

ARTICLE I

Name

The name of this organization shall be the Computer Science and Engineering Ambassadors, hereinafter CSEA.

ARTICLE II

Purpose

The purpose of the Computer Science and Engineering Ambassadors organization is to provide a link of communication, education and partnerships between the students of the University of Nebraska-Lincoln and communities in Lincoln, Nebraska as well as the surrounding areas for purposes of computer science/engineering-focused civic engagement.

ARTICLE III

Membership

Section 1. Individuals may join at any point in the year, and must notify an officer for addition to the roster.

Section 2. Non-discrimination clause. This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race color, religion, pregnancy, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation.

Section 3. Non-student participation. A student organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the fall or spring semester.

Section 4. Dues. The Executive Committee may not prescribe membership dues.

Section 5. Revocation. Membership may be revoked in accordance with the procedures in the parliamentary authority or adopted by the Executive Committee.

Section 6. Resignation. Members may resign from CSEA by providing an executive board member or officer with written or email notice with a three weeks notice.

ARTICLE IV

Officers

Section 1. Officers and Duties. The officers of CSEA shall be a President, a Vice-President, a

Secretary, a Treasurer, Development Team Lead, K-12 Education Coordinator, Events Coordinator, Public Relations Chair, and Webmaster. These officers shall perform the duties prescribed by this constitution and the parliamentary authority adopted by CSEA.

A. President. The President shall preside over all General CSEA and Executive Committee meetings and consult regularly with the faculty advisor. The President is also responsible for ensuring that all CSEA initiatives are mission driven and well sustained.

B. Vice-President. The Vice-President shall preside in the absence of the President and oversee committees. The Vice-President shall be registered through UNL student involvement as the Primary Programmer of CSEA. The Vice-President shall also actively maintain a consistent line of clear communication with the leaders from each of the initiatives to ensure each initiatives needs are met to the best of their ability.

C. Treasurer. The Treasurer shall collect and disburse all funds, report regularly on CSEA's financial state to the Executive Committee, and develop an annual budget.

D. Secretary. The Secretary shall record and distribute minutes of meetings to all members and the faculty advisor within one week of the meeting, maintain a membership roster, notify members of meetings, and record members' attendance at meetings.

E. Development Team Lead. The Development Team Lead shall oversee and provide guidance to all CSEA members participating in a CSEA development team. The Development Team Lead shall ensure that all CSEA development team projects align with the mission of CSEA.

F. K-12 Education Chair. The K-12 Education Chair shall oversee and provide guidance to all of the education outreach programs that CSEA organizes and participates in. The K-12 Education Coordinator is responsible for ensuring that CSEA is respectful of all of our community stakeholders, that all education outreach programs are quality, and that CSEA members participating in the K-12 educational outreach programs are sufficiently prepared and held accountable.

G. Events Chair. The Events Chair shall organize and advise all events (social events, educational events, etc.) hosted by CSEA. The Events Coordinator is responsible for ensuring event logistics are appropriate and that all events abide by university policies.

H. Public Relations Chair. The Public relations chair shall coordinate general recruitment for CSEA members each semester, assist with advertising efforts for all appropriate CSEA initiatives, and shall approve final drafts of all posters/advertisements before they are put up to ensure they are in compliance with university standards.

I. Webmaster. The Webmaster shall maintain the CSEA website with updated and relevant content and ensure the website stays in compliance with the university standards.

Section 2. Election.

A. Qualifications. Officers must be active members.

B. Nominations. Nominations shall be taken from the floor at the annual meeting.

C. Elections Procedures, Term of Office, The officers shall be elected by a majority of those present and voting. Officers shall be elected by ballot to serve for one year or until their successors are elected, and their terms shall begin at the end of the meeting at which they are elected. Candidates for each office shall give up to a two-minute speech and then leave the room while the nominees are discussed. Ballots shall be counted by a teller committee appointed by the President. The Executive Committee may adopt more specific rules and procedures in accordance with these bylaws.

D. Office-holding Limitations. No member shall hold more than one executive office at a time.

Section 3. Vacancies. All vacancies, except a vacancy in the office of the President, shall be filled by a special election of CSEA at its next regular meeting, provided three days' notice is given before the election. If the office of President becomes vacant, the Vice-President/Primary Programmer shall become President for the remainder of the term.

Section 5. Removal from Office. An officer may be removed from office by a two-thirds vote of those present and voting, provided that the Secretary notify the membership at least three days before the vote.

ARTICLE V Meetings

Section 1. Regular Meetings. Regular meetings shall be at the call of the Executive Committee, provided notice is given to the membership. The first meeting of the academic year shall be at the call of the President, provided one week's notice is given to the membership. Electronic communications may be used as notice.

Section 2. Annual Meetings. The last regular meeting of the calendar year shall be the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special Meetings. Special meetings may be called by the President or the Executive Committee and shall be called upon the written request of five members. The purpose of the meeting shall be stated in the call. Except in case of emergency, at least three days' notice shall be given.

Section 4. Quorum. Five members shall constitute a quorum.

ARTICLE VI Executive Committee

Section 1. Composition. The officers shall constitute the Executive Committee.

Section 2. Committees Duties and Powers.

The Executive Committee shall have general supervision of the affairs of CSEA between its meetings, fix the hour and place of meetings, make recommendations to the membership, and perform such other duties specified in these bylaws. The Executive Committee shall be subject to the orders of the membership, and none of its acts shall conflict with action taken by the membership.

Section 3. Regular meetings.

Regular meetings of the Executive Committee shall be at the call of the President, provided notice is given to the Committee. Special meetings of the Executive Committee shall be at the call of the President and shall be called upon the written request of three members of the Executive Committee.

Section 4. Quorum. Five members of the Executive Committee shall constitute a quorum.

ARTICLE VII Committees

Committees, standing or special, shall be created as CSEA or the Executive Committee shall

from time to time deem necessary to carry on the work of CSEA. The President shall appoint members of all committees. The Vice-President shall ex officio a member of all committees.

ARTICLE VIII Advisors

CSEA shall have one Primary Advisor, which must be a regular Academic/ Administrative or Managerial/ Professional faculty/ staff member of the University of Nebraska-Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska-Lincoln.

ARTICLE IX Financial Provisions

CSEA shall operate according to the rules and guidelines of a non-profit entity. No part of the organization's net earnings will inure to the benefit of individuals. The RSO must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. The RSO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document.

The organization will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution the RSO shall not carry on any other activities not permitted to be carried on by an organization exempt Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws). Organizational monies will be handled by Student Organizational Financial Services, regardless of source.

Use of general club funding must be approved by the executive board. All unused allocated funds from the general CSEA budget must be returned to the general funds within 30 days of the use of the allocated funds.

ARTICLE XI Process for dissolution

Upon the dissolution of the RSO the officers and advisors shall after paying or making provisions for the payment of all liabilities of the RSO, dispose of all the assets of CSEA exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such purposes to such organization(s), as determined by the Office of Vice Chancellor of Student Affairs.

ARTICLE XI Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern CSEA in all cases to which they are applicable and in which they are not inconsistent with the constitution and any special rules of order CSEA may adopt.

ARTICLE XII Amendments

This constitution may be amended by a two-thirds vote provided that the amendment has been submitted in writing at the previous regular meeting. A quorum of five persons must be present in order for the amendment to be considered. All amendments must be approved by ASUN.

ARTICLE XIII
Effective Date

This constitution shall go into effect September 1, 2016.

ARTICLE XIV
CSEA Elections

All RSOs must be categorized as a Fall, Winter, or Spring Organization with ASUN and Student Involvement. RSO officers must take office on one of the following dates: On the first day classes commence fall semester (Fall Organization), the first day classes commence spring semester (Winter Organization), or the second Tuesday of April (Spring Organization). All paperwork will be filed at those times to remain in compliance. Whomever attends CSEA elections meeting shall vote in officer elections. Officers being elected will not be required to attend CSEA election meeting. A quorum as deemed large enough by the advisor must be reached in order for the elections to take place. If there is a vacant executive spot following the elections or during the year, there will be a special executive meeting to decide how to fill the open seat.

ARTICLE XV

Original signatures of both officers are required on the submitted constitution that is handed in to ASUN.