

Constitution and Bylaws Of the UX Student Group at the SJSU iSchool

Article I - Name

The name of this organization is the UX Student Group at the SJSU iSchool.

Article II - Purpose

The purposes of this Group are to:

- Educate current students about the UX (user experience) field and career path opportunities
- To build partnerships with companies outside SJSU in order to gain work/internship opportunities
- To act as a bridge in providing portfolio building opportunities
- To network with current students, alumni, and external partners

Mission

As Masters students pursuing degrees in information science, we believe in finding innovative, creative, data-driven solutions to user problems. It is our hope to use this platform to network within the UX community, share information about the UX career pathway with our fellow iSchool students, and build design portfolios.

Vision

The UX Student Group at the SJSU iSchool hopes to provide continuing awareness, professional development, and networking opportunities in the UX field. This group will foster a professional working group where we can make connections with other students and external companies, and provide learning experiences and community through virtual events.

Values

Research Driven

As Masters students pursuing degrees in Information Science, we are interested in and driven by data. We believe in finding innovative, creative, data driven solutions to user problems.

Diversity

The UX iSchool Student Group respects and values the diverse student population of the iSchool. We respect and value people of all backgrounds and strive to create an inclusive, respectful environment.

Collaboration

We intend to create a working environment built on mutual respect and a strong work ethic. We will foster a learning environment where students and alumni can work together to build work experiences.

Article III - Authority

- Section 1 This organization is a Recognized Student Organization at San José State University and adheres to all campus policies as set forth in the Student Organization Handbook.
- Section 2 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).
- Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the organization may adopt.
- Section 4 This organization is affiliated with San Jose State University iSchool.

Article IV - Membership

- Section 1 Members and student officers of the group must be San José State University School of Information students.
- Section 2 Membership must be comprised of at least five (5) currently enrolled San José State University iSchool students, including chair, co-chair, and treasurer.
- Section 3 Only current San José State University student members may vote or hold office.
- Section 4 Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Only fraternities and sororities with federal documents on file with Student Involvement are permitted to discriminate on the basis of sex, as outlined by Federal Law in Title IX. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.
- Section 5 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.
- Section 6 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

- Section 7 We propose that students are considered members by subscribing to the email list. Members can opt out of group membership at any time by using the “unsubscribe” option in any email communication. A yearly email will be sent out to the email list allowing members to leave or update their email address and membership status.
- Section 8 Removal of Member: Any member may be removed or suspended from their position by a two-thirds vote of the executive committee. A letter will be sent to the member being removed by the Chair of the executive committee notifying them of their removal from the group.
- Section 9 Officer resignation: Any officer wishing to resign from their position must submit a written letter of resignation to the Chair and Co-Chair a minimum of one week prior to the resignation taking effect. The executive committee will be notified of the resignation at the next committee meeting.

Article V – Officers, Committees and Duties

- Section 1 The executive committee shall consist of elected officers including a Chair, Co-Chair, Secretary, Treasurer, Blog Editor, Alumni Liaison, Social Media Coordinator, Events Coordinator, Membership Coordinator, and Web Coordinator. In case of a vacancy, responsibilities of empty positions will be assigned by the Chair and Co-Chair. Additional officer and assistant positions may be added as needed and approved by the Executive Committee.
- Section 2 Powers and Duties of Officers:
- a. The Chair and Co-Chair shall serve as the chief executive officers of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The Chair and Co-Chair shall be the official spokespeople of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The Chair and Co-Chair shall appoint all committees and committee chairs. The Chair and Co-Chair shall have such further powers and duties as may be prescribed by the organization including:
- Maintaining an open line of communication between the group and the Faculty Advisor;
 - Establishing and maintaining relationships between the group and affiliated organizations (e.g. the San José State University (“the University”) and other student organizations);
 - Coordinating officer transitions, and ensuring that the Group functions suitably if other officer positions are not filled;
 - Helping to create a system in which members work with external companies to gain portfolio work;
 - Reviewing and updating the Bylaws as needed;

- Supporting other officers in their duties as needed.
- b. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall maintain an Associated Students bank account in the organization's name, requiring signatures of both the Treasurer and Chair for authorized disbursements. The Treasurer shall have such further powers and duties as may be prescribed by the organization including:
- Paying the bills and fees accrued by the group;
 - Preparing and executing an annual budget for the group;
 - Processing and managing funds of the group;
 - Coordinating the submission of grant proposals and applications.
- c. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary is responsible for:
- Keeping a record of the activities of the group;
 - Keeping a record of the current members of the group;
 - For committee meetings: taking attendance, preparing meeting agendas, taking notes, and sharing meetings notes after meetings;
 - Preparing and submitting reports as required;
 - All official correspondence of the group.
- d. The Social Media Coordinator is responsible for:
- The social media presence and communication of the group, managing advertising and public relations;
 - Working with Membership Coordinator to recruit new members to the group;
 - Promoting the blog;
 - Adhering to all iSchool Server Use Agreement;
 - Responding to questions and comments connected with the social media accounts in a timely manner. UX ST
- e. The Web Coordinator is responsible for:
- Developing and managing the website;
 - Updating calendar of events on the website;
 - Providing a monthly report on the website usage statistics;
 - Working in conjunction with the Social Media Coordinator to ensure consistent messaging;
 - Adhering to all iSchool Server Use Agreement.
- f. The Events Coordinator is responsible for:

- Communicating with the Web Coordinator to update the calendar of events on the website;
 - Working in conjunction with the Marketing & Social Media Liaison to promote events;
 - Creating programming that will benefit students and alumni;
 - Contacting appropriate iSchool departments to promote events, activities, and planned programs;
 - Facilitating signups and moderation of events.
- g. The Blog Editor is responsible for:
- Developing and managing the blog, including seeking new blog posts and reviewing submissions;
 - Corresponding and answering questions for blog submissions;
 - Write content for the blog a minimum of once a semester;
 - Posting new blog posts to the website;
 - Working in conjunction with the Web Coordinator and the Social Media Coordinator to ensure consistent messaging;
 - Adhering to the iSchool Server Use Agreement
- i. The Membership Coordinator is responsible for:
- Planning and coordinating recruitment of new members including nominations, election processes, and announcements;
 - Developing strategies to recruit and orient new members;
 - Maintaining membership information and data, updating member lists, and providing membership reports to the board as needed;
 - Responding to questions regarding membership.
 - Establishing and maintaining relationships between the group and SJSU iSchool UX alumni;
 - Assisting with programming that will benefit students and alumni
 - Facilitating collaboration with alumni.

Section 3

Qualifications necessary to hold office in this organization are as follows:

- a. To be eligible for and to hold office, candidates for Chair, Co-Chair, and Treasurer must meet the requirements of CSU's policy on "Minimum Qualifications for Student Office Holders," which include: over 2.0 Cumulative GPA (all SJSU classes), over 2.0 Term GPA (previous semester completed), enrolled in at least 3 graduate course units for duration of term, and having less than 150 units completed as recognized by the University.
- b. All other officers of the group must be matriculated and enrolled at San José State University and maintain a minimum overall 2.0 grade point average per term with the exception of the Alumni Liaison (who can be a graduate of the San José State University School of

Information). The student must be in good standing during the term of office. Graduate students must be currently enrolled while holding office.

- c. Student Chapter Officers will serve for one school year. Officers can serve a maximum of two years in the same office.

Section 4 Participation is documented and committee members who do not actively participate may be asked to leave the committee and possibly return at a time when they can again actively participate at the discretion of the chair and co-chair.

Article VI – Selection of Officers

- Section 1 The officers are elected. The officer selection process will happen in the spring semester to fill a vacant position. Empty positions may be appointed by the Chair and Co-Chair after the initial election process.
- Section 2 Nominations for officers shall be solicited by email during the spring semester for consideration by the Executive Committee. Members may nominate themselves for an office.
- Section 3 Officer elections must be conducted through a vote by members of the Executive Committee. Voting will be conducted during the executive committee meeting.
- Section 4 The candidate with the largest number of votes will be appointed to the officer position. In the case of a tie, the current Chair will serve as the tie-breaker.
- Section 5 The winner or winners of the election will be announced to the group within one week of the vote.
- Section 6 Officers shall assume office immediately after the end of the spring semester and shall serve for a maximum of two years.
- Section 7 Any officer may be removed or suspended from their position by a two-thirds vote of the executive committee. A letter will be sent to the officer being removed by the Chair of the group notifying them of their removal from the group. If the Chair is the officer being removed, the Co-Chair or Faculty Advisor will send the notification letter. The decision to remove the officer made by the group will be final.

Article VII - Meetings

- Section 1 Regular meetings shall be scheduled during the academic year.
- Section 2 Special meetings may be called by the Chair, Co-Chair, or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.
- Section 3 Business cannot be conducted unless a quorum of the executive committee is present. A quorum for this organization is defined as a majority.
- Section 4 Voting may occur during executive committee meetings, ad hoc meetings, and by using Google Forms.

Article VIII - Advisor

The organization shall appoint an individual employed as a faculty or staff member by San José State University to serve as the university advisor to this organization. The advisor shall fulfill the responsibilities specified in the Student Organization Handbook. Advisors shall serve on an academic year basis or until their successor has been selected. The Advisor must:

- Be a full-time SJSU faculty or staff member and cannot be an employee of an SJSU auxiliary department (e.g. Associated Students, Spartan Eats, Student Union, Research Foundation, Tower Foundation, Spartan Bookstore).
- Be able to serve as a Campus Security Authority (CSA) and complete the required online module through the SJSU Clery Office.
- Provide continuity from year to year.
- Commit to providing direction and support for your new organization.

Article IX – Executive Committee

- Section 1 The Executive Committee shall consist of the elected and appointed officers, with the advisor serving as non-voting member.
- Section 2 The Executive Committee shall meet regularly during the academic year. Special meetings may be called by the Chair or a majority of the Executive Committee. All members must be given 24 hours' notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
- Section 3 When necessary, Executive Committee business can be conducted via email or via online meetings.
- Section 4 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Article X – Standing and Ad Hoc Committees

- Section 1 The Chair and Co-Chair shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.
- Section 2 The Chair and Co-Chair shall appoint the chairpersons and members of all committees.

Article XI – Finances

- Section 1 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding \$100.
- Section 2 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.
- Section 3 All funds of this organization will be banked with Associated Students.

Article XII Discipline of Members

- Section 1 All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1097 and/or 1098 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1097 and 1098 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1097 and 1098 to the campus Vice President for Student Affairs or other designee for investigation and resolution.
- Section 2 Complaints may also be brought to the attention of the Executive Committee or the Student Involvement Office. A written charge may be filed with the Executive Committee. That Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive committee may conduct a hearing on the matter. In this instance, the member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.
- Section 3 The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.
- Section 4 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.
- Section 5 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

Article XIII Amendments

- Section 1 Proposed amendments to these bylaws shall be presented to the executive committee in writing, a minimum of one week prior to the meeting where the amendment will be voted upon.

- Section 2 Bylaw amendments require approval by two-thirds of the executive committee. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- Section 3 A copy of any amendments to these bylaws must be submitted to Student Involvement at San Jose Staté University within two weeks after adoption.

Optional: Use this space for additional articles or bylaws if needed.

This constitution and bylaws were adopted on: 8 August 2023 and most recently revised on 14 March 2024.