

Utica College
Recognitions Committee
Bylaws

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Utica College Recognitions Committee

This document shall serve as the bylaws of the Recognitions Committee and shall be subordinate to the Constitution of the Student Senate and Laws of the Legislative Assembly. The bylaws laid forth in this document may be expressly overridden by the Legislative Assembly with a two-thirds majority vote.

The Recognitions Committee shall advise and assist Student Organizations with acquiring recognition from the Student Senate, so that they may: apply for funding from Student Senate, and advertise and reserve space for their events on the Utica College campus. The Recognitions Committee shall also act as a liaison between recognized Student Organizations and the Student Senate; furthermore, the committee shall assist the Vice President of the Student Senate in planning all service projects. The Recognitions Committee shall perform all of its functions in an efficient, timely and ethical manner.

Rule 101. Committee Structure

- (a) *Composition.* The Recognitions Committee shall be comprised of five voting members: the Vice President, who shall serve as the Chair, and four members of the Legislative Assembly.
- (b) *Chair.* The Chair shall be responsible for:
 - 1. Scheduling and presiding over all committee meetings;
 - 2. Making the time and location of all committee meetings known at least one week in advance;
 - 3. Reporting the hours that each committee member serves on behalf of the Recognitions Committee to the Secretary of the Student Senate;
 - 4. Acting as the representative of the Recognitions Committee in all official capacities at Utica College;
 - A. The Chair may delegate this responsibility to other committee members at their discretion.
- (c) *Voting.* All decisions made by the Recognitions Committee shall be made by vote; the following procedures shall apply to voting:
 - 1. Meetings shall move into executive session before any vote is made.
- (d) *Meetings.* The Recognitions Committee shall meet at least bi-weekly, and shall require three voting members to be present for quorum; quorum is required to make any decision, unless quorum is not reached for three consecutive meetings.

1. All meetings shall be held in accordance to Robert's Rules of Order;
2. Committee members are permitted no more than two unexcused or three excused absences; committee members who exceed these amounts are subject to removal from the committee, at the Chair's discretion.

Rule 102. Recognition Procedure

- (a) *Pioneer Place*. Applicants shall apply online at Pioneer Place to begin the recognition process; the Recognitions Committee shall screen and approve all changes to the online application in a timely manner.
- (b) *General Criteria*. Student Organizations shall be required to meet the following criteria before the Recognitions Committee will hear their proposal:
 1. The organization must have at least five members in good academic standing;
 2. The organization must have a President, Vice President, Secretary, Treasurer and Webmaster;
 - A. The organization may use different names for the before mentioned positions, so long as they have equivalent responsibilities.
 3. The organization must have an advisor who is a Utica College faculty or staff member;
 4. The organization must have a Constitution that meets the constitutional criteria listed in these bylaws.
- (c) *Constitutional Criteria*. Student Organizations shall be required to create their constitutions in such a way, that they are in accordance to the following guidelines:
 1. There can be no conflict with the Constitution of the Student Senate;
 2. There shall be a means to determine how membership is achieved, and a way of keeping records of who is a member of the organization;
 3. The responsibilities of the organization's advisor shall be defined;
 4. There shall be a non-discrimination clause;
 5. There shall be a procedure to amend the constitution, and it shall read as follows:
 - A. Amendments to this Constitution may be proposed by any member of the organization; when introduced, amendments will be discussed and then tabled until

the next meeting. At the subsequent meeting, the amendment may be adopted with a two-thirds majority vote by the membership.

Adopted amendments will be presented to the Chief Justice of the Student Senate, who shall ensure that they are in accordance with the Constitution, Bylaws and Laws of the Student Senate. Once approved by the Chief Justice, the amendment will immediately take effect.

6. Academic and ethical criteria shall be established for all officers;
 - A. Academic requirements must not be less than a 2.0, and GPA must be cumulative.
 7. There shall be election and impeachment procedures, and at least the President shall be elected by popular vote; a term length shall also be specified, and it shall be no longer than two semesters;
 - A. All election results and impeachments must be reported to the Recognitions Committee within thirty days;
 - B. The Recognitions Committee shall act as a court of appeals for all Student Organization elections;
 - C. The Judicial Committee shall serve as a court of final appeals for all Student Organization elections;
 - D. The before mentioned appeals and reporting process does not need to be in an organization's constitution, but no organization's constitution shall undermine the appeals and reporting process.
 8. There shall be at least a President, Vice President, Secretary, Treasurer and Webmaster;
 - A. The Treasurer shall be a liaison to the Finance Committee;
 - B. The Webmaster shall be responsible for updating the membership data on the organization's Pioneer Place webpage.
- (d) *Presentation to the Committee.* Once all general and constitutional criteria is fulfilled, the Student Organization will be contacted by the Recognitions Committee; the committee shall invite the organization to present its proposal for recognition, so that the committee may ensure that the organization has met all of the before mentioned criteria; if an organization has met the criteria, the Recognitions Committee shall vote to determine if the proposal is ready to be heard by the Legislative Assembly.
- (e) *Presentation to the Legislative Assembly.* If the Recognitions Committee determines that the proposal is ready, the Student Organization shall then be required to present a second proposal for recognition to the Legislative Assembly; the Student Organization will be given

a date to attend the next meeting of the Legislative Assembly, where their proposal will be approved or denied. If approved, the Student Organization shall be formally recognized and eligible for funding from the Student Senate.

Rule 103. Bylaws

- (a) *Criteria.* If a Student Organization establishes bylaws in addition to its constitution, they must meet the following criteria:
1. They must conflict with neither the Constitution of the Student Senate, nor with the organization's own approved constitution;
 2. Student Organizations must inform the Recognitions Committee when it amends its bylaws or adopts new ones.

Rule 104. Punitive Procedure

- (a) *Conditions for Revocation.* The Recognitions Committee may revoke an organization's recognition under the following conditions:
1. When an organization is not abiding by its own constitution and/or bylaws;
 2. When an organization is not abiding by the Constitution, Bylaws or Laws of the Student Senate;
 3. When an organization no longer has five members, or if it has more than half of its officer positions vacant.
- (b) *Punitive Procedure.* The following procedure shall apply to punitive action by the Recognition's Committee, regarding revocation of recognition:
1. The Recognitions Committee shall vote to revoke or maintain recognition;
 2. If recognition is revoked, an organization may appeal to the Judicial Committee;
 3. Student Organizations must wait one semester before reapplying for recognition, if their recognition is revoked.

Rule 105. Amendment Procedure

- (a) *Amendments.* The following procedure shall be utilized to make amendments to these bylaws:
1. A committee member shall make a motion to amend these bylaws, and shall submit the amendment in writing to the Chair;

2. The amendment will be discussed and then tabled until the next meeting;
3. The amendment will be voted on at the next meeting, and shall require a three-fifths majority vote for approval;
 - A. For the purposes of approving amendments, three-fifths majority shall be considered three-fifths of the entire Recognitions Committee, regardless of whether or not they are present.
4. The amendment shall go into effect at the beginning of the next semester.