

Constitution for the Community Learning Center
Ratified Spring 2009

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Article I: Name

This organization shall be known as the Community Learning Center (henceforth "CLC") of the University of Rochester, River Campus.

Article II: Purpose

The purpose of the CLC is to provide an environment that promotes social awareness and political involvement at the University of Rochester and in the surrounding community.

Article III: Membership

Section 1: Qualification for membership

All Full-time Undergraduates enrolled in the Colleges of Arts and Science, Engineering and Applied Science, and the School of Nursing who reside for the academic year in the CLC shall be full voting members of the CLC.

Section 2: Eligibility

Any student enrolled in a university undergraduate college at the University of Rochester may be eligible for membership in the CLC, if that student so desires, provided that the appropriate process is followed for admission, and /or the office of Residential Life provide such assignment.

Section 3: Equal Opportunity

The CLC shall not discriminate against any person because of race, religion, sex, sexual orientation, handicap, age, or political affiliation. Every attempt will be made, however, to include as diverse a group of students as possible.

Section 4: Voting Rights

Voting privileges are extended to all members of the CLC. Voting privileges are also extended to the Community Service Network (henceforth "CSN") Advisor and other outside applicants accepted by the CLC executive board.

Article IV: Structure of government

Section 1: Body of government

The government of the CLC will consist solely of the CLC Executive Board (hence forth "CLC Board"). All members of this CLC Board shall be elected or appointed in accordance with this constitution.

Section 2: Power to Legislate

The CLC Board has the power to legislate on any matter concerning members of the CLC.

Article V: The CLC Executive Board

Section 1: Eligibility

All those who are members of the CLC (and shall be member for next academic year for specific positions) are eligible to run for any CLC Board position. In the event that a CLC member is abroad during the spring semester but wishes to run for office for the next academic year, they may do so but are responsible for contacting the Internal House Manager prior to elections so they may be on the ballot.

Section 2: Selection Process

The External House Manager, Internal House Manager, and Reservationist shall be selected by a vote during the first all-CLC meeting of March. Other board members shall be elected during the first all-CLC meeting of the academic year.

Section 3: term of office

The term of office of the CLC board members shall last for the period of one year beginning immediately after selection.

Section 4: Positions and Duties

a.) CLC External House Manager

The External House Manager shall be the official spokesperson for the CLC. The External House Manager shall be responsible for serving as the liaison between the CLC and CSN and other University of Rochester groups, which may include but are not limited to Facilities, MSA, SIHC and FQAC. The External House Manager shall work closely with the Internal House Manager and shall also attend CLC Board and all-CLC meeting.

b.) CLC Internal House Manager

The Internal House Manager shall be responsible for the oversight of the CLC Board and any standing committees, and coordinating the Community Learning Series and Social Projects. The Internal House Manager shall oversee all CLC issues relating to Residential Life, serving the essential duties of a Residential Advisor without necessarily bearing the actual title. The Internal House Manager is responsible for promoting and fostering a community atmosphere within the house, along these lines the Internal House Manager shall organize a retreat or other all-house social event that is to take place every semester. The Internal House Manager shall work closely with the External House Manager and shall attend CLC board and all-CLC meetings.

c.) Business Manager

The Business Manager shall be responsible for oversight of all funding related to the CLC in any way. This includes but is not limited to maintaining a full account of all funds and their usage. The Business Manager shall attend CLC board and all-CLC meetings.

d.) Secretary

The Secretary shall be responsible for recording minutes at every CLC-sanctioned meeting, e-mailing these minutes to all parties involved, and tallying votes for any voting event.

The Secretary shall also over see all CLC members' service hours and semester requirements and take role at all CLC meeting and events and relay any relevant information to the Internal House Manager, and keep the CLC website updated and relevant. The Secretary shall attend CLC board and all-CLC meetings.

e.) Reservationist

The Reservationist shall be responsible for managing the reservations calendar for the Common Rooms, excluding the kitchen, as specified in Article XII. The Reservationist shall be in contact with other groups regarding reservations, contact all CLC members regarding pending reservations, ensure that the reserved space is in acceptable conditions before and after all events and that all regulations regarding events are followed. The Reservationist shall attend CLC board and all-CLC meetings.

f) Kitchen Manager

The Kitchen Manager shall be responsible for overseeing the operation of the kitchen, organizing a cleaning schedule, and making sure the CLC kitchen is an overall adequate and functional place for the CLC community. The Kitchen Manager shall also manage all reservations for use of the kitchen. The Kitchen Manager shall attend CLC board and all-CLC meetings.

Section 5: Cooperative Responsibilities of the CLC Board

a.) Organize, regulate, and coordinate CLC committees as it sees fit.

b.) Before the beginning of each semester the CLC board shall decide on an issue on which the Community Learning Series shall focus. The focus of the Community Learning Series should in some way deal with community, diversity or cultural issues.

c.) Gather information about ongoing and planning events for dissemination to the entire CLC.

d.) Hold at least one meeting of the CLC board per month, at the discretion of the CLC Board members.

e.) After elections have taken place old board members are to work closely with newly elected members but shall hold no authority. In the event that the newly elected board member is abroad when elections take place, the old board member shall serve until the end of the year and is responsible for keeping the newly elected member informed and involved in all responsibilities of that member.

Section 6: Committees

The CLC Board may create any ad hoc committees that it deems necessary to the implementation of certain tasks that will be charged to such committees. The committees shall be disbanded upon completion of their charge.

Section 7: Operational Procedures

The operational procedures to be followed at CLC Board meetings and General meetings are to be governed by the appropriate sections of the CLC By-Laws.

Section 8: Quorum for all-CLC meetings.

The required quorum for an all-CLC vote shall be attained when all eligible CLC voters have been given the opportunity to vote, and at least one-half plus one of the eligible voters has voted.

Article VI: Impeachment and Filling Vacancies of Office

Section 1: Restrictions of Impeachment

Impeachments shall be considered only as a final resort, and only after all informal means of reconciliation have been exhausted.

Section 2: Impeachment of a CLC Board member

To impeach a CLC Board member, a written petition must be presented to the CLC House Manager (or to the CLC Secretary if the House Manager is the object of the impeachment) stating a desire for removal from office and any and all complaints against the individual being impeached. Such petition requires the signatures of four voting members of the CLC Board to initiate impeachment procedures. The remaining Board members shall present the proposal for impeachment to all CLC members, where it shall be discussed and voted upon. For an impeachment to

result, at least two-thirds of an All-CLC vote must approve the proposal for impeachment. Should any one of the CLC Board offices be vacated a new Board member shall be elected at the next all-CLC meeting until which time the Internal House Manager and External House Manager shall be responsible for that members responsibilities.

Article VII: Requirements of CLC Members and Consequences

Section 1: Individual Requirements

Members of the CLC shall be required to perform 5 (five) hours of individual community service each semester. These hours can be performed on or off the University of Rochester River Campus. Any confusion as to the validity of hours shall be settled by the Internal House Manager, and, in the case of an unresolved issue, it shall be considered by the whole board. Each individual shall be required to submit, via some medium to be announced to the CLC members, a record of hours performed to the Secretary. Also, each member shall be required to attend all All-CLC meetings, allowing for one absence per year.

Section 2: Community Learning Series

a.) At the beginning of each academic year, the Internal House Manager shall divide all CLC members in to small groups of 4-6 members. At the beginning of each semester, each group shall be assigned a Group Leader. Each group is to put on a presentation at some time in that semester to be designated by the CLC Board. The presentation is to be part of a semester long series which addresses an issues that is to be decided by the CLC Board with suggestions from all CLC members. Each group is responsible for notifying the Internal House Manager prior to the presentation to assure the presentation is satisfactory and for any other suggestions.

b.) All CLC members are required to attend two group presentations in addition to their own. Members are responsible for alerting the secretary as to their presence at each presentation.

Section 3: House Social Project

a.) Every semester each group, as designated by the Internal House Manager for the Community Learning Series, shall also be responsible for hosting a social event at the house. These events

shall be aimed toward building community within the house and generating interest in CLC at the University of Rochester. Each group is responsible for notifying the Internal House Manager prior to their event to assure the event is satisfactory and for any other suggestions.

Section 4: House Service Projects

a.) At least twice a semester, the CLC Board shall organize large-scale service projects for the entire CLC to partake in one large group activity.

b.) CLC members shall be required to participate in at least one House Service Project per semester. For all House Service Projects after the initial one, signup priority (if necessary) shall be granted to CLC members who have not taken part in prior House Service Projects.

Section 5: Individuals Placed in the CLC

At times, the Office of Residential Life may deem it necessary, if and when the CLC was not able to attain a certain number of residence members for an academic year, to place students in the CLC who did not choose to live there. For such students, the above requirements will not apply, though such students shall be strongly encouraged to participate. If they choose not to, no consequences shall accrue, although they shall not be invited to participate in any CLC events, and shall not be allowed to live in the CLC in future years.

Section 6: CLC Members not Fulfilling Requirements

Members who do not fulfill their requirements in any semester shall be placed on probation by the CLC Board for the following semester. Members on probation shall be eligible to fully take part in all CLC-sanctioned events and shall be considered full members in all aspects. Members on probation must complete all current member requirements (Article VII: Sections 1, 2, & 3), plus community service and group presentation attendance requirements not fulfilled in prior semesters, including an additional hour of community service for each unexcused All-CLC Meeting absence. Once outstanding requirements are completed, the probationary status shall be removed. If this probation is not lifted by the end of the semester in question, said members would have to reapply for house admittance.

Section 7: Member Contract

A contract shall be given to all potential CLC members prior to admission to the CLC. This contract shall include, but shall not be limited to, all pertinent information in this Article VII: Requirements of CLC Members and Consequences. Failure to sign the Contract shall result in an individual's ineligibility as a CLC member.

Section 8: Disruptive Members

In the case of an extremely disruptive or uncooperative resident of the CLC, the CLC Board may deem it necessary to remove such individuals from building. This should be only as a last resort, after all other means of reconciliation and reprimands have proven ineffective. Such removal shall require a two-thirds majority vote by the CLC Board. If a removal is successful by the Board vote, the House Manager shall then contact the Office of Residential Life and coordinate the removal of said resident.

Section 9: Extenuating Circumstances

Members may request permission in writing from the CLC Board for release from certain obligations. If the Board deems such release valid, it may choose to either excuse the member from such requirement, or else suggest an alternative that the student must complete to avoid any further disciplinary action.

Article VIII: Meetings

Section 1: CLC Board Meetings

The CLC Board shall have bimonthly meetings.

Section 2: All-CLC Meetings

The CLC Board shall hold All-CLC meetings every month of the academic year and when the CLC Board deems it necessary.

Article IX: Housing

Section 1: Acceptance Process

Coinciding with Special Interest Housing Week, the CLC Board shall begin the process of recruiting and selecting new members for membership for the following academic year. This process

shall include, but not be limited to, applications and, if the CLC Board deems necessary, interviews.

Section 2: Room Assignments

Prior to the end of every Spring Semester, the CLC Board shall hold a meeting of all individuals accepted as CLC members for the following academic year. At this meeting members shall have the opportunity to select their rooms for the following year.

Section 3: Room Choice Points System

The two House Managers shall have first and second choice among rooms. Priority in remaining room selection for members of the CLC shall be awarded first to returning members, then to new members, through a point system. All points earned carry through all years living in the CLC. Points shall be awarded as follows:

For returning members:

1 point for every semester living in the CLC

.5 points for every semester on the CLC exec board (awarded upon election, revoked upon impeachment or resignation)

.25 points for every semester as a Project Group Leader

The CLC board may award .5 points maximum to members deemed exceptional.

For new members, points will be equal to ResLife housing points.

Members with equal points shall be randomly assigned an order of priority within those of equal points.

Section 4: Special Cases

Members going abroad/leaving for one semester may combine with a member going abroad/leaving for the other semester to switch rooms at the semester break, and have their effective house points in selection be the greater of the two members. It is the responsibility of members going abroad/leaving to find a member to switch with.

If a member will be leaving for the spring semester and does not have anyone to switch with, it will be the job of the house in the fall semester to recruit a new member to fill that space.

If a member will be leaving for the fall semester and does not have anyone to switch with, and there is no available space in the house in the spring semester, the member must find residence elsewhere. They may retain CLC membership and voting rights if they choose to, do not have to reapply for entry the next academic year, and if participating, shall be awarded future housing points as if living in the CLC.

Article X: Organizations Affiliated with the CLC

Section 1: Advisory Boards

The CLC shall have a Faculty Advisory Board and a Staff Advisory Board that shall meet with representatives from both the CLC Board and the CSN Executive Board periodically to discuss programming and other issues relating to the CLC. These meetings shall be organized and chaired by the Director of Community Service Programs

Section 3: Other Organizations

The Alpha Phi Omega Coed Service Fraternity (henceforth "APO") currently shares an office in the CLC, in Room 305. The inclusion of this organization within the CLC is contingent upon agreement by both the CLC Board and representatives from the respective organizations.

Article XI: Budget

Section 1: Funding

All budget issues shall be dealt with by the CLC Board, and specifically by the Business Manager, working with the CSN Advisor and the Director of Community Service Programs. This budget shall include, but not be limited to, the Office of Residential Life semester funding, fundraisers, and any additional funds acquired by the CLC.

Section 2: SA Funding

The CLC is currently funded by both the Students' Association, the Rochester Center for Community Leadership, and the Office of Residential Life. These sources of funding shall be assigned to appropriate uses, and shall be recognized appropriately.

Article XII: Use of Common Rooms

Regarding periodical meetings, the order of priority of usage of the Conference Room and the Lounge Areas on the First Floor shall be as follows: CLC Meetings and Committees, CSN Meetings and Committees, APO Meetings, and any other non-affiliated outside organizations. The CLC Board reserves the right to refuse usage of the CLC to any group without explanation.

Regarding groups wishing to use the CLC Conference Room and Lounge Area, permission must be requested from the CLC Reservationist no later than 10 (ten) days before the requested date. All outside groups shall be required to pay a 50\$ deposit to use the CLC Conference Room and Lounge Area which shall be returned to them after the Reservationist has inspected the room and acknowledges that it has been returned to its former state.

Article XIII: The CLC By-Laws

Section 1: Existence

All essential matters of procedure and authority that are not governed by this Constitution shall be governed by the CLC By-Laws

Section 2: Suspension and Modification of the CLC By-Laws

The CLC Board has the power, when deemed necessary by a two-thirds vote of an All-CLC meeting, to suspend a procedure designated in the CLC By-Laws for the remainder of the CLC meeting at which the vote to suspend was taken. Furthermore, the CLC Board can modify or amend the CLC By-Laws at any time it deems necessary, by a two-thirds vote of the CLC Board. Such modifications or amendments shall be included in the CLC By-Laws by the CLC Secretary. The CLC Board is required to uphold and enforce all policies of the University of Rochester Office of Residential Life. This Constitution may be amended by either of two procedures:

- a.) An amendment may be initiated by a petition of the CLC House Manager bearing the signatures of at least four voting members of the CLC Board. The Board shall then present the amendment to all CLC members, upon which time it shall be discussed and voted upon. For the

amendment to be ratified, at least two-thirds of an All-CLC vote must approve the amendment.

b.) An amendment may be ratified by petition, presented to the CLC House Manager, signed by at least two-thirds of all CLC members.

Article XIV: Ratification of the Constitution

This Constitution shall be ratified by a two-thirds All-CLC vote.