Student Involvement
San José State University

Constitution and Bylaws

User Experience Student Group at SJSU iSchool

Article I - Name

The name of this organization is the User Experience Student Group at 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 master's 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 master's 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 the School of Information (iSchool) at San José State University.

Article IV - Membership

(Academic and Student Affairs; Executive Order 1068, Minimum Number of Students)

Section 1 Membership in the organization shall be open to all those regularly-enrolled San José State University students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges. Membership is only open to regularly-enrolled San José State University students.

Section 2 The Executive Committee must be composed of at least five (5) currently enrolled San José State University students, including president and treasurer.

Section 3 Only current enrolled San José State University student members may vote or hold office, with the exception of the Alumni Liaison, who can be a graduate of San José State University.

Section 4 Eligibility for membership in the organization, or the ability to be appointed or elected to 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 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.

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 notice or 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 - Membership Accountability and Removal

Section 1 All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to the CSU Nondiscrimination Policy and/or 1098 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under CSU Nondiscrimination Policy and Executive Order 1098 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by CSU Nondiscrimination Policy Executive Order 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 VI – Officers, Committees and Duties

([Academic and Student Affairs; Executive Order 1068, Minimum Qualifications for Student Office Holders, Minor Representative Officers])

Section 1 The elected officers will be Chair (President), Co-Chair (Vice President), Secretary, Treasurer, Blog Editor, Alumni Liaison, Social Media Coordinator, Events Coordinator, Membership Coordinator, and Web Coordinator. Elected officers may assume a vacated position as a secondary role until the position is filled with the approval of the Chair.

Section 2 Powers and Duties of Officers:

- The **Chair (President)** and **Co-Chair (Vice President)** 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.
- 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 collect and deposit all dues and fees. The Treasurer shall maintain an Associated Students bank account in the organization’s name, requiring signatures of both the Treasurer and President for authorized disbursements, 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.
- The **Secretary** shall take minutes of all general meetings, 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, including collating committee meeting decisions, updates, and action items;
    - Keeping a record of the current members of the group;
    - Preparing and submitting reports as required;
    - All official correspondence of the group.
- 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 the iSchool Server Use Agreement;
    - Responding to questions and comments connected with the social media accounts in a timely manner.
- 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 the iSchool Server Use Agreement.
- 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 Social Media Coordinator 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.
- 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
- 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.
- The **Alumni Coordinator** is responsible for:
    - Establishing and maintaining relationships between the group and SJSU iSchool alumni;
    - Assisting the Events Coordinator with programming that will benefit students and alumni;
    - Facilitating collaboration with alumni.

Section 3 The elected officers are divided into committees based on their roles. Committee members are provided an assigned Google Space to facilitate communication and coordinate tasks.

- In addition to the individual duties listed in Section 2, the members or designated members of individual committees are responsible for scheduling committee meetings, creating agendas, maintaining, uploading, and sharing meeting minutes, and ensuring the completion of assigned work.

Section 4 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:
   - Must be a matriculated student at a CSU campus maintaining a minimum campus term GPA of 2.0 for undergraduate students and 3.0 for graduate students.
   - Must be in good standing, and must not be on academic, disciplinary, or administrative probation.
   - Undergraduate students must earn 6 semester units per term while holding office. Graduate students must earn 3 semester units per term while holding office.
   - Undergraduate students must not hold over 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater.

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 for undergraduate students and 3.0 for graduate students, 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. Each office term is defined as one academic year. Officers can serve a maximum of two years in the same office.

Section 5 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 VII – Selection of Officers

Section 1 Elections are held during the spring and fall semesters and shall take place through a vote by members of the Executive Committee. Additional elections during the summer semester may be considered by the Executive Committee based on need. Voting will be conducted during an Executive Committee meeting at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held. 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 academic year as positions are vacated. Members may nominate themselves for an office.

Section 3 The candidate with the largest number of votes will be appointed to the officer position. In the case of a tie, the current Chair (President) will serve as the tie-breaker.

Section 4 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 5 The winners of the election will be announced to the group within one week of the vote.

Section 6 Officers shall assume office immediately upon notification of the election results and shall serve for one term up to a maximum of two terms.

Section 7 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 8 If the position of Chair (President) becomes vacant as the result of resignation, ineligibility or recall, the Co-Chair shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

Article VIII – Officer Accountability and Removal

Section 1	Any member or officer can submit an officer in violation of the organization's purpose, their position responsibilities, or constitution to the Chair (President).
Section 2	If the officer in violation is the President, then the violation should be submitted to the organization advisor.
Section 3	Once the president or advisor receives the violation, it will be reviewed, and a special meeting will be scheduled with the Executive Committee to review the violation.
Section 4	If the Executive Committee finds the violation credible then they will schedule a time for the officer in question to come speak to the Executive Committee about the violation.
Section 5	After the meeting with the officer in question, the Executive Committee will vote on whether to move forward with the removal process or not. A two-thirds vote of the remaining officers is required to move the process forward.
Section 6	If the vote passes to move the process forward, a vote will be brought to the entire membership for a vote to remove the officer or not. A two-thirds vote is required to remove an officer from their position with an additional vote to determine removal from the organization.
Section 7	If the officer is not present at the meeting where the vote takes place, the officer should be notified of the vote within 24 hours.

Article IX - 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 membership 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 X - Advisor

Academic and Student Affairs; Executive Order 1068, Student Organization Advisors

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 Recognized 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, including part-time faculty and professional staff.

- 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 the organization.
- Serve as a mentor, team builder, motivator, role model, educator, policy interpreter, source of information and ideas, and a liaison between the organization and the university.
- Maintain regular contact with the student officers.
- Be knowledgeable about the mission, purpose, and goals of the organization.
- Help the organization understand the university's policies and guidelines.
- Being familiar with and involved with activities and events that the organization hosts.
- Be available to provide resources and support for events and usage of spaces.
- Be available to consult about the financial affairs of the organization.

Article XI – Executive Committee

Section 1 The Executive Committee shall consist of the elected and appointed officers, with the advisor serving as a non-voting member.

Section 2 The Executive Committee shall meet online 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 official organization email or via official organization online chat/messaging platform.

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 XII – 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 XIII – 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 XIV 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 José State University within two weeks after adoption.

Article XV Safety & Risk Management

Sometimes student organizations are faced with situations that require emergency attention to address the health and safety of members and org activities. When an an emergency takes place, it's important to have a plan in place to help navigate the situation.

Risk management refers to the practice of identifying potential risks in advance, analyzing them and taking precautionary steps to reduce/curb the risk. This includes having a plan for and following emergency protocols in the case of incidents with alcohol/drugs, fire safety, event security, crowd control, loss prevention, mental health, transportation/travel, volunteer management, communication with news media, and more.

Student organization leadership is expected to review and present its own risk management policies and procedures with all members of their organization so that every member is aware of the appropriate protocols. As a student organization, there are five general steps you can take to manage the risks that student organizations could take in their activities. For any event or function:

Use the following steps to outline a general risk management plan for your organization. The following steps can also be used to develop a risk management plan for any type of event your organization might plan to host.

1. *Identify* the potential areas of concern or possible risks that are inherent.

- The task in this step is to develop a complete list of all activities taking place at an event and determine the risks involved with each activity.

2. *Assess* the possible impact of these concerns.
    - In this step, the goal is to determine the relationship between the *likelihood* and the *consequences* of the risks you identified in Step 1.
3. *Plan* possible "plans of action" to address these areas of concern.
    - This step asks you to determine what your options are for managing all pieces of the risks.
    - The main question to ask is what measures can be put in place to reduce the likelihood that an incident will occur, which should reduce the chance of risk.
4. *Implement* and *monitor* the plan of action.
    - After determining that you can safely proceed with your activity, the next step is to put your risk management measures in place.
5. *Evaluate* the results of the action plan.
    - After the activity/event is completed, it is time to sit down and consider the strengths and weaknesses of the plan.
    - Analyze details of any incidents that might have occurred during the event and analyze whether the plan was a success or not, and where improvements can be made.

Bylaws of User Experience Student Group at SJSU iSchool

<u>Amendment Tracking Log</u>

This constitution and bylaws were adopted on:
September 29, 2025 and most recently revised on October 5, 2026.