

Best Practices of the College of Engineering, Architecture and Technology Student Council

VERSION HISTORY

Amended from the version adopted September 12, 2021

Adopted February 17, 2022

Further amendments are highlighted

Standard I: Membership

Section 1: The number of members at large will be chosen by the Executive Committee, pursuant to the Constitution *Article III, Section 1, part B.*

- A. It shall be no less than 25 members.
- B. It shall not exceed 2% of the total CEAT Student Body.
- C. Members shall not be stripped of membership due to a decrease in CEAT Student Body size.

Section 2: Strikes for members-at-large and club representatives, pursuant to the Constitution Article III Sections 6 and 8.

- A. A member shall be put on probation upon exceeding three strikes per semester.
- B. A club representative shall be put on probation upon exceeding three strikes per semester, and the organization notified.
 1. This probation will be waived if the club sends a new representative and they meet all other requirements for the semester.
- C. Absences:
 1. One strike will be given for an excused absence.
 2. Two strikes will be given for an unexcused absence.
 3. Attendance is required for the entire duration of each meeting unless approved by the Executive Committee; otherwise the delegate will be counted as absent.
 4. A club representative's absence will be counted in full representative has a proxy from said representative's organization in attendance.
 5. Member Retreats are a mandatory event for members at large.
 - (1) Unless a member was previously excused by the Executive Committee.
 - (2) If an absence is not excused by the Executive Committee it will result in a strike.
 - (3) If the unexcused absence is due to an extenuating circumstance, the member may appeal his or her point deduction to the Executive Committee at a later date.
 6. A third strike will never be given for approved academic related absences.
- D. Point Requirements:
 1. Members-at-large must earn 100 participation points each semester.
 2. Club representatives must earn 50 participation points each semester.
 3. Senators must earn 50 participation points each semester.
 - (1) Senators earn points for attending meetings beyond the requirements stated in the Constitution *Article III, Section 4.*
 4. Signing up for an event and failing to attend will result in not earning any points for that event and may result in an assessment of negative points.
 - (1) These negative points are associated with, but are not limited to, CEAT Career Fair shifts.

5. Failure to complete the point requirement will put the member-at-large on a Probationary status for one semester.

E. Inactivity:

1. A member may apply for a period of inactivity pursuant to the Constitution *Article III, Section 7*.
2. Guaranteed reasons:
 - (1) This request shall not be denied if the reason given is a documented co-op or internship running through the ordinary semester.
 - (2) This request shall not be denied if the reason given is a semester long study abroad.
3. The above reasons are examples of decisions made by the Executive Committee in the past and do not limit the Executive Committee from considering other reasons.

F. Probationary Status

1. Probationary Status will be removed by:
 - (1) Completion of all mandatory points for the current semester.
 - (2) Completion of any and all remaining unfulfilled points from the prior semester.
2. The Probationary status may be applied to only one semester.
3. Failure to discharge Probationary status at the end of that semester will result in the number of strikes in *Standard I, Section 2, Part A* plus one, having the effect of automatic termination.
4. If a club is under probation, they are ineligible to receive funding while on probation.
5. A graduating senior who will not meet their requirements and would hypothetically be on probation following their graduation will not receive graduation cords or other recognition.

G. One strike will be awarded to a club which, having received either CSC Funding or Cosponsorship funds for an event, fails to submit an article for the newsletter describing the event.

1. The requirements for the article shall be set by the Vice President of Finance and the Vice President of Publications.

Section 3: Participation for Executive Committee Members

A. Point Requirement:

1. Executive Committee Members must earn 25 points through their assigned committee each semester.

Section 4: Point Earning (see Section 2, Part D for point requirements)

A. Committee heads shall receive points for running their committee.

1. 40 points per semester.
 - (1) This shall include the Hack-A-Thon, New Member, and DEI coordinators.
2. Cheap Lunch heads shall receive 65 points per semester.
 - (1) Cheap Lunch heads shall not be eligible to earn points at the standard volunteer rate for those committee events.

B. Points are earned for volunteering at CEAT Student Council events at the rate of 5 points per hour.

C. Points may be earned for posting flyers of CEAT Student Council events on social media at the rate of 1 point per flyer per audience.

1. These amounts may be capped by the issuing committee.
 2. Any cap will be announced at the time of posting the flyer.
 3. All social media points will be capped at 20% of the point requirements for their position.
- D. Points may be earned by participation in philanthropy drives.
1. These amounts may be capped by the issuing committee
 2. Any cap will be announced at the time of posting the flyer.
- E. Points may be given to those who must drive for Council business based on the following criteria:
1. Member must be traveling outside a 20 mile radius of Stillwater
 2. 10 additional points will be awarded to the driver if going to OKC or Tulsa metros
 3. The amount of points awarded for any other destinations will be determined by the executive committee.
- F. Additional and extraordinary tasks may be announced at their own rates.
- G. Any point bearing activity will be announced with the number of points it is worth along with any negative points or penalties.
1. Placeholder for criteria of negative points.

Standard II. Funding

Section 1: CEAT Student Council Funding (CSC Funding)

- A. Is open to Clubs fulfilling all of the following requirements:
1. Any requirement stated in the Constitution *Article III, Section 12*.
 2. Meeting the point requirement in the semester prior to applying for CSC Funding
 3. Had no more than 3 unexcused absences in the semester prior to applying for CSC Funding.
 4. Have submitted the required article for the newsletter, if they received funds the previous semester.
- B. May be allotted in the following amounts, per semester:
1. Food: Up to and including \$300 for food not associated with an event under a separate limit.
 2. Banquets: Up to and including \$500 for banquets targeted at members and honorees of the organization.
 3. Conferences: Up to and including \$150 per attendee for attendance and travel to conferences.
 4. General Funding: Up to and including \$2500.
 - (1) This cap shall be increased by \$1000 for competition and design teams for construction materials, entry fees, and competition travel expenses.
 - (2) The characterization of an organization as an eligible team will be at the discretion of the CSC Funding Panel, and may be discussed in the funding interview.

Section 2: Cosponsorship Funding

- A. Is open to Clubs fulfilling all of the following requirements:
1. Any requirement stated in the Constitution *Article III, Section 12*.
 2. Meeting the point requirement in the semester prior to applying for Cosponsorship
 3. Had no more than 3 unexcused absences in the semester prior to applying for Cosponsorship.
 4. Have submitted the required article for the newsletter, if they received funds the previous semester.
- B. Not more than 20% of the total co-sponsorship semesterly budget can be allocated to one group per event.

Section 3: If a budget set aside for funding student organization activity has not received at least 3 funding requests or been drawn upon to 50% of the available funds by mid semester, the VP of Finance will bring this to the attention of the Council.

A. Notwithstanding the VP of Finance may report on the available funds at any time.

Section 4: Leftover funds set aside for funding student organization activity will be added to the available budget for the next semester.

Section 5: Voting on Funding shall proceed as defined in *Standard III, Section 3.*

Standard III. Voting

Section 1: Executive Committee Elections

A. Shall have a Moderator as described in the Constitution *Article IV, Section 2, Part F.*

B. The elections shall proceed in the order listed in the Constitution *Article IV, Section 1.*

C. Each election shall run as follows:

1. Nominations from the Floor will be closed.

2. Each candidate will be granted two minutes to address the Council, followed by three minutes of discussion of the candidate, without the position's candidates present in the room.

(1) Discussions may be extended by three minutes, then two minutes, then one minute with a verbal vote by the council. Discussions will not be extended past six minutes.

3. Following the discussion period, the candidate will be called in for three minutes of questions.

4. The candidates shall return and the entire electorate cast a secret ballot.

D. In the event multiple persons run for an office, and no one clears the 50% threshold:

1. The top two candidates shall leave the room. The other candidates will be finished running for said position.

2. In the event of a tie, the President will break the tie.

(1) In the event the President is running for the elected position, the officer next in line will break the tie. The order goes as follows in the Constitution *Article IV, Section 1.*

3. Each candidate will be granted a three minute question period without the other candidate present.

(1) No questions may be asked after the two minute mark of the question period.

4. The candidates shall return and the entire electorate cast a secret ballot.

(1) Abstained votes will not be counted in the ballot.

E. If any election is uncontested with only a single candidate:

1. That candidate shall be elected after the question period.

2. By a voice vote of acclamation. If any voting member objects, the candidate shall leave and the normal discussion and election procedures shall proceed.

Section 2: Committee Head Elections

A. Nomination Criteria:

1. The Executive Committee may choose nominees by any method (i.e. online poll, unofficial elections, simple selection, etc.)

B. The nominee must be confirmed by a two-thirds majority of the council.

1. The confirmation shall proceed as a motion with voice vote by acclamation.

2. If there is any objection raised the Vice President of Committees will call for a hand vote.

C. If a nominee is not confirmed, a vote, on the same day, will elect the committee head.

1. Any active member can nominate an eligible member for the position.
 2. Each candidate will be granted one minute to address the Council, followed by two minutes of discussion of the candidate, without the position's candidates present in the room.
 3. Following the discussion period, the candidate will be called in for two minutes of questions.
 4. Votes will be cast by secret ballot.
 5. In the event multiple persons run for an office, and no one clears the 50% threshold, procedures will follow *Section 1, Part D*.
- D. If any election has only one candidate for the office, the President shall call for a motion to elect the nominee by acclamation directly after the one minute of speech and questions, to elect the candidate. If this motion is passed by acclamation, then the nominee shall be elected by voice vote of acclamation.
- E. Elections will be moderated by the President of the Council.
- F. Committee head positions must be filled during the last meeting of each year, with the exception of the Cheap Lunch committee head, which must be filled at the last meeting of every semester.

Section 3: Funding Elections

- A. Co-sponsorship Funding:
1. The election shall be overseen by the Vice President of Finance, or in their absence another exec member.
 2. After a presentation for sponsorship the Council will be informed of the remaining co-sponsorship budget, the original amount for the semester, and invited to offer funding amounts.
 3. These amounts shall be sorted from highest to lowest.
 4. The election overseer will read off each amount from highest to lowest, while the Council votes by raising their hands.
 - (1) A member who is voting for a higher amount will keep their hands up for the lower amounts as they are read.
 5. The highest value to reach a simple majority of the present body will be awarded.
- B. CEAT Student Council Funding:
1. The Vice President of Finance will announce an application deadline at the beginning of the semester.
 2. The application deadline may be extended if the number of applications is judged by the Vice President of Finance to be short of available funding.
 3. The submitting organizations will be required to sign up for an interview with a CSC Funding Panel.
 - (1) Placeholder for the composition of the CSC Funding Panel.
 4. The President or Treasurer from the organization applying for funding will be required to present their request to the CSC Funding Panel.
 - (1) Other members may attend the meeting but are not required to do so.
 - (2) The organization's President or Treasurer should be prepared to answer questions regarding their application.
 5. Each CSC Funding Panel member will have the opportunity to review the organization's application and ask questions of the organization's representative.
 6. Once the representative has answered all the panel's questions, he/she may leave. The panel will then discuss the merits of the application and decide on how much money to award, if any.

7. An email will be sent notifying each organization of the panel's decision shortly following the CSC Funding Interviews. At this time, the organization may send a formal, written appeal to the CSC V.P. of Finance if they feel the panel has treated them unfairly.
- C. Funding Limits may be seen in *Standard II, Section 1, Part B*.