

# **CSI CONSTITUTION**

**Updated [March, 2018]**

## **ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is the Council for Scholarship and Inquiry. Council for Scholarship and Inquiry may also be referred to as CSI in publicity materials and correspondence. Council for Scholarship and Inquiry is affiliated with the Office of Undergraduate Research and Inquiry at Florida Atlantic University in Boca Raton, FL. The Office of Undergraduate Research and Inquiry may also be referred to as OURI in additional publicity materials and correspondence. The website of the Office of Undergraduate Research and Inquiry is <http://www.fau.edu/ouri/>.

## **ARTICLE II. PURPOSE OF ORGANIZATION**

The Council for Scholarship and Inquiry is established for the purpose of promoting undergraduate involvement in inquiry and scholarship through fostering a culture of research at Florida Atlantic University and providing students with opportunities to become immersed in this developing research culture. Focused at the undergraduate level, but encompassing graduate students, opportunities sponsored by CSI includes the maintenance of the undergraduate research journal, peer mentoring, and peer advising focused at the undergraduate level at FAU. CSI aims to help students gain access to FAU's great existing resources as well as create new ones to enhance the scholarship, creativity, critical thinking, and academic excellence of undergraduate students at FAU. CSI also aims to encourage and foster school pride and unity at FAU through the promotion of these scholarly activities, collaborative, critical thinking opportunities, and outlets of creativity and academic excellence.

## **ARTICLE III. MEMBERSHIP**

Section A. Membership in Council for Scholarship and Inquiry is open to all enrolled students at Florida Atlantic University. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

Section B. Council for Scholarship and Inquiry shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. Council for Scholarship and Inquiry shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. Council for Scholarship and Inquiry shall be open to all currently enrolled FAU students, except if specifically exempted by law.

## **ARTICLE IV. UNIVERSITY REGULATIONS**

Section A. Council for Scholarship and Inquiry will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Registered Student Organization Manual.

Section B. Council for Scholarship and Inquiry agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Registered Student Organization Manual.

## **ARTICLE V. OFFICERS**

Section A. In order to be eligible for an officer position, candidates must meet requirements as specified by FAU Regulation 4.006. All officers must be registered, degree-seeking FAU students who meet the University's minimum qualifications for student officers. Undergraduate students must maintain a 2.5 cumulative GPA and be registered as full time and enrolled in at least 12 credits to maintain an officer position. Graduate students must maintain a 3.0 cumulative GPA and be registered as full time and enrolled in at least 6 credits to maintain an officer position. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 12 college credits.

Section B. The officers of this organization shall be President, Vice President, Secretary, Treasurer, Fundraising Director, Travel Coordinator, Marketing Director, Outreach Coordinator, and FAUURJ Editors-in-Chief. Per the officer positions, the following committees will lead CSI: Budget Committee, Outreach and Recruitment Committee, and Faculty Engagement Committee. The Treasurer, who will be working with the Fundraising Director, will oversee the Budget Committee. The Outreach and Recruitment Committee will include the Marketing Directors and Outreach Coordinators. The Faculty Engagement Committee will be lead by CSI's advisor.

Section C. The duties of the officers are as follows:

Part 1. The President shall preside at all meetings of the organization, conduct them according to the rules adopted, and shall coordinate the work of the officers and committees. He/she shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the club, and perform all other duties pertaining to the office of President. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.

Part 2. The Vice President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve. In addition, he/she shall lead the Outreach and Engagement Committee and advance club interest and activity as approved by the club. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.

- Part 3. The Secretary shall keep a record of the proceedings of all meetings, carry on all correspondence, including but not limited to correspondence with FAU event planning and COSO, organize Meeting of the Minds Events through Owl Central, send out weekly emails to the organization, , and assist the President in meetings through meeting minutes, relaying all information in note form to officers, attaining and completing club paperwork. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.
- Part 4. The Treasurer shall receive all monies of the Council for Scholarship and Inquiry; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every officer meeting of Council for Scholarship and Inquiry and at other times when requested by the President or Vice President. The Treasurer will be required to attend all funding meetings through COSO and create a guide book including, but not limited to the following: ordering food through Chartwells, ordering promotional items, working with the FAUURJ Editors in-Chief, and creating proposals for the annual budget funding and emergency funding. At the end of his/her term, he/she shall turn over everything in his/her possession belonging to the club to his/her successor.
- Part 5. The Fundraising Director shall develop and foster relationships with local businesses to gain donations and establish working partnerships. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.
- Part 6. The Travel Coordinator shall plan and coordinate all Undergraduate travel requests as well as communicate with the Accounting and Budgeting Office in benefit of undergraduate students participating in scholarly, research activities both statewide and national. The Travel Director is responsible for scheduling travel methods, arranging hotels, and food for CSI travel events. He/she is also responsible for ensuring that all travelers complete the appropriate paperwork in a timely manner before and after travel. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.
- Part 7. The Marketing Director shall develop media relations, organize and manage club advertising, and submit all necessary paperwork to FAU regarding media relations. Marketing Director is also responsible for printing advertisement through COSO each semester. At the end of his/her term, he/she shall turn over everything in his/her possession belonging to the club to his/her successor.
- Part 8. The Outreach Coordinator shall work closely with the Marketing Director to advertise club events and meetings to the FAU community; with major focus on undergraduate students. Outreach Coordinators will be responsible for tabling opportunities across campus and will be required to hold two tabling events per month. The Outreach Coordinators will be focused on recruitment for the organization and will hold one General

Body Meeting each month to keep members engaged within the organization. At the expiration of his/her term, he/she shall turn over everything in his/her possession belonging to the club to his/her successor.

Part 9. The FAUURJ Editors-in-chief shall manage most, if not all, aspects of the Florida Atlantic University Undergraduate Research Journal. Duties include but are not limited to developing and fostering relations with graduate students and faculty for peer review of manuscripts, formatting of selected manuscripts, and budgeting and mass production of the journal itself across all FAU campuses. At the expiration of his/her term, he/she shall turn over everything in his/her possession belonging to the club to his/her successor.

Section D. Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed. If an officer chooses to leave before the term is up they are required to submit 2-3 weeks' notice of resignation to the advisor.

Section E. Any officer of Council for Scholarship and Inquiry may be removed from office through the following process:

Part 1. A written request by at least three voting officers of the organization shall be submitted to the President. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2. A two-thirds majority vote of all officers of CSI is necessary to remove the officer.

Part 3. In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

Section F. Officer vacancies occurring between elections must be filled by special elections at the first regular meeting following withdrawal or resignation.

Part 1. Term of replacement office will last until the end of the elected academic year.

Part 2. If deemed necessary, officers may be removed by a three-fourths vote of the members.

## **ARTICLE VI. ELECTIONS**

Section A. The officers of the Council for Scholarship and Inquiry shall be elected by ballot of the members present; with the exception of the FAUURJ Editors-in-Chief and Travel Director positions.

Part 1. Candidates for the FAUURJ Editors-in-Chief positions will be interviewed by the President, Vice President, and Student Organization Advisor prior to consideration of nomination of placing candidates onto ballot for election.

Part 2. Candidates for the Travel Director position will undergo the same interview and application process as the candidates for the OURI Peer Mentoring Program. Candidates will be selected for nomination onto ballot for election by the joint efforts of the CSI executive board and OURI.

Part 3. Candidates for presidency of CSI must have earned at least 12 college credits at FAU.

Section B. If a tie occurs, tie breaks will be as follows:

Part 1. The person(s) elected will defer if he/she has held the position previously.

Part 2. The person(s) elected will defer to the person(s) with no prior experience in office.

Part 3. Seniority in undergraduate education will be given precedence.

Part 4. GPA will be used as last tie break.

Section C. Officers shall be elected by the fourth officer meeting in the spring semester of the current academic year and shall take office immediately.

Section D. An officer may voluntarily hold more than one position of office if he/she runs unchallenged in the election of officers.

Section E. Officers can be reelected by unanimous vote, however, he/she will defer to person(s) with no prior experience in office, if vote is not unanimous.

Section F. A student may serve in the same position or office for a maximum of two years during his/her academic career at FAU. A student's academic career includes his/her undergraduate, graduate, and professional course work.

## **ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Section A. All Registered Student Organizations must have least one advisor who is a full-time faculty, AMP or SP staff member at FAU.

Section B. The advisor will be selected whose faculty position, or interests, reflect the interests of Scholarship and Inquiry.

Section C. The advisor will meet with officers, give final approval for project and event proposals, as well as oversee activities of CSI.

## **ARTICLE VIII. FINANCE**

Council for Scholarship and Inquiry will request funding from COSO to pay for events and promotional items. It will also raise funds through carwashes, business sponsorships, and similar activities to help cover the costs of other operational expenses of the organization. Members will be expected to participate in these fundraising activities. The Council for Scholarship and Inquiry will not require membership dues.

## **ARTICLE IX. DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury located in an off campus bank account, after outstanding debts and claims have been paid, shall be donated to the Office of Undergraduate Research and Inquiry for the purposes of continued funding of the Undergraduate Research Grants, Summer Undergraduate Research Fellowships, and undergraduate student travel to conferences.

## **ARTICLE X. AMENDMENTS TO THE CONSTITUTION**

The constitution or bylaws may be amended by a two-thirds vote of the officers. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next regular meeting, providing all members have been notified by email of the intent to amend the constitution and/or bylaws at said meeting.

CSI will have each member complete the following forms as a condition of membership: 1) Release of Liability Agreement, 2) Student Travel Code of Conduct, 3) Photo/Video release. These forms must be completed annually by every member for participation in any travel-related, CSI activities.