

Information Sciences and Technology Special Living Option Constitution

Thompson Hall

The Pennsylvania State University

Established: 2005

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Article I. Purpose of Information Sciences and Technology Special Living Option

The Information Sciences and Technology Special Living Option, hereby referred to as the, “IST SLO”, is a registered student organization within the College of Information Sciences and Technology (IST), that exists to bring together those with common interests into an intimate social and academic live-in environment.

Article II. Membership

Section 1: Definition

Membership shall be divided into active and associate members. Only currently registered students are eligible for active membership. Membership can only be obtained by becoming an active member of the IST SLO or by attaining associate membership status, and maintained only by satisfying all membership requirements.

- A. There are two categories for membership: active and associate.
 - a. Active Membership
 - i. Full-time registered undergraduate students at the University Park campus, who have shown an interest in the IST SLO, and paid their dues.
 - b. Associate Membership
 - i. Currently employed faculty, staff, and registered students who have an interest in our mission are eligible for associate membership.
- B. There must be at least 10 active student members of the IST SLO at all times.
- C. Only active members may vote, preside, officiate, or solicit funding on the IST SLO's behalf.

Section 2: Membership Requirements

Membership requirements for members classified as either active or associate (as noted in Article II Section 1) are:

- A. Dues are required in order to remain active, and secure placement in the SLO for the following academic year. Each member of the IST SLO must pay their dues, the amount of which will be set by the IST SLO officers at the beginning of the Fall Semester, by the time set by the IST SLO officers.
 - a. Those persons that cannot pay, yet wish to be considered members, may meet with an Executive Board member to have their dues reduced or eliminated in exchange for community service hours. These decisions will be made by the IST SLO officers on a case by case basis.
- B. To obtain Eligible status as noted in Article II Section 3.
- C. Each member of the IST SLO is required to respect the property belonging to others, and the University.

Section 3: Eligibility

Active Members have the right to earn Eligible status, which allows an active member to receive an IST SLO Housing Contract. To earn Eligible status, Active Members must meet the attendance requirement each semester in which they are active members which is defined as:

- A. Earning at least 8 points per semester.
 - a. Points are earned by attending events, with point values set by the Executive Board. A point event must:
 - i. Be open to all SLO Members
 - ii. A single event may not be worth more than one point
- B. Attending all mandatory meetings (see Article IV)
 - a. If a student should fail to attend more than 1 mandatory meeting without a prior excuse, their Eligible status will go under review by the Executive Board (as noted by Article II Section 5).
- C. Each present person must be accounted for at each event/meeting. Failure to check in will result in no point credit for that event/meeting.

When a member ceases to be an active member they also lose their Eligible status.

If someone becomes an Active Member after SLO Housing Contracts have been sent out and wishes to obtain Eligible status they will:

- A. Reach out to the President to discuss their options.
- B. Meet the attendance requirements for the semester after they became an active member, which can be waived at the discretion of the Executive Board.

Section 4: New Membership and Recruiting

Any and all new members during recruitment will be given access to the following, including but not limited to:

- A. Organizational documents (Constitution, Bylaws, and Manuals)
- B. Organization events and activities
- C. A list of responsibilities of members
- D. A copy of the University Hazing policy, prescribed by the Policies and Rules for Student Organizations (these documents will be available upon request by the Office of Student Activities)

All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

The IST SLO may not restrict membership based on characteristics of a student, which are intrinsic to the identity of that student, and are not essential to the potential value of that student as a member of the IST SLO and the Penn State University at Community at large. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability, or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, veteran status, or any other United States-recognized protected class. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University.

Section 5: Membership Removal Policy

The Executive Board reserves the right to expel a member who is not following the policies of the organization with a supermajority vote ($\frac{2}{3}$) the Executive Board.

- A. If the removal of membership takes away a Housing Contract, the Residence Life Coordinator must be involved.

The Executive Board shall hear appeals on a case by case basis from any member, who wishes to protest their inactive status.

Section 6: Mediation Procedures

In the case of violations of constitutional policies and/or conflict between members within the IST SLO, the member will meet with two Executive Board members to discuss the following:

- A. Go over the violation
- B. Allow the member or members to explain themselves
- C. Work to find a solution

Article III. Officers (Executive Board)

Section 1: Definitions

The Executive Board shall be composed of the Officers, Non-Ad Hoc Committee Chairs, and the IST SLO Resident Assistants. Only Executive Board members may have a vote on IST SLO business during Executive Board Meetings. All Executive Board officers are expected to attend all house events and assigned IST Student Government meetings, except when using an approved excuse.

Ad Hoc Committee Chairs are positions created to deal with a specific temporary issue or task. Upon creation, the Executive Board shall specify how long the specific Ad Hoc Committee Chair's term shall be. The terms of any Ad Hoc Committee Chairs shall not continue longer than the terms of the Executive Board. Ad Hoc Committee Chairs cannot vote during Executive Board Meetings.

Only full-time, officially registered active student members shall be eligible to serve as appointed or elected officers in the IST SLO.

Officers may change from full-time to part-time, or vice versa, after becoming an officer. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers, but should first seek approval from the Office of Student Activities.

The Executive Board itself will include four (4) elected officers whose terms run for the entirety of one (1) academic year: President, Vice President, Secretary, and Treasurer. Also included are the (non-elected) two (2) resident assistants assigned to Thompson Hall by the Pennsylvania State University Housing. Along with this, there will be six (6) committee chairs (listed in Article III Section 3). All committees and committee chairs may be created or dissolved at anytime by the Executive Board.

Executive Board Positions:

- A. Elected Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- B. Committee Chairs and Appointed Officers
 - a. Events Planning Committee Chair
 - b. Intramural Sports Chair
 - c. West Halls Residence Association Representative
 - d. Social Media Chair
 - e. Webmaster
 - f. Recruiting-Outreach Chair
 - g. Ad hoc Committee Chairs
- C. Other Officers
 - a. Resident Assistants

Section 2: Terms and Requirements

- A. Executive Board officer terms are for 1 academic year and are eligible to hold multiple terms.
- B. Only one individual may hold each office.

Section 3: Duties of the Elected Officers

- A. President
 - a. Delegates tasks to the other officers, and follows up on their progress to ensure completion.
 - b. Schedules and conducts IST SLO meetings.
 - c. Serves as the IST House representative within the IST Student Government, and

may choose to delegate this task in the event that they cannot attend.

- d. Maintains regular contact with the College of IST and Residence Life advisor.
- B. Vice President
- a. Must plan and implement at least two events every month of an academic nature as well as at least one event of a social nature on a topic relevant to the purpose of the IST SLO, working in conjunction with the Events Advising Committee.
 - b. Must make regular reports to the President regarding point events.
 - c. Reports to the IST SLO Executive Board about IST College issues.
 - d. In the event that the President cannot attend a meeting/event, the Vice President shall serve as a proxy for the President and relay any information or requests that would have been made had the President been present.
- C. Secretary
- a. Keeps the minutes of all meetings held with the IST SLO, which must be reported to the Executive Board within 24 hours of the completion of the meeting.
 - b. E-mails timely updates concerning the IST SLO events and constitution, IST SLO website updates in absence of a webmaster, and maintains basic correspondence to the whole IST SLO.
 - c. Makes sure members are added to Canvas page and/or other SLO communication platforms (i.e. GroupMe, Slack, Microsoft Teams)
 - d. Places and removes posters for events when no one else has been designated by the Executive Board to do so.
 - e. Manages IST SLO attendance records ensuring points are recorded and viewable by the students within 24 hours of event completion.
 - f. Assists the other Executive Board members relative to secretarial duties.
- D. Treasurer
- a. Collects dues from the IST SLO.
 - b. Monitors current balance in the IST SLO treasury.
 - c. Reports at Executive Board meetings with current balance, outstanding expenses, upcoming expenses, along with any other financial information relative to the IST SLO.
 - d. Keeps receipts and updated records of all expenses.
 - e. Ensures compliance with ASA.

Section 4: Duties of the Committees, their Chairs, and Other Appointed Positions

The committees are an important part to the overall Executive Board to help keep the membership of the IST SLO informed and engaged. With the help of the chairs and committees, the IST SLO is able to ensure that the active membership enjoys the events that are being planned. All positions listed below other than Ad Hoc Committee Chairs have voting rights during Executive Board meetings. All chair positions will be open for nomination in the fall

semester. They will be nominated by SLO members and then approved by the Executive Board. All Committee members are appointed by their respective committee chair and approved by the Executive Board.

- A. Events Planning Committee Chair (EPC)
 - a. Will report directly to the Vice President
 - b. Will be composed of members from areas of the floor that feel that they are not getting enough input in the decision making process for events
 - c. Will present ideas to the Executive Board for events that conform to the purpose of the SLO, as well as foster a sense of unity and camaraderie in the House.
- B. Intramural Sports Chair
 - a. Must post IM events provided by IM sports and signup sheets in a timely manner.
 - b. Must abide by IM rules and regulations and ensure all participating House members do the same.
 - c. Must pick up team fees from the IST SLO treasurer.
 - d. Must provide a committee report to the IST SLO vice president prior to IST SLO and Executive Board meetings.
 - e. Must keep the Executive Board informed of all events.
- C. West Halls Residence Association Representative (WHRA)
 - a. Must attend weekly WHRA meetings.
 - b. Must inform WHRA secretary if unable to attend.
 - c. Must keep Executive Board informed of all relevant information.
- D. Social Media Chair
 - a. Will manage any IST SLO social media accounts
 - b. Is responsible for maintaining photos and various other media capturing IST SLO events and activities
 - c. Is responsible to update accounts with current IST SLO events
- E. Webmaster
 - a. Maintains and updates the IST SLO's website
 - b. Creates a new website if technology is outdated.
 - c. Makes any changes to the website that the Executive Board requests.
- F. Recruiting-Outreach Chair
 - a. Is responsible for contacting IST faculty members to speak about the opportunity of the IST SLO.
 - b. This includes visiting classes to speak on behalf of the IST SLO.
 - c. Must attend the Connections Day or any other recruiting event.
 - i. If a valid excuse is provided they must be sure to find a replacement from the Executive Board to represent the IST SLO.
- G. Ad Hoc Committee Chairs
 - a. Is responsible for reporting their Committee's progress on their specific task to the Executive Board.
 - b. Must be treated as normal member in cases not related to Committee matters.
- H. Resident Assistants (RAs)
 - a. Are not elected, but assigned by Residence Life.

- b. Assists in the planning of events when collaboration is permissible.
 - c. Serves as a link between Residence Life and the SLO.
 - d. Notifies the president of upcoming events put on by Residence Life, and changes in rules or policies.
- I. Fair Elections Committee (FEC)
- a. As noted in Article VII Section 3.

Article IV. Meetings

Section 1: Definition

The IST SLO Executive Board may call mandatory meetings. IST SLO Mandatory Meetings are not point events. The IST SLO will have at least two (2) mandatory meetings per semester and no more than eight (8). Adequate advance notice must be given to all active members.

Section 2: Mandatory Meeting Requirements

All members must attend all IST SLO mandatory meetings, which are not considered to be point events.

For a meeting to be considered mandatory, the Executive Board must:

- A. Have the meeting announced at least four (4) days prior to the meeting time for it to be mandatory, and all of the active members must have adequate advance notice.
- B. Notify the members via email, canvas message, and/or any other means of university communication.

Section 3: Special Meetings

Special meetings may be called by the President and only when there is a great risk to the continuation of the IST SLO or urgent, complicated information that members need to be made aware of. Special meetings must be announced 24 hours in advance of the meeting time.

Article V. Finances

All organizational funds are to be handled exclusively through the treasurer and Associated Student Activities (ASA) office. Where at no time will the IST SLO have an off-campus account.

It is important to note:

- A. All members must pay dues, the amount of which will be set by the Executive Board, at

the beginning of the Fall semester at a time determined by the Executive Board.

- a. Those persons that cannot pay yet wish to be considered members may meet with an Executive Board member to have their dues reduced or eliminated in exchange for community service hours.
- B. All purchases and expenditures made for the IST SLO using IST SLO funds must be approved by the Executive Board.
- C. Receipts and change of all purchases must be presented to the IST SLO Treasurer.
- D. The Executive Board cannot spend over \$500 on a single expenditure without approval of the general membership.

Article VI. General Voting (Excluding Elections)

A vote, using a method of the Executive Board's choosing to accurately count the vote of each member of the IST SLO.

- A. If using paper, the date and time of the meeting must be clearly stated and advertised at least a week before the date that the voting will take place.
- B. If using electronic ballots, there must be at least 48 hours between the start of the balloting and the end.

A quorum (33%) of "members" (those eligible to vote) must be either present or represented in the ballots (if using ballots) in order for the elections to be declared valid. Where a popular majority defined as greater than 50% is required for all voting unless otherwise specified.

Article VII. Elections/Voting

Section 1: Election Process

Elections for President, Vice President, Treasurer, and Secretary shall be held during the spring semester of the prior academic year, the date to be determined by the Executive Board Officers, but only where the end of the process shall not fall within the last two weeks before "finals week".

Section 2: Requirements for Running the Election, and Nominations

For officer elections, A meeting must be convened to make the election process known to the members of the IST SLO, as well as accept nominations for President, Vice President, Secretary, and Treasurer.

A notification must be sent to all IST SLO members of the pending election, and calling for all

candidates to make themselves known. Notification may include email, posters, and other methods of communication. Members must have a full week for candidates to make their positions known before the candidate list is finalized and voting can begin.

- A. There will be a meeting of the Executive Board at least one hour before the election begins to confirm the proceedings with the Fair Elections Committee, and hear all complaints and recommendations brought before it.
 - a. No one involved in conducting elections may be an official candidate.
- B. Fair Elections Committee
 - a. Will be chaired by an Executive Board member, and composed of any 4 active members, all of whom must not be running in the election in question.
 - i. Any member on the Fair Elections Committee must abstain from voting during an election which they are on the Fair Elections Committee for.
 - b. Shall ensure that the elections are carried out in a manner as close as possible to the one described in this Constitution.
 - c. Shall be responsible for looking into any complaints against any candidates in terms of campaign violations.
 - d. Shall investigate each accusation presented to it by a member of the IST SLO to the fullest extent.
 - e. Shall report their findings and recommendations to the Executive Board concerning the candidates at a meeting prior to the elections.
 - f. Before coming to a solution to the accusation presented, they must present the issue and their proposed solution to the Residence Life Coordinator.
 - g. Meetings of the Fair Elections Committee may never be “closed” to the members of the IST SLO, except when counting ballots or votes for an election.

Section 3: Requirements for Candidates

- A. Candidates must be current IST SLO members that have lived in the House for at least one full semester, and plan to return for the following fall semester.
- B. President and Vice President must be enrolled in a degree program offered by the College of IST.
- C. Candidates for President must also have been a member of the Executive Board in some function: either elected or committee chair, for at least one semester, have shadowed an officer for a prescribed amount of time, or made eligible through a petition signed by at least 33% of the membership of the IST SLO.
- D. Candidates shall not unduly inconvenience the other residents and members of the IST House. Candidates also cannot spend more than \$50 in such activities.
- E. Candidates can not be on the Fair Elections Committee.

F. Candidates can not conduct elections.

Section 4: Balloting

A. Paper ballots

- a. The date and time of the election must be clearly stated and advertised at least a week before the date that the voting will take place.

B. Electronic ballots

- a. There must be at least 48 hours between the start of the balloting and the end.

A quorum (50% or any percentage over 50%) of “members” (those eligible to vote) must be either present or represented in the ballots (if using ballots) in order for the elections to be declared valid.

Section 5: Elected Officials

The winner will be based on a plurality of those voting. If there is a tie for any given position a revote will be held with the top two candidates pursuant to this section.

Article VIII. Resignation and Impeachment

Section 1: Resignation

If for any reason an officer should resign or assume another position, then:

- A. Any current IST SLO officer will be given priority to assume the open IST SLO position pending on approval by the majority of the remaining Executive Board Officers.
- B. If any positions remain open, an immediate election may be called following the protocol outlined in section VII.a.1, but with the time frame reduced by one half.

Section 2: President Requests an Officer to Resign

If an officer is not fulfilling their duties as defined in their particular sections, they may be requested to resign by the President.

- A. If the President is the officer in question, then any Vice President may request the resignation.
- B. If the officer in question refuses to resign, then the remaining Executive Board may vote them out by a supermajority vote [66%].
- C. A committee chair can be replaced at any time by a simple majority among the Executive Board.

Section 3: Membership Requests Removal of an Officer

If the membership of the IST SLO feels that an officer is not fulfilling their duties, they may attempt to remove them.

- A. A petition, signed by 33% of the membership of the IST SLO, must be presented at an Executive Board meeting detailing the officer in question and how they have not fulfilled their duties.
- B. Should the officer in question not voluntarily step down, a meeting of the entire IST SLO shall be convened for the purpose of debating and voting to remove said officer.
 - a. Such a meeting shall fall under the heading of “Mandatory Meeting.” Which is noted in Article VIII Section 4.

Section 4: Membership Requests Removal of an Officer - Meeting for Debate

Notification (similar to that in Article IV Sections 1 and 2 in type and time frame) shall be sent to the membership detailing the accusations and the proceedings.

At the meeting, a vote shall be taken by the Fair Elections Committee of all present members. Should the members decide to remove the officer, the same protocol will be followed as if the officer had resigned. Where a quorum (50% or any percentage over 50%) of the membership of the IST SLO must be present for the removal to be considered “valid”.

Section 5: President Resignation

If for any reason the President should resign, the IST SLO Vice President shall assume the responsibilities of the presidency. Should the IST SLO Vice President not desire the position, the Executive Board Officers will make an immediate appointment.

Article IX. Constitutional Interpretation and Amendments

Section 1: Interpretation of the Constitution

If there is a conflict as to how the constitution shall be interpreted, the final interpretation of the constitution shall be decided by the Building Coordinator and the Department of Residence Life following an Executive Board meeting.

Section 2: Amendments to the Constitution

All Amendments must conform to Special Living Option requirements and guidelines, and amendments shall be proposed to the Executive Board by any active active member.

- A. The General Body of the IST SLO must be notified of any proposed amendment one

week in advance of Executive Board's meeting on proposed amendment

- B. Amendments need to be approved by a $\frac{2}{3}$ vote by the Executive Board
 - a. Should the membership of the IST SLO disagree with the Executive Board's decision, they may move to overturn the decision.
 - b. A petition, signed by 33% of the membership of the IST SLO, must be presented at an Executive Board meeting, outlining the amendment in question and the reasons why it is disagreeable/agreeable.
 - c. Should the amendment in question not be immediately repealed/added to the constitution, a meeting of the entire membership shall be convened for the purposes of debating and voting on the amendment in question.
 - i. The Executive Board shall be given the opportunity to defend their decision, and the group that presented the petition shall be given the opportunity to outline why the amendment should be repealed/added to the constitution.
 - ii. A vote shall then be taken by the Fair Elections Committee of the membership.
 - iii. The overturn shall be considered "valid" if a quorum is met (50% or any percentage over 50%) of the current membership, and 2/3 of that quorum votes in favor of overturn the decision on the amendment.
- C. Approved amendments take effect immediately unless otherwise noted during the proposal and voting processes.
- D. All amendments are subject to approval by the Officer of Student Activities.

Section 3: Ratification of the Constitution

The constitution shall be re-ratified by the IST SLO Executive Board every fall at their first meeting of the year.

Article X. Parliamentary Authority

Robert's Rules of Order, Newly Revised by Sarah Corbin Roberts will be used to cover cases not specifically covered by the constitution.

Article XI. Accessibility of this Constitution

This constitution shall be made available on the IST SLO website and to anyone who requests it.

Article XII. Advisor

Section 1: Definition

The IST SLO must retain an advisor at all times. The advisor must be a full-time faculty or staff member at The Pennsylvania State University, and that the advisor should be chosen by the organization.

Section 2: Advisor Guidelines

The advisor will be chosen through the following means:

- A. A list of interested faculty or staff members will be gathered from within the IST College
- B. A vote will be sent to all active members
- C. The winner of the vote will become the advisor should they pass a majority vote of the Executive Board
- D. If they do not pass the majority vote, repeat the process with other faculty/staff members.

Article XIII. Excuses Protocol

All university recognized excuses shall be honored as an excuse for an IST Interest SLO event/meeting.

Other excuses that shall be honored as an excuse for an IST SLO event/meeting that do not fall under university recognized excuses include:

- i. Class meetings
- ii. Class required attendance at University events
- iii. Review sessions
- iv. Exams
- v. Religious and moral excuses
- vi. Religious beliefs
- vii. Personal values
- viii. Moral reserves, as defined by the member
- ix. Club/IFC/PHC/NPHC/NIFC
- x. Meetings
- xi. Functions
- xii. Athletics
- xiii. Athletics is defined as any sport organized by the university
- xiv. Excuses include
 - a. Games
 - b. Meetings
 - c. Practices
 - d. Demonstrations
 - e. Tournaments
 - f. Competitions
- xv. Employment, as in predetermined time periods for hourly wage employees or other similar arrangements.

Unforeseeable events shall be dealt with on an individual basis by the Executive Board.