison between CSA, the student body, and the appropriate University administrator(s) as necessary to resolve student concerns.

(k) Senator for Student Affairs
   (i) Act as a liaison between CSA and the student affairs office. Help in conjunction with various programs or activities that are being sponsored.
   (ii) Promote diversity and collaboration on campus.

Article V. COMPENSATION OF EXECUTIVE BOARD MEMBERS

Section 1. Stipends
(a) Stipends are awarded each Spring and Fall term to the President, Vice President, Secretary, Treasurer, Regents Representative, and SCCC Representative.
(b) The CSA Full Board will evaluate performance and vote each term before stipends are disbursed.
(c) Stipends will be reviewed yearly as part of the Student Service Fee proposal for the Student Association.

Article VI. CLUB STATUS GUIDELINES

Section 1. Club Status Definitions
(a) Club in Good Standing
   (i) Club has been officially voted on and approved by the CSA Full Board
   (ii) Club has completed attendance requirements of no more than two misses of CSA Full Board Meetings per semester
   (iii) Club has successfully completed community service project requirements
(b) Club on Probation
   (i) Club has been officially voted on and approved by the CSA Full Board
   (ii) Club has either failed to meet attendance requirements or failed to meet community service requirements for two consecutive semesters
(c) Inactive Club
(i) Club has been officially voted on and approved by the CSA Full Board
(ii) Club has either failed to meet attendance requirements or failed to meet community service project requirements for three consecutive semesters
(iii) In order to regain full rights and privileges of a club, the club must submit a Constitution to the CSA Full Board for approval
(d) Voluntary Dormant Club
   (i) Club that is in good standing may request to go temporarily dormant for a period of up to one year
   (ii) Following that time they must decide whether they would like to regain Good Standing status or be moved to Inactive status

Section 2. Eligibility
(a) Club in Good Standing
   (i) Eligible to receive their funding from the CSA
   (ii) Eligible to request additional funds from the CSA
   (iii) Eligible to request funds from the Beverage Partnership Grant Program
   (iv) Eligible to apply for Student Service Fee Funds
   (v) Eligible to apply for space within the Leadership Room
   (vi) Eligible to use University vehicles, facilities, and logos
(b) Club on Probation
   (i) Eligible to items granted to a club in good standing except these below items
   (ii) Not eligible to receive their funding from the CSA
   (iii) Not eligible to request additional funds from the CSA
   (iv) Not eligible to request funds from the Beverage Partnership Grant Program
   (v) Not eligible to either apply for or receive Student Service Fee Funds
(c) Club Not in Good Standing
   (i) Not eligible to receive their funding from the CSA
   (ii) Not eligible to request additional funds from the CSA
   (iii) Not eligible to request funds from the Beverage Partnership Grant Program
(iv) Not eligible to apply for Student Service Fee Funds
(v) Not eligible to apply for space within the Leadership Room
(vi) Not eligible to use University vehicles

(d) Inactive Club
(i) Not Eligible to receive their funding from the CSA
(ii) Not Eligible to request additional funds from the CSA
(iii) Not Eligible to request funds from the Beverage Partnership Grant Program
(iv) Not Eligible to apply for Student Service Fee Funds
(v) Not Eligible to apply for space within the Leadership Room
(vi) Not Eligible to use University vehicles, facilities, and logos
(vii) Club account at the Business Office is frozen
(viii) Club e-mail address and website are removed

(e) Voluntary Dormant Status
(i) Not eligible to receive their funding from the CSA or any sources of additional funding
(ii) Not required to attend CSA Full Board meetings or conduct community service projects while in dormant status

Article VII. CLUB FUNDING GUIDELINES

Section 1. Club Fund Allocation
(a) Clubs and organization funding will be allocated according to the following:
   (i) $2,000 will be allocated to the loans and grants for the year
   (ii) $500 will be allocated for miscellaneous expenses
   (iii) Remaining funds will be divided evenly throughout the clubs registered within CSA
   (iv) Half of the remaining funds will be allocated in the fall and the other half in the spring pending previous semesters successful completion of service requirements
1. Successful completion of service requirements is defined as the following:
(a) Two community service projects are required per club each semester in order to receive awards from the finance committee
   i. At least one community service project must be external to the UMC campus
(b) Minimum of 35% of a club or organizations members listed on their club roster is needed to participate in order for the project to be considered community service
(c) Upon completion of a valid community service project, the proper community service form must be completed and submitted within 10 days of the service projects completion as outlined in the club handbook
(d) Paid work will not be considered a valid act of community service unless funds received are pledged and donated to an organization that promotes community involvement and services (e.g. Habitat for Humanity, Care n’ Share). In such cases, special consideration may be granted to accept the project by the University of Minnesota Crookston Student Association.

Section 2. Additional Funding Guidelines
  (a) Recognized organizations requesting additional funds must complete the required application and turn it into the CSA Treasurer
  (b) Two hundred dollars will be the maximum limit that a recognized organization can request per semester
  (c) If a recognized organization feels their cause is worth more than the allowed amount, they can submit a one-half page informal summary, which will be read to the CSA Full Board. The CSA Full Board may then vote to approve the funding.
  (d) No recognized organization shall receive any money if their event was held prior to the submission of their request for additional funding

Section 3. Club Fundraisers, Raffles, Sales, or Solicitation Policies
(a) A registered student organization wishing to conduct a fundraiser, raffle, sales or solicitation must secure permission from the CSA Full Board

(b) See UMC Club Handbook for additional policies and guidelines

Article VIII. AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of members present at any CSA Full Board meeting. The proposed amendment shall be presented in written form to the CSA Full Board and voted upon at the next CSA Full Board meeting. Changes in the Bylaws shall take effect immediately upon adoption by the CSA Full Board.