

Western New England University  
Springfield, MA 01119

## GOLDEN BEAR COMMUTER COUNCIL

### PREAMBLE

We, students of Western New England University and members of the Commuter Council, establish this constitution for the members with the belief that they will carry out its intentions to the best of their ability.

### ARTICLE I

This organization shall be known as the Golden Bear Commuter Council (or G.B.C.C.) of Western New England University.

### ARTICLE II

#### MEMBERSHIP

Membership shall be limited to full-time undergraduate students that have paid the students activities fee at Western New England University and Western New England University honorary members are faculty, staff, or alumni who have fulfilled the qualifications of, and are elected in accordance with the By-laws of this organization.

### ARTICLE III

#### PURPOSE

The Commuter Council serves as a gateway for commuters to connect with on another. The council encourages commuters to engage in events on and off campus as well as promoting commuter ideas. The council acts the ensure that there is a voice for commuters on campus.

### ARTICLE IV

#### OFFICERS

The officers of this organization shall consist of:

President  
Vice President  
Secretary  
Treasurer

All of whom shall be active members in good standing with the University.

### ARTICLE V

#### MEETINGS

Section 1. There shall be two types of meetings:

Regular  
Special

Section 2. All meetings will be held as provided for in the By-laws.

ARTICLE VI  
(REQUIRED)

DISCRIMINATION POLICY

Western New England University does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, gender expression or disability in admission to, access to, treatment in, or employment in its programs and activities.

ARTICLE VII  
(REQUIRED)

DRUG & ALCOHOL POLICY

This organization recognizes the importance of personal and communal responsibility with respect to its drug and alcohol policy. Members of this organization are expected to make responsible choices regarding their use or non-use of drugs and alcohol. Use of such substances is not an acceptable excuse for irresponsible behavior. The organization and University rightfully assume that any student who has used or consumed drugs and/or alcohol is responsible for this choice and his/her resulting behavior. As part of the educational process communal responsibility, personal accountability includes acceptance of the consequences for violating specific standards of behavior in this organization and in the University's Drug and Alcohol Policy and Student Code of Conduct.

ARTICLE VIII  
(REQUIRED)

ADMINISTRATIVE RESPONSIBILITIES

Section 1. This organization shall have a full-time University Faculty or staff advisor who shall be notified of all meetings and who may sit in on all meetings, regular or special.

Section 2. In as much as this is a University organization and the members, as well as the organization itself, represent Western New England University, there shall be no actions or activities conducted which would be considered to go against university policy as established by the Administration of the University.

ARTICLE IX  
(REQUIRED)

AMENDMENTS

- Section 1. Amendments to this Constitution shall require a two-thirds (2/3) majority vote of those voting at a meeting at which a quorum is present.
- Section 2. Proposed amendments to the Constitution shall be distributed, in writing, to all active members in the organization, the Student Senate and the University Administration at least two (2) weeks prior to the meeting (Section 1, above) at which it will be discussed.
- Section 3. All amendments to the Constitution and the By-laws must be approved by the Student Senate and the University Administration before becoming effective.

ARTICLE X

BY-LAWS

This organization will adhere to a set of By-laws, which will be its governing document, when not in conflict with this Constitution or Western New England University policy.

## SIMPLE BY-LAWS

### ARTICLE I

#### MEMBERSHIP

Section 1. There are three categories of members:

Active  
Inactive  
Honorary

Active Members: Eligibility for active members will be limited to Western New England University full-time undergraduate students.

Inactive Members: Inactive membership can be extended to previously active members who have graduated from the undergraduate curriculum: inactive membership may also be utilized for those previously active members who did not fill the requirements of the Constitution and/or the By-laws currently in effect.

Honorary Members: Honorary membership may be granted to any member of the Western New England University community who is not currently an active member, honorary members include faculty, staff, and alumni.

Section 2. In order to be considered for active membership, the individual must have expressed an interest in becoming a member and must meet the requirements for membership as outlined in Article I, Section I of these By-laws.

Section 3. Any member may terminate his or her membership by submitting a written resignation to the Secretary.

### ARTICLE II

#### MEETINGS

Section 1. Regular Meetings: Held every week during the academic year, unless deemed unnecessary by a majority vote of the officers. However, at least one regular meeting must be held every four weeks during the academic year.

Section 2. Special Meetings: May be called by the President or at the request of one-third (1/3) of the active members. No business shall be proposed or transacted at a special meeting other than that specified in the call of the meeting.

Section 3. A regular or special meeting shall be held annually after the beginning of the academic year in order to reorganize for the coming year. This meeting should be held no later than the first week of October each year.

- Section 4. Officers shall be elected at a meeting called by the Presidents before April 15<sup>th</sup>, in accordance with the following procedures:
- A. Nominations shall be made from the floor.
  - B. Balloting shall be secret.
  - C. The candidate will be voted upon in the following order:
    - President
    - Vice President
    - Secretary
    - Treasurer
  - D. Any individual gaining a plurality at such elections shall be declared elected.
  - E. The ballot shall be counted by persons selected by the presiding officer.
  - F. The presiding officer shall be the President except that, in his/her absence, the presiding officer will be the officer listed next in descending order in Article III of the Constitution.
  - G. Voting by proxy is forbidden

Section 5. Notice must be given to all active members at least three days prior to each meeting. Sufficient notification of all meetings shall be considered to have been given when notice of the meeting is posted on the main Campus bulletin boards, specifically within the Campus Center.

Section 6. All meetings shall be conducted according to parliamentary procedure as outlined in Robert's Rules of Order except as provided for on the By-laws.

Section 7. Quorum: One half (1/2) of the active members shall constitute a quorum authorized to transact and business usually presented at any meeting. Voting shall be restricted to those active members present at any regular or special meeting.

### ARTICLE III

#### OFFICERS

Section 1. All officers' duties run for one year - - from April 1 of the year in which they are elected to March 31 of the following year.

Section 2. Any vacancy in any elected office, except the President's office, shall be filled by a plurality vote of the active members present at a regular or special meeting called for that purpose. In the event of a vacancy in the President's office, the Vice President will automatically assume the President's Office, and a new Vice President elected. Should a situation arise where there is a vacancy in both the President's and Vice President's office at the same time, then both of the offices will be filled by the electoral process as outlined in Article II, Section 4 of these By-laws.

Section 3. All officers will have at the time of taking office and maintain a minimum of a 2.3 GPA.

Section 4. The powers and duties of the President shall be as follows:

- A. Presides over all meetings.

- B. Appoint all standing committee Chairpersons, subject to approval of the membership and in accordance with Article IV, Section 1 of these By-laws.
- C. Call special meetings in accordance with Article II of these By-laws.
- D. The President shall have the power and responsibility for the execution of all provisions of the Constitution and By-laws, in addition to all activities of the organization.
- E. Appoint all special committees.
- F. Perform such other duties as may be required by the membership.

Section 5. The powers and duties of the Vice President shall be as follows:

- A. To act as presiding officer in the absence of the President.
- B. Serve ex-officio on all committees, standing and special.
- C. Perform such other duties as may be required by the membership.

Section 6. The powers and duties of the Secretary shall be as follows:

- A. To record accurately and keep in permanent form the minutes of all meetings and distributing a copy of such to the Office of Student Activities and Leadership Development of the University.
- B. To notify members of all regular and special meetings.
- C. To perform such other secretarial duties as would normally be required.

Section 7. The powers and duties of the Treasurer shall be as follows:

- A. To verify and arrange for payment of all vouchers of expenditures which have had previous approval of the membership as provided in Article V, Section of these By-laws.
- B. To see that all monies of the organization are deposited and dispersed through the office of the Office of Student Activities and Leadership Development and that a budget be submitted to the Student Senate when the latter requires one.
- C. To file a complete report of the financial condition of the organization not less than twice a year with the Office of Students Activities and Leadership Development and provide such more frequent reports to the Office of Student Activities and Leadership Development as may seem necessary or when requested.
- D. To serve ex-officio on all standing and special committees where allotted funds are involved.
- E. Perform other duties as required.

#### ARTICLE IV

#### COMITTEES

Section 1. The following shall be standing committees of the organization: No committees have yet been assigned.

Section 2. Special Committees shall be automatically dissolved after the function, in which they were created for, is completed.

## ARTICLE V

### FINANCES

Section 1. Appropriations: No appropriation of funds shall be made without prior approval of the active membership. Such approvals will be considered given and authorized if, at a regular or special meeting, a majority of the active members present vote in favor of the appropriation. If there are any questions, please check the Treasure's Handbook. All clubs and organizations are subject to regularly scheduled audits with the Finance Committee of Student Senate.

Section 2. The Treasurer shall arrange for payments, in accordance with Article III, Section 6 of these By-laws, of all duly authorized (see Section 1, above) expenses incurred in the conduct of the organization operation out of such appropriations as shall have been provided for in accordance with Section 1 of this article.

Section 3. The organization shall submit to the University, through the Finance Committee of Student Senate, periodic detailed statements of its financial condition as provided in the By-laws.

Section 4. All expenditures for appropriations shall be vouchered.

Section 5. All vouchers must be countersigned by both the President and the Treasurer before being submitted for payment.

## ARTICLE VI

### FACULTY/STAFF ADVISOR

Section 1. The University faculty or staff advisor shall be notified of all meetings.

Section 2. The advisor shall have no voting rights but shall be consulted on all matters in which University policy is involved and shall be kept informed on all business.

Section 3. All recommendations of the advisor shall receive the consideration of the members.

## ARTICLE VII

### ADMINISTRATIVE RESPONSIBILITIES

Section 1. Except as otherwise provided by the Constitution and By-laws, no officer, committee, or member shall assume to represent the organization or a committee thereof in any manner whatsoever unless authorized to do so by majority vote of the active membership present at any regular or special meeting.

Section 2. No report, recommendation, or other action of a committee shall be considered accepted by the organization unless it has been approved by a majority vote of the active membership present at any regular or special meeting.

## ARTICLE VIII

### AMENDMENTS TO BY-LAWS

Section 1. Amendments to any of these By-laws may be made at a regular meeting, or at a special meeting called for this purpose, upon majority vote of the total active membership of the organization and with the necessary approval as outlined in Section 4 below.

Section 2. Proposed amendments to these By-laws shall be distributed, in writing, to all active members in the organization, the Student Senate, and the University Administration at least two (2) weeks prior to the meetings at which the proposed amendment is to be voted.

Section 3. No amendments to these By-laws shall be made if such action is inconsistent with the purpose and regulations of Western New England University.

Section 4. All amendments to these By-laws must be approved by the Students Senate and the Administration of the University BEFORE becoming effective.