



Oregon State University

College of Forestry

Constitution of the COF COUNCIL OF STUDENT ORGANIZATIONS
August 31, 2023

ARTICLE I

Name

The name of this organization shall be the CoF Council of Student Organizations, hereinafter referred to as the Clubs Council.

ARTICLE II

Purpose

The primary purposes of the Council are:

- To represent student clubs in the mission of the College of Forestry
- To coordinate and develop student clubs within the College of Forestry
- To oversee Participation Awards and funding requests for CoF student clubs

Mission Statement

The mission of the CoF Council of Student Organizations is to serve as a governing body of the student clubs/organizations in the College of Forestry by facilitating inter-club coordination, communication, administration, and to provide resources to further the development of student clubs and their members.

ARTICLE III

Membership

Section 1. All student clubs/organizations which are sponsored by the OSU College of Forestry are eligible for membership in the Council. Only members of the Council will be eligible to submit proposals for annual Participation Awards.

Section 2. All voting members of the Council must be full-time students at OSU or enrolled in the degree partnership program (with at least six (6) credits per term at OSU).

Section 3. Voting members of the Council shall consist of the elected officer to the Council Representative position of each Recognized Student Organization in the College of Forestry.

- A roll call of voting members will be taken at the beginning of each meeting. Attendance by all members is required (unless excused by the Student Services Coordinator).

Section 4. The non-voting members of the Council are:

- A club's advisor
- The Student Services Specialist
- CoF leadership (Director of Student Success, Associate Dean, etc.)
- Any other club representatives/officers attending at the request of the Council

Section 5. Application process for membership. All Recognized Student Organizations sponsored by the College of Forestry are eligible for membership. To become a member the club must annually:

- A. Write a dated letter of intent to the council, due in week nine (9) of the preceding Spring term or within three (3) weeks of formal IdealLogic recognition for new clubs, which includes the 1) mission of the club, 2) contributions the club will make to the College and Council, 3) the name of their council representative.
- B. Attend all scheduled council meetings (October-May).
- C. Participation in at least three (3) of the following CoF/OSU events:
 - College of Forestry Career Fair (*at least 2 volunteers from each club*)
 - Career Development Center employer panels, workshops, seminars
 - Beaver Community Fair
 - Annual Ring
 - Clubs Day
 - Alumni Tailgater or similar Dean's Office event
 - Club-specific educational activities (i.e. seminar, speaker, conferences, volunteer/service learning...)
- D. Engagement in the following activities:

- a. One (1) membership drive per year
 - b. One (1) fundraiser per year
 - c. Sponsor at least one (1) CoF workshop/prof. development event per year
 - d. All officers/all clubs engage in a CoF Student Clubs meeting per year
- E. Upon completion of all Council membership requirements (annually), clubs have thirty (30) days to submit a letter to the Council stating that the club has met all membership requirements. The Council will verify that requirements are met and declare that eligibility continues to the following year.

Section 6. Club membership in the Council will be revoked if:

- The club's Council member (or approved designee) does not attend council meetings without prior notice.
- The club does not meet all other membership requirements listed in Section 5.

Section 7. Reinstatement of revoked membership

- A. A club whose membership is revoked can start the application process no earlier than the term following the revocation.
- B. To be reinstated a club must follow the actions outlined in Section 5.

Section 8. Appeals Process. Any decision made at the discretion of the Council will be conveyed to the club officers who will have the opportunity to appeal the decision.

- A. Club officers shall be present at the appeal at an emergency Council meeting and a final decision shall be made by the Student Services Coordinator within one week.

ARTICLE IV

Officers

Section 1. The officers of the Council shall be known as Representatives and will be elected to the position through the club elections process (of the club they represent). Council representatives are not permitted to serve in another officer role in any other club sponsored by the College of Forestry in the same academic year.

Section 2. The officers of the Council shall follow the duties outlined below:

- A. The officers shall positively promote and represent the College of Forestry and Oregon State University at all events or activities or functions for which they are involved throughout the year.
- B. The officers shall attend all Council meetings (October-May).
- C. The officers shall ensure that the club they represent is adhering to membership requirements.

- D. The officers are responsible for familiarizing themselves with the Council constitution and Student Clubs Guidebook and be involved in all necessary revisions and updates to these documents.
- E. Officers shall maintain a minimum OSU accumulative GPA of 2.50 and have not been on probation for the most recently complete term prior to the term of election.
- F. Officers who are undergraduate students must be enrolled in a minimum of six (6) undergraduate credits at OSU credits during each term of services (F, W, Sp).
- G. Graduate students who serve as an officer must meet the same requirements as an undergraduate student with the exception that part time status shall be considered a minimum of three (3) credits with a minimum OSU accumulative GPA of 3.00.
- H. Ensure smooth transition of newly elected officers for the next academic year by engaging current officers in training and officer-shadow process.

Section 3. The term of office for Council members shall begin at the close of Winter term (when club elections are finalized) and continue through Spring term of the following academic year (see Section 2H above).

Section 4. In the event that an officer must step down, or is unable to fulfill their duties, a new officer will be elected through an emergency club election within thirty (30) days of the relinquishment of duties.

Article V

Meetings

Section 1. There will be eight (8) Council meetings held in each academic year (October-May). Official meetings will be called by the Student Services Specialist.

Section 2. All regular business meetings of the Council shall be run according to the following Order of Business:

1. Call to Order
2. Roll Call/Introductions
3. Presentation of minutes from the last meeting for Council approval
4. Officer reports & announcements
5. News/updates from Student Services
6. Old Business
7. New Business
8. Open forum
9. Adjournment

Section 3. Attendance

- A. It is the responsibility of each member to be present at all meetings. Absences are not permitted without prior approval. Unexcused absences of any kind are not permitted.

- B. It shall be the responsibility of each member to send a substitute in the event of an approved absence. A substitute shall have the same voting rights given to any voting member of the council for that meeting at which they are present.
- C. No member may represent/vote for more than one club.
- D. A quorum of Council members must be present to hold an official meeting (50% plus one).

Article VI

Elections

Section 1. Officers.

- A. The election of Council officers shall be a part of the normal club officer elections process and is to be complete by the end of Winter term.
- B. Upon election the club president is required to report new officers and positions to the Student Services Coordinator.
- C. The outgoing club president is responsible for updating the IdealLogic database with new officers by the end of Spring term (week 9).
- D. An officer may not represent more than one club.

Section 2. Eligibility for Candidacy.

Candidates for Council office must conform to the following requirements:

- A. Be enrolled at OSU
- B. Be a member of a SSO sponsored by the College of Forestry
- C. Have a minimum OSU accumulative GPA of 2.50 (UG) or 3.00 (Grad)
- D. Have earned at least six (6) credits (UG) or three (3) credits (Grad) in the previous term and the current term (for which the election takes place)
- E. Not be on conduct probation
- F. Fulfill all duties as outlined in Article IV Section 2 for each term of services (F, W, Sp)

Article VII

Participation Awards – Awarding and Distribution

Section 1. Participation Awards are only available to clubs with representation in the Council and who are in good standing with the Council (meeting requirements, maintaining eligibility). Proposals will be sought, reviewed, and funded through the Council. Proposals are due to the Student Services Office, 116 Peavy Forest Science Complex, no later than 5pm on the Friday of the second week of Fall term and should include a request for funding for specific/significant activities for which clubs are seeking supplemental support beyond what is available through annual fundraising or through club MU accounts. Award decisions will be made by the Director of Student Success. No club shall receive a greater appropriation than the amount for which they applied.

Section 2. Criteria for funding distribution shall be based upon, but not exclusive to, the consideration of the following:

1. Broaden and enhance the educational experience(s) of club members by enabling them to attend professional conferences, events, seminars, etc.
2. Offer professional development, leadership, team building, etc. experience for club officers and members.
3. Publicize and positively represent the College of Forestry.
4. Efforts made toward engaging CoF students, and efforts made toward membership recruitment.
5. Quality and completeness of the proposal.
6. Previous engagement in club and CoF activities, volunteering, etc.
7. Need, past allocation of funding, status of club fundraising efforts.
8. Club must be in good standing with the Council.
9. Clubs have provided a summary of the event, including details of the educational benefit, including a photo of participants for activities for which funds have been received.
10. All club officers have completed IdealLogic training modules.

Section 3. Funding restrictions.

1. Funds are not available for, and shall not be used for general club management (food, membership fees, tools/equipment, etc.).
2. Funding will not be available to clubs whose membership in the Council has been revoked.

Article VIII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Council in all cases to which they are applicable and consistent with these bylaws and any special rules of order the Council may adopt.

Article IX

Amendments

Section 1. These bylaws may be amended at a regular meeting of the Council by a two-thirds majority of the voting members in attendance provided that the amendment had been presented in writing at the previous regular meeting of the council.

Section 2. These bylaws may be reviewed and considered for revision by the Council at their discretion.