

Class Officer Collective
Case Western Reserve University
Operating Bylaws
Established April 2005
Amended Spring 2007
Amended Spring 2008

Article I - Purpose

Section 1.1

The Operating Bylaws are the standing rules governing the operation and meetings of the Class Officer Collective. The Class Officer Collective is the coordination of the four class governments working in unity.

Section 1.2

These Bylaws, upon ratification, are inferior only to the Class Officer Constitution.

Article II – Meetings

Section 2.1

The Class Officer Collective shall convene weekly from the first week of classes to the last full week of classes in the Fall and Spring semester. Upon consultation with the Class Officer advisor, any officer may move to cancel a meeting with just cause.

Section 2.2

The Class Officer Collective may convene a special meeting with a one day (24 hours) notice. A special meeting may only be convened by any elected officers after consulting with the Class Officer Collective Advisor.

Section 2.3

The Class Officer Collective may move into closed session, at a meeting with quorum present, with a $\frac{3}{4}$ vote of elected officers. During a closed session of the Class Officer Collective only elected officers and the advisor may be in the room. Closed session meeting may be reopened with a $\frac{3}{4}$ vote of present elected officers. Closed session meetings shall only be called for under extenuating circumstances or when discussion is of a confidential nature.

Section 2.4

Minutes shall be kept at all Class Officer Collective Meetings. At each Class Officer Collective meeting a member of the collective shall be appointed as the meeting's secretary, who is responsible for keeping minutes. Minutes shall not be kept during closed session, and thus are not part of the public record.

Section 2.5

A quorum of the Class Officer Collective shall be defined as a simple majority of the total voting members.

Section 2.6

Attendance at all meetings and functions of the Class Officer Collective is expected of every class officer. If a meeting is to be missed, the advisor or meeting chair should be contacted no sooner than twenty-four hours in advance.

Article III – Agendas

Section 3.1

Agendas will be made for all Class Officer Collective meetings.

Section 3.2

Agenda items must be sent electronically to the advisor or meeting chair six (6) hours prior to the Collective convening.

Section 3.3

Any person who is not a member of the Class Officer Collective may present an issue to the Class Officer Collective; however, they must be placed on the agenda and notify the advisor or meeting chair that they wish to meet with the collective.

Article IV – Offices

Section 4.1

The freshmen class shall elect a President, Vice President, Secretary, and Treasurer in the fall for a term of one year. The sophomore, junior, and senior classes shall elect a President, Vice President, Secretary, and Treasurer in the spring for a term of one year. The election shall be done in accordance with the election procedure of USG. The Class Officer Collective shall appoint one current officer, who is not running in the election, to act as Election Commissioner and work the USG election commissioner for that election cycle.

Section 4.2

The Senior class President and the Collective Treasurer (see Section 6.7, below) shall represent the Collective on the Student Executive Council (SEC). In the event that the Senior President cannot serve, he may choose another Senior Officer or class President to serve in his place. In the event that the Collective Treasurer cannot serve, the Senior class Treasurer (or the most senior available representative) shall serve.

Section 4.3

All candidates for Senior class President must have served in an elected class officer position for at least one semester. The position served does not have to be a class president, and does not have to be in the semester or year immediately preceding the current election cycle. If no potential candidates with previous Class Officer experience choose to run for Senior class President, then this requirement will be ignored for the current election and the position will be open to all rising seniors.

Section 4.4

Appointed offices may be established by the Class Officer Collective as they are deemed necessary. These appointed officers shall be members of the Class Officer Collective, but will not have voting privileges.

Section 4.5

By a majority vote the Class Officer Collective may appoint liaisons to such organizations that require working in close connection with the Class Officer Collective. These liaisons will communicate openly the desires of the Class Officer Collective and report back to the Class Officer Collective on all matters of pertinence to them. This liaison is not authorized to make major decisions, but rather to simply serve as a means of communication.

Article V – Committees

Section 5.1

The Collective shall create committees for all campus wide events, and the committee's role will involve determining the tasks necessary for the events, and ensuring that the tasks are delegated to and executed by all members of the collective.

Section 5.2

An Event Chair or Co-Chairs shall be selected for all campus wide events that the Collective is responsible for programming. The Event Chair or Co-Chairs will be selected by a simple majority of the Class Officer Collective. The Event Chair or Co-Chairs need not be an elected officer, but must be a member of the Class Officer Collective. The Event Chair or Co-Chairs will work on securing all contracts and work in conjunction with the advisor to ensure that the proper University official signs the contact. The Event Chair or Co-Chairs will work closely with the advisor and the Office of Student Activities and Leadership to ensure the success of the event and maintain the budget for the event.

Section 5.3

The Class Officer Collective shall appoint chairs or co-chairs for all committees within each event. These committee chairs shall be directly responsible to the aforementioned Event Chair or Co-Chairs. Committee Chairs or Co-Chairs need not be an elected officer, but must be a member of the Class Officer Collective.

Section 5.4

All Committees will maintain documentation pertaining to the planning and execution of an event; this documentation shall be kept by the Advisor and available as a reference tool. This documentation should include, but is not limited to, copies of contracts, contacts, e-mails, advertisements, copies of university publications, copies of receipts, committee minutes, and analysis of the success of the event.

Article VI – Budget & Finances**Section 6.1**

The Class Officer Collective shall receive funding through the Student Activities Fee, and through outside fundraising if necessary. The percentage of the Student Activity Fee received shall be determined by the Student Executive Council.

Section 6.2

Each Class Treasurer, in consultation with the remainder of the cohort, shall draft a budget for their class. This budget must be submitted to the advisor by the fourth week in each academic semester.

Section 6.3

Each Class's budget must be presented to the Class Officer Collective by the fourth week in the academic semester. Regular updates as this budget changes should be provided to the Collective Treasurer and the Advisor.

Section 6.4

Each Event Chair, in consultation with the advisor and committee chairs, must submit a budget for campus wide events to the Class Office Collective prior to the event for approval by a majority of the elected members.

Section 6.5

Class Treasurers and Event Chairs or Co-Chairs will work closely with the advisor and the Office of Student Activities and Leadership to ensure proper funding and expenditures.

Section 6.6

Elected Officers and Event Chairs or Co-Chairs may not spend over \$150 outside of the established budgets without consultation of the advisor and Collective Treasurer.

Section 6.7

The Class Officer Collective shall have a Collective Treasurer. This treasurer will be elected by a simple majority of the Class Officer Collective by their fourth meeting of the academic year, and shall serve in this capacity until the University's Spring Commencement. The Collective Treasurer must be an elected officer. The Collective Treasurer maintains the right to appoint Treasurers for individual events. These individual event Treasurers will work closely with the Collective Treasurer and the Event Chair or Co-chairs to ensure that proper accountancy of monies is coordinated during the event. It shall be the duty of the Collective Treasurer to prepare a detailed financial statement of the Class Officer Collective by the last day of spring exams. This financial statement shall be part of the Class Officer Collective's public record. All of the aforementioned documents shall be updated regularly.

Article VII – Open Record**Section 7.1**

The Class Officer Collective shall keep a public record. It shall contain minutes of all Class Officer Collective Meetings and budgets and expenditures of all classes and events. In addition, it shall also

contain all current Bylaws. This record shall be kept by the Advisor or his/her designee, and must be presented within 48 hours of the request for information.

Section 7.2

The Class Officers Collective will display all of the aforementioned documents on a website accessible by all undergraduate students.

Article VIII – Removal of Officers

Section 8.1

If an officer is not performing his abilities or has been subject to disciplinary action, the other three officers in his class may initiate impeachment procedures by a unanimous vote (amongst the three of them). The impeached officer may choose to resign at any time.

Section 8.2

A 3/4 vote of the entire Class Officer Collective is required to continue with impeachment. All officers must vote in this, but only after a hearing where all members are present.

Section 8.3

If 3/4 of the Collective votes to remove the officer, a referendum must be held among all students in the impeached officer's class. If there is a 2/3 majority in favor of removal, the impeached officer will be removed from office and the position will be filled as soon as possible (See Article IX below).

Article IX – Open Positions

Section 9.1

Any position that is open due to resignation or disciplinary action will be defined as an open position.

Section 9.2

All open elected positions will be filled by an internal election among the remaining officers. The Collective will be responsible for soliciting applications or nominations for all open positions.

Section 9.3

In the case of a Class President resignation, the role will be filled by the Vice President of the class and elections will be held by the Collective to replace the vacated Vice President position.

Section 9.4

All open appointed positions will be filled by the collective within three weeks of their vacancy.

Article X- Amendments

Section 10.1

Amendments to these bylaws shall be proposed at a regularly scheduled meeting with quorum present. These amendments must be sent electronically to the Class Officer Collective one day (24 hours) prior to voting on the amendments

Section 10.2

Amendments to these bylaws must be ratified by a ¾ majority of the Class Officer Collective.