

Code of Conduct for the cultural clubs associated with and funded by the Clarkson University Graduate Student Association (CUGSA)

Preface:

This code of conduct is an agreement between graduate students' cultural clubs and CUGSA to help establish consistency around the cultural clubs or associations and to promote positive behavior among its participants. Cultural clubs would welcome (graduate students and others) participants (the majority of them should be graduate students) for their membership and CUGSA would help the clubs to conduct cultural activities and to build an organized community. CUGSA would promote and advertise the clubs as a significant part of the graduate students' community through CUGSA social media platforms and the CUGSA website.

Definitions:

- **Official members:** The voluntarily enlisted members of a cultural club from inside or outside of Clarkson academic community
- **Voting members:** Graduate students of Clarkson University who voluntarily participated in the cultural activities of the club in the last year
- **Members:** Official and voting members of a cultural club
- **Participants:** Any other person from Clarkson University academic community, who is not a member but willing to voluntarily attend any cultural activity conducted by the cultural club
- **Leaders:** Voting members of the club, responsible to run its day-to-day operations, organize cultural events, and elected by the other voting members of the cultural club, for each financial year.
- **Financial year:** As per Clarkson official academic calendar

Section I: General participants role:

- Participants and the members of the club would share the responsibility with the leaders of the club to keep a safe, healthy, encouraging environment in the group
- Cultural clubs would select new leaders of the club by April of each year
- Leaders would be selected from the graduate student participants by the voting members (graduate students of Clarkson University) of the club
- Each club would be led by three positions- ***President, Vice-President, and Treasurer.***

- All members would have equal importance and would respect the rules and regulations of the cultural club's code of conduct.
- Organizations funded by CUGSA, must charge an admission fee to the events organized by the cultural club to the members outside of the Clarkson academic community. In case the event is organized in Clarkson properties, the club must seek permission from the administration before admitting the members who are not a part of the Clarkson community, to an event. *Note: The cultural clubs would need to adhere to the announced protocols of CU administration in such circumstances.*
- Membership of any participants of the cultural club can only be revoked if mandated by the verdict of the *integrity committee* as mentioned in section VIII of this code of conduct
- Any official complaints or misconduct report against the club, member/s or leader/s would be sent in writing to CUGSA by email: **gsa@clarkson.edu**

Section II: General Regulations:

- CUGSA would help reserve the Clarkson facilities for all the associated and funded cultural clubs, for organizing cultural events if they reach out well in advance to CUGSA before organizing their events.
- If funded by CUGSA, the clubs would seek permission from CUGSA to purchase any non-perishable materials or equipment with the CUGSA funds. No participants are allowed to take home any cultural equipment or materials, bought with the funds from CUGSA, for personal or other uses.
- The clubs would disclose their general member list and voting member list to CUGSA whenever required.
- If funded by CUGSA, the clubs would report the list of the non-perishable equipment available to the clubs, to CUGSA, in the budget proposal.
- If necessary, a special section specific to a cultural club associated with or funded by CUGSA can be included with the approval of the graduate council of CUGSA in this code of conduct. The club would decide unanimously to request the addition of the section
- Cultural clubs would maintain a record of attendance and/or participation to finalize the list of voting members for the selection of its leaders, for each financial year and share it with CUGSA if required

- CUGSA associated or funded cultural clubs may have their code of conduct and by-laws but these self-imposed regulations should not violate any decorum or term of this code of conduct. In case of conflicts, this code of conduct would prevail
- CUGSA graduate council reserves the right to revoke funding or association of any cultural club as per the final verdict of the integrity committee, mentioned in section VIII of this code of conduct. In case of any official complaints or reports of misconduct, CUGSA may temporarily suspend funding or association with the cultural club, until a decision is made by the integrity committee

Section III: Types of cultural clubs to be recognized by CUGSA:

- Only one type of cultural club would be recognized and funded by CUGSA. In simple terms, there can not exist two same or similar types or kinds of cultural clubs for similar cultural activities.

Section IV: Eligibility of CUGSA funding:

- To be eligible to receive funding for the cultural activities from CUGSA, a club must have at least five Clarkson University graduate student members, who participated regularly in the cultural activities of the club, in the last year.
- The leaders of the club would send a budget proposal to the CUGSA treasurer, as mentioned in the *general financial rules* of section VI and according to *CUGSA funding constraints* of section V of this code of conduct, to be eligible to receive funding
- Cultural clubs would decide the club's participation constraint category as mentioned in section V of this code of conduct, before submitting their budget proposal to CUGSA and the club leaders are required to confirm the same to CUGSA, in writing, while sending their budget proposals. *Once confirmed, the type of the category for a club may not be changed within a financial year.*

Section V: CUGSA funding constraints: Any CUGSA funded cultural club would decide their club category for the financial year before sending their budget proposal to CUGSA. The cultural clubs may select any one of the following two categories:

1. **Category 1:** Unrestricted participation for all graduate students
2. **Category 2:** Restricted participation of the graduate students as members or participants based on ethnicity or other acceptable norms

If any club chooses category 2, the leaders would mention the rationale behind their choice to CUGSA while sending their budget proposal.

- ***For any cultural clubs or associations***
 - The cultural club may submit a budget proposal of *up to \$800* in a financial year, for category 1. And *up to \$1200*, for category 2
 - In case of participation limitation for an event, category 2 clubs would reserve *at least twenty percent* of their event participation for the participants (non-members)

Section VI: General finance rules (if funded by CUGSA):

- The treasurer of the club would send a detailed budget proposal for the new financial year as required by CUGSA before the start of the new financial year (according to the Clarkson finance calendar)
- The treasurer of the club would send the receipts of the events and/or final balance to the CUGSA treasurer within a week of commencement of any event or fundraiser
- For the purchase of necessary equipment for the club (outside of the budget proposal), the clubs would send the quote for CUGSA graduate council approval
- The clubs would use the funding provided for buying perishable cultural equipment or conducting any cultural events in Clarkson premises and not to buy any personal or non-perishable items
- The clubs would not charge graduate student participants any money as a membership fee
- The clubs may raise funds, through *voluntary fundraising activity* outside of the membership fees for any event in the case of a budget shortage. A written notice about the amount to be collected would be sent to CUGSA, with valid and profound reasons, at least seven days advance of the fundraising event. The clubs may proceed with the fundraising event with the CUGSA President's written permission or in case the club does not receive permission within seven days of their written notice
- Money collected from fundraiser should be put towards the development of the club or the society and would be reported to CUGSA

Section VII: Leaders of the club: The following would be the general responsibilities for the leaders of the CUGSA funded or associated cultural clubs

- Would notify all the participants about voting itineraries and procedures, well in advance by social media platform (if any available) post and by email

- Can be re-elected only if there are no other volunteers for the positions.
- Would create and be in charge of all communication platforms - social media group, email, or any official/ non-official platforms, where participants would be notified about the itineraries of the events
- Have the responsibility to familiarize new and existing participants with the code of conduct
- Would maintain a record of attendance and participation from participants for all types of cultural events, organized by the club
- Can only be dispensed through the CUGSA graduate council
- In case of resignation of any leaders, new leaders would be selected within two weeks of the resignation of leader/s by the voting members of the club
- ***President's roles:***
 - Would lead with the initiatives of creating and organizing cultural events conducted by the club.
 - Would provide a platform for equal participation of all participants and promote a healthy and fostering culture in the club at all times.
 - Would be in charge of safekeeping cultural equipment purchased by CUGSA funds and act as the primary contact of the organization to CUGSA.
- ***Vice President's roles:***
 - Would serve as the second in command and as an aid to the president
 - Would fulfill the role of president in the president's absence
- ***Treasurer's roles:***
 - Would manage the financial affairs of the club based on the financial rules in cooperation with the president and vice president and CUGSA

Section VIII: Integrity committee: The integrity committee will deal with any official complaints and/or officially reported unethical practices and/or misconducts of the cultural clubs, associated with CUGSA.

- The integrity committee would be made of at least one advisor of CUGSA (would serve as head of the committee/co-chair) who would represent Clarkson administration, one student advisor of CUGSA (if any available), president, vice

president of CUGSA, and president or vice-president of the respective club. Members should step aside if there is any conflict of interest.

- Leaders of the clubs are required to report any integrity or other issues to CUGSA and the Clarkson security office (during emergencies).
 - Leaders would act against any integrity issues in consultation with CUGSA and the integrity committee and are not to act on their own
 - If CUGSA receives any official complaints regarding the violation of integrity or misconduct from any participants of the clubs, it would be brought forward to the attention of the integrity committee. By failing to comply or attend the integrity committee hearings or regulations, the accused member/s shall forfeit the right to defend their position or case and accept any decision provided by the integrity committee. The decision provided by the integrity committee after the hearing would be final and the leaders of the club would have the responsibility to enact the decision
 - The integrity committee would deal with any reported issues within fourteen days of notification sent to the chair of the committee
- ***Amendments:*** Amendments of this code of conduct would be possible only through the CUGSA graduate council. The club leaders would need to submit a written request or notice of amendment to CUGSA with the support of the two-third voting members of the club. In case of amendments by CUGSA, clubs must be notified in writing well in advance and CUGSA should not receive any official objection from the leaders of the other cultural clubs within seven days of the written notice for amendment, sent to the leaders of the clubs.