



Clayton State University

Council of Student Organization Leaders (CSOL)

Constitution and By-Laws

PREAMBLE

We, the **Council of Student Organization Leaders (CSOL)**, serve as the governing council for all registered student organizations at Clayton State University. The function of the council is to identify current and future needs of student organizations and provide for those needs through programs, services, representation, and communication. We aim to collectively serve to promote the general welfare and interest of all student organizations and to encourage responsibility within, hereby establish the following constitution.

ARTICLE I. NAME

The name of this organization shall be the **Clayton State University Council of Student Organization Leaders**, herein after referred to as **CSOL**.

ARTICLE II. PURPOSE

The Council of Student Organization Leaders (CSOL) is a governing council that assists, governs, and advocates for registered Student Organizations. CSOL is the first line of defense should your organization need advisement or mediation on organizational matters. CSOL works in concert with the Department of Laker Life and various other departments/entities to serve as the liaison to provide opportunities for organizational leadership, growth, and development. The council is charged with providing programming support, leadership experiences, and civic and service opportunities for student organizations and their members.

ARTICLE III. ADHERENCE

This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

All fee sponsored programming must be open to the entire university community. All student organizations and their leaders must comply with Student Code of Conduct, University policies and applicable state, federal, and local laws.

ARTICLE IV. GENERAL MEMBERSHIP

Non- Exclusionary Membership Clause: It is the policy of Clayton State University and the Council of Student Organization Leaders that registered student organizations must refrain from denying membership to any and all students, with exception for social fraternities and sororities, in regard to gender, for membership criteria.

All members are responsible for the following:

- a) Adhering to the CSOL Constitution
- b) Adhering to the stated CSOL Attendance Policy
- c) Disseminating CSOL correspondence to their respective organizations
- d) Voicing all organizational related concerns

SECTION I VOTING MEMBERS

Council of Student Organization Leaders' representatives, as members of registered student organizations in good standing, serve as the voting body for the CSOL. Voting members are responsible for the following:

- a) Voting on behalf of their respective organization as it relates to CSOL business.
- b) Ensuring each member of their respective organization is contributing 10 hours of community service to the community per semester.
- c) Fulfilling the goals and objectives of your organization.
- d) Abiding by all stipulations to remain in good standing.
- e) Submitting all required reports and other documentation by the stated deadlines

SECTION II NON-VOTING MEMBERS

Representatives of student organizations, not in good standing, Advisors of registered student organizations regardless of standing are all considered non-voting members of the CSOL.

SECTION III ASSOCIATE MEMBERS

Advisors and representatives of organizations in the process of becoming recognized as a registered student organization (In-Transition or Applying) by the Department of Laker Life are considered associate members until they are approved and registered with the University.

ARTICLE V. MEETINGS

SECTION I MEETING DETAILS

The Council of Student Organization Leaders shall hold a monthly full body in-person meeting for all registered student organizations, Presidents or duly elected representatives. Regular meeting times and days shall be agreed upon by the Council.

Special meetings can be called by the President of the Council. Council Officer meetings can be called by the President at any time with proper notification to each Council executive board member.

SECTION II MEETING STRUCTURE

The Council of Student Organization Leaders shall ensure that an open forum is maintained at all meetings in conjunction with the Department of Laker Life

Order of Business

- a) Check-In
- b) Call to Order
- c) Review of Agenda
- d) Unfinished Business
- e) Organization/Leadership Development
- f) Announcements
- g) Roll Call
- h) Adjournment

ARTICLE VI. ATTENDANCE POLICY

SECTION I FULL BODY MEETINGS

Attendance at all CSOL meetings is **MANDATORY** unless otherwise indicated by the

Council.

In the case of an absence from the President of your organization or another member of the executive board, your organization may be open to sanctions up to and including temporary suspension from hosting events.

SECTION II TRAINING AND WORKSHOPS

All Registered Student Organizations must attend two (2) training/workshop offered by the Department of Campus Life every semester as well as having two executive board members (one being the organization President) attend RESET annually. Of the two (2) mandatory semesterly training/workshops, all organizations must attend the Student Fees Advisory Board (SFAB) if applying for funds. Organizations who do not complete the required trainings/workshops will go into inactive status.

ARTICLE VII. COUNCIL MEMBERSHIP

The officers of the Council of Student Organization Leaders shall be comprised of the President, Vice-President, Financial Secretary, Organization Registration Chair, and Programming Coordinator. These officers constitute the Council Officers.

SECTION I. DUTIES AND RESPONSIBILITIES OF THE COUNCIL OFFICERS

PRESIDENT

The President shall:

- a) Be the Chief Executive Officer
- b) Be a member of the Council and an ex-officio member of the Council committees, unless there is no one eligible or able to run for office that currently serves on the Council Committee
- c) Create agendas and preside over all scheduled CSOL Officer and Full Body Meetings
- d) Have the power to appoint individuals to address tasks as deemed necessary, which will be held for a consensus of the CSOL Officers
- e) Establish ad hoc committees as they deem necessary.
- f) Serve on various committees or appoint a representative as requested by University Administrators
- g) Regularly meet with the CSOL Advisor to discuss upcoming events, programs, meetings, concerns, etc.
- h) Maintain the web page and all electronic media of communication (i.e. CSOL website, social media, newsletter, and student engagement platform)
- i) Assist in the flyer approval and posting process through Department of Laker Life
- j) Complete all tasks assigned by the Advisor so long as they do not conflict with CSOL constitution and the policies of the university.
- k) Be a voting member of the Council.
- l) Maintain and keep office hours.

VICE PRESIDENT

The Vice President shall:

- a) Perform the President's duties in their absence.
- b) Co-Preside over CSOL Officer or Full Body Meetings
- c) Be the CSOL ambassador.
- d) Assist student organizations with recruitment and retention of their membership.
- e) Preside over student organizations trainings.
- f) Review and approve the budget of CSOL in conjunction with the President, Financial Secretary, and the CSOL Advisor
- g) Record, maintain, and produce all Executive Board and Full Body Meeting minutes and agendas within 72 hours of their conclusion.
- h) Serve as a voting member of all committees.

- i) Serve as the chief communicant between committees and the Council.
- j) In the case of vacancy in the Presidential office, the Vice President shall automatically become President.
- k) Assist in the flyer approval and posting process through Department of Laker Life
- l) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with CSOL constitution and the policies of the university.
- m) Be a voting member of the Council.
- n) Maintain and keep office hours.

FINANCIAL SECRETARY

The Financial Secretary shall:

- a) Serve as chief financial officer of the Council and must monitor all expenditures.
- b) Review and approve budget of CSOL in conjunction with the President, Vice President, and the CSOL Advisor
- c) Keep an accurate account of monthly expenditures and reports.
- d) Give accurate financial reports at each Council Officer meeting.
- e) Serve as a member of the Student Fees Advisory Board (SFAB) Committee
- f) Assist in the flyer approval and posting process through Department of Laker Life
- g) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with CSOL constitution and the policies of the university.
- h) Be a voting member of the Council.
- i) Maintain and keep office hours.

ORGANIZATION REGISTRATION CHAIR (ORC)

The Organization Registration Chair shall:

- a) Conduct the Initial Review of all new and returning student organization applications.
- b) Communicate and maintain accurate records for New Student Organization Application processing.
- c) Maintain accurate records and Notify Student Organizations of the following:
 - a. Status of Organizations
 - b. Attendance/Absenteeism of CSOL Officer and Full Body Meetings
 - c. Fines
- d) Update all CSOL Binding Documents, to be voted on by the Council officers.
- e) Create all General Body Meeting PowerPoints
- f) Draft and conduct student club/organizations assessments.
- g) Distribute all assessments to student clubs/organizations in conjunction with Department of Laker Life
- h) Assist in the flyer approval and posting process through Department of Laker Life
- i) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with CSOL constitution and the policies of the university.
- j) Be a voting member of the Council.
- k) Maintain and keep office hours.

PROGRAMMING COORDINATOR

The Programming Coordinator shall:

- a) Primarily responsible for executing the Fall and Spring Organization Fairs and Student Organization Showcase (when applicable)
- b) Aid in the creation of programs that assist student organizations in their programming development.
- c) Be responsible for the creation and posting of all publicity, digital and hard copy.
- d) Document all CSOL activities, events, and programs through pictures, recording and collection of various publications.

- e) Assist in the flyer approval and posting process through Department of Laker Life
- f) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with CSOL constitution and the policies of the university.
- g) Be a voting member of the Council.
- h) Maintain and keep office hours.

SECTION II. COUNCIL OFFICER MEETINGS

- The Council officers shall meet weekly during the academic school year and in accordance with the University Academic Calendar unless otherwise ordered.
- Every Council Member is required to attend all Full Body and Council Officer Meetings.
- No official Council Officer Meeting may take place without quorum.
- A Council members absence from a meeting requires them to present written documentation to the President and Advisor 48 hours prior to the meeting.

QUORUM- Quorum shall be composed of 2/3 plus one of all positions filled. Four (4) Executive Board members must be present in all voting matters.

VOTING- A vote of 2/3 majority or quorum is needed to pass and constitute any action of CSOL.

SECTION III. ELIGIBILITY

- All Council Officers shall serve, simultaneously, as President or Vice President of a registered student organization or have served in the previous year as President or Vice President of a registered organization.
- All applicants must be enrolled as a full-time student at Clayton State University
- Any member of an organization can nominate an officer of an organization to serve on the Council of Student Organization Leaders
- All applicants must serve a full term on the Council. In the event that an applicant is also a candidate for graduation during the fall semester of the term one is applying for they will be ineligible to serve on the Council.
- No applicant can be in the office and also serve as an officer of the *Student Government Association*.
- All applicants must have a minimum 2.75 cumulative GPA at the time of elections and upon submission of one's application for any Council Officer position.
- All applicants must be in good judicial standing.

SECTION IV. ELECTION PROCESS

Elections for Council Officers will take place at the transition prior to the end of the current academic school year, unless otherwise indicated by the President in agreement with the CSOL Advisor. Voting shall take place by secret ballot. Two-thirds vote (67%) of the organizations present is required to be elected to an office.

GENERAL VOTING - Persons holding dual Presidency should arrange for the Vice President or designee to attend when voting, each person's vote shall count as one.

GOOD STANDING - Organizations in good standing are those that have met the criteria for recognition of the University and not under any alternative status due to being out of compliance with or in violation of policies, procedures and guidelines issued by the national/international headquarters, regional or state director, or the university (including but not limited to Department of Laker Life, Division of Student Affairs, or the Council of Student Organization Leaders (CSOL)), etc..

DEBATES, SPEECHES, FORUMS - Each candidate will be required to make a speech of no more than two (2) minutes in length. Questions will be taken from the floor after all

candidates for each respective office have completed their speeches. The question-and-answer session will be limited to 5 minutes; extension will be made only if absolutely necessary.

CANDIDATE BEHAVIOR - Candidates will be expected to conduct themselves with decorum and tact in all matters concerning the election. Including but not limited to refraining from directly attacking other candidates and slander.

DISQUALIFICATION - Candidates may be disqualified by failing to meet the eligibility requirements, submission of an incomplete packet.

SECTION V. COUNCIL OFFICER REMOVAL PROCEDURES

1. Any Council Officer may be removed from office for neglect of duty, misconduct or malfeasance of office.
2. Failure to maintain GPA and completion requirements as mandated in the SOC Constitution
3. Exceeding three unexcused absences from any CSOL related event including, but not limited to:
 - i. Council Officer meetings
 - ii. Full Body meetings
 - iii. CSOL Sponsored Events
4. Any Council Officer may be removed by the following removal procedures as specified below:
 - i. The Executive Board will review the case thoroughly.
 - ii. A vote of 2/3 majority or quorum of the Executive Board is needed for removal.
 - iii. The President of CSOL will preside unless proceedings of impeachment are upon them, in which case the Vice President of CSOL will preside.
 - iv. Written notification of the impeachment shall be given at least 48 hours in advance to the officer(s) who has violated the stipulations of CSOL Constitution.
5. Any Council Officer can make recommendations for removal. Declaration of Intent must be made in writing and given to the President prior to vote. The CSOL advisor must verify the letter.
6. Any officer removed through the impeachment proceeding may appeal in writing to the CSOL Advisor and the Director of Laker Life, who shall be the authority to make a final determination on the decision.
7. In cases where an officer has committed a violation of the Student Code of Conduct or commits such egregious behavior as to be detrimental to the standards and mission of CSOL, the CSOL Advisor may remove the officer from their position, giving written notification to the Executive Board of such action taken.

ARTICLE VIII. UNIVERSITY ADVISOR(S)

SECTION I. QUALIFICATIONS

The advisor(s) for the Council of Student Organization Leaders of Clayton State University shall be an administrative staff designated by the Department of Laker Life. The advisor(s) shall serve as the interpreter of but not limited to the CSOL Constitution and By-laws, University Policy, Policies and Procedures Governing the University System of Georgia (USG), and Georgia State Law.

SECTION II. RESPONSIBILITIES

- It is the responsibility of the advisor to meet at least once a week with the Executive Board and advise on University and Office policies.
- Meet one-on-one with each Executive Board member to aid in their leadership skills, questions, and concerns regarding student organizations.

- The advisor will attend CSOL Full Body meetings in order to help guide the CSOL Executive Board.
- The advisor will not have voting privileges within CSOL, but will make executive decisions where permitted, and deemed necessary.

ARTICLE IX. COMMITTEES

New committees can be created at the discretion of the Vice President with prior approval from the President and Advisor. The Vice President shall appoint the Committee Chairs, with an approval vote by the Council. Committee meetings will be determined and scheduled by the Vice President.

ARTICLE X. FINANCES

SECTION I. BUDGET

- CSOL programs shall receive an annual budget from student assessed fees. Funds shall be used to plan and execute student organization programs in the spirit and mission of the organization and the university.
- The Funds of this organization shall be generated through the Department of Laker Life, Organization Registration, and/or Fines established at the discretion of the current Executive Board. All funds are deposited into the University account.

SECTION II. REQUISITION OF FUNDS

All fund requisitions will adhere to normal University protocol; all requisitions must be approved and signed by the Financial Secretary of the organization and/or cleared via the President and the Advisor.

ARTICLE XI. PENALTIES

All penalties can be modified at any time at the discretion of the current Council Members. To implement a new penalty, the penalty must be proposed at the first student organization meeting of semester by the Council Members to the Presidents and Advisors of registered student organizations and be affirmed by a majority vote.

SECTION I. FINES

Fines are established at the discretion of the current CSOL members, in addition to any fines outlined in the constitution.

SECTION II. DEFUNCT/ON-DELAY

Defunct organizations are those which have failed to submit the annual student organization registration for a full academic year. Organizations may be placed on delay due to violation of university outlined Policies and Procedures and/or lack of completion of CSOL reports. That organization will then be inactive until requirements are met, or for a period of one to two months at the beginning of the semester.

SECTION III. INACTIVE

It has been determined that the organization has become inactive due to various reasons that include but are not limited to a lack of membership, absentee leadership, absence of the advisor, member apathy, restructuring, etc.

SECTION IV. DISCIPLINARY PROBATION

Organizations under disciplinary probationary status are those who have either fallen out of compliance with the university, CSOL, or of the Department of Laker Life.

A student organization may be placed on disciplinary probation for a specified period of time under conditions stated in writing. Probation includes a warning that any violation of the conditions, or any further acts of misconduct, will result in additional sanctions, which may include suspension or expulsion from the University.

SECTION V. SUSPENDED

Organizational suspension from Clayton State University means the student organization will cease all activities, denounce campus recognition, and/or disband for a set period of time or indefinitely. Suspended organizations cannot utilize university space for gathering purposes or participate in university activities. Once an organization's suspension period has ended, the organization may choose to submit a letter requesting re-instatement (if eligible).

SECTION VI. TERMINATION

Organizational termination means the student organization will cease all activities and will be permanently banned from Clayton State University. Terminated organizations cannot utilize university space for gathering purposes or participate in university activities. A student organization may be terminated due to a lack of participation from the student body OR severe violations of university outlined Policies and Procedures

ARTICLE XII. RATIFICATION

This constitution will become effective upon approval by two-thirds of the total membership of the Executive Board of CSOL. The Constitution shall then be presented to CSOL membership at the next full body meeting date.

Upon ratification, the Constitution shall become operative and shall supersede all previous versions of the Constitution and/or By-Laws of the Council of Student Organization Leaders of Clayton State University.

ARTICLE XIII. AMENDMENTS

- Amendments to this constitution may be submitted by any and all members of the Council of Student Organization Leaders.
- Amendments to the constitution must be submitted in writing to the President before the next scheduled Executive Board meeting.
- All amendments need a 2/3 affirmative vote of the Council of Student Organization Leaders and the approval of their Advisor at an Executive Board meeting in order for them to become approved and added to the constitution.
- All amendments shall then be updated, communicated, and shared with the entire Council of Student Organization Leaders at the next scheduled Full Body meeting.

ARTICLE XIV. BYLAWS

SECTION I. ANNUAL RENEWAL

Student Organization renewal is an annual process. Once an organization is registered, renewals must be completed every year, permitting the organization to operate during the academic year.

The renewal window will be determined upon the release of the upcoming academic year calendar. Registrations submitted outside of the renewal window will not be processed. The Department of Laker Life will notify organizations by emailing the president and advisor when the renewal period is approaching.

When renewing a student organization, ALL required/requested documents MUST be submitted in order for the packet to be considered complete. If the student organization fails to complete one of the registration requirements by the deadline, the organization will be inactive for the academic year.

SECTION II. END OF SEMESTER REPORTS

End of semester reports track the development and progress of student organization. The semi-annual report is a requirement to remain in active status as a Registered Student Organization. The Reports will be due at a time designated by the Council of Student Organization Leaders. Organization will be given at least 3 weeks to submit the report. Late submissions will be accepted at the discretion of the Council currently in office and may be

subjected to a fine.

SECTION III. FLYER APPROVALS AND POSTING

All flyers, posters, or other advertising materials must be approved (via stamp) by the Department of Laker Life before posting or distribution on the Clayton State University campus. Materials must be submitted for approval at least 5 business days prior to the event /activity.

There shall be no postings of any material or paraphernalia by student groups on any buildings, trees, or University signs. Postings should be done on approved campus bulletin boards or areas only after materials have received proper approval from the Department of Laker Life.

Any materials that remain posted for up to 48 hours after the conclusion of an event (signs, poster, etc.) will be disposed of and organizations/individuals will be subject to fines to be paid before another event is held or fines placed on the student's account. This is inclusive of student elections and organizational programs and weeks.

ARTICLE XVI. HAZING POLICY

Georgia State Statute

It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor.

Please refer to the Student Organization Handbook for the University's full policy on hazing.