

Clemson Quantum Club Bylaws

Last Revised: October 30, 2026

Article I: Authority and Scope

Section 1: Authority - These Bylaws are adopted under Article XII of the Clemson Quantum Club Constitution and govern the operational procedures of the Clemson Quantum Club, hereafter referred to as Quantum Club or the Club.

Section 2: Scope - These Bylaws address matters of ongoing operation. Matters of governance, including the purpose of the Club, the Officer positions and their essential duties, elections, the Faculty Advisor and the Student Advisor, the establishment and limits of committees, Member conduct, and dissolution, are set by the Constitution and are not modified here, though these Bylaws may address operational details of them, such as the Student Advisor's access to Club accounts under Article VI, Section 4 of these Bylaws.

Article II: Officer Duties

Section 1: Extension of Constitutional Duties - The duties set out in this Article extend the essential duties assigned to each office by Article IV, Section 2 of the Constitution. No provision of this Article removes, narrows, or reassigns a duty assigned by that Section.

Section 2: President - In addition to the duties held under the Constitution, the President shall:

- **TigerQuest and Online Presence:** Maintain the Club's TigerQuest page (including the Officer listing), website and domain, and other continuously updated online profiles, such as LinkedIn, keeping the information on each current. External official communications published on these platforms remain the responsibility of the Vice President under Article IV, Section 2 of the Constitution. Complete annual registration under Article VI, Section 3 of these Bylaws, and publish the governing documents under Article VII, Section 4 of these Bylaws, in fulfillment of the duty assigned to the President by Article IV, Section 2 of the Constitution.
- **Events:** In serving as the principal organizer of Club events under Article IV, Section 2 of the Constitution, coordinate the other Officers and any committee established for that purpose. This does not relieve the Officers of their duty under Article IV, Section 2 of the Constitution to collaborate on the planning of events.
- **Committee Oversight:** Oversee the work of all committees under Article IV, Section 2 of the Constitution, and ensure that each Director delivers the report required of them by Article VI, Section 4 of the Constitution at each administrative meeting.

Section 3: Vice President - In addition to the duties held under the Constitution, the Vice President shall:

- **Schedule and Calendar:** Prepare the semester schedule of activities in coordination with the other Officers and maintain the official Club calendar, including the schedule of regular meetings posted on the Club's website under Article VII, Section 1 of the Constitution.
- **Travel:** Ensure that all Club travel is registered in TigerQuest through the Travel Tracking Form before departure, as Clemson University requires of Delegated Student Organizations, and that international travel is also registered with Clemson Abroad.
- **Transition:** Confirm that the transfer of records between outgoing and incoming Officers is complete under Article VI, Section 1 of these Bylaws.

Section 4: Treasurer - In addition to the duties held under the Constitution, the Treasurer shall:

- **Requests:** Submit Budget Requests and Purchase Requests through TigerQuest and meet all deadlines associated with them.
- **Fund-13 Account:** Administer the Club's on-campus Fund-13 account together with the Faculty Advisor.

Section 5: Secretary - In addition to the duties held under the Constitution, the Secretary shall:

- **Minutes:** Record and maintain accurate minutes of all meetings, including committee meetings.
- **Rosters:** Maintain the roster of Members on TigerQuest under Article III, Section 1 of the Constitution and the roster of active Members under Article III, Section 3 of the Constitution.
- **Communications:** Give notice of meetings, manage the Club's social media, send Club announcements, and advertise for meetings and events, including through the online profiles maintained by the President under Section 2 of this Article. Communications to the Membership are the Secretary's responsibility.
- **Records:** Keep all non-financial Club records, including the written summaries produced under Article III, Section 7 of these Bylaws.

Article III: The Quantathon Committee

Section 1: Establishment - The Quantathon Committee is a standing committee established under Article VI of the Constitution and is subject to every limit that Article places on committees.

Section 2: Purpose - The Quantathon Committee shall plan, organize, and host the SC Quantathon, hereafter referred to as the Quantathon.

Section 3: Composition - The President shall serve as Director of the Quantathon Committee by virtue of holding the office of President, as provided in Article VI, Section 4 of the Constitution, and the Treasurer shall serve as the Committee's Finance Lead by virtue of holding the office of Treasurer. The Committee shall further consist of any number of Members. Consistent with Article VI, Section 2 of the Constitution, membership is open to every Member of the Club and shall not be limited to Officers. Every Officer shall take part in each Quantathon, whether by holding a role on the Committee or by serving as a volunteer at the event.

Section 4: Committee Roles - The Director role is held by the President, and the Finance Lead role by the Treasurer, under Section 3 of this Article. The Director shall assign among the Members of the Committee such of the other roles listed below as the needs of a given Quantathon require. Except for the Director and the Finance Lead, a role need not be filled each year. A single person may hold more than one role, and any role other than the Director may be shared. The Director may establish additional roles beyond those listed below where the needs of a given Quantathon require and shall report any such role to the Officers.

- **Director:** Held by the President under Section 3 of this Article. Responsible for directing the Committee, sponsor outreach, workshops, challenges, and prizes.
- **Logistics Lead:** Responsible for venue reservation, scheduling, food, supplies, participant registration, and the oversight of volunteers, mentors, and other event staff, including their assigned duties.
- **Technology Lead:** Responsible for the event platform, judging infrastructure, networking, hardware and cloud access, and technical support for participants during the event.
- **Finance Lead:** Held by the Treasurer under Section 3 of this Article. Responsible for sponsor agreements under Article V, Section 6 of these Bylaws and for tracking event expenditures against the event budget.
- **Communications Lead:** Responsible for event branding, promotional materials, participant outreach, and the participant experience before, during, and after the event.

Section 5: Line of Authority - All Members of the Committee serve under the direction of the Director and are accountable to the Director for the conduct of their assigned roles. Nothing in this Section relieves an Officer serving on the Committee of the duties assigned to them by

Article IV, Section 2 of the Constitution, and no direction from the Director may override the routing of financial requests through the Treasurer or of external communications through the Vice President required by Article VI, Section 3 of the Constitution.

Section 6: Term - The Committee shall be re-staffed after the conclusion of each Quantathon and no later than the first regular meeting of the following spring semester. The size of the Committee and the number of roles assigned may grow or shrink from year to year according to the needs of that year's Quantathon. Members holding Committee roles shall serve in those roles until the conclusion of the Quantathon for which they were assigned, or until the Committee is re-staffed.

Section 7: Reporting - During the planning period for a Quantathon, the Committee shall meet regularly, and the Officers shall attend those meetings. At each Committee meeting, every Member holding a Committee role shall report the progress of that role to the Director, and everyone present shall have a voice in determining the Committee's next steps. The Director shall then report the Committee's progress and planned next steps to the Officers at each administrative meeting, as required by Article VI, Section 4 of the Constitution. Within thirty days of the conclusion of each Quantathon, the Director shall provide the Officers and the Membership with a written summary of the event's outcomes, finances, and recommendations, which the Secretary shall keep with the Club's records.

Section 8: Conduct at Events - All Members of the Committee, participants, mentors, judges, speakers, sponsors, and volunteers at a Quantathon are bound by the Club's Code of Conduct, which is enforced as provided in Article VI of the Code of Conduct. The Director shall ensure the Code of Conduct is easily accessible to all attendees in advance of the event and is agreed to through the event application. Every person attending a Quantathon in any capacity, including sponsors, shall complete the event application, which also provides the Club with information about each attendee.

Article IV: Meetings and Quorum

Section 1: Quorum for Administrative Meetings - A quorum for an administrative meeting shall be a majority of the currently serving Officers who may be counted toward quorum under the Constitution.

Section 2: Notice - Notice of regular meetings shall be given by the Secretary at least 48 hours in advance.

Section 3: Voting - Voting shall be conducted by voice or show of hands, unless any Member present requests a secret ballot, in which case a secret ballot shall be used.

Section 4: Remote Participation - Meetings are ordinarily held in person. A Member who cannot attend in person may request to participate and vote remotely, which shall be granted at the discretion of the President or Vice President, consistent with Article VIII, Section 2 of the Constitution. A Member granted remote participation by a means that allows them to hear and be heard shall count toward quorum.

Article V: Finances

Section 1: Accounts - Because the Club is a Delegated Student Organization, all Club funds shall be held in the Club's on-campus Fund-13 account and administered through the Faculty Advisor and the appropriate University office. The Club shall not hold funds in an off-campus account.

Section 2: Expenditures - All expenditures shall be initiated by the Treasurer and approved by the Faculty Advisor. No Member or Officer shall incur an expense on behalf of the Club with the expectation of reimbursement without prior approval from the Treasurer and the Faculty Advisor. The Club budget prepared by the Treasurer shall be adopted by a majority vote of the Officers present and voting at an administrative meeting and approved by the Faculty Advisor.

Section 3: Funding Requests - Budget Requests to the Student Funding Board and the Purchase Requests that follow them shall be submitted through TigerQuest and approved by the Faculty Advisor before funds are disbursed.

Section 4: Financial Reporting - The Treasurer shall present a financial summary to the Membership once per semester; in the spring semester, the summary shall be presented at the meeting at which the Officer election is held. The financial reporting for each Quantathon is carried by the Director's summary under Article III, Section 7 of these Bylaws.

Section 5: Financial Records - Receipts, invoices, and sponsor agreements shall be retained by the Treasurer for the duration of the Club's record retention obligations under Clemson University policy.

Section 6: Contracts - As a Delegated Student Organization, the Club shall not enter into contracts in its own name. Every contract or agreement made for the Club, including sponsor agreements, venue and vendor agreements, and event partnerships, shall be approved by the Faculty Advisor and executed by Clemson University through the Faculty Advisor and the appropriate University office. Only the Faculty Advisor, or a person the Faculty Advisor designates, may make a formal offer on behalf of the Club. No Officer, committee, or Member may sign a contract on behalf of the Club or Clemson University.

Section 7: Misuse of Funds - Misuse of Club funds includes any expenditure or reimbursement made without the approvals required by this Article, any personal use of Club funds or property, and any falsification or concealment of financial records. The Club's financial records shall be available to the Officers, the Faculty Advisor, and, on request, any Member, and the Treasurer shall reconcile the Club's records against the Fund-13 account before each financial summary under Section 4 of this Article. Misuse of funds is misconduct under Article IX, Section 1 of the Constitution and is grounds for removal from office under Article IV, Subsection 5.1 of the

Constitution. Any Officer who becomes aware of possible misuse shall report it to the Faculty Advisor, who shall direct any further review under Clemson University procedures.

Article VI: Officer Transition

Section 1: Transfer of Records - Each outgoing Officer shall transfer to their successor all records, files, credentials, and accounts associated with their position.

Section 2: Accounts and Credentials - Access to all Club accounts shall be granted to the incoming Officer and removed for any person no longer serving in a position that requires it, except as provided in Section 4 of this Article. Passwords need not be changed at each transition, but shall be changed where access cannot otherwise be revoked or where an account credential is known to have been shared.

Section 3: Annual Registration - The President in office during the University's registration window shall complete the Club's annual registration with the Gantt Center for Student Experience within that window. This includes completing the RSO Officer Training the University requires of the President and confirming that Article XI of the Constitution contains the current version of Clemson University's Non-Discrimination and Anti-Harassment Policy. The incoming President shall update the Officer listing on TigerQuest upon taking office.

Section 4: Student Advisor - The Student Advisor may retain access to Club accounts, records, and credentials for the purpose of advising the Officers, and Section 2 of this Article does not require the removal of that access while the person serves as Student Advisor. This does not extend to confidential records of Code of Conduct investigations. Access to the Club's financial accounts and records, including the Fund-13 account and the Club's Budget Requests and Purchase Requests in TigerQuest, shall be view-only. Access held by the Student Advisor confers no authority, and the Student Advisor shall not use it to act or speak on behalf of the Club except as authorized by both the President and the Vice President under Article V, Subsection 4.7 of the Constitution.

Article VII: Amendments, History, and Signatures

Section 1: Proposing Amendments - Amendments to these Bylaws may be proposed by any Officer, or by any Member bearing a petition signed by at least five active Members (themselves included).

Section 2: Adopting Amendments - Amendments to these Bylaws shall be adopted by a majority vote of the Officers present and voting at an administrative meeting, provided quorum under Article IV, Section 1 of these Bylaws is met. Officers shall be given one week's notice of a proposed amendment. The Faculty Advisor shall be notified of any adopted amendment.

Section 3: Limits on Amendment - No amendment to these Bylaws may narrow the openness of committee membership established in Article VI, Section 2 of the Constitution, expand the authority limited by Article VI, Section 3 of the Constitution, grant the Student Advisor any authority beyond the advisory role provided by Article V, Section 4 of the Constitution, or remove, narrow, or reassign a duty assigned by Article IV, Section 2 of the Constitution. Any such amendment shall be void.

Section 4: Publication - The President shall ensure that the current versions of the Constitution, these Bylaws, and the Code of Conduct are available to all Members and are posted on TigerQuest and the Club's website, in fulfillment of the duty assigned to the President by Article IV, Section 2 of the Constitution.

Section 5: Ratification - These Bylaws shall become effective upon adoption by a majority vote of the Officers present and voting at an administrative meeting, after Article XII of the Constitution takes effect.

Section 6: Signatures for Current Revision - We, the undersigned, affirm that these Bylaws (Last Revised: October 30, 2026) have been formally adopted by the Clemson Quantum Club and that we are authorized to sign on the Club's behalf.

- **Interim President:** _____ - October 30, 2026
- **Interim Vice President:** _____ - October 30, 2026
- **Treasurer:** _____ - October 30, 2026
- **Interim Secretary:** _____ - October 30, 2026

Section 7: Revision History

A. **Original Draft:** Drafted October 29, 2026, and approved October 30, 2026. The signatories are:

- **Interim President:** Valentine Mohaugen - October 30, 2026
- **Interim Vice President:** Landon Holcomb - October 30, 2026
- **Treasurer:** Jack Layton - October 30, 2026
- **Interim Secretary:** Daniela Solano - October 30, 2026