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BYLAWS

Of The Clarkson Open Source Institute

ARTICLE I - Name

The organization comprised of the Internet Teaching Lab, Virtual Reality Lab, and Open Source Lab, shall be known as the Clarkson Open Source Institute. The Institute is also referred to as COSI.

ARTICLE II - Purpose

The Institute is organized and operated primarily for the purpose of providing and enhancing learning opportunities, inside and outside of the classroom; in furtherance thereof, the specific objectives of the organization are:

1. Establish and administer the Internet Teaching Lab, Virtual Reality Lab, and Open Source Lab
2. Promote the awareness, use, and development of free- and/or open-source software among its members, the University, and the wider community.
3. Operate professional-grade IT services and infrastructure in a learning environment, allowing members to gain real-world experience
4. Provide a friendly, welcoming, and open space in the academic environment, to foster student engagement, interaction, and extracurricular projects

ARTICLE III - Membership

1. Any member of the Clarkson University community (including, but not limited to, students, faculty, and staff) may self-register as a member.
2. Any member in frequent attendance of weekly meetings shall be considered an Active member.

ARTICLE IV - Officers

The officers of the organization shall be the two Co-Directors.

ARTICLE V - Elections

1. The Co-Directors shall be elected at the annual Election Meeting. They shall take office at the start of the next academic term and serve until their successor takes office.

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2. The office of Co-Director shall be held only by a current full-time undergraduate University student who has been an Active member for no less than two consecutive academic terms; they shall maintain Active member status whilst holding office.
3. Any candidate for the office of Co-Director must reasonably expect to continue to meet the requirements of office for, at minimum, the next two academic terms.
4. A member may serve in the office of Co-Director for a maximum of two years. 5. In the event of a vacancy caused by resignation, removal, or disability, the remaining Executive Council shall choose either to continue with one Co-Director until the next Election Meeting, or choose another Active member to take office.
6. The annual Election Meeting shall be held at the final meeting of the autumn term. 1. Prior to the meeting, a list of nominees shall be selected by the current Executive Council.
 2. The Executive Council shall establish a method for voting, either publicly or privately. 3. Following the presentation of the nominee list, any final nominations may be made from the floor by any Active member.
 4. After nominations are closed, the members present shall vote.
 5. A majority of votes cast is necessary for election to office.
 6. The Faculty Advisor shall resolve any tie, conflict, or dispute.

ARTICLE VI - Appointment of Officers

1. The Co-Directors shall be charged with appointing all other officers, in consultation with the Executive Council.
2. At the first meeting of each academic term, the Co-Directors shall announce the appointees to each office.
3. Any member being appointed to office shall have accepted the offer prior to its announcement.
4. Officer appointees shall be full-time University students who have been Active members for no less than one academic term; they shall maintain Active member status whilst holding office.
5. In the event of a vacancy caused by resignation, removal, or disability, the remaining Executive Council shall choose either to delegate the responsibilities of the office to a particular Co-Director, or choose a new appointee to the office.

ARTICLE VII - Duties of Officers

1. The Co-Directors shall be primarily responsible for facilitating the day-to-day business of the organization. The Co-Directors shall preside over all meetings of the organization and of the Executive Council. The Co-Directors shall represent the organization when interacting with exterior entities.
2. The Treasurer shall be responsible for the finances and assets of the organization. The Treasurer shall maintain the organizational ledger and handle any financial instruments. The Treasurer shall also track any and all assets of significant value throughout their lifetime. At the end of each term, the Treasurer shall produce a public report of all financial data.
3. The Secretary shall be responsible for maintaining the organizational records. The

Secretary shall keep minutes of all organization meetings and Executive Council meetings.

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The Secretary shall prepare the annual report for external distribution at the end of each year.

The Secretary shall send official notification to the organization, the Faculty Advisor and any other concerned parties of any changes in the officers of the organization. The Secretary shall also maintain records of Active members for each academic term.

4. The ITL Officer shall be responsible for the day-to-day operation of the Internet Teaching Lab. The ITL Officer shall ensure the proper functioning of all software and hardware within the lab, as well as its suitability for classroom use. The ITL Officer shall be the person of record for any issues or changes needed by students or instructors to the lab infrastructure. The ITL Officer shall be responsible for producing a schedule of regular usage of the lab. The ITL Officer shall also be responsible for scheduling any events within the lab.
5. The IT Officer shall be responsible for the day-to-day operation of the Server Room and any services provided. The IT Officer shall ensure the proper functioning and security of all software and hardware within the Server Room. The IT Officer shall work with the Secretary to document information about any assets that are or will be installed in the Server Room on a permanent basis. The IT Officer shall work with individual service maintainers on maintaining best practices for security and configuration management. The IT Officer shall work with the ITL Officer to ensure the functioning of services needed for classroom use. The IT Officer shall maintain current contact information for OIT and the NOC. The IT Officer shall be the administrator of record for the network, and must provide current contact information as needed to OIT and the NOC.
6. The Site Officer shall be responsible for the day-to-day operation and maintenance of physical resources. The Site Officer shall to liaise with Plant Operation & Maintenance and Campus Safety and Security as needed to ensure safe functioning of all equipment. The Site Officer shall maintain a plan to maintain the cleanliness and organization of the physical space. The Site Officer shall maintain a policy regarding the use of any public equipment. The Site Officer shall maintain a policy regarding personal items within the labs.

ARTICLE VIII - Executive Council

1. The Executive Council shall consist of the organization officers and the Faculty Advisor by invitation of the Co-Directors.
2. The only instances where the Faculty Advisor may vote in Executive Council meetings is in the instances of breaking a tie or making a tie vote.
3. Except as otherwise provided by these Bylaws, the Executive Council shall act for the organization in all matters except amendment of these Bylaws.
4. Minutes of all Executive Council meetings shall be available for inspection by any member of the organization and shall be filed with the organization records.
5. Meetings of the Executive Council shall be called by the Co-Directors or Faculty Advisor at their discretion, or upon request of any member of the Executive Council.

ARTICLE IX - Faculty Advisor

1. The Faculty Advisor is a permanent position.
2. In the event of vacancy or prolonged absence of the Faculty Advisor, the position shall be

filled by the vote of a quorum of Active members.

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3. The Faculty Advisor shall be generally responsible for advising in the operation of the organization and at all meetings.
4. The Faculty Advisor shall:
 1. Help provide continuity from year to year as student leadership and personnel change;
 2. Promote good student-faculty relationships;
 3. Help maintain University standards in all activities of the organization;
 4. Exercise financial supervision if necessary by
 1. Promoting tracking and prompt payment of bills,
 2. Overseeing the settlement of any accounts in the event of any dispute or dissolution of the organization;
5. Represent the interests of members of the organization to the faculty and administration;

ARTICLE X - Meetings

1. Meetings shall be held weekly at a regularly scheduled time.
2. The organization may hold meetings only in places that are open to all members of the student body.
3. Notices shall be distributed to all members prior to any change in meeting time or location. 4. A quorum of members of this organization for the conduct of business shall consist of 10 members or a majority of Active members of the organization (which is 1/2 of the total Active members plus one), whichever is smaller.

ARTICLE XI - Disbursements

1. Disbursements from the Treasury for organizational expenditures shall be made by under authorization of the Treasurer and Faculty Advisor, and be included in the meeting minutes. 2. Any personal purchases over \$10 must be approved prior to submittal for reimbursement.

ARTICLE XII - Removal of Officers

1. To remove any elected or appointed officer from his or her position, a petition with signatures of at least 1/2 of the Active membership must be presented to the whole Executive Council who will in turn present it to the whole membership at a regularly scheduled meeting.
2. The petition must specify the reasons for this petition for removal from office and specify which officer is being considered for removal.
3. A special election meeting shall be held following the meeting where the signed petition was presented to the membership. A simple 2/3 majority vote of the total members present shall decide the outcome of this issue.

ARTICLE XIII - Amendments and Procedures 1.

Amendments to these Bylaws shall be made in the following manner: 1. The proposed amendment shall be read at a regularly scheduled meeting. 2. A copy of the proposed amendment shall be sent to the Faculty Advisor. 3. After approval of the Faculty Advisor, the

proposed amendment shall be sent in writing to all registered members of the organization with a notice of a subsequent meeting at which the amendment will be considered.

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4. At the designated meeting, the amendment shall be read again, discussed, and voted upon. Two-thirds of the members present and voting shall be required to adopt the amendment.
2. The rules in Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws. 3. Rulings on any point of procedure not included in these Bylaws shall be made by the CoDirectors with the approval of the Faculty Advisor.

Article XIV - Reviewing and Revising These Bylaws

A standard review of these Bylaws shall be made by the Faculty Advisor and Executive Council and recommendations shall be made by the Executive Council for any proposed changes or amendments as described in Article XI of these Bylaws.

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Article XV - Jurisdiction of These Bylaws

1. These Bylaws shall supersede and replace any and all bylaws and standing rules of all previous associations of the Clarkson Open Source Institute.
2. The rules, policies, and procedures of Clarkson University are recognized as supreme over these Bylaws.

Article XVI – Hazing

Neither this organization nor any member of it may authorize any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this organization. This organization shall be subject to rescission of permission to operation on campus property and loss of the CUSA recognition, if applicable, in addition to any other disciplinary procedure if found in violation of the hazing policy.

Article XVII – Sexual Harassment and Discrimination

1. This organization will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical, mental, or emotional disability, age, marital status, sexual orientation, gender identity, or religious affiliation.
2. This is to include any actions which are deemed to be demeaning to all but not limited to strict definitions of sexual assault or battery.

3. Any incidents involving sexual assault shall be reported to the Title IX Coordinator and handled through the Code of Conduct per Clarkson University Guidelines