



Community Service Network (CSN)

We the students, faculty, and staff of the University of Rochester hereby establish the Community Service Network of the University of Rochester and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this Network.

Article I. Purpose of Organization/Mission Statement

Section A. Purpose

The Community Service Network shall be the central organizing body for student-run community service at the University of Rochester.

Section B. Mission Statement

CSN serves as a central organizing body for all community service initiatives at the University of Rochester. CSN seeks to raise awareness of community issues through supporting CSN member Projects and Groups, as well as, supporting service events of other non-member Groups throughout the year. The goal is to give students a context to frame their service and to help the university population recognize the challenges faced by their own Rochester community, as well as the many positive attributes Rochester has to offer, and ultimately to foster long-term engagement and a sense of commitment.

Section C. Objectives

1. **Advocacy** – The Community Service Network shall be the advocate for all community service Projects and Groups before the administration and Students' Association Senate.
2. **Policy** – The Community Service Network, in conjunction with the SA Policy & Review Committee, shall be responsible for the creation and implementation of policies and procedures that involve community service.
3. **Resource Allocation** – The Community Service Network shall allocate resources and funds to the Projects and Groups under its jurisdiction.
4. **Administration and Cooperation** – The Community Service Network shall coordinate the efforts and resources of all its' Member Projects and Groups while creating connections of cooperation between the individual service Projects and Groups.
5. **Outreach** – The Community Service Network shall create partners in the Greater Rochester community that will be the main service outreach focus of the Community Service Network.

Article II. Member Groups

Section A. Groups

1. **Definition of a Group** –

A Group is a community service initiative, which has a use for its own budget and autonomy. It will include a full E-board and must meet the requirements of a Group listed below.

2. *Current Groups*

Current Groups are listed in the CSN Bylaws.

3. *Group Leadership*

Groups shall be led by a full Executive Board as laid out by the Group's Constitution. Required positions on Executive Board include a President and a Business Manager.

4. *Formation of a New Group*

- I. The founding members of a new Group shall meet with the CSN E-board and a Rochester Center for Community Leadership (RCCL) Advisor.
- II. The CSN Principles of a Student Organization should guide the approval of a new Group.
- III. New Groups interested in forming under CSN will obtain Preliminary Status through the Students' Association. The Group will fill out the New Organization Part 1 Form and CSN Supplement to the Part 1 Form. Following review of these forms, Groups should contact the Policy & Review Committee to request a Preliminary Status meeting to present their proposal for a new Group.
- IV. Any Group that successfully gains Preliminary status from the SA Policy & Review Committee should follow the procedure listed in the CSN Bylaws.
- V. After 6-8 weeks on Preliminary Status, the Group is eligible to request to return to the Policy & Review Committee for Final Recognition
- VI. If a Group is approved for Final Recognition by the Policy & Review Committee they will then present their constitution to the SA Senate for final approval.
- VII. Funding for new Groups is done through the CSN supplemental funding process until the next academic year that they submit a budget to CSN.

5. *Removal of a Group*

- I. Removal by Force – if a Group fails to meet the minimum requirements of a Group as defined by this Constitution or if they fail to uphold any part of the Constitution, the Group may be placed on Probation by the Network in consultation with the Policy & Review Committee. De-recognition of a Group is conducted by the Policy & Review Committee.
- II. Removal by Resignation – a Group that has already been in existence may choose to resign from its former structure and disband into individual Projects headed by the members of CSN or disband completely. This decision will be made by the Groups' Executive Board in conjunction with the CSN E-board. De-recognition of a Group is conducted by the Policy & Review Committee.

6. Promotion and Publications

- I. When promoting a member Group, it shall be advertised as "X is an organization under the Community Service Network."
- II. When advertising an event sponsored by the Network or a member Group, it shall be advertised as "X is sponsored by Y, a Group under the Community Service Network."
- III. If Network is SA-funded, "The Community Service Network is SA funded" must also be included on all promotions, advertisements, and publications

Section B. Projects

1. Definition of a Project

A Project is a service body directly supervised by CSN. Each Project must be listed under a specific Council as referred to in the CSN Bylaws and have a specific plan of service, including advocating for a specific cause, legitimate agencies to work with, and members interested in attending events.

2. Project Leadership

Each Project shall be required to have a President and Business Manager. Additional E-board positions are optional. Project E-boards are overseen by their specific Council and the CSN E-board.

3. Formation of a new Project

- I. Any enrolled University of Rochester student who belongs to the Students' Association, can create a Project under the Community Service Network.
- II. The CSN Principles of a Student Organization should guide the approval of new Projects as specified by the CSN Bylaws.
- III. Funding for any approved Project is determined by submission of supplemental funding requests to CSN.

4. Removal of a Project

A Project may be removed from the Community Service Network if The Project fails to have less than 5 members at any given time. It may also be removed if the work it's mission is complete or if the Project fails to follow any of the guidelines laid out by this Constitution or the CSN Bylaws.

- I. The removal process is also defined in the CSN Bylaws.

Article III. Membership

Section A. Eligibility – All Students' Association members shall be eligible for membership. All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership if it fits within the Groups or Projects Constitution. All members and associate members shall be listed on the Group's Campus Club Connection site.

Section B. Definition of Network member – All executive board members of CSN and all executive board members of member Groups and Projects are active Network members. Being a member of CSN does not confer membership under all CSN member Groups or Projects.

Section C. Definition of Network association member – A member who is a recognized member of one or more member Groups or Projects, according to the membership specifications in the Group's or Project's constitution, is automatically an associate member of the Network. CSN membership does not assume membership of any of the CSN member Groups or Projects. Being an associate member of the Network does not confer associate membership under all CSN member Groups or Projects.

Section D. Definition of CSN Member Group or Project representatives – Presidents and Business Managers, or their designated executive board substitutes, of member Groups and Projects serve as representatives to CSN. Attendance expectations are detailed in the CSN Bylaws. No CSN E-board member shall be permitted to be a representative of a Member Group or Project.

Article IV. Meetings and Voting

Section A. Meetings

1. **Validity** – The Community Service Network shall hold a valid Network meeting if quorum is present. Quorum is defined as ½ plus one of all Group and Project representatives and CSN executive board as defined in the CSN Bylaws.
 - I. In a Business Manager meeting quorum is defined as 2/3 of Group representatives.
2. **Sanctions** – If a member Group or Project representative fails to meet the attendance specifications listed in the CSN Bylaws they may be put on Probationary Status in consultation with the Policy & Review Committee.

Section B. Voting

1. All voting decisions shall take place during the CSN meetings if quorum is present.
2. **Procedure** – All decisions shall be arrived at by simple majority unless otherwise specified by the presiding executive officer. CSN business manager meetings decisions are arrived at by 2/3 vote.
3. Only one representative from each Member Group or Project present at the meeting may vote. Non-presiding CSN Executive Officers shall vote as well.
 - I. In a Business Manager meeting non-presiding CSN Executive officers may not vote.
4. For CSN Business Manager Decisions only representative vote unless there is a tie at which point the highest ranking CSN E-board member present at the meeting, other than the BM, votes.
5. CSN executive board elections proceedings are detailed in Article VI Section C.
6. The President (or presiding officer) shall only vote to break a tie.
7. Voting on any issue shall be official only if quorum is met.
8. All representatives and officers shall have equal voting power.

Article V. Committees

Committees are not applicable under the Community Service Network.

Article VI. Executive Officers and Qualifications

Section A. Executive Officer Positions

All executive officers shall collectively form the Network's executive board that shall conduct Network meetings and serve as the governing body for Member Groups.

1. Officer Titles
 - a. President
 - b. Vice –President Internal
 - c. Vice-President External
 - d. Business Manager
 - e. Publicity Coordinator
 - f. Secretary
2. Basic Requirements of Officers
 - a. All Community Service Network officers are required to be active members of their respective Member Group or Project.

Section B. Duties of Executive Officers

1. All executive officers shall promote active recruitment of new members.
2. All executive officers shall enforce this Constitution and the Bylaws.
3. All executive officers shall be responsible for knowing the sections of the Students' Association constitution and Bylaws that apply to this Network.
4. All executive officers collectively shall act as the governing body for the Network and a regulatory body for the CSN Member Groups and Projects.
5. The President shall preside over the Network meetings and shall maintain organization within the Network, communicate with other executive officers and representatives, and delegate duties to maintain a functioning Network that fulfills the purposes set forth above.
6. The Vice-President Internal shall be responsible for group and project outreach, outreach to non-CSN SA recognized groups currently engaged or interested in engaging in community service related to their group, new on campus community service initiatives, and on-campus education events.
7. The Vice-President External shall be responsible for Community Partner outreach, contacting host sites and planning Days of Service, connecting CSN member groups/projects and other interested SA recognized groups with community partners, maintaining the UR Campus Community Bridge website with the RCCL advisers, and other relations with the greater Rochester community.
8. The Business Manager shall be responsible for meeting and working with the SAAC treasurer and assigned accountant, running Business Manager meetings, Alternative Spring Break funding meeting, CSN budgeting meeting, maintaining CSN and CSN project finances, maintaining a detailed records of all transactions for CSN and member groups based upon the ledgers provided by SAAC and making it accessible to all member groups, training CSN member group business managers, compiling the CSN and member group budgets, and attending the SAAC Final Budgeting meeting to present the compiled budget.

9. The Publicity Coordinator will be responsible for all publicity for the Network's operations and must be a resource for CSN group's respective Publicity officers.
10. The Secretary shall be responsible for maintaining a current copy of this Constitution open to inspection by all members of the Students' Association. Also, the Secretary shall take roll call at all meetings, tally votes, keep an accurate list of Group members, coordinate CSN van use, and take and maintain meeting minutes.

Section C. Power of Executive Board

1. The CSN Executive Board reserves the right to freeze funds of a Group or Project if it finds that it is in violation of its Constitution or CSN's constitution or Bylaws. This decision may be made by a 2/3 vote of the CSN E-board.

Section D. Nominations and Elections of Executive Officers

1. Nomination Procedure
 - i. Individuals who have been elected for or will hold the position of President on any CSN member group e-board for the academic year for which CSN e-board elections are being held are not eligible to run for the position of CSN President or the position of CSN Business Manager.
 - ii. Individuals who have been elected as or will hold the position of Business Manager of any of the CSN member group e-boards for the next academic year are not eligible to run for the position of CSN President or the position of CSN Business Manager.
 - iii. Any other individual who has been an active or associate member of the Community Service Network for at least one full semester shall be eligible to run for an executive officer position.
2. Election Voting Procedure
 - i. At least one representative must be present from each Group and Project or else the Group/Project forfeits their right to vote.
 - ii. Each CSN E-board member (except the presiding officer), group, or project may cast one vote by writing the name of their candidate on a slip of paper.
 - iii. Only one representative from each member group or project is eligible to vote on behalf of their Group or Project.
3. Timing of Elections – Elections of the Community Service Network will take place at the end of every spring semester.
4. Term of Office – All executive officers will serve for a term of one academic year. Elections shall take place no later than two weeks before the end of classes in the spring semester. Newly elected officers will take office no later than one week before the end of classes.

Section E. Vacancies, Resignations, and Removals of Executive Officers

1. Within one month of a vacancy of an executive office, the position shall be filled by the same manner described in the Article VI Section C.
2. A vote of no confidence is a vote to remove an executive officer. Such a vote shall require a 2/3 majority of the total number of voting representatives to pass the motion. Only one voting representative from

each Group or Project is eligible to vote on behalf of their Group or Project

3. If a vote of no confidence on any executive officer is to take place, it must be given an official meeting's notice. Any active member of CSN can call for a vote of no confidence.
4. An executive office shall be declared vacant as the result of a vote of no confidence or a resignation.

Article VII. Representatives and Qualifications

Section A. Representative Positions

Each member Group and Project shall have equal representation. Each member Group shall appoint one representative to attend Community Service Network meetings and vote on issues concerning the Network. All representatives collectively serve as the legislative body of the Community Service Network.

Section B. Duties of Representatives

1. All representatives shall be the President or Business Manager, or designated executive officer substitute, of the member Group or Project.
2. All representatives shall enforce this constitution and CSN Bylaws.
3. All representatives shall be responsible for knowing the sections of the Students' Association constitution and Bylaws that apply to this Network.
4. All representatives shall be responsible for representing and working on behalf of the best interests of the member Group they represent.
5. No individual may serve as a representative of more than one Group at one time.
6. Attendance expectations are detailed in the CSN Bylaws.

Section C. Appointment of Representatives

1. Appointment Procedure - Each representative shall be elected or appointed within their member Group or Project, according to the nominations and elections procedure of the member Group or Projects' constitution or Bylaws.
2. Time of Appointment of Representatives - The appointment of representatives shall take place at the time determined by the member Group, Project, or committee, no later than the beginning of the fall semester.
3. Term of Office of Representatives - The term of office for representatives shall be determined by the member Group, Project or committee.

Section D. Vacancies, Resignations, and Removals of Representatives

1. Within a month following a vacancy of a representative position of the corresponding Group, the position shall be filled by the same manner described in the Appointment of Representative Procedure as defined in Article VII Section C.

2. A vote of no confidence is a vote to remove a representative. Such a vote shall require a 2/3 majority of the executive board of the corresponding Group or Project.
3. If a vote of no confidence of a representative is to take place, it must be given an official meeting's notice. Any SA active or associate member of the corresponding Group can call for a vote of no confidence.

Article VIII. Finances

Section A. Priority

Students' Association members shall receive priority at Students' Association funded events conducted by the Community Service Network.

Section B. Funding

The Community Service Network shall be a Students' Association funded Network.

Section C. Budgeting

1. The Community Service Network shall compile a budget at the end of each academic year to be submitted on behalf of CSN member Groups and CSN to the Students' Association Appropriations Committee.
2. Any member Group failing to submit a proposed budget will not receive primary funding for the next academic year but is still eligible to propose supplemental funding requests.
3. All member Group Business Managers shall submit a budget to the CSN Business Manager. These budgets will then be reviewed at the CSN Budgeting meeting by the all of the member Group Business Managers and CSN e-board.
4. The final proposed compiled budget shall be determined based upon SA Policy & Reviews Mid-Year report feedback for each of the Groups, CSN's End of Year report feedback for each of the Groups, adviser feedback, the previous years' expenses, proposed new programs, unexpected cost increases, SA principles of funding, and consistency.
5. The compiled budget must be approved by 2/3 of the Network representatives before submission to SAAC.
6. The Community Service Network shall receive a lumped-sum fund based on the compiled CSN budget.

Section D. Allocation to CSN Member Groups

1. Primary funding for each of the CSN member Group is determined by the approved yearly budget.
2. Projects are only eligible to request funding through CSN. They do not receive primary funding.
3. The amount allocated to each member Group shall be put into the designated CSN sub-account for each of the member Groups. Each of the member Group business managers shall have privileges in the SAAC office and shall be responsible for managing their respective member Group sub-account.

Section E. Supplemental Funding Requests

1. CSN and any member Groups may request additional funding for new or partially funded events by proposing supplemental programming

or equipment funding to the SA Appropriations Committee in consultation with CSN.

Article IX. Classification

The Community Service Network shall be classified as a Network.

Article X. Adoption of Constitution

Section A. Two-thirds of the Member Group or Project representatives must approve this constitution. Each member Group or Project can have one representative vote.

Section B. This constitution shall be ratified upon approval of the Senate and the signature of the Speaker.

Section C. This constitution shall not conflict with the Students' Association constitution or Bylaws.

Article XI. Amendments

Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Article XII. Bylaws

Section A. At least a 2/3 majority of the total amount of CSN executive officers and member Group or Project representatives must approve the Bylaws and any amendments. One representative from each member Group or Project is eligible to vote.

Section B. Bylaws should not conflict with this constitution or the Students' Association constitution or Bylaws.

Article XIII. Hazing Policy

Hazing, defined as the harassment of one individual by another individual or Group, is not permitted by the Community Service Network. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

Article XIV. Discrimination Policy

The Community Service Network of the University of Rochester does not discriminate against any individual or Group of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.



Signature of Executive Officer

4/15/13

Date

Submitting Constitution

Signature of SA Speaker
Granting Recognition

4/15/13
Date