Operating By-Laws of the
Student Organizations Committee
Adopted on September 20, 2015

Article I – General Information
A. The official name of this organization shall be the Student Organizations Committee of the Pitzer College Student Senate, and may hereafter be referred to in this document as “this committee”.
B. The purpose of this committee, as defined by the Constitution of the Pitzer College Student Senate, shall be to:
   i. Serve as the liaison between Student Senate and student organizations
   ii. Approve and/or deny all proposed student organizations before they are placed on the agenda of the Student Senate meeting or Emergency Student Senate meeting
   iii. Enforce the regulations in Article VIII, Section 5 of the Student Senate Constitution
C. This committee shall be composed of four members in total:
   i. The Secretary of the Student Senate, who shall act as the chair of this committee
   ii. Two members who are elected by the Student Body at large
   iii. One member who is appointed by the Student Senate Executive Board
D. In the event that this committee requires advice or guidance, the Director of Student Activities of Pitzer College shall serve as the official advisor to the Student Organizations Committee.

Article II – Meetings
A. This committee shall meet on a weekly basis at a designated time during the academic calendar year of Pitzer College, so long as there is actionable business to be discussed.
B. The meeting time shall be established at the beginning of each semester at a time which is agreed upon by all members of the committee.
C. The agreed upon meeting time shall be publicized to all members of the Pitzer community.
D. All meetings shall be open to all members of the Pitzer community, except in instances when a private vote or discussion is necessary as deemed by the Secretary of the Student Senate.
E. The Secretary of the Student Senate has the discretion to call a special meeting outside of the normal meeting time under extraordinary circumstances.
F. Minutes must be taken at each official meeting of this committee, and submitted through the normal distribution process. The Secretary of the Student Senate is
responsible for taking the minutes, unless another committee member is designated to do so.

Article III – Voting
A. In order for a vote or formal decision to be reached by the committee, three of the four members of the committee must be present, which shall constitute quorum for official purposes.
B. The Secretary of the Student Senate shall not have the ability to vote on any item, but shall instead serve in an advisory and executive capacity for this committee.
C. In order for an item to be approved by the committee, there must be agreement by at least two of the three voting members.
D. Absent members have the ability to submit a vote to via e-mail if they choose.
E. Official votes on a given item cannot be conducted in the presence of the individual who has presented the item. After the individual has been given the opportunity to present their item, they must physically leave the meeting.
F. The Secretary of the Student Senate is responsible for counting the votes and recording the final results, along with any pertinent comments.

Article IV – Approval of New Student Clubs and Organizations
A. Any student wishing to create a new student organization must fill out the designated application that shall be submitted to the Secretary of the Student Senate.
B. Any student who has proposed a new student organization must attend a meeting of the Student Organizations Committee and give a brief presentation to the committee, after which committee members may ask questions of the presenter.
C. Following the presentation of the new student organization, the committee shall privately discuss the club. If the committee determines that the club has fulfilled all of the specified guidelines and requirements of Article VIII of the Student Senate Constitution, then any member of the committee may motion to approve the club.
D. If at least two of the three voting committee members vote to approve the organization, then the Secretary of the Student Senate shall take action by placing the proposed organization on the agenda of the next Student Senate meeting for confirmation by simple majority.

Article V – Maintenance of Existing Student Clubs and Organizations
A. This committee shall collectively be responsible for keeping a publicly posted, updated list of all registered student organizations at Pitzer College.
   i. This list should include a designated contact person for each organization, such as a President or other officer
   ii. This list should include accurate meeting times and locations
   iii. The list should also include a hyperlink to an official club website/social media account
B. This committee shall be responsible for enforcing that every registered Pitzer club or organization maintains some level of online presence which is accessible at all times. This may include, but is not necessarily limited to: a website, a Facebook page, a Facebook group, or some other accessible social media account.
C. As the official representatives of all student organizations on the Pitzer College Student Senate, the members of this committee have the responsibility to use their positions to preserve, protect, and promote the interests of every registered organization on campus.

D. This committee shall offer special assistance in preserving the following organizations, given their long-standing presence in the Pitzer College community:
   i. Student Activities Committee (SAC)
   ii. Pitzer Activities Committee (PAct)
   iii. The Grove House (including the Grove House Committee)
   iv. The Shakedown Cafe
   v. First Year, Sophomore, Junior, and Senior Class Councils

Article VI – Organization Reports and Review
A. In the event that a student organization or club is reported as having violated the Student Senate Constitution, Budget Committee Bylaws, and/or Student Code of Conduct, the Student Senate Executive Board has the authority to direct the Student Organizations Committee to conduct a formal investigation.

B. The procedures of this process are outlined in Article VII, Section 5 of the Constitution.

C. The Secretary of the Student Senate shall appoint one of the three voting members of the committee to lead (or co-lead) any such investigation. Other members of the committee may also assist in the investigation.

D. Once the review is completed, the entire committee shall meet to discuss the findings. After a thorough discussion, the committee must reach a majority decision on whether to recommend any disciplinary actions against the organization in question.

E. The entire investigation, including any recommendations on disciplinary actions, is to be documented in a written report that shall be submitted to the Student Senate. The Secretary of the Student Senate, along with the appointed lead investigator, shall jointly present the investigation in an oral report during the nearest Student Senate meeting.

F. This committee also has the discretion to launch its own independent investigation of any club or organization that may have violated the Student Senate Constitution, Budget Committee Bylaws, and/or Student Code of Conduct. An independent investigation must be conducted under the same procedures outlined above.

Article VII – Amendments to the By-Laws
A. Any member of the Pitzer College Student Senate, including members of this committee, may take action to amend the Operating By-Laws of the Student Organizations Committee.

B. An amendment shall be proposed to the Student Senate in the style of a general resolution, with the specified changes or revisions clearly delineated.

C. If the amendment is approved by a simple majority of the entire Student Senate legislature, then the amendment shall be enacted immediately and/or in accordance with specified procedures.

D. The Operating By-Laws must be amended whenever necessary so as to remain consistent and compliant with the Pitzer College Student Senate Constitution.
Article VIII – Adoption and Enactment

A. In order to be formally adopted, this document must be approved by a simple majority of the entire Student Senate legislature.

B. Upon approval from the legislature, this document shall immediately constitute the official Operating Charter and By-Laws governing the Student Organizations Committee.