

BYLAWS OF THE INTERSCHOOL GOVERNING BOARD
(Revised January 7th, 2016)

DEFINITIONS:

As defined in the IGB Constitution, student groups in the process of applying for and/or waiting for IGB recognition and funding shall be referred to as or “groups.” Upon recognition, “groups” will henceforth be recognized as “clubs” and administrators, herein, refer to the positions from different schools, not the individual persons themselves.

ARTICLE I- IGB COMMITTEES

1. The IGB shall be composed of the following committees: Club Recognition Committee, Club Budget Review Committee, and Co- Sponsorship Committee
2. The IGB Vice-Chair shall serve as the chair the Club Recognition Committee; A member appointed by the IGB Chair shall serve as the Chair of the Budget Review Committee; The Treasurer shall serve as the Chair of the Co-Sponsorship Committee; and the Communications Officer shall serve as the chair of the Communications Committee.
3. Club Recognition Committee: For the Fall and Spring semesters, the committee shall collect applications from student groups seeking formal recognition as an IGB Club. Deadlines for recognition applications shall be set at the beginning of each Fall and Spring semester and should provide ample time for application review, revision, and decision before the end of the respective semester for recognition to commence at the start of the following semester. Recommended deadlines are Nov. 1 and March 1. The committee shall review clubs at the request of any IGB delegate or advisor, and the chair of the committee shall communicate with clubs at risk of losing recognition.
4. Co-Sponsorship Committee: Shall review all applications for co-sponsorship from Columbia University student groups and organizations in order to judge the merits of the co-sponsorship request and render a decision on funding allocation. The current limit on IGB co-sponsorships is \$250. This committee shall also review Emergency Allocation requests from IGB groups.
5. Communications Committee develops the communication strategy for the IGB. This includes maintaining the website, Google/discussion groups, email communications, and co-branding of the IGB with events, forums, and organizations to which IGB makes financial allocations, contributions or sponsorships.
6. Club Budget Review Committee shall be made up of all IGB delegates in good standing as of April 1st. The committee shall be made up of subcommittees that will each be assigned a group of budget requests to review at the discretion Club Budget Review Committee chair. The Club Budget Review Committee shall also determine a standard first year budget for clubs, which will serve as the baseline budget for budget the budget allocation process detailed in Article IV. The IGB shall collect budget request applications from current IGB Clubs by April 1st of the spring semester for review. The budget review process should be conducted by each subcommittee by the 25th of April at which point the subcommittees will present their budgetary allocation proposals to the entire IGB body for approval. Final Budget Allocation decisions should be made by a 2/3 majority vote of the IGB body in good standing and notifications sent to respective IGB Clubs by the first week in May.
7. Conflict of Interest: When relevant during discussion, members must disclose any groups they currently work with, or have worked with in the past. Members must also disclose close personal relationships with individuals within a group in question. If there is a discussion of a group a

member has a connection with, the member in question can only answer questions in a factual, non-biased way.

Article II — IGB MEETINGS

1. Times and locations for general IGB meetings shall be set by IGB executive board delegates and publicized through effective means to the remaining delegates of the IGB. Seven days advance notice shall be considered sufficient notice for such a meeting. The entirety of the IGB shall meet a minimum of once a month during the academic year.

a. The IGB Club Recognition Committee is required to hold a minimum of 1 additional meeting per semester in order to review pending applications for Club recognition.

b. The IGB Budget Review Committee is required to hold a minimum of 2 additional meetings (that may run concurrent or back to back) during the Spring semester in order to review the Budget Requests for existing IGB Clubs for the proceeding Academic year.

2. The IGB shall invite and encourage IGB recognized clubs to attend IGB meetings if and when necessary to promote open communication between the IGB and their constituents. These meetings shall be called by IGB and publicized through effective means to all recognized student Clubs a recommended 14 days in advance to provide sufficient notice for such a meeting.

Article III — MEETING PROCEDURES:

1. The IGB may adopt any format of meeting procedures by a 2/3 majority vote of delegates present with a minimum quorum of 50% of the general delegation.

2. All general meetings shall be open, and non-delegates shall be heard. However, all non-delegates will be excused during voting procedures that will remain closed. At the discretion of the Chair, results of all voting outcomes will be made available through publication of the minutes.

3. A minimum quorum of 50% of all IGB members in good standing will be set in order to conduct any official business, including but not limited to funding allocation votes.

Article IV —IGB CLUB RECOGNITION

1. Procedures:

a. All groups applying for membership in the IGB must submit a Club Recognition Form to the IGB. This application must include:

i. Name of the club;

ii. A careful statement of the club's purpose, showing particularly how it meets criteria for membership contained in the IGB Constitution;

iii. Information about the projected form of the Club's program;

iv. Designation with name and email, if any, of 1 eligible person as the student Club's primary contact and the name of an alternate contact. 8 additional eligible names (for a total of 10) must be demonstrated to the satisfaction of the IGB.

b. Deadlines for application submissions shall be set during academic semester by majority vote of the IGB and communicated to student groups on the IGB website and via email. Recommended deadlines are November 1 and March 1.

c. Procedures for renewal recognition are outlined in the IGB Bylaws.

d. A representative of the new applicant Club must be prepared to present to the IGB. The Recognition Committee may clarify any outstanding issues or questions

that arise during the committee's review. Upon completion of the review process, the committee shall make recommendations for a decision to the entire IGB delegation.

e. Official recognition requires an affirmative vote by 2/3 of the entire IGB delegation in good standing.

f. A group may appeal the IGB's decision of its application to the entire IGB at the next IGB meeting. Unless a group can demonstrate, to the satisfaction of the IGB, that its application has undergone substantial revision, it may not reapply for membership within the course of 1 academic semester.

g. Changes in Name, Purpose, or Constitution for already IGB recognized clubs:

i. A club wishing to change its name must stipulate before the IGB that its purpose and general program have not substantially changed, or it must submit a new application.

ii. In any case, a club whose essential character, as reflected in its purpose and program, has substantially changed must submit a new application for recognition. Approval requires an affirmative vote of 2/3 of the IGB delegation.

iii. A Club wishing to change its constitution must submit an amended constitution and a written request and reasons for the change to the IGB. The IGB will vote on the proposed changes after receiving the request. An affirmative vote of 2/3 of the IGB is required for a Club's revised constitution to be approved.

2. Submission and Review of New Club Proposals

a. If the new student group fulfills all the criteria set forth in Article VII, Section 1, to the satisfaction of the IGB Vice-Chair, that group is to be considered for recognition as a Recognized IGB Club. If the group does not fulfill the criteria set for in Article VII, Section 1, the IGB Vice-Chair should inform the group that it is not eligible for IGB Recognition.

b. Each group under consideration by the IGB has the right to a hearing. Requests for a hearing should be made in writing a minimum of 7 days in advance by either the IGB Club Recognition Committee to the contact person for the group seeking recognition or, conversely, by the group seeking recognition to the IGB. Any request for such a hearing should be made to the IGB Club Recognition Chair directly.

c. A majority vote by the IGB Club Recognition Committee is needed to assess whether the student group meets recognition criteria. If a group meets all criteria, the IGB Club Recognition Committee will next begin the process to decide whether or not to recommend the group for full recognition as an IGB Club to the general IGB delegation.

d. Any IGB delegate can motion to reassess groups that do not receive recommendation.

3. Full IGB Recognition of New Clubs

a. After all new Club proposals have been considered by the IGB, the Club Recognition Committee Chair will present a report of all requests for recognition the IGB has received, including the Club's full name, statement of purpose, reasons for recommendation, and whether or not the Club is seeking funded or unfunded status to the full IGB.

- b. A group shall be considered officially recognized as an IGB Club when a 2/3 majority of delegates in good standing vote to accept them.
 - c. All new Clubs are recognized as Category I Clubs. Exceptions to this clause may be granted if a 4/5 majority of the IGB in good standing votes in favor of an exception, at which point the IGB Club will be re-categorized as a Category II Club.
 - d/ Any newly recognized or promoted Club will receive standard first year budget allocations as determined by the current IGB delegation and these allocations shall be effective at the start of the next semester.
- 4. If at any point in the recognition process a group fails to qualify or achieve the necessary votes, the IGB Vice-Chair should provide said group with the following:
 - a. Reasons for why the group was not recognized;
 - b. Offer guidance and any applicable recommendations that may allow the group to exist on campus in a manner that does not require IGB recognition or to seek IGB recognition in the future.
- 5. Student Club Categories:
 - a. Category I Clubs:
 - i. All newly recognized and funded Clubs begin as Category I Clubs.
 - ii. Category I Clubs are eligible to submit a Budget Request to the IGB in accordance with IGB allocation procedures and funding guidelines, for a maximum of \$250 in funding per academic semester.
 - iii. Barring any pending disciplinary action, all Category I Clubs are automatically granted Category II status upon their successful completion of their first year as an IGB Recognized Club.
 - b. Category II Clubs
 - i. A Category II Club must have been recognized by the IGB as a Category I Club for at least 1 year.
 - ii. Category II Clubs are eligible to submit a Budget Request to the IGB in accordance with IGB allocation procedures and funding guidelines, which may exceed \$250 per academic semester.
 - c. All Category I and Category II Clubs:
 - i. Must not be privately incorporated;
 - ii. Must adhere to the constitution and statement of purpose of the Club;
 - iii. Must keep its current leadership on file with the IGB by submitting an annual contact information update form by September 1. Any subsequent changes to this contact information must be filed within 1 week of said changes in leadership.
 - iv. Must inform the IGB if the Club will intentionally be inactive for a period of 1 or 2 semesters.
 - v. May have access to Lerner Hall, Barnard campus, and some other campus rooms available to IGB groups free of charge, as well as the power to request services from the entities serving those spaces;
 - vi. May include "Columbia" as part of the name of the organization, but 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);
 - d. Changing Category Status
 - i. Student Clubs wishing to request a change from Category I to Category II status before completing their first year as a Category I Club must submit a formal

- request to the IGB Club Recognition Committee.
 - ii. The IGB Budget Review Committee will recommend a category upgrade if the Club has met all requirements and responsibilities of its current category status and if IGB resources make such a category change practical.
 - iii. Should the IGB refuse to grant such an upgrade, the IGB Vice-Chair may provide Club leadership with feedback as to why the club did not receive the requested upgrade.
6. The IGB Vice-Chair shall update groups of their recognition and/ or category status once a semester should such a status not change; the IGB Vice-Chair shall conduct such updates as soon as possible if the group's status does change.

Article V — RECOGNIZED STUDENT CLUB RESPONSIBILITIES

1. At least the President or Treasurer of a recognized student Club must attend IGB meetings as stated in Article IV, Section 4 of the IGB Constitution.
2. If a student Club misses any 2 meetings during a year which they are required to attend, as defined in Article IV, Section 4 without appropriate excuse or alternate arrangements, the student Club may be required to attend a hearing at the initiative of IGB. Disciplinary action taken upon the student Club will be decided by IGB after said hearing and the IGB will inform the student Club of the action decided upon in a timely manner.
3. Financial Responsibilities of Funded Recognition Clubs
 - a. Apply the Club's term allocation to events only within the academic year (summer term is not included).
 - b. Manage funds responsibly and keep current and accurate financial records.

Article VI — BUDGET ALLOCATION PROCESS

1. Requirements:
 - a. Each IGB Club is required to submit to the IGB a Budget Proposal for the upcoming academic year.
 - b. Deadline for the submission of Budget Proposals shall be set by the IGB and announced to Clubs by March 1st every year.
2. Budget Proposal Items must include:
 - a. A complete line-item request in the form of a Budget Request Form;
 - b. A copy of the previous year's ledger (for returning Category II clubs);
 - c. A list of the organization's previous year's activities;
 - d. A membership list, complete with the school affiliations and undergraduate or graduate status designation of each member, along with email contact information for the outgoing and incoming Executive Board members.
3. Failure to Submit a Budget:
 - a. If a Club fails to submit a Budget Proposal by the Initial Deadline, the IGB may apply penalties as defined in Article XII. Clubs' requesting funding after the deadline should follow Emergency Allocation procedures outlined below.
4. Initial Requests:
 - a. After reviewing all requests, the IGB Budget Review Committee shall make funding recommendations to the general IGB delegation that must then approve recommended allocations with a 2/3 majority vote of members in good standing.
5. Funds that are not used during the academic year will return to IGB ownership and will not be

rolled over to the specific club for the next term.

6. If a Club ends the fiscal year in debt, the IGB will cover their debt, but the amount the IGB covers will be deducted from what the Club's allocation would be the following year.

7. Budget Appeal Process:

a. Definition:

- i. Each Club requesting an appeal is required to submit to the IGB a Budget Appeal
- ii. Appeals will be granted on a rolling basis until the appeals deadline, or until funds are no longer available. The IGB will set this deadline at its discretion but no sooner than two weeks after Clubs receive notification of their allocation.
- iii. A Club in debt for the current year may not appeal for additional funding.

b. Budget Appeal Package Items:

- i. A letter signed by the Club's President and Treasurer, explaining the basis for the appeal.
- ii. A complete line-item request form, in the form of an Appeal Request Package.
- iii. A list of the organization's completed and anticipated activities for the year.

c. Appeal Requests

- i. The IGB has the power to determine appeal amounts.
- ii. A majority vote of the full IGB is required for the IGB to render a decision on the appeal request.
- iii. IGB will hold a meeting within 2 weeks after the appeals deadline, during which a decision on the appeal must be made. Student Clubs must be notified by the end of these 2 weeks.

8. Emergency Budget Allocation

a. Definition: if an existing Club requests additional funds during the academic year from the IGB after the appeal deadline has elapsed to finance an unexpected expense, that request is called an emergency allocation;

b. Process:

1. The Club making the request shall provide a written justification, which must include an explanation of why the Club did not make the request during the initial budget appeals process. A Club representative(s) must also appear before the IGB to present its case and answer questions.
2. In the event that an IGB delegate is a part of the Club making the request, that delegate shall abstain from the voting process.
3. The IGB shall review the merits of the request and determine the response to the request at its next regularly scheduled meeting. A majority vote is required for the IGB to render a decision.
 - i. Category I Clubs will not receive more than \$150 per semester for their emergency allocation.

Article VII — DISCIPLINARY ACTION AND DE-RECOGNITION

1. Disciplinary Procedures

a. Any student Club that does not meet its responsibilities as outlined in these Bylaws shall have a hearing before IGB. Such a hearing shall be held upon receipt of a written complaint or allegation of failure to comply with the obligations of recognition of any student Club. Such a hearing may also be held at the initiative of IGB. IGB shall make any recommendations or take any disciplinary action as stated in the Bylaws that it

deems necessary. In addition, individual student members may be subject to their school's Dean's Disciplinary procedures.

b. All other recommendations and decisions of IGB become effective immediately following the hearing. Clubs may appeal the decisions or recommendations of IGB at the next IGB meeting, at which time decisions or recommendations may be overturned by a 2/3 majority vote of the IGB members in good standing.

2. Penalties – The range of penalties that may be enacted include, but are not limited to:

a. Room Privileges:

i. All or some room privileges may be revoked at the discretion of the IGB as determined by a 2/3 majority vote in good standing.

b. Change in Status:

i. A Category II student Club may have their status changed to Category I.

c. De-Recognition:

i. IGB's decision to de-recognize any student Club must be approved by an affirmative 2/3 vote of members in good standing.

d. Inactivity/Dormancy Penalties:

i. If a student Club has been inactive and/or dormant for 1 full academic semester, the Club will be required to attend a hearing held at the initiative of IGB. At the time of the hearing, the Club will be required to submit a detailed Action Plan stating goals for improvement to be agreed upon by student Club and IGB. At the end of 1 full academic semester IGB will meet with the student Club and will review its progress. If the goals stated in the Action Plan have not been met by the end of 1 full academic semester, the Club may be de-recognized.

Article IX—AMENDING THE BYLAWS

1. The most recent version of this bylaws shall govern IGB procedure.
2. Amendments to the bylaws may be proposed by any delegate of the IGB in good standing.
3. Ratification of Amendments require a simple majority of all IGB delegates in good standing.
4. Amendments to the bylaws must be noted in the meeting minutes and must appear in an updated version of the bylaws on the IGB website, noting when the amendment took place.
5. Amendments shall take effect immediately upon their ratification.

Article X – ADOPTION OF THE BYLAWS

1. These bylaws shall become binding when adopted by a 2/3 majority of the IGB Delegates in good standing.
2. These bylaws must be re-approved or revised at the first meeting of each academic year.