



Office of Student Life  
AND Cultural Centers

## MODEL CHARTER PROVISIONS

### INSTRUCTIONS:

All Charter provisions must contain the information indicated in these sample Charter provisions and in the same sequence. *Material in italics must be included verbatim.* Additional information may be added where appropriate, but simplicity is recommended.

### **Baja SAE** **CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

*Founding Date:* 0405

#### **ARTICLE I            PREAMBLE**

SECTION I            PURPOSE: General  
*The Baja SAE exists for the betterment of the California State Polytechnic University, Pomona.*

SECTION 2            PURPOSE: Specific  
(Be as specific as possible regarding the purposes of your club. Use separate sections for each purpose, making complete sentences.)

The purpose of this organization is to increase in the technical field at the undergraduate level, to provide a professional organization in which students of common technical interests may gather, and to promote the engineering design projects sponsored by the national organization

**SECTION 3**

**NONDISCRIMINATION**

*The Baja SAE shall not be discriminatory in terms of race, ethnicity, religion, color, age, sexual orientation, national origin, citizenship, gender, physical or mental ability, marital status, financial or social status. (Organizations classified as social fraternities or sororities need not include the word "sex".)*

**SECTION 4**

**OFF-CAMPUS ISSUES**

*This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of the California State Polytechnic University, Pomona.*

**SECTION 5**

**CAMPUS POLICIES**

*This organization and/or its members, when conducting organizational business, on or off campus, recognizes and will uphold the University's Alcohol & Other Drugs Policy.*

**ARTICLE II**

**NAME**

*The official name of the organization shall be the Baja SAE, California State Polytechnic University, Pomona. (The name of the club must be one which will not be confused with another club already existing on campus; it should be appropriate to the purposes of the club and clearly indicate the club's objectives.)*

**ARTICLE III**

**TRUST ACCOUNT**

**SECTION 1**

**MAINTENANCE**

*This organization, pursuant to its charter obligation, shall maintain a trust account with the ASI Business Office. Pursuant to the California State University Board of Trustees, the Executive Orders 648 and 731 states that all funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus' Chief Financial Officer, the Vice President of Administrative Affairs. Student clubs and organizations are identified as affiliated organizations. The policy further states that any account with a bank or financial institution not approved by the campus' Chief Financial Officer is strictly prohibited.*

**SECTION 2**

**USAGE**

*All monies of this organization shall be deposited in, and disbursed from, this account following procedures outlined by the ASI Business Office.*

**SECTION 3**

**DISPERSAL OF FUNDS**

*Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two (2) academic years. In the event this organization does not become active during the two (2) year period it is hereby declared that any funds remaining in said account are to be transmitted to be used to pay any outstanding accounts due the University, University Union, or the Cal Poly Foundation. If there are no outstanding accounts, it is hereby declared that any funds remaining in said accounts are to be transmitted to Society of Automotive Engineers, 400 Commonwealth, PA 15096-001, an educational, charitable organization to aid this organization in carrying out its objectives. If said organization is no longer functioning at that time, or if its objectives are no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State Polytechnic University, Pomona, general fund.*

## **ARTICLE IV**

### **MEMBERSHIP**

#### **SECTION 1**

##### **CATEGORIES OF MEMBERSHIP**

(List the categories, defining each in a separate sub section [i.e. Active, Associate, Alumni, Honorary, etc.]. Indicate the criteria for each type of membership. Care must be taken that this section does not contradict Article 1, Section 3 above, and that the student privilege of active membership [voting, holding office, etc.] is not restricted by any of these categories.)

An active member is defined as any person having completed the student enrollment form and have paid the dues assessment for this branch and the national organization.

#### **SECTION 2**

##### **ELIGIBILITY REQUIREMENTS**

*Active members must be members of the Associated Students, Inc. at California State Polytechnic University, Pomona. (Add any other eligibility requirements your organization may have for active members. Specify eligibility requirements for all other categories of members, outlining in the same order as in Section 1 of this Article. Be sure to include what an eligible person must DO in order to belong and remain in that category of membership [pay dues, attend a specified percentage of meetings, etc.]*)

Active members must be member of the Associated Student, Inc., at the California State Polytechnic University, Pomona. They must also pay the membership dues described in the above sub-section.

### SECTION 3

#### SUSPENSION

(State the provisions for suspension of members. These may include: disorderly conduct, gross misdemeanor, or other behaviors unacceptable to your organization.) *A member may be suspended or removed for the above stated reasons following a hearing by the membership of the organization (or some other satisfactory method of due process).*

No membership may be suspended or revoked unless the member ceases to be registered at this campus.

### ARTICLE V

#### OFFICERS

#### SECTION 1

##### CATEGORIES OF OFFICERS

(Enumerate the elected officers such as President, Vice President, Secretary, Treasurer, Reporter, Historian, etc.)

Chairman (President)/Co-Chairmen: at least one but not more than two.

Vice Chairman (Vice President): one only.

Scheduler: one only

Treasurer: one only.

Engineering Council Representative: one only.

#### SECTION 2

##### DUTIES

(The duties of each officer must be described in detail, listing according to the order of Section 1 above. Be sure to specify who has the authority to expend organizational funds, call special meetings, etc. Be certain to use non-discriminatory language such as him/her or them.)

Chairman and Vice-Chairman: All Chairmen are to singularly or jointly assume responsibility for the following matters.

1. Provide for the chairing of the chapter meeting with a person among themselves.
2. Prepare the programs and agenda of the meetings.
3. Represent this chapter at specific functions of the Southern California Section of the Society of Automotive Engineers. (i.e. Baja)
4. Correspond with outside speakers and provide for their reception when applicable.

5. Take care of all other chapter business not designated to some other officer.
6. To work with the officer in the distribution of funds for the various events and projects, this includes the method to justify the funds distribution. The justification will be in the form of a decision matrix weighting the following criteria: number of members involved in the project, officers and advisors estimate of the viability of the project, and the amount of funding requested relative to the amount available.

Scheduler:

1. Process the necessary paperwork with the Office of Student Life and ASI, Inc. when necessary.
2. Provide notices of meetings and other events with publicity as needed.
3. Represent this chapter at specific functions of the Southern California Section of the Society of Automotive Engineers. (i.e. Baja)

Treasurer:

1. Responsible of the recruitment of new members to maintain a strong and growing membership.
2. Accepts and processes membership applications.
3. Responsible for any fund raising activities as needed.
4. Receives and processes dues assessments and other monies of the chapter operation.
5. Must keep a record of income, expenses and the continuous balance of the chapter funds in an acceptable accounting manner.
6. Responsible for preparation of a statement of branch worth at the time of leaving office.
7. Represent this chapter at specific functions of the Southern California Section of the Society of Automotive Engineers. (i.e. Baja)
8. Provide expense report forms as necessary and fill out disbursement requests.

Engineering Council Representative (E.C. Rep.):

1. Required to attend all scheduled Engineering Council meetings as a representative of this organization.
2. Provides for a substitute if the designated E.C. Rep. cannot be present in person.
3. Reports all information and business from the meetings to the chairmen.

4. Represent this chapter at specific functions of the Southern California Section of the Society of Automotive Engineers. (i.e. Baja)

### SECTION 3

#### ELIGIBILITY

*At the time of assuming office and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by the University. He/she will sign a Statement of Eligibility form when assuming office, and thereafter will accept the responsibility of monitoring his/her own grades and unit load to meet these requirements each quarter he/she is in office.*

### SECTION 4

#### REMOVAL FROM OFFICE

*(Specify how and when motions to remove an officer from office are made, whether from the floor, by petition, by an officer's motion during an officer meeting, by a committee, or by any other means; do allow time for the officer to form and present a defense. For example: *An officer may be removed from office if that person neglects the duties of their position or violates the organization's bylaws. In order to remove an officer from an elected position, an officer must recommend the removal from office at officer meeting or a special meeting, following the club meeting bylaws, Article VII. A minimum of one week must pass before the vote can be cast to remove the officer. The officer in question will be notified in writing of the removal from office recommendation, and will be invited to defend their position. A vote will be taken at this meeting; all officers are allowed one vote. Majority vote decisions are final and non-reversible. Once an officer is removed from office, the procedure for filling a vacancy, Article VI, Section 5, entitled Vacancies, will be implemented.*)*

An officer may be removed from office if that person neglects his/her duties, violates the clubs bylaws, or makes decisions habitually that are deemed to be deleterious to the club. If one feels it is necessary to remove an officer from his/her position due to one of the reasons stated above, the impeachment shall be proposed to the club advisor along with a nomination for a suitable replacement. If the advisor approves the motion, a meeting must be called for all active members and the officer in question. At said meeting, the officer will have an opportunity to defend himself to the active members. Following the officers defense, a vote will be cast by all active members to replace the officer with the new nominee.(each active member's decision counts for one vote regardless of his/her position in the club). A three fourths majority shall be necessary to finalize the impeachment of the officer.

## ARTICLE VI

### ELECTIONS

#### SECTION 1

#### NOMINATIONS

(Specify how and when nominations of officers are made, whether from the floor, by petition, by a committee, or by any other means; specify how far in advance of actual elections such nominations take place.)

Nominations must be made either orally or in writing to the officers during a regular meeting. Nominations may be made by anyone, one person may nominate another or his/herself. Nominations must take place before the elections, this may be during the same meeting, but no earlier than one week before elections.

## SECTION 2

### TIME OF ELECTION

(Specify the time when regular elections of officers will take place [the second meeting of Spring Quarter, during the month of April, between April 15 and May 15, etc.] It is recommended that such elections take place annually during Spring Quarter and prior to May 1.)

The elections must take place at a scheduled chapter meeting during the Spring Quarter, during the month of May. They should additionally be held as vacancies occur.

## SECTION 3

### PROCEDURE

(Specify HOW officers are elected; whether by a secret ballot, a show of hands, or some other means; the percentage of votes needed, generally a plurality [whoever receives the most votes] or a majority [ whoever receives fifty percent plus one of the votes cast]; and, who will be responsible for counting the votes [preferably the advisor or another impartial person.] In cases where a majority vote is required, specify procedures for a run-off election should no candidate receive a majority.

The name of the office will be stated to the membership. Elections will be held in mass, which is all open offices will be available during one meeting. An open show of the active members' single hand of choice in a plurality will suffice to determine the winner. The chair may require additional controls of this procedure as necessary.

## SECTION 4

### ASSUMPTION OF OFFICE

(Specify when a newly elected officer will take office and how long he/she holds that office. It is recommended that officers assume

office between May 15 and June 15 of each year to facilitate the rechartering of the organization and other administrative duties.)

The newly elected officers will assume office the week following the finals of the spring quarter, or after the resignation of the current officer.

**SECTION 5**

**VACANCIES**

(Specify the procedures used to fill a vacant office in case an officer resigns or is unable or unwilling to complete his/her term. If the procedure varies according to the office, use a separate sub-section for each procedure. In the event an election is part of that procedure, include the appropriate election provisions in a manner similar to Section 3 above.)

The vacancies will be addressed and listed to the membership during a regular meeting. The chair will then determine the best method of filling the vacancies, this may include a special election or an appointment of a member that is approved of by the membership.

**ARTICLE VII**

**MEETINGS**

**SECTION 1**

**REGULAR MEETINGS**

(Specify when regular meetings are to be held, whether it be once a week, every month, or by arrangement.)

Regular meetings will be by arrangement, but there will be no less than three (3) meetings each quarter, except summer when there does not need to be a regular meeting.

**SECTION 2**

**SPECIAL MEETINGS**

*A quorum must be present at all special meetings and only the business for which a special meeting is called may be transacted at the meeting.*  
(Specify the procedures to be employed in calling special meetings, who may call them, the procedures for notifying members, etc. Guard against a small number of members having the power to call a meeting and transact business. The President, however, is usually given the power to call such a meeting.)

A quorum must be present at all special meetings and only the business for which a special meeting is called may be transacted at the meeting. Only officers may call a special meeting, bringing a

members statement if it is a single members concern. All members must be informed through adequate publicity of a special meeting.

## **ARTICLE VIII QUORUM**

(Specify in detail how many members of the club constitute a quorum for the legal transaction of business. This should be based on the number you feel must be present at a meeting to transact business. In large clubs, the percentage will be smaller than in small clubs, for example- in a club with 150 members, a workable quorum would be 20%, while in a club with only 20 members, 51% would be more appropriate.)

A quorum is either one third of the active membership or ten active members, whichever is the lesser.

## **ARTICLE IX COMMITTEES**

### **SECTION 1 ELIGIBILITY**

*At the time of assuming responsibility for a committee and during tenure in office, a committee chair must meet all the eligibility requirements as stated by the university.*

### **SECTION 2**

(Specify standing committees, if any; how they are chosen; and their duties - using a separate section of this article for each such committee. If the organization has an Executive Council or an Executive Committee, that should be listed as the first Standing Committee.

There are no standing committees. The Chair will determine the need and the method of establishing a committee when necessary.

## **ARTICLE X DUES**

(Specify the manner through which assessments against members are authorized [vote of general membership, action of board of officers, etc.]; and the time and manner of their collection. Be careful not to include an actual dollar level which would require a charter amendment to change. Use more than one section if necessary. If membership cards are issued, use a separate section to describe the process used to issue them and the purposes of such cards.)

Dues are determined by the national organization, The Society of Automotive Engineers, Warrendale, PA. The dues are collected during the fall quarter and when necessary. Membership lasts one year. The current dues are \$10 for national and \$10 for the chapter. A vote at a general meeting is required to change the dues.

**ARTICLE XI            ADVISOR**

**SECTION 1            ELIGIBILITY**

*The Baja SAE shall have an advisor over 21 years of age who shall be a full-time member of the faculty, administration, or staff of the California State Polytechnic University, Pomona. The advisor may not be on leave of absence at any time during his/her term of appointment.*

**SECTION 2            SELECTION AND APPOINTMENT**

*After an advisor has been nominated by the organization and approved by his/her Department Head, final approval and actual appointment will be made by the Director, Office of Student Life. If the advisor is the Department Head, then the immediate supervisor would also need to approve before final appointment is made by the Director of Student Life.*

**SECTION 3            DUTIES**

*The advisor's responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined in Office of Student Life's Advisor's Guide. (Add separate sections for any duties unique to your organization.)*

The advisors responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined in the Office of Student Life's Advisor Guide.

**ARTICLE XII           AMENDMENT**

**SECTION 1            MEANS OF AMENDMENT**

(State what procedures must be taken to amend these Charter provisions for your organization. Usually this requires a presentation of proposed amendments at one meeting, followed by a vote of the membership at the next meeting. Generally a higher percentage of affirmative votes is required to approve such amendments than is needed to approve most other actions.)

These laws may be changed or amended at any time at a scheduled chapter meeting. They will not become officially recognized until they have been approved by the Office of Student Life. The requirement for revision of these laws is that a quorum shall have passed a seconded motion on the matter. An open show of hands is sufficient to decide on the matter.

## SECTION 2

### APPROVAL

*All amendments to this Charter shall be filed with Office of Student Life, submitted with the Change of Amendment Form, indicating the date and method of adoption. Revisions shall be incorporated into a fully revised copy of the charter. Any amendment(s) which change(s) the purpose or intent of the organization or substantively modify the Charter's provisions shall be approved by the University before taking effect.*

## SECTION 3

### COMPLIANCE

*This charter shall not conflict with the By-Laws of the Associated Students, Inc., or with the policies and regulations of the California State Polytechnic University, Pomona, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all chartered organizations made by the university shall be considered to be immediately enforceable, whether contained in these Charter Provisions or not.*

Revised - 3/07