

BY LAWS OF THE COUNCIL OF GRADUATE STUDENTS IN EDUCATION

(Submitted February 2020)

Note: *Italicized* statements are required by the SORC office.

ARTICLE I - Name

- **Section 1.** This organization shall officially be known as the Council of Graduate Students in Education
- **Section 2.** This organization may be known as CGSE.
- **Section 3. Acceptance and Compliance to Registration Requirements and Limitations.** *CGSE and its membership accept and will fully comply with the requirements and limitations of registration.*
- **Section 4. Limits of Registration.** CGSE and its membership acknowledge the limits of registration, including prohibition of acting in the name of the University and assuming responsibility or all possible risks associated with voluntary participation in off-campus activities.
- **Section 5. Annual Recertification.** *CGSE will submit its re-registration application once a year during the defined re-registration process.*

ARTICLE II - Purpose

- **Section 1.** The Council of Graduate Students in Education shall represent the interests and articulate the concerns of its members before the administration, faculty, and alumni of the Graduate School of Education, and before the Graduate and Professional Student Association of the University of Pittsburgh.
- **Section 2.** CGSE exists to assist graduate students to address their individual and collective concerns pertaining to the graduate experience and professional and career development.
- **Section 3 – Activities-** The Council of Graduate Students in Education shall help open and maintain channels of communication between its members and the staff, faculty, and administration of the Graduate School of Education

ARTICLE III – Membership

- **Section 1. Eligibility.** Membership is open to currently enrolled Pitt students as defined herein. All students enrolled in the Graduate School of Education programs at the University of Pittsburgh are members of CGSE. *All members must accept and comply with all of the requirements and limitations of registration as a condition of membership.*

Membership in the CGSE is voluntary and all risk of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s). Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. it is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by the CGSE are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall forbid participation and/or membership of such individual. In regard to the organization member or non-member participant Assumption of

Risk, the CGSE acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed. For sport-related organizations, the University recommends that each individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.

No illegal discriminatory criteria may be used as criteria for membership including those listed in the University of Pittsburgh's non-discrimination policy. These factors include race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. All groups, except those exempt by law, must permit male and female membership. Sport clubs involving physical contact or in which participation is based on competitive skill may limit participation in competition to one sex; provided that, for any for any such sport club engaged in a non-contact sport, unless there is a sport club available for members of the opposite sex, the club must permit try-outs for each sex. Membership can be limited by factors unrelated to status or beliefs and which are also not illegal. Membership can be limited by school, college, department, major and grades, etc. No hazing or illegal discrimination will be used as a condition of membership in the organization.

- **Section 2. Financial Obligations.** There are no financial obligations for membership in CGSE
- **Section 3. Membership Procedures.** All students enrolled in graduate programs in the School of Education are automatically enrolled in CGSE. Members do not have to take any action to maintain active membership in CGSE, and will automatically be enrolled through graduation. Members are entitled to attend all meetings of the Executive Board; bring issues before it; participate in CGSE-sponsored activities; run for elected CGSE offices and elected positions on the School of Education's council and committees; vote in elections of CGSE officers and graduate student representatives, and vote for bylaw amendments. The Executive Board will work to send school-wide meeting announcements to remind members when meetings will take place.
- **Section 4. Voting Privileges.** *Voting privileges are limited to currently enrolled Pitt student members in good standing with the organization.* All members of CGSE are entitled to run for elected office and participate in annual Executive Board Elections.

ARTICLE IV – Officers

- **Section 1.** This organization shall have the following officers serving as an Executive Board:
 - a. **Four (4) officers:** President, Vice President, Secretary, Business Manager
 - b. **Three (3) departmental representatives** (approved by department chairs):
 - i. One (1) Department of Teaching, Learning, and Leading
 - ii. One (1) Department of Educational Foundations, Organization, and Policy
 - iii. One (1) Department of Health and Human Development
 - c. **Three (3) Colloquium Committee Co-Chairs**
 - d. **Two (2) EdD Committee Co-Chairs**
 - e. **Two (2) Masters Committee Co-Chairs**
 - f. **Two (2) Events Committee Co-Chairs**
 - g. **Two (2) Conference Committee Co-Chairs**
 - h. **Two (2) Grants Committee Co-Chairs**
 - i. **Two (2) Research Committee Co-Chairs**
 - j. **One (1) Communications Committee Representative**

- k. **One (1) Service Chair Representative**
- l. **One (1) International Student Representative**
- m. Maximum of **five (5) at-large representatives** may be selected by the Executive Board. Any member may petition the Executive Board for selection. Selection shall be based upon the candidate's demonstration of interest in the organization.

ARTICLE V – Executive Board Member Duties & Elections

- **Section 1. Composition.** The composition of the Executive Board of the Council of Graduate Students in Education should be as set forth in Article IV, Section 1.
- **Section 2. Terms of Office.**
 - a. The **officers** of CGSE shall serve a one (1) year term, beginning July 1 following their election until the next June 30.
 - b. The **School Council representatives** shall serve a one (1) year term, beginning July 1 following their election until the next June 30.
 - c. **At-large representatives** shall serve up to one (1) year term, beginning with their selection by the executive board until the next June 30.
 - d. **All other positions** (departmental representatives, event committee co-chairs, conference committee co-chairs, and School Council Committees) shall serve a one (1) year term, beginning July 1 following their election until June 30 of year two, so as to allow for more participation from Masters-level students.
- **Section 3. Right of Succession.** CGSE executive board members may be nominated and elected to serve successive terms in office.
- **Section 4. Duties of the President.**
 - a. Attend and preside at all executive board meetings of CGSE.
 - b. Attend (or send other representative) to GPSG monthly board meetings.
 - c. Form any necessary ad hoc committees or task forces and appoint their chairs.
 - d. Be responsible for soliciting volunteers or appointing members to vacated positions on committees.
 - e. Keep the Executive Board informed of all the activities of the organization.
 - f. Choose persons or request volunteers to represent CGSE.
 - g. Formulate the agenda for meetings.
 - h. Sign all checks or contracts entered into on behalf of CGSE.
 - i. Serve as an ex-officio member on all CGSE committees.
 - j. Coordinate the activities of CGSE.
 - k. Be responsible for the disposition of all council funds.
 - l. Be jointly responsible with business manager for preparation of the CGSE budget.
- **Section 5. Duties of the Vice-President.**
 - a. Attend all executive board meetings of CGSE.
 - b. Serve in place of the president during the president's absence.
 - c. Fill the unexpired term of the president when a vacancy occurs in the presidency.
 - d. Be responsible for maintaining and keeping updated the CGSE website and social media resources.
 - e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
- **Section 6. Duties of the Secretary.**
 - a. Attend all executive board meetings of CGSE.
 - b. Maintain the official record of the council, including the minutes of all meetings.

- c. Distribute minutes of all meetings to Executive Board members within one week following the meeting's date, and provide public copies of minutes to members within two weeks following the meeting's date; with minutes approved at the following meeting to be distributed to Executive Board members within one week following approval of the minutes, and public copies of the approved minutes to be provided members within two weeks following the approval of the minutes.
- d. Be responsible for conducting all correspondence as shall be necessary.
- e. Be authorized to countersign all contracts entered into and on behalf of the council.
- f. Maintain and update a membership roll.
- g. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

- **Section 7: Duties of the Business Manager.**

- a. Attend all executive board meetings of CGSE.
- b. Maintain and balance the organizational ledger.
- c. Manage all business transactions.
- d. Present monthly treasurer reports to the CGSE Executive Board.
- e. Participate in the end of the fiscal year financial audit with the President, the President-Elect and the Business Manager-Elect.
- f. Participate with the President in discussing the proposed budget with the President-Elect and Treasurer-Elect.
- g. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

- **Section 8: Duties of the Departmental Representatives.**

- a. Attend all executive board of CGSE.
- b. Assist in the dissemination of important information from the CGSE board meetings to the departments they represent.
- c. Assist in promoting CGSE events in respective departments.
- d. Bring concerns of students within their departments to CGSE's attention as needed.
- e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

- **Section 9: Duties of the Colloquium Committee Co-Chairs.**

- a. Attend all executive board of CGSE.
- b. Assist in the dissemination of important information from the CGSE board meetings to the departments they represent.
- c. Assist in promoting CGSE events in respective departments.
- d. Assist with planning CGSE colloquium events for Fall and Spring terms.
- e. Bring concerns of students within their departments to CGSE's attention as needed.
- f. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

- **Section 10: Duties of the EdD Committee Co-Chairs.**

- g. Attend all executive board of CGSE.
- h. Assist in the dissemination of important information from the CGSE board meetings to the departments they represent.
- i. Assist in promoting CGSE events in respective departments.
- j. Bring concerns of students within their departments to CGSE's attention as needed.
- k. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

- **Section 11: Duties of the Masters Committee Co-Chairs.**

- a. Attend all executive board of CGSE.
- b. Assist in the dissemination of important information from the CGSE board meetings to the departments they represent.

- c. Assist in promoting CGSE events in respective departments.
 - d. Bring concerns of students within their departments to CGSE's attention as needed.
 - e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
- **Section 12: Duties of the Event Committee Co-Chairs.**
 - a. Attend all executive board of CGSE.
 - b. Assist in promoting CGSE events in respective departments.
 - c. Assist with planning CGSE events in areas such as catering, promotions, etc.
 - d. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
- **Section 13: Duties of the Conference Committee Co-Chairs.**
 - a. Attend all executive board of CGSE.
 - b. Coordinate the planning of CGSE's spring research conference including coordinating locations, promoting the events, coordinating the selection of participants, acquiring necessary catering, and any other actions necessary to run a successful conference.
 - c. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
- **Section 14: Duties of the Grants Committee Co-Chairs.**
 - a. Attend all executive board of CGSE.
 - b. Coordinate the planning of CGSE's fall and spring research and travel grants, including coordinating locations, promoting the events, coordinating the selection of grant awardees, and any other actions necessary to award successful grants.
 - c. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
- **Section 15: Duties of the Research Committee Co-Chairs.**
 - a. Attend all executive board of CGSE.
 - b. Coordinate the planning of CGSE's fall and spring research and travel grants, including coordinating locations, promoting the events, coordinating the selection of grant awardees, and any other actions necessary to award successful grants.
 - c. Review the applications to CGSE's fall and spring research and travel grants and the CGSE's spring conference.
 - d. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
- **Section 16: Duties of the Communications Committee Representative.**
 - a. Attend all executive board of CGSE.
 - b. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
 - c. Report on Communications Committee activity monthly at the CGSE executive board meeting.
 - d. Assist CGSE with communication needs that arise throughout the year (website maintenance, promotions, conference, workshops, elections, etc.) in conjunction with the School of Education Technology department.
 - e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
 - f. Be in charge of CGSE's social media presence and maintain CGSE website.
- **Section 17: Duties of the Service Chair.**
 - a. Attend all executive board of CGSE.
 - b. Assist in promoting CGSE events in respective departments.
 - c. Assist with planning CGSE service and volunteer events for Fall and Spring terms.
 - d. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
- **Section 18: Duties of the International Student Representative.**

- a. Attend all executive board of CGSE.
 - b. Assist in promoting CGSE events in respective departments.
 - c. Assist in the dissemination of important information from the CGSE board meetings to the departments they represent.
 - d. Assist in promoting CGSE events in respective departments.
 - e. Bring concerns of international students and students in general to CGSE's attention as needed.
 - f. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
- **Section 19: Duties of the At-Large Members.**
 - a. Attend all executive board meetings of CGSE.
 - b. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
- **Section 20. Elections.** Each year the Executive Board shall establish an ad hoc committee, led by the Vice President, and charge it to plan and conduct elections to democratically elect all executive board members around March/April.
 - a. The election committee shall plan and implement timely nomination and election processes, subject to board approval, so as to seat the new officers and elected representatives to the School of Education Council and Committees by July 1.
 - b. The election committee will hold an open nomination period for no less than two (2) weeks in March to solicit nominations of potential candidates. Candidates can only accept the nomination for one (1) position, and officers cannot hold more than one position.
 - c. All members of CGSE are eligible to run for any Executive Board position, although it is strongly recommended that all nominees for president have previously served on the Executive Board in another role.
 - d. The election will be open for two (2) weeks in March or early April through the my.pitt election platform, granting access to all CGSE members to cast a single vote for officers and student representatives. At the end of the two-week voting period, winners will be elected by simple majority and announced to CGSE members via email.
 - e. No absentee or proxy ballots can be cast.
 - f. In the event no candidate for an elective position garners a majority of the votes cast, a runoff election shall be held between the two candidates receiving the top two number of votes.
 - **Section 21. Voting Powers of Officers.** All executive board members, including non-President officers and student representatives, are entitled to one vote on any issue or motion brought before the executive board. The President, however, shall only offer a vote in the case of a tie.
 - **Section 22. Removal of Officers.** A CGSE Executive Board member is automatically removed from office upon [a] a finding that an offense related to academic integrity has been committed, provided all university and graduate school appeals have been exhausted, or [b] on the date he or she resigns, transfers, or is dismissed from the Graduate School of Education or the University of Pittsburgh.
An Executive Board member may be removed from office on the grounds of unsatisfactory discharge or neglect of duty. The procedure for removal from office shall be as follows:
 - a. Any CGSE member may initiate a 'removal from office grievance'. The grievance

shall be in writing, shall include a statement of rationale, and shall be presented to all Executive Board members.

- b. The council member initiating the grievance shall obtain in writing the names of at least nine other CGSE members in support of the grievance. This petition of names shall be presented to all Executive Board members along with, and as part of, the written grievance mandated in Section 10 above.
- c. Fourteen calendar days following receipt of the grievance and petition, the Executive Board member in question is obliged to either resign from office or contest the grievance; the president or vice-president must be informed of the choice. Failure to act results in automatic removal from office.
- d. If the board member chooses to contest, the president or vice-president will convene a special meeting [hearing] of the Executive Board within fifteen calendar days following the announcement to contest.
- e. The hearing shall be presided over by the president; if the president is the board member in question, then the vice-president shall preside.
- f. The board member in question shall be given the opportunity to respond to all charges, present witnesses, and be represented by counsel. The same rights will be extended to the griever.
- g. During the hearing, the board member in question has his or her Executive Board s suspended.
- h. The Executive Board may vote to recess the hearing for the purpose of obtaining additional information upon a request to do so by either party. Said recess shall be granted for no more than fourteen calendar days, and only one such recess shall be allowed.
- i. Before fifteen calendar days have elapsed following the end of the hearing, the Executive Board shall vote on removal from office, then communicate its decision to the initiator of the grievance and the board member in question.

- **Section 23. Vacancies.** In the event a vacancy occurs on the Executive Board, the president will nominate replacement candidates to fill the vacant seat for the duration of the term. The Executive Board will approve all nominations by a majority vote.
 - a. The president will replace vacated elected positions by
 - i. appointing the runner-up from the previous election,
 - ii. use recommendations by chairs of the academic departments,
 - iii. by way of a vote by the Executive Board.
 - b. Should the vacancy occur at any time in the office of president, the vice-president shall automatically vacate his or her office and ascend to the presidency.

Article VII - Executive Board: Meetings & Duties

- **Section 1. Authority.** Except where explicitly prohibited by the university, graduate school, GPSG, or by these bylaws, the Executive Board shall have full authority to act and to disburse funds, as it deems necessary or desirable, on behalf of the organization.
- **Section 2. Duties.** The Executive Board shall uphold the provisions set forth within these bylaws and approve an operating budget before any funds may be disbursed.
- **Section 3. Proviso.** Neither the officers nor any individual member may take any action or allocate any funds on behalf of CGSE unless approved by a majority vote at an Executive Board meeting.
- **Section 4. Meeting.** Regular meetings of the Executive Board shall be scheduled at least once each month during the academic year [September through April] for the purpose of conducting CGSE business. All meetings are open to all members of CGSE who are free to

bring issues to the attention of the executive board, however voting rights are reserved for executive board members. Special meetings may be called by the resident or by majority vote of the Executive Board provided that written or orally-communicated notification has been given to each board member at least forty-eight hours in advance of the special meeting.

- **Section 5. Quorum.** At all Executive Board meetings, a quorum shall consist of eight (8) members of the Executive Board. At least one officer and one elected representative must be included in those present. No action may be taken without a quorum. The presiding officer at Executive Board meetings shall confirm the fulfillment of the provision for a quorum before commencement of all meetings.
- **Section 6. Majority Rule.** At all membership and Executive Board meetings, majority decisions rule.
- **Section 7. Voting.** Unless otherwise prescribed in this document, each Executive Board member shall be entitled to one vote per poll on all issues and motions brought before it. *Voting privileges are limited to currently enrolled Pitt student members in good standing with the organization.*
- **Section 8. Standing Committees.** The Executive Board shall establish and charge such standing committees as it deems appropriate (such as Conference and Grants), and the committee chairs, who will be elected by all voting members of CGSE, will become members of the CGSE Executive Board (if not already). In setting up a standing committee, its terms of service to CGSE shall be expressly enunciated.
 - a. Conference Committee. The conference committee is charged with planning and facilitating the annual CGSE Research Conference that takes place at the end of March. This committee is responsible for advertising the conference, reviewing applications and selecting participants, organizing sessions, and reserving facilities for the conference. The conference committee will be chaired by two (2) elected co-chairs, and will also include the elected representatives from each of the five (5) academic departments. The chair is responsible for overseeing and facilitating the successful and efficient planning of the annual conference, and reports to the President.
 - b. Grants Committee. The grants committee is charged with supervising funding allocation for Research Grants and Travel Grants, which are awarded once during the fall semester and once during the spring semester. The committee is responsible for advertising funding opportunities, holding information sessions to assist with the application process, soliciting and reviewing applications, and distributing award money. The grants committee will be chaired by the President and include the Vice President, Business Manager, and one member chosen during the general election.
- **Section 9. Ad Hoc Committees.** The Executive Board shall establish and charge such ad hoc committees as it deems appropriate (such as Elections); and the committee chairs, appointed by the President, will become temporary members of the CGSE Executive Board (if not already). In setting up an ad-hoc committee, its duration and terms of service to CGSE shall be expressly enunciated.
- **Section 10. Parliamentary Procedure.** The rules contained in Robert's Rules of Order, revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws or special rules of order of this organization.
- **Section 11. Calendar.** Unless explicitly stated to the contrary, all references to calendar days in this and other articles of these by laws exclude recognized university holidays, intraterm, and interterm recesses.

- **Section 12. Funding/Finances.**
 - a. Individuals, including elected officers, may be funded as staff by CGSE with the advice and consent of the board. The CGSE Business Manager will maintain financial reports for the organization.
 - b. **Fundraising-** *CGSE shall fully comply with the University fundraising policies and procedures for registered student organizations. The organization will not maintain an outside bank account if it receives funding from GPSG*
- **Section 13. Support.** Any use of support from the Dean's Office or school administration, like tuition remission or GSA funding, must be approved by the Executive Board.

Article VIII- Publications Code Statement

- **Section 1.** *In compliance with the Publications Code for Student Organizations, all publications of the organization will comply with current copywriter laws, be distributed according to policies and procedures, refrain from expressions that are considered obscene or libelous according to current statute, advocate or insight the material interference or physical disruption of the educational process of the peace, order and decorum of the campus, or that advocate or insight imminent, lawless action or the violent overthrow of the government and identify the organization as publisher and specify that the group is a registered student organization at the University of Pittsburgh.*

ARTICLE IX - Faculty Advisor

- **Section 1. Description.** The advisor to CGSE, a faculty member in the Graduate School of Education, will be available to the Executive Board to offer counsel when situations or circumstances occur in the daily operation of the organizations of the organization that require clarification of, advice on, or interpretation of university and school policies.
- **Section 2. Appointment.** The Associate Dean for Academic Affairs of the School of Education will assume and carry out the duties of CGSE Faculty Advisor as part of the position's job description.
- **Section 3. Duties.** The CGSE faculty advisor shall
 - a. Monitor all expenditures of the organization to assure funds are properly spent.
 - b. Interpret the bylaws of CGSE as needed.
 - c. Attend meetings and other functions of the organization.
 - d. Act as liaison between the council and the dean's office.

ARTICLE X - RULES OF ORDER

- **Section 1. Procedures at Meetings.**
 - a. All meetings will be chaired by the President, who has the power to call for a vote and ensure the observance of the Rules of Order.
 - b. Every meeting, whether a general meeting, an Executive Board meeting, or a committee meeting shall be declared open by the President/Chair with a quorum as specified in section 5 of this Article.
 - c. The Secretary of CGSE shall then read the minutes of the last meeting, followed by a call from the President/Chair for a motion to pass the minutes as a true record. The general membership shall then be given a chance to make additions or deletions to the minutes, if necessary.
 - d. The minutes shall then be passed as a true record, through a motion by one member of the general meeting, which should be seconded by another member.
 - e. The minutes shall then be signed by the President/Chair as a true record and kept in the files as an official document.
 - f. The President/Chair shall then introduce the Agenda to the general membership. Preferably, this Agenda shall be made available to members at least 48 hours prior to the meeting, so that necessary inclusions and suggestions can be made prior to

meeting time.

- **Section 2. Raising a Point of Order.**

- a. Any member deviating from the provisions of the BY LAWS and these RULES OF ORDER, may be immediately called to order by the President/Chair or a member raising a point of order.
- b. A member raising a point of order shall simply direct attention to the point he/she desires to bring to notice and submit it to the President/Chair for decision.
- c. When a point of order has been raised, the member who raises it shall resume his/her seat; no member shall speak until the President/Chair has given his/her decision, after which the member who was addressing the meeting may continue.
- d. Members shall follow the same procedure in raising points of order, information, classification and explanation; but recognition to speak (on any item in sub-section d) shall be the prerogative of the President/Chair.

- **Section 3. Rules of Debates.**

- a. A member, upon recognition, shall address the President/Chair and the meeting with respect and decorum.
- b. A member must confine his/her observations to the subject under discussion and may not introduce matters irrelevant thereto.
- c. It shall be out of order to use offensive and insulting language or to attempt to ridicule a member or the Council under any circumstances.
- d. When the President/Chair rises to speak, any member speaking or offering to speak must contain himself/herself. The meeting shall be silent so that the chair may be heard without interruption.
- e. The President/Chair shall be responsible for the observance of the RULES OF ORDER, and their decisions upon any point of order shall be final.
- f. The President/Chair after having called the attention of the meeting to the conduct of a member who persists in irrelevant or tedious repetition of arguments, may direct him/her to discontinue his/her speech.

- **Section 4. Voting.**

- a. No member may speak to any question after the same has been fully put to the chair for a vote.
- b. A question is fully put when the President/Chair has framed his/her statement to solicit for votes or when the Secretary has started counting the votes.
- c. Votes shall be determined by secret balloting, show of hands, or by voice. The Council may decide which is most appropriate.
- d. Decisions shall be determined by a simple majority except as provided otherwise on other subjects.

- **Section 5. Quorum.**

- a. Quorum for general meetings will consist of at least eight members of the Executive Board.
- b. Quorum for the Executive Board to be consistent with Article VII, Section 5. Quorum for committee meetings shall be not less than a majority of the committee membership. Principal offices in the Executive Board are the President and the Secretary. In Committees the principal office is the Chairperson or his/her delegate.
- c. The Chair shall confirm the fulfillment of the provision of quorum before the commencement of all meetings.

ARTICLE XI - Amendments

Whenever seven of its members deem it necessary or desirable, the Executive Board may propose amendments to these bylaws. Ratification will require a two-thirds majority of the voting members. Voting members shall be provided proposed bylaw revisions a minimum of fourteen calendar days prior to the ratification vote. *All constitution additions, revisions and deletions must be reported to the SORC*