

Constitution of the Activities Board at Columbia



Article I – Name

Section 1

The name of this organization shall be the Activities Board at Columbia, hereafter referred to as the "ABC."

Section 2

The officers of the ABC shall make up the Executive Board of the ABC, hereafter referred to as the "ABC Board."

Article II – Purpose

Section 1- Statement of Purpose

The ABC is the governing board for nearly all Student Development and Activities (SDA) recognized organizations, not including the student councils. The ABC serves the following four purposes:

1. Recommendations for recognition to Student Development and Activities;
2. Initial funding and approval of expenditures of those groups recognized, with the exception of the undergraduate councils;
3. Determining funding and policy guidelines for Student Development and Activities recognized organizations, with the exception of the undergraduate councils;
4. Empaneling a Judiciary Committee to enforce above guidelines.

Article III - Criteria for membership in the ABC

Section I

To be a Recognized group of the ABC a General Body group must:

1. Not be community service, political, religious, athletic, or activist in purpose. Honorary societies, fraternities, and sororities are also ineligible;
2. Be composed of at least twenty (20) members, unless the nature of the group precludes a 20-person membership;
3. Have a membership consisting of two-thirds (2/3) Columbia College and/or the School of Engineering and Applied Science and/or General Studies undergraduate students. Dually recognized groups (i.e. recognized by both SGA and ABC) must have a membership consisting of at least one-half (1/2) Columbia College and/or School of Engineering and Applied Science and/or General Studies undergraduate students.
4. Be open to all members of the Columbia community regardless of race, ethnicity, national origin, religion, sexual orientation, gender, veteran's status, or physical handicaps;
5. Not duplicate the function and/or stated purpose of any other ABC organization;

6. Have its members assume personal financial responsibility for damage caused by the members of that group to any space or equipment available to Student Development and Activities or at any other University or off-campus facility;
7. Make available to the ABC Board an up-to-date constitution of their organization;
8. Have the president or treasurer be a full-time student of Columbia College, the School of Engineering and Applied Science, or School of General Studies;
9. Be willing to accept rules and regulations made by the ABC with the knowledge that they can appeal to the councils and SDA;
10. Accept all rules mandated by University policy and local, state, and federal law;
11. Register with the SDA annually, according to procedures set by SDA;
12. Require access to University facilities and resources not otherwise available to them as an unrecognized group.

To receive funding, a General Body group, in addition to the above, must also:

1. Submit to the ABC Board a Budget Proposal, requesting all necessary funds for the year;
2. Make available to the ABC Board all sources of funding and any other pertinent financial information.

Section 2

To apply for ABC recognition, an organization must submit a proposal to the ABC Board by a date set by the ABC President (at the beginning of each semester) that includes:

1. A membership list, and signatures of all members, fulfilling the two requirements enumerated in Article III, Sections 1.2 and 1.3;
2. A signed constitution, complete with a statement of purpose;
3. A completed Student Government Office registration form;
4. A completed New Group Application form.

Section 3 - Financial Responsibility of Funded Recognition Groups

Each organization receiving funded recognition from the ABC must continue to meet the following standards:

1. Not exceed yearly allocation without Board approval;
2. Allocate the organization's entire yearly allocation to events within the academic year;
3. Allocate funds for programs that directly benefit the welfare of students on campus.

Otherwise the range of penalties that may be enacted include, but are not limited to:

1. Deletion of funds from the organization's account;
2. Suspension of the organization's monies in University Accounting;
3. Initiation of disciplinary procedures (including derecognition).

Article IV – Recognition Process

Section 1 – Submission and Review of New Group Proposals

1. The ABC president will announce the deadline for new group recognition proposals at least three (3) weeks before said deadline. The deadline should be confirmed by a majority vote of the ABC board at its first meeting of the semester;

2. If the new student organization fulfills all the criteria set forth in Article III, Sections 1 and 2, to the satisfaction of the ABC President, that group is to be considered for recognition as an ABC Group by the Recognition Committee. If the group does not fulfill the criteria set for in Article III, Sections 1 and 2, the ABC Secretary should inform the group that it is not eligible for ABC recognition;
3. Each group under consideration by the Recognition Committee has the right to a hearing. Requests for a hearing should be made in writing to the Chair of the Recognition Committee. Likewise, the Recognition Committee Chair reserves the right to request that a representative of a group under consideration attend a Recognition Committee meeting for questions and discussions, if deemed necessary by the committee;
4. A simple majority of the Recognition Committee is needed to recommend the group for recognition to the full ABC Board.

Section 2 – Full Board Approval of New Groups

1. After all new group proposals have been considered by the Recognition Committee, the Chair of the Recognition Committee will present a report of all proposals the Recognition Committee recommends, including the group's full name, statement of purpose, reasons for recommendation, and whether or not the group is seeking funded or unfunded status;
2. NGR shall present all groups that they review whether or not they recommend the group for recognition or promotion. Any board member can motion to reassess groups that did not receive NGR's recommendation.
3. The Chair will provide copies of all new group proposals for members of the ABC Board that request them;
4. A group shall be considered officially recognized when a two-thirds (2/3) majority of ABC Board members vote to accept them.
5. All new groups are recognized as Category A groups. Exceptions to this clause may be granted if a four-fifths (4/5) majority of the ABC Board members votes in favor of an exception.
6. Any newly recognized or promoted group will receive its allocations effective immediately (i.e. Groups that receive Category A or B status shall receive IA in the semester they are recognized).

Section 3

If at any point in the recognition process a group fails to qualify or achieve the necessary votes, the Recognition Committee Chair should provide said group with the following:

1. Reasons for why the group was not recognized;
2. Offer guidance and any applicable recommendations that may allow the group to exist on campus in a manner that does not require ABC recognition.

SDA;

d. Maintain a mailbox in the SDA office through which all official communication with the organization will be conducted;

e. Submit a copy of the charter of its parent organization or affiliation of which it is a member chapter, where applicable, if requested by the ABC;

f. Must file a written report of at least one page with the Recognition Committee at a time set by ABC President during each semester. If a recognized group does not file a report by the date set by the ABC President, said group shall be declared inactive by the Recognition Committee. If a group does not file a report within two semesters, they will be brought before the ABC Board with a recommendation of derecognition by the Recognition Committee.

5. Privileges of CATEGORY A groups include:

- a. CATEGORY A recognition gives a group access to Lerner Hall rooms free of charge, as well as the power to request services from Lerner Hall, access to the ABC office resources located in the Student Government Office, power to vote in ABC elections, and the chance to apply for club space on the fifth floor of Lerner Hall;
- b. CATEGORY A recognition also allows for the inclusion of “Columbia” as part of the name of the organization. The organization may not, however, use the name “Columbia” in such a way as to represent to others that the organization is authorized to act on behalf of the University (e.g. when the organization is negotiating or signing contracts);
- c. Eligibility to appeal to the ABC Board for a maximum of \$250 in funding per semester.

Article V – Student Group Categories

Section 1 – CATEGORY A Groups

1. All newly funded groups begin as CATEGORY A groups, unless an exception has been granted by the ABC Board as per Article IV.2.5.
2. Recognition Committee shall review all CATEGORY A groups by the fourth semester of their existence. The Recognition Committee may recommend that the group be promoted to CATEGORY B, de-recognized, or remain as CATEGORY A.
 - a. The promotion of groups is outlined in Article V section 5.
 - b. To recognition of Category A groups is outlined in Article VII section 2.
3. To remain in CATEGORY A, a two-thirds (2/3) vote by the ABC Board is required.
 - a. CATEGORY A groups may remain in CATEGORY A indefinitely.
4. CATEGORY A groups must:
 - a. Not be privately incorporated;
 - b. Adhere to the constitution and statement of purpose of the group;
 - c. Keep its current leadership on file with the *Office of Student Development and Activities (SDA)* by submitting an annual contact information update form to the ABC President by deadlines established by the ABC and SDA. Any subsequent changes to this information must be filed within one week of the changes. If a group will intentionally be inactive for a period of one or two semesters, the period of inactivity must also be registered with the ABC.

Section 2 – CATEGORY B Groups

1. A CATEGORY B group must have been recognized by the ABC as a CATEGORY A group for at least two semesters, unless an exception has been granted by the ABC Board as per Article IV.2.4. After one semester, a CATEGORY A group may request a category change according to the procedures set forth below in Article V Section 5.
2. CATEGORY B groups must:
 - a. Fulfill all responsibilities of CATEGORY A groups outlined above in Subsection V.1.4.
 - b. Need ABC funding to be able to fulfill the goals of the group.
3. Privileges of CATEGORY B groups include:
 - a. All privileges of CATEGORY A groups outlined above in Subsection V.1.5;
 - b. Eligibility to submit a Budget Request to the ABC in accordance with ABC allocation procedures and ABC funding guidelines.

Section 5 – Changing Constitution or Category Status

1. A group wishing to change its constitution or category must submit an amended constitution and a written request and reasons for the category change to the Recognition Committee Chair. The Recognition Committee will vote on the proposed changes within fourteen (14) days after the Committee Chair has received the request.
2. For the Recognition Committee to recommend a constitutional or category change to the ABC Board at its next regularly scheduled meeting, one-half (1/2) of the Recognition Committee members must vote in favor of the change. The Recognition Committee should recommend a category upgrade if the group has met all requirements and responsibilities of its current category status and if ABC resources make such a category change practicable.
3. A two-thirds (2/3) vote by the ABC Board is required for a group's revised constitution or category change to be approved.
4. The deadline for category promotion shall be set by Recognition Committee Chair at least three weeks prior to the deadline. The deadline should be confirmed by a majority vote of the ABC board at its first meeting of the semester.

Article VI – Penalties

Section 1 – Deductions

The ABC Board has the power to make deductions in a group's allocation at any point during the academic year, for reasons that include, but are not limited to, the following:

1. Failure to either attend the Candidate's Forum or vote in the ABC elections, which will result in a ten (10) percent deduction of the group's initial budget allocation for the coming year;
2. Late submission of budget proposals;
3. Violation of ABC regulations, University regulations, or of local, state, or federal law.

Section 2 – Freezing of Accounts

The ABC Board may suspend the account of any group under its jurisdiction, under the following guidelines:

1. All groups that do not register with SDA by the end of the first month of the academic year will have their account frozen.
2. Groups whose executive board officers do not attend the required SDA training sessions will have their accounts frozen until training is received.
3. At the discretion of the ABC Board, account suspensions may be imposed for any of the reasons outlined in Section 1, or for other reasons as established by the ABC Board.

Section 3 – Demotion

1. A motion may be made during a meeting of the ABC Board to reduce the category status of any group that has been deemed inactive for one semester by the Recognition Committee.
2. Demotion may also be used as a penalty for any violations described in Section 1 or 2.
3. Demotions may be appealed according to procedures set forth below in Article VII.2.3-6.

Section 4 – Disciplinary Proceedings and Derecognition

The ABC Board may make recommendations to the SDA for disciplinary proceedings and derecognition.

1. Article VII describes derecognition criteria and procedure.
2. Disciplinary proceedings may arise out of any serious violation of ABC regulations (for example, forgery) as determined by the ABC Board.

Article VII – Derecognition of Student Groups

Section 1 - Criteria

1. The ABC may derecognize groups that fail to adhere to the requirements set forth above in Article III.
2. The Recognition Committee is required to recommend to the ABC Board the derecognition of any group that has been deemed inactive for two semesters.

Section 2 – Procedure

1. If a group is being derecognized on the grounds of inactivity, all efforts should be made to make sure that the group is indeed inactive.
2. A two-thirds (2/3) vote by the ABC Board is required to demote or derecognize a group.
3. Every demoted or derecognized group has a right to an appeal.
4. Such a group wishing to make an appeal must do so in the form of written request providing reasons for remaining recognized to the Recognition Committee Chair within fourteen (14) days of the date of the Chair's original notification. The group shall have a hearing with the Recognition Committee within fourteen (14) days after the Recognition Committee Chair has received the written request. Upon closure of this hearing, if there is at least a majority vote of the Recognition Committee approving the appeal, the appeal will be brought before the ABC Board for consideration. A two-thirds vote (2/3) is required to approve the appeal and override a decision to demote or derecognize.
5. Any subsequent requests to recognize a group that has been derecognized shall be considered through the same means as a new group as outlined in Article IV.
6. Any subsequent requests to upgrade a demoted group's category status shall be considered through the same means as outlined in Article V, Section 5.

Article VIII – Initial Budget Allocation Process

Section 1 – Requirements

1. Each group is required to submit to the ABC Board a Budget Proposal.
2. The deadline for submission of Budget Proposals shall be set by the ABC Board in the spring semester.
3. No less than a one (1) month advance notice shall be given of this deadline.
4. The submission deadline will be posted in the Student Government Office (SGO) and all ABC Representatives will be required to inform their advisee groups.

Section 2 – Budget Proposal Items

1. A complete line-item request form, in the form of an Initial Budget Request Package;
2. A copy of the previous year's ledger;
3. A list of the organization's previous year's activities;
4. A membership list, complete with the school affiliations and undergraduate or graduate status designation of each member, along with contact information for the outgoing and incoming Executive Board members.

Section 3 – Initial Requests

1. The ABC Board has the power to determine initial allocations for all groups under its jurisdiction.
2. The ABC Board shall determine all initial allocations based on procedures outlined in Article XII.

3. Initial Allocations are approved by the ABC Board with a majority vote with the exception of allocations that either increase or decrease by more than ten (10) percent from the previous year which must be passed with a two-thirds (2/3) majority vote.

3. For dually recognized groups (i.e. recognized by the ABC and SGA), both of the governing boards will work in conjunction to determine the group's initial allocation and how that allocation will be divided between the two governing boards.

Section 4 – Informing Groups of Allocations

Initial allocations must be made public no later than the last day of classes.

Section 5 – Failure to Submit a Budget

If an organization fails to submit a Budget Proposal by the deadline set by the ABC Board, the Board may apply penalties as defined in Article VI. Groups requiring funding should follow Emergency Allocation procedures outlined in Article X.

Article IX –Budget Appeal Process

Section 1 – Requirements

1. Each group requesting an appeal is required to submit to the ABC Board a Budget Appeal Package.
2. Appeals will be granted on a rolling basis until funding is no longer available. However, if the ABC Board desires, a deadline to apply for an appeal may be set at any point in a given semester.
3. No less than three (3) weeks advance shall be given of this deadline if it is imposed.
4. The submission deadline information will be posted in the Student Government Office (SGO), and all ABC representatives will be required to inform their advisee groups.
5. A group in debt for the current year may not appeal for additional funding.

Section 2 – Budget Appeal Package Items

1. A letter signed by the group's president and treasurer, explaining the basis for the appeal.
2. A complete line-item request form, in the form of an Appeal Request Package.
3. A list of the organization's completed and anticipated activities for the year.

Section 3 – Appeal Requests

1. The ABC Board has the power to determine appeal amounts.
2. The ABC Board shall review all requests for appeals according to the following procedures:
 - a. The Appeals Committee shall review all initial requests for appeals.
 - b. The Appeals Committee shall have the right to reject any appeals, but any Executive Board member can veto this rejection
 - c. The Appeals Committee Chair shall make a recommendation on the appeal to the ABC Board. A majority vote in Committee is required to confirm the Appeals Committee Chair's recommendation.
3. A simple majority vote is required for the ABC Board to render a decision on the appeal request.

Section 4 – Decisions

A decision on an appeal must be made within three (3) weeks of the appeal being heard by the Appeals Committee.

Article X – Emergency Allocation Process

Section 1 – Definition

If an existing group wishes to obtain allocation funds for that academic year after the deadline for initial budget allocations has passed, that request is called an emergency allocation.

Section 2 – Process

Upon receipt of such a request, an Ad-hoc Committee on Emergency Allocations, in this Article hereafter referred to as the “Committee,” shall be formed in a timely manner to hear the request which shall be decided according to the following procedures:

1. The group making the request shall provide a written justification, which must include an explanation of why the group did not make the request during the initial budget appeals process. A group representative(s) must also appear before the Committee to argue its case and answer questions.
2. No member of the Committee may hold a conflict-of-interest with regard to the group making the request.
3. The Committee shall review the merits of the request and make a recommendation to the ABC Board.
4. The ABC Board will then determine the response to the request at its next regularly scheduled meeting. A simple majority vote is required for the ABC to render a decision on the request, unless the emergency allocation (not counting any debt or penalties) increases or decreases by more than ten (10) percent from the previous year thereby requiring a two-thirds (2/3) majority vote.
5. The time between the receipt of the emergency allocation request and the announcement of the ABC Board’s decision shall not exceed three (3) weeks.

Article XI – Periodic Reviews

Section 1 – Process

The ABC Board, with assistance from SDA, conducts reviews at least once every academic year of the financial status of all general body groups.

Section 2 – Review Reporting

1. It is the responsibility of SDA to regularly and accurately inform the groups of their financial status.
2. It is the responsibility of the ABC Board, and specifically the responsibility of the ABC Representatives-at-Large, to be informed and aware of groups’ financial status.

Article XII – Guidelines

Section 1 – Name

The Guidelines shall be contained in a separate document, entitled “ABC Guidelines.”

Section 2 – Function

The Guidelines shall be used by Committees and/or Representatives-at-Large working on Initial Budget Allocations, Appeals, Emergency Allocations, Event Approval Forms, and at any other time when deemed appropriate or necessary by the ABC Board.

Section 3 – Availability

The Guidelines will be distributed to all ABC-recognized groups and be fully available upon request.

Section 4 – Amendments

The Guidelines may be amended by a two-thirds (2/3) majority vote of the ABC Board. Proposed changes must be presented before the Board at least one week before a vote on the changes is taken.

Section 5 – Exceptions

Exceptions to the Guidelines for budget allocations and appeals will be entertained, provided that an attached formal written request specifically explains the rationale for requiring funds beyond the limitations set forth in the Guidelines.

Article XIII – Policy Issues

Section 1 – Loan Policy

1. In order to obtain a loan, a group must explain to the satisfaction of the ABC Board why the loan is necessary.
2. If granted, loans must be repaid in full by the deadline set by the ABC.
3. Deadlines are decided according to the time and nature of the recipient's event and endeavor.
4. Debts incurred through loans will be treated as per the ABC's debt policy.
5. All costs of producing audio and/or visual recordings will be subsidized by a loan.
6. No group may obtain loans totaling more than five thousand (5,000) dollars during the course of the academic year without a written request and a two-thirds (2/3) majority vote of the ABC Board.

Section 2 – Debt Policy

1. If a group accumulates debt, then the ABC Board shall take the following actions:
 - a. If the debt is less than or equal to one-third (1/3) of the group's initial allocation by the ABC, then that group's initial allocation will be reduced by the entirety of the debt as the group's debt payment.
 - b. If the debt is more than one-third (1/3) of the group's initial allocation by the ABC, then that group's initial allocation will be reduced by one-third (1/3), with that one-third (1/3) reduction being applied as a debt payment. Remaining debts are to be tracked by the ABC, and this rule is to be effected every year until the club repays its debt.
- c. Exceptions under this policy may be granted only by a two-thirds (2/3) majority of the ABC Board.
2. A group in debt for the current year may not appeal for additional funding.

Section 3 – Rollovers

1. Rollovers will be decided over the summer at the end of the fiscal year. Thus, they have no bearing on the initial allocation process.
2. Groups must apply for the rollover of any funds in their accounts. In the case of revenue, the ABC will grant the rollover unless the revenue comes from an event funded by an ABC loan or appeal, in which case it will be further investigated.
3. To apply for a rollover, each group must supply a written explanation by the end of the academic year as to why the rollover should be granted. The explanation should include reasons why the group has extra money in its account and what programming it plans to use the money for specifically. The ABC President and Treasurer will review the request and make their decision over the summer.

Section 4 – Co-sponsorships

1. Groups co-sponsoring an event must itemize all co-sponsorships on an initial budget request form

Section 5 – Fundraising

1. The ABC will not penalize groups that fundraise. Thus, the ABC will not double bill organizations.

Section 6 – Income

1. A group should label income as either “projected” or “secured” in their appeal or initial budget request. Secured income must be confirmed in writing in order to be categorized as such.

Section 7 – Summer Programming

1. No part of the Student Activities Fee can be used for summer events.
2. Reimbursements will not normally be granted for summer activities, but they may be considered on a case by case basis.

Section 8: Training

1. Groups:

All executive board members of each recognized and newly recognized general body groups are required to attend training sessions conducted by Student Development and Activities. Treasurers must also attend a treasurer's workshop conducted by Student Development and Activities.

2. ABC Board Members:

All ABC Board members are required to attend training sessions conducted by Student Development and Activities. The Treasurer must also attend a treasurer's workshop conducted by Student Development and Activities.

Article XIV - Officers

Section 1

The ABC Board shall have the following officers:

1. President, whose responsibilities are to preside over the ABC meetings, coordinate the ABC Board, and hold ABC elections;
2. Vice-President, whose responsibilities are to chair the Judicial Subcommittee, and assist the President and other officers in executing and enforcing the policy decisions made by the ABC Board;
3. Treasurer, whose responsibilities are to balance the ABC account and to execute monetary legislation made by the ABC Board;
4. Secretary, whose responsibilities are to take minutes and make them publicly accessible,
5. Thirteen (13) Representatives-at-Large, also referred to as “Representatives”;
6. One (1) Liaison from CCSC, one (1) Liaison from ESC, one (1) Liaison from GSSC.

Section 2

1. Each member has one vote, except for the President, who only votes in the case of a tie.
2. The President, Vice-President, Treasurer, and Secretary are also known as Executive Officers of the ABC Board.

Article XV – Roles and Responsibilities of ABC Board Members

Section 1 – Representatives-at-Large

The duties of the Representatives-at-Large shall include, but are not limited to, advising a set number of groups, which shall be assigned according to rules established by the ABC Board. Advising groups is a responsibility solely of Representatives-at-Large, and shall involve the following:

1. Maintaining regular communication with group leaders, including notification of important meetings, deadlines, and related information;
2. Advising groups on the requirements and nature of the appeals and allocation process, and of ABC rules and regulations;
3. Acting as the primary source of information for the ABC Board regarding the group's activities. The groups must provide the representative with all information that he or she requests. If the ABC group does not comply with the representative's requests, the ABC may levy penalties in accordance with Article VI;
4. Making recommendations to the ABC Board or appropriate committee with regard to actions taken by the Board specifically concerning the group, including recognition, derecognition, appeals, and allocations;
5. Assisting in the development of effective programming;
6. Submitting a brief summary at the end of the academic year of their groups' performance (including, but not limited to, any programming or financial difficulties) to go on file with the ABC for future representatives.
7. Representatives who have three (3) or more unexcused absences from office hours or regularly scheduled ABC meetings (including committee meetings) may be sanctioned or impeached.

Section 2 – Liaisons of the CCSC, ESC, and GSSC

1. The liaisons of the CCSC, ESC, and GSSC shall be responsible for maintaining effective lines of communication between their respective councils and the ABC Board and for regularly attending ABC Board meetings.
2. The ABC Board reserves the right to grant responsibility greater than this in accordance with the definition of the responsibilities of the liaison in the CCSC, ESC, and GSSC constitutions by a simple majority vote of the ABC Board.

Section 3 – Office Hours

Board members shall be required to hold office hours in the Student Government Office, with the following purposes, limitations, and procedures:

1. Each semester, each member must commit to specific weekly hours on certain day(s) at certain time(s), under rules established by the ABC Board.
2. Regular office hours must be established by the first two weeks of each term.
3. The CCSC, ESC, and GSSC liaisons may be exempt from this responsibility
4. The primary purpose of such hours is to make the members available to advise ABC groups, and particularly to sign Event Approval Forms or approve online Event Approval Forms.
5. During office hours, board members are expected to maintain the office files.

Section 4 – Group Assignments

Groups will be assigned on the following basis:

1. Representatives will submit a ranked list of group preferences as extensive as they choose.
2. The Vice-President of the ABC Board will be responsible for assigning groups fairly based on these preferences.
3. All groups will be distributed in as equitable a manner as possible.

Article XVI – Committees

Section 1 – Standing Committees

1. The following standing committees are hereby established:
 - a. Appeals Committee: Responsible for appeals award recommendations to the ABC Board throughout the academic year.
 - b. Recognition Committee: Responsible for applying recognition and derecognition criteria to ABC groups, as established in Articles III-VII, and making the appropriate recommendation to the ABC Board. The Recognition Committee Chair, with the assistance of Recognition Committee members and ABC Representatives-at-Large is also responsible for keeping track of whether ABC member groups are active or inactive and any other relevant information regarding ABC groups' status.
 - c. Committee on Constitutional Review: Responsible for making at least one yearly review of the ABC Constitution, which must determine the existence of flaws, omissions, or other errata that ought to be corrected, as well as proposing any reforms that shall increase the effectiveness of the ABC Board.
 - d. Allocations Committee: Responsible for determining initial budget allocation recommendations to the ABC Board.
2. The scope of the committees listed in Section 1 is not limited to the responsibilities listed herein, but may be expanded under such rules as the ABC Board may establish.
3. All committees shall have all the normal powers granted to committees so that they may accomplish their work effectively; this includes, but is not limited to, the power to subpoena.
4. The ABC Board may establish other standing committees as it deems necessary by a two-thirds (2/3) majority vote.

Section 2 – Ad-Hoc Committees

1. Ad-hoc committees, such as the semester break steering and judiciary committees, are established by a simple majority vote of the board.
2. Ad-hoc committees must complete work by a stipulated date of completion that is assigned at the time of the committees' creation.

3. The life of an ad-hoc committee may be extended by a simple majority of the board.
4. A two-thirds (2/3) vote of the ABC Board is required to dissolve an ad-hoc committee before the date of completion.
5. No voting member of an ad-hoc committee may have a conflict of interest with any group facing the committee. A conflict of interest arises from being an executive officer of a group. The preceding definition applies to all uses of the phrase "conflict of interest" in this document.

Section 3 – Committee Formation

1. Committee assignments will be made under such rules as the ABC may establish, with the following exceptions:
 - a. All Representatives-at-Large must serve on the Allocations Committee, unless granted special dispensation by the President.
 - b. At least one (1) Executive Officer of the ABC Board must serve on each standing committee.
 - c. The chair of the committees will be appointed by the Executive Officers of the ABC.
 - d. No member of the ABC Board may serve on a subcommittee of the Appeals Committee if that member has a conflict of interest regarding one of the groups under the subcommittee's jurisdiction.
 - e. The Allocations Committee shall be divided into three subcommittees. Each subcommittee shall review the requests of those groups that are advised by the subcommittee's members. One officer of the ABC Board, excepting the ABC President, and one liaison of the student councils shall serve on each subcommittee. The ABC President should also request that CCSC, ESC, and GSSC Treasurers attend the meetings.
 - f. Committee Chairs and committee membership for the Appeals Committee and the Recognition Committee must be determined during the first meeting of the academic year, at which point the Committees are to be considered active.

Section 4 – Committees Reporting

Committees or subcommittees will report to the ABC Board in the following manner:

1. Committees first obtain and review information necessary for their report, under such guidelines as the committee may establish.
2. Each committee will be responsible for presenting its report to the ABC Board.
3. The committee will be required to report by a deadline set by the ABC Board.
4. Within the report, the committee will make recommendations for action to the ABC Board for consideration and approval as is appropriate to the committee's purpose.
5. The ABC Board may accept or reject said recommendations with or without amendment. If no decision can be reached by the ABC Board, the committee will be charged with reconsideration and resubmission of their recommendations under such deadlines as the ABC Board may establish.

Section 5 – Committee Meeting Procedure

1. A quorum for a committee shall consist of two-thirds (2/3) of the committee's membership. The committee must have a quorum to make any recommendations.
2. The committee may establish additional rules of procedure as it deems necessary.

Article XVII - ABC Board Meeting Procedures

Section 1

Meetings shall be held weekly, as determined by the ABC Board. The President of the ABC shall also have the authority to call other meetings.

Section 2

The President shall preside over all meetings. In the President's absence, the Vice-President shall preside over the meeting.

Section 3

All meetings shall be open to the public unless closed by a two-thirds (2/3) vote by the Board.

Section 4

All meetings shall be run in accordance with Robert's Rules of Order.

Section 5 - Agendas

1. Items can be placed on the agenda up to two (2) days before a weekly meeting.
2. Items that do not meet this deadline will be taken under consideration if the ABC Board deems it appropriate. They may not be given precedence over any other item on the agenda without a two-thirds (2/3) majority.
3. Agendas should be distributed at the beginning of every meeting by either the ABC President or the ABC Secretary.

Section 6

1. Meetings shall be established with the following procedure:
 - a. Distribution of last week's minutes;
 - b. Discussion of unfinished business;
 - c. Discussion of new business;
 - d. Receipt and action upon committee reports.
2. Minutes will be prepared by the Secretary at all meetings of the ABC Board. If a member feels that the minutes do not accurately reflect his or her position, he or she may have them revised.
3. The attendance policy of the ABC board will be decided by the Secretary at the beginning of every academic year. The attendance policy will be strictly enforced and members found in violation of the policy may face impeachment and removal from the ABC Board.

Article XVIII - Electing, Appointing, and Removing ABC Board Members

Section 1

All ABC Board elections shall be organized and executed by the President of the ABC.

Section 2

1. Executive Board positions are only open to any continuing full-time undergraduate student in the Columbia College, the School of Engineering and Applied Science, or General Studies.

Section 3

The procedure for each election shall be as follows:

1. Once the date of elections has been set by the Board, all candidates are required to hand in a candidate statement at least one (1) week before the election date. Any candidate who fails to do so will be ineligible to run. The date for Officer elections shall be at least one (1) week before the date for the elections of Representatives-at-Large;

Election of ABC Officers:

2a. Candidates for each Officer position will be elected by members of the ABC Board not running for that office;

2b. Candidates for Officer positions will be granted five (5) minutes to address the ABC Board, unless time does not permit. Candidates for President will speak first, after which voting for that office will commence. Once the President has been elected, candidates for Vice-President will address the board, after which voting for that office will commence. Then, candidates for Treasurer will address the board, after which voting for that office will commence. Finally, candidates for Secretary will address the board, after which voting for that. After all candidates have addressed the ABC Board, they will leave the room to allow voting to take place. Candidates who fail to win a particular Officer position may chose to run for the next Officer position. Candidates who fail to win any Officer position may still run for Representative-at-Large;

2c. The most senior member(s) of the ABC Board available will count the ballots for each of the Officer elections. The winner of the election will be announced and all candidates will be allowed to re-enter the room at which point the next Officer election (if applicable) will commence;

2d. Candidates may appeal to the ABC President, or the CCSC, ESC, and GSSC liaisons to demand a recount. An appeal must be made before the next Officer election takes place. In the case of appealing the vote for ABC Secretary, an appeal must be made before the election of Representatives-at-Large.

Election of ABC Representatives-at-Large

3a. Elections for ABC Representatives-at-Large will begin at the Candidate's Forum, of which all member organizations will be notified and invited to at least one week before the event, whereby each candidate is given the opportunity to address his or her platform to ABC member organizations.

3b. Members may cast votes at the Candidate's Forum. During the three school days following the Candidate's Forum, member organizations may also cast votes at polls maintained by ABC members, aided by the CCSC, ESC, and GSSC members, if necessary, in the Student Government Office.

3c. Candidates for the office of Representative-at-Large shall have three minutes to address the general body during a Candidate Forum, unless time does not permit;

3d. All groups are required to send one member to the candidate forum; any group which does not do so will have ten (10) percent of its allocation for the following year deducted.

4. The outgoing President of the ABC shall oversee the counting of all ballots. Each candidate shall have the right to send one representative to oversee the counting of the ballots.

Section 4

Each ABC recognized group may cast one (1) vote for ABC Representatives. Only an executive board member of an ABC group may vote. Proxy votes are prohibited. An executive board member who sits on the executive board of another group may cast separate votes on behalf of his/her respective organizations.

Section 5

Any group that does NOT cast votes during the ENTIRE ELECTION PERIOD may incur a percent deduction, not to exceed ten (10) percent, of the group's ABC allocation for the following year. All moneys accrued from such deductions will be added to the general appeals fund.

Recorded abstention is an option.

Section 6 - Appointments

If an officer resigns, a new officer may be appointed by a simple majority of the ABC Board after nominations have been made under procedures established by Robert's Rules.

Section 7 – Impeachment and Removal

1. Grounds for impeachment shall include serious abuse of membership privileges, neglect of the duties set forth in the ABC Constitution or deliberate violation of the ABC Constitution.
2. Impeachment proceedings may be initiated by any of the following four methods:
 - a. A motion by at least three of the four Executive Officers of the ABC Board.
 - b. A motion submitted by the CCSC, ESC, and GSSC and affirmed by at least two of the four Executive Officers of the ABC Board.
 - c. A request submitted in the form of a petition signed by one or more officers of no fewer than one-fifth (1/5) of all registered ABC groups.
 - d. A request submitted in the form of a petition signed by no fewer than six (6) of the ABC Board Representatives-at-Large.
3. Following impeachment, an officer may be removed from office by a two-thirds (2/3) majority vote of the ABC Board, or a two-thirds (2/3) majority vote of all general body groups

Article XIX – Ad-Hoc Committees

A. The Semester Break Steering Committee:

Section 1

All members of the ABC Executive Board who are available to meet when school is not in session for more than 1 1/2 weeks shall make up the steering committee for that break.

Section 2

The semester break steering committee shall have the power to act on behalf of the ABC during the semester break.

Section 3

All major decisions considering membership and finances made by the semester break steering committee must be formally approved by the entire ABC Board upon the first regularly scheduled meeting of the ABC by a 2/3 vote.

B. Judicial Committee

Section 1 - Membership

The Judicial Board (J-Board) will be comprised of two ABC members and three group officers.

The permanent member of the J-Board shall be the ABC Vice-President, who shall chair the board. Another member of the J-Board shall be selected from the ABC Board. The only member of the ABC Board that may not be considered for the J-Board position is the ABC President. The three (3) group officers that will comprise the remainder of the J-Board will be randomly selected from the pool of presidents and vice-presidents of the ABC student groups. Only CC/SEAS/GS undergraduate officers are eligible. Those group officers randomly selected may decline to serve on the J-Board.

Section 2 - Conflict of Interest

The only members of the ABC that may not be considered are the Council Representatives and the President. Individuals on the J-Board cannot be members of a group presenting a case. If the ABC Vice-President has a conflict of interest, the ABC President will preside over the J-Board. If there is still a conflict of interest, then the other ABC member will preside. In terms of the three randomly selected members of the J-Board, these members may not be members of any organization involved in the case. Furthermore, the parties involved can determine if there is a conflict of interest via affiliation. Such conflicts of interest should be reported to the chair of the J-Board, who will then make a final decision.

Section 3 - Scope/When the J-Board Can Convene

As stated in Article II.1.4 the ABC Board can impanel a J-Board to enforce funding and policy guidelines.

Section 4 - ABC Review

Because the ABC has direct contact with groups, the entire ABC Board may see an issue. If the Board feels this issue warrants review, the ABC Board may call the group before the J-Board.

Section 5 - Procedure

A letter detailing the charges/complaints should be submitted to the ABC. This letter will be reviewed by the ABC President, Vice-President, and a third ABC member. If the complaint is too frivolous, the party will be informed. If the complaint is too extreme (including, but not limited to, violation of law), the director of Student Development and Activities will be informed. If the complaint merits action, it will be turned over to the J-Board. The ABC President will submit the complaint to the J-Board, which will be entered into the minutes by the ABC Secretary.

The first step after the five members of the J-Board have been selected is a review of the constitution of the group(s) involved. This should be the initial process in all cases. The only constitution that will be considered is the one on file with the ABC Board.

The J-Board will hear the sides of the parties involved individually, then with all parties present. The number of sessions may vary depending on the particular case. The hearings will be open, unless either party requests that hearings be closed. During the session any J-Board member may ask questions at any time. The J-Board chair will control this questioning as necessary.

Section 6 - Support Testimony

The number of individuals who may address the J-Board is at the board's discretion for individuals who are directly involved in the matter.

Either side involved in the complaint may call on two people who are not directly involved for support testimony that is relevant to the complaint.

Additional support may be submitted in writing by other individuals. Consideration of such material is at the discretion of the J-Board.

Section 7 - Voting Procedure

Once the investigatory hearings are over, the J-Board will deliberate and vote on the necessary action(s) to be taken. The deliberations will be closed to anyone other than J-Board members. A tentative time schedule for the length of deliberations will be established by the chair in conjunction with the other J-Board members. This time schedule is flexible.

Once deliberations are over, there will be a closed vote. The votes will be counted by the chair. No abstentions are permitted in the vote.

In the cases of elections, the vote is a predetermined vote (i.e., whether or not to hold new elections). In other cases, the specific action to be taken must be decided upon. Once a consensus is reached on what action is to be taken, the J-Board will vote.

In the event of a tie, the chair will vote to break the tie.

Section 8 - Announcing the Decision

The number of the vote will not be announced. The decision that is reached will be announced.

The parties involved will be contacted and asked to come together. The decision of the J-Board will be announced to all parties involved. The reasons for the decision must be stated clearly at the time of announcement.

If a new election is called for, all specific terms and restrictions must be set forth.

If a specific action is called for, the full scope of the action must be explained.

If any action is reversed, this should be made clear, and the full scope of the reversal must be explained.

The outcome of the J-Board hearings will be made known to the director of Student Development and Activities and the adviser of the student group.

If a group's constitution is found to need updating, the ABC member of the J-Board will assist in any necessary constitutional revision/amendment.

Section 9 - Appeals

If one of the parties involved deems the decision unfair they may submit an appeal to the judiciary board of the student councils.

Article XX – Grievances

Section 1

If members of the ABC's general body desire a redress of grievances against the ABC Board, such group can appeal to the judicial boards of the CCSC, ESC, and GSSC according to their procedures. The student councils' J-Board may not include the treasurers of the CCSC, the ESC, and GSSC, or the liaisons from the councils to the ABC Board, although their testimony will be considered.

Section 2

The ABC agrees to abide by judicial board decisions given that those decisions conform to the following:

1. ABC is given ample time to respond to every charge;
2. Every effort is made to preserve the integrity of the ABC constitution;
3. In the cases in which the ABC and the councils cannot agree on a compromise the decision will be turned over to the SDA for final arbitration.

Article XXI - Amendments to the Constitution

Amendments to the ABC constitution must be passed by a simple majority vote of the CCSC, ESC, and GSSC; two-thirds (2/3) majority vote by the ABC Board, and two-thirds (2/3) vote of voting ABC member groups.

Definitions

The following are definitions for terms commonly used in the ABC homepage:

Executive Board, often referred to as "the ABC," or more properly, the "ABC Board":

It is the legislative and governing body of the ABC, consisting of the President, Vice-President, Treasurer, Secretary, the CCSC Treasurer, the ESC Treasurer, the GSSC Treasurer, and Representatives-at-Large (including Governing Board Liaisons). All members of the Executive Board have a single vote in determining policy and passing motions, except for the President of the ABC, who shall only have a vote in the case of a tie, unless otherwise mentioned below.

Representatives-at-Large:

It may refer to the position elected by the General Body and to the three appointed representatives from the student councils (one from CCSC, one from ESC, one from GSSC) that sit on ABC, in addition to the councils' treasurers or the liaison from an ABC-recognized governing board.

Budget Package:

Refers to a packet of papers that includes an overall budget summary and a detailed event budget summary. The overall budget summary will consist of expenditures in rows and columns for each event. The detailed event summary will have the same rows but with spaces for explanation. A filled-out Budget Package listing the group's desired funding is a Desired Budget Package, whereas a Budget Package with net expenditures totaling the group's allocation is an Actual Budget Package.

Budget Proposal or Budget Request:

Refers to the completed Desired Budget Package along with a lucid explanation, preferably on paper, as to why the group feels that the level of funding that it is requesting is a reasonable figure.

Initial Allocation:

It is the allocation given to a group after the submission of all groups' Budget Proposals in the spring. This Initial Allocation may be appealed through the Budget Appeals process beginning in the fall semester of the following school year.

Simple Majority or One-half (1/2) Vote:

Requires 50% or more of the ABC Board to vote in favor of the motion (50% is calculated without counting abstentions). If there is a 50%-50% divide on a vote requiring a simple majority, the ABC President casts the tie-breaking vote.

Two-thirds (2/3) Vote:

Requires exactly 66% or more of the ABC Board to vote in favor of the motion (66% is calculated without counting abstentions).

Four-fifths (4/5) Vote:

Requires exactly 80% or more of the ABC Board to vote in favor of the motion (80% is calculated without counting abstentions).

Inactive Group:

A group may be deemed inactive by the Recognition Committee if the group has not held any regular events, has not used ABC allocated funds or has not requested any funds, and has not completed ABC and SDA registration and training requirements.