

**Civil and Environmental Engineering Department
California Polytechnic State University, San Luis Obispo**

Student Fee Committee By-Laws

Article I. Preamble

- Section A. Civil and Environmental Engineering Fee Initiative Committee comprises a group organized to represent the Civil and Environmental Engineering student body in the Initiative of the student fee increase that was implemented at the start of the Fall of 2002 quarter.
- Section B. It is the intent of this organization to abide by pertinent State and University regulations.

Article II. Purpose

- Section A. The purpose of the Civil and Environmental Engineering Student Fee Initiative Committee is to represent the Civil and Environmental Engineering student body in the Initiative of the student fee increase that was implemented at the start of the Fall of 2002 quarter. The student fee increase is \$200 per student per quarter.
- Section B. Objectives:

1. To create an annual proposed budget to allocate the student fees towards instructional-related activities.
2. To solicit input from the Civil and Environmental Engineering student body and from the department on how to allocate the student fees.
3. To inform Civil and Environmental engineering students of how their fees are being spent.
4. To consider the "Cal Poly Plan and College Based Fee Initiative – Goals and purposes" as it enhances the Civil and Environmental academic program.

Article III. Name and Affiliation

- Section A. The name of this organization shall be "Civil and Environmental Engineering Student Fee Initiative Committee," hereinafter referred to as the "CEENVE Student Fee Committee."
- Section B. The CEENVE Student Fee Committee shall be an organization in the Civil and Environmental Engineering Department of the California Polytechnic State University, San Luis Obispo, subject to all the privileges and obligations provided for in the College of Engineering Oversight Committee Guidelines, as well as the privileges and requirements of the University and the State of California.

Article IV. Membership

Section A. The CEENVE Student Fee Committee will consist of Civil and Environmental engineering students, faculty, and the Department Chairperson.

1. Student Membership
 - a. All students interested in membership must submit a nomination form during the Spring Quarter prior to the academic year of interest.
 - b. Members will be elected not appointed.
 - c. Nominees and members must be Civil and Environmental engineering students-both graduates and undergraduates are eligible.
 - d. A total of 6 to 8 students will serve on the committee.
 - e. At least two members shall be environmental students and two members shall be civil students. It is advised to have two members be of underclassman status. It is advised to have at least one member re-elected for an additional term.
 - f. Students must not be on academic probation.
 - g. Students are eligible for membership in consecutive years, but must reapply each year.
 - h. Each student member shall have voting privileges.
2. Faculty Membership
 - a. Shall consist of 2 Civil and Environmental engineering faculty members, preferably one from each discipline.
 - b. The 2 faculty members are to be determined by the Civil and Environmental Engineering Department.
 - c. Shall have voting privileges.
3. Department Chairperson
 - a. Shall not have voting privileges, except when there is a tie.
4. There may be no membership discrimination on the basis of race, sex, religion, national origin, or sexual preference.

Section B. Nominations

1. The call for nominations and the date, time, and place of the election will occur during the start of the third week of the Spring Quarter, will run for one week, and the election will occur during the fourth week over at least a two-day period.
2. Nomination forms and information about the election of CEENVE Student Fee Committee membership will be advertised by email, notice/flyers, student clubs, and if the faculty are willing, announced in all the major classes.
3. Nomination forms will also be available in the Civil and Environmental Engineering Department office.
4. The completed application must be submitted to the Civil and Environmental Engineering Department office no later than 5pm on Friday of the third week of Spring Quarter.
5. Each candidate must submit a statement explaining why he/she would like to serve on the committee. There will be no required statement of the fee Initiative recommendation by a student nominee. The intent is to have the election based upon the individuals, not the usage of the fees-fee usage is to be a separate issue.
6. Each candidate's statement will be available on the CEENVE Student Fee Initiative Committee by email and in the Civil and Environmental Engineering Department office for students to view.

Section C. Elections

1. Elections will be held during the fourth week of Spring Quarter and will last over at least a two-day period.
2. Voting will occur in the Civil and Environmental Department Office.
3. Only Civil and Environmental engineering students will be allowed to vote.
4. Paper copies of each candidate's statement will be available at the voting location for students to view.
5. The ballot will separate candidates into new members and members being re-elected to the committee.
6. The students who receive the majority of the votes will be elected to the CEENVE Student Fee Committee.
7. Ballots will be kept by the Civil and Environmental Engineering Department for future reference in the event of a vacancy in membership of the CEENVE Student Fee Committee.

Section D. Term of Office

1. The term of office for the CEENVE Student Fee Committee members shall last from time of election until the end of spring quarter the following year.
2. Current members shall attend meetings of the CEENVE Student Fee Committee to help transition the new members into the CEENVE Student Fee Committee.

Section E. Vacancy

1. A vacancy occurring in the membership of the CEENVE Student Fee Committee will be filled by the next most voted.
2. The student will be contacted by the Civil and Environmental Engineering Department and asked to fill the vacancy.
3. If refused, the Civil and Environmental Engineering Department will continue contacting the next most voted for candidate until the vacancy is filled.

Article V. Governance

Section A. Members may choose to step down from committee responsibilities.

Article VI. Officers and Their Duties

Section A. The officers of the CEENVE Student Fee Initiative Committee shall be Chair and Secretary and any other position the committee decides to create.

1. The CEENVE Fee Committee will appoint a Chair, Secretary and any other positions.
 - a. A student member may be nominated by other members, or self-nominated.

Section B. Duties

1. Chair
 - a. Shall preside at all regular and special meetings.
 - b. Shall conduct order of the members during meetings.
 - c. Shall call meetings.
 - d. Shall create the agenda for each meeting.
 - e. Shall sign any document that has been approved by the CEENVE Student Fee Initiative Committee voting members.
 - f. Shall call the first meeting of the newly elected student members within one week after the newly elected members are announced. The Chair will serve as Chair until a new Chair is elected. Each committee will make decisions and vote on issues concerning their respective budgets.
 - g. In the event the Chair is unable to complete his/her one-year term of office, the committee will appoint a replacement.
2. Secretary
 - a. Responsible for developing and distributing the minutes of each meeting to CEENVE Student Fee Committee within one week after every meeting.
 - b. Responsible for developing and distributing the budget as spent and allocated before each meeting.
 - c. In the event the secretary is unable to complete his/her one-year term of office the committee will appoint a replacement.

VII. Meetings

Section A. Guidelines

1. Regular meetings of the CEENVE Student Fee Committee shall be held at least once per month.
2. The Chair will be responsible for calling these meetings and presiding over them.
3. The Chair may call additional meetings in order to accomplish the objectives of the CEENVE Student Fee Initiative Committee most effectively.
4. All meetings are open to the public.
5. At least one meeting per quarter will be held for solicitation of student input.
6. A quorum will be needed on all voting matters.
7. A quorum shall consist of more than fifty percent of voting members.
8. Decisions made during meetings are binding as long as the decisions do not violate university policy or any laws.
9. Roberts Rules of Order (revised version) shall be referred to for all parliamentary procedures not covered by these bylaws.

Article VIII. Voting

Section A. Guidelines

1. All student and faculty members of the CEENVE Student Fee Initiative Committee are allowed one vote.
2. The Department Chairperson appointed to the CEENVE Student Fee Initiative Committee is allowed to vote in the event of a tie.
3. No member shall be allowed to vote on requests submitted by that member.
4. The Chair of the CEENVE Student Fee Initiative Committee is allowed to conduct votes by email when necessary.

Article IX. Mechanism for Fiscal and Governance Accountability

Section A. Fall Quarter

1. The CEENVE Student Fee Committee will make available to all majors an accounting of the previous years spending plan and a budget for the current academic year.

Section B. Spring Quarter

1. The CEENVE Student Fee Committee will present to all students a report on:
 - a. Proposed spending plan for current fiscal year.
 - b. Actual spending for current fiscal year.
 - c. Deviation from proposed spending plan.
 - d. Projected spending plan for the next fiscal year.

Article X. Budget

Section A. Estimation of revenues for the CEENVE Student Fee Committee Budget

1. Equation for estimation
 - a. [The number of projected students enrolling full-time in the Civil and Environmental engineering department per quarter x the Higher Education Price Index (HEPI) student fee of \$200 per student x 3 quarters] + [estimated summer enrollment x the HEPI student fee of \$200 per student] = \$\$\$ per year.
2. The Secretary will maintain a spreadsheet of the CEENVE Student Fee Initiative Committee budget for reference to aid the CEENVE Student Fee Committee in its' spending decisions.

XI. Amendments

Section A. Amendments must be written out in full be approved by a majority vote of the CEENVE Student Fee Initiative Committee.

Section B. Amendments must be submitted for approval by the Engineering Student Council before becoming effective.

XII. Conflict

- Section A. These bylaws shall be in accordance with the “Guidelines for Election of CENG’s Departments’ Academic Fee Oversight Committee” and the policies of the University.
- Section B. Any problem should be resolved at the departmental level. However, in the event that a problem cannot be resolved at that level, then the problem should be appealed to the Dean of the College of Engineering.

XIII. Other

- Section A. Any modifications dealing with the membership, selection of membership, and voting procedures must have the approval of the Engineering Student Council.
- Section B. Each year, a copy of the “Civil and Environmental Engineering Student Fee Initiative Committee Bylaws”, “Guidelines for Election of CENG’s Departments’ Academic Fee Oversight Committee”, and “Cal Poly Plan and College Based Fee Initiative – Goals and Purposes” are to be given to the new members of the CEENVE Student Fee Committee.
- Section C. Any other documents, such as surveys, survey results, memos, et cetera, are to be given up to the new members of the CEENVE Student Fee Committee at the discretion of the previous members of the CEENVE Student Fee Committee.