

# Architecture Department's College-Based Fee Steering Committee Bylaws

Passed: May 2002, Revised: May 2003

## Mission

- 1) Identify and prioritize yearly allocations for student workshops and guest speakers.
- 2) Identify and prioritize yearly allocations for maintenance and operation of the Department and College support facilities.
- 3) Identify and prioritize yearly allocations for purchase of equipment, furnishings and minor capital outlay.
- 4) Identify and prioritize yearly allocations for limited-duration teaching assignments to supplement course offerings during both the Summer Quarter and Academic Year.
- 5) Facilitate communication among students to identify needs, set priorities and evaluate the outcomes of the academic fee increase expenditures.
- 6) Initiate agendas and offer advice to the department.

## Membership

- 1) The Architecture Department College-Based Fee Steering Committee, hereinafter referred to as the Committee, will be composed of elected student representatives from the Architecture Department.
- 2) Representatives will be elected by year and must be members of that year based on current enrollment in or last completed design studio as of Fall Quarter.
- 3) There shall be **three** representatives elected for each year level.
- 4) Nominations shall be through Nomination Petitions that will be made available in all studios and the Architecture department office. Nomination Petitions shall require the candidate to attain twenty five signatures from his or her potential constituency (year level).
- 5) Candidates must submit a completed Nomination Petition and candidate statement to the Architecture Department office prior to 5:00 PM on Friday of the third week of Fall Quarter classes and meet all eligibility requirements.

- 6) A list of the candidates including the candidates' statements will be distributed and made available to all Architecture students.
- 7) Elections shall be conducted for each year only if more than **three** candidates are nominated.
- 8) Elections will be held during and completed by the end of the fifth week of Fall Quarter.
- 9) Elections shall be by a secret paper ballot by year level. Committee members from the preceding year will take ballots and the ballot box to every studio.
- 10) Students may only vote for representatives from their year level. Each student may vote for **three** candidates.
- 11) Election results containing the representative's name and Cal Poly E-mail for all those elected will be distributed and made available to all Architecture students.
- 12) The Committee shall nominate architecture faculty who agree to serve as an ex-officio (nonvoting) Faculty Ombudsman on the Committee. The Committee shall elect by a secret paper ballot one of these.
- 13) The Department Chair, or their proxy, shall sit on the Committee as an ex-officio member primarily to answer questions and provide feedback.

## Eligibility

- 1) "Eligible" students are current Architecture majors enrolled in courses on campus and not on probation.
- 2) "Eligible" students are members of the year which they represent based on their current or last completed design studio as of Fall Quarter.

## Quorum

- 1) The Committee shall not take any action without a quorum present which is defined as two thirds of the Committee's membership.
- 2) **Committee membership for the purpose of establishing the quorum is defined as the elected and appointed representatives minus those removed for attendance or academic reasons.**
- 3) If consensus cannot be reached, passage of any proposal requires a two thirds majority of those present.

## Officers

- 1) The Committee shall elect a President, who will call and chair the meetings; a Vice President, who will serve when the President is unavailable to serve **and represent the committee on the CAED Steering Committee**; a Secretary who will keep the minutes; **and an Accountant who will keep a running tally of pending and passed allocations.**

## Meetings

- 1) All meetings are open.
- 2) The Committee shall schedule no fewer than 5 meetings per quarter.
- 3) **The Committee may choose to reduce the minimum number of meetings per quarter if there is no business and/or all allocation decisions are made.**

## Proposals

- 1) **Proposals for allocation of funds shall be submitted in accordance with the Architecture Department College-Based Fee Proposals document.**

## Outreach

- 1) Representatives are responsible for outreach and communication with their constituents.
- 2) No less than one survey per quarter related to the identification and prioritizing of Academic Fees shall be distributed to all architecture students.
- 3) No less than one meeting per quarter shall be scheduled with each representative's constituency. Alternative means may be employed for off-campus constituencies.
- 4) The budget and expenditures shall be reported to all architecture students no less than twice a year.
- 5) Distribution and reporting may be through Cal Poly E-mail, the Web and/or hardcopy.

## Succession

- 1) The term of office is for one year beginning at the completion of elections.
- 2) There is no maximum term of office, although all student members are subject to reelection each year.
- 3) The ex-officio faculty representative's term of office is one year, subject to reelection by the Committee with no term limit.
- 4) Any Committee member may be terminated by Committee vote if that Committee member **misses more than two meetings per quarter for any reason.**
- 5) Any Committee member who is put on academic probation after election is disqualified from completing his or her term and is automatically removed from the committee.
- 6) Should a seat on the Committee become vacant prior to the next election, the Faculty Ombudsman will appoint, with the consent of the Committee, an eligible replacement to complete the term.
- 7) **Nominees who were not elected shall be considered for vacancies in their year based on the number of votes they received.**

## Bylaw Changes

- 1) The committee has the right to change the bylaws.
- 2) Bylaws changes shall be distributed to all architecture students.
- 3) Passage requires a minimum of a **two thirds majority vote of the Committee.**