

**BYLAWS
OF THE
COMMUNITY COLLEGE OF DENVER
STUDENT GOVERNMENT
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BYLAWS OF THE COMMUNITY COLLEGE OF DENVER STUDENT GOVERNMENT

77

ARTICLE I: NAME

78 The name of this body shall be Community College of Denver Student Government Association,
79 hereinafter referred to as SGA or Student Government.

80

ARTICLE II: PURPOSE

81 **(Reference Board Policy 4-50)**

82 In adherence to BP 4-50, in accordance with the statutory reference to duly elected student
83 governments each president shall facilitate the establishment of such an entity at his/her
84 respective institution. Each student government shall have organizational documents which
85 provide for a representative organization which can advise the college president regarding student
86 opinions on college matters. At CCD these Bylaws shall serve as such documents and the Student
87 Government shall provide said representation to the president of the institution. In addition, the
88 SGA shall serve the student interests of the Community College of Denver; all within the
89 meaning of the applicable state statutes and the rules governing the Community College of
90 Denver and its Student Code of Conduct and the Colorado Community College System Board
91 Policies.

92

ARTICLE III: STUDENT CODE OF CONDUCT

93 The CCD Student Code of Conduct must be observed at all times while a member of SGA.
94

95

ARTICLE IV: STRUCTURE

96 The Student Government shall be composed of students from the Community College of Denver.

97

98 **Section 1. Composition: Student Government shall consist of:**

99 **There shall be fourteen (14) elected members of SGA and two (2) appointed members as**
100 **follows:**

- 101 A. Three (3) elected officers: a president, a vice-president, a treasurer.
 - 102 B. Two (2) elected representatives to the Student Advisory Committee to the Auraria
103 Board (hereinafter referred to as SACAB).
 - 104 C. One primary and one secondary elected representative to the State Student Advisory
105 Council (hereinafter referred to as SSAC).
 - 106 D. Seven (7) elected student representatives shall represent the three (3) CCD campuses
107 where at least one (1) represents the Lowry campus and one (1) represents the North
108 campus. In the case a student representative from a satellite campus cannot be
109 obtained, a student representative from CCD at Auraria may be appointed to
110 represent the satellite campus.
 - 111 E. An SGA appointed, non-voting student parliamentarian.
 - 112 F. A paid non-voting staff position of secretary.
- 113

114 **Section 2. Qualifications:**

115 In addition to successfully completing and passing a background check administered by the CCD
116 Office of Human Resources, each candidate for SGA office shall meet the following
117 qualifications:
118

119 **Section 2.1 Eligibility for President, Vice-President and Treasurer:**

- 120 To be eligible for the office of President, Vice-President or Treasurer, a person shall:
- 121 A. Be enrolled in no less than six (6) credit hours at the Community College of Denver,
122 excluding the summer semester.
 - 123 B. Maintain a cumulative grade point average (GPA) of no less than 2.75.
 - 124 C. Have completed no less than twelve (12) credit hours at the Community College of
125 Denver; prior to assuming office.
 - 126 D. A candidate for president shall have served for one semester as a member of SGA or
127 one semester of student club participation prior to being nominated for president.

128 **Section 2.2 Eligibility for SACAB Representatives:**

- 129 To be eligible for the position of SACAB representative, a person shall:
- 130 A. Be enrolled in no less than twelve (12) credit hours at the Community College of
131 Denver, excluding the summer semester.
 - 132 B. Maintain a grade point average (GPA) of no less than 2.75.
 - 133 C. Have completed no less than twelve (12) credit hours at the Community College of
134 Denver prior to being elected.
 - 135 D. A resident of Colorado for at least three (3) years.
 - 136 E. This section shall conform to compatible Colorado state statutes C.R.S. 23-70-102.

137 **Section 2.3 Eligibility for SSAC Representatives:**

- 138 To be eligible for the position of SSAC representative, per SSAC bylaws, a person shall:
- 139 A. Be enrolled in no less than six (6) credit hours at the Community College of Denver,
140 excluding the summer semester.

- 141 B. Maintain a cumulative grade point average (GPA) of no less than 2.75.
142 C. Have completed no less than twelve (12) credit hours at the Community College of
143 Denver prior to being elected.
144 D. Meet requirements of the State Student Advisory Council.

145 **Section 2.4 Eligibility for Student Representatives and Student Parliamentarian:**

- 146 To be eligible for the position of student representative and parliamentarian, a person shall:
147 A. Be enrolled in no less than six (6) credit hours at the Community College of Denver;
148 excluding the summer semester prior to being elected.
149 B. Maintain a cumulative grade point average (GPA) of no less than 2.75.

150 **Section 2.5 Eligibility for Secretary:**

- 151 To be eligible for the position of secretary, a person shall:
152 1. Be enrolled in no less than three (3) credit hours at a CCD campus (Auraria, North or
153 Lowry).
154 2. Maintain a cumulative grade point average (GPA) of no less than 2.75.
155 3. Be appointed by each incoming SGA officers at the beginning of their Term of
156 Office according to the process outlined by the SGA Policies and Procedures Manuel.

157 **Section 3. Term of Office:**

158 The elected officers, appointed secretary, and parliamentarian shall assume office on June 1st and
159 shall serve for a term of one (1) year or until their successor is elected or appointed and
160 have assumed office. No member shall serve in the same office for more than two (2)
161 terms. If a member of SGA is elected at a fall election or a special election held other
162 than at the regular spring election or appointed to fill a position, that member shall serve
163 until the following May 31 and, if eligible, may run for any position on SGA at the spring
164 election.

165 **Section 4. Vacancy in Office:**

- 166 In the case of a vacancy in the office of:
167 **A. President:** The vice-president shall serve as president for the remainder of the term.
168 **B. Other Officers:** Any office, other than the president, shall be filled by the remaining
169 members of SGA by a majority vote, a quorum being present. The position shall be filled
170 by an SGA member from nominations made by any Student Government member. The
171 officer shall serve for the remainder of the term.
172 **C. Vacancy in Student Representatives and Student Parliamentarian:** In the case of a
173 vacancy in the position of representative or student parliamentarian, the position shall be
174 filled by the remaining members of SGA by a majority vote, a quorum being present, and
175 shall serve for the remainder of the term.

176 **Section 5. Appointment for Open Positions:**

177 In the case an office or other position remains open following an election, the position shall be
178 filled by the members of SGA by a majority vote and the member shall serve for the remainder of
179 the term.

180 **Section 6. Duties of Officers, Representatives and Student**
181 **Parliamentarian:**

182 The elected officers, representatives and student parliamentarian shall perform the duties
183 provided in this section and such other duties as prescribed for the position in these bylaws,

184 procedures manual, other duties assigned by the SGA adopted by a majority vote, by the
185 president, or in the adopted parliamentary authority.

186 **Section 6.1 President:**

187 The President shall:

- 188 A. Preside over all SGA meetings.
- 189 B. Appoint all committee chairs and members.
- 190 C. Responsible for progress of committees.
- 191 D. Serve as official spokesperson and figurehead for the student body.
- 192 E. Serve as the direct representative of the student opinions on college matters to the
193 Institutional President as laid out in BP 4-50.
- 194 F. Responsible for dissemination of information between the Student Body, the SGA,
195 and the Institutional Administration.
- 196 G. Fulfill the duties of president as adopted by a majority vote of SGA.
- 197 H. Maintain SGA office hours as defined in the SGA Operational Policies and
198 Procedures Manual.

199 **Section 6.2 Vice-President:**

200 The Vice-President shall:

- 201 A. Preside in the absence or at the request of the President.
- 202 B. Be responsible for the dissemination of information between the Student Body, the
203 Institutional Administration and the SGA.
- 204 C. Fulfill the duties of vice-president as adopted by a majority vote of SGA.
- 205 D. Maintain SGA office hours as defined in the SGA Operational Policies and
206 Procedures Manual.

207 **Section 6.3 Treasurer:**

208 The Treasurer shall:

- 209 A. Preside in the absence of the president and vice-president.
- 210 B. Be informed of all expenditures made by SGA.
- 211 C. Provide a written report of all SGA accounts during SGA meetings no less than bi-
212 monthly.
- 213 D. Fulfill the duties of treasurer as adopted by a majority vote of SGA.
- 214 E. Maintain SGA office hours as defined in the SGA Operational Policies and
215 Procedures Manual.

216 **Section 6.4 SACAB Representatives:**

217 The SACAB Representatives shall:

- 218 A. Fulfill the duties required of their position in the rules of SACAB.
- 219 B. Represent the interest of the Community College of Denver to SACAB.
- 220 C. Fulfill their duties as adopted by a majority vote of SGA.
- 221 D. Maintain SGA office hours as defined in the SGA Operational Policies and
222 Procedures Manual.

223 **Section 6.5 SSAC Representatives:**

224 The SSAC Representatives shall:

- 225 A. Fulfill the duties required of their position in the rules of SSAC.
- 226 B. Represent the interest of the Community College of Denver to the SSAC (State
227 Student Advisory Council).
- 228 C. Fulfill their duties as adopted by a majority vote of SGA.

229 D. Maintain SGA office hours as defined in the SGA Operational Policies and
230 Procedures Manual.

231 **Section 6.6 Student Representatives:**

232 The Student Representatives shall:

- 233 A. Represent the interest of the diverse student population.
- 234 B. Fulfill their duties as adopted by a majority vote of SGA.
- 235 C. Maintain SGA office hours as defined in the SGA Operational Policies and
236 Procedures Manual.

237 **Section 6.7 Student Parliamentarian:**

238 The student parliamentarian shall:

- 239 A. Not vote except on matters involving parliamentary procedure.
- 240 B. Advise the president on matters of parliamentary procedure when called upon by the
241 presiding officer or during a parliamentary inquiry at an SGA regular or specially
242 called meeting.
- 243 C. Maintain SGA office hours as defined in the SGA Operational Policies and
244 Procedures Manual.
- 245 D. Fulfill his or her duties as adopted by a majority vote of SGA.

246 **Section 6.8 Secretary:**

247 The Secretary shall:

- 248 A. Record the minutes of all meetings of the SGA.
- 249 B. Fulfill the duties for position of secretary as adopted by a majority vote of SGA.
- 250 C. Be responsible for the publication of all formal documents.

251

ARTICLE V: MEETINGS

252 **Section 1. Regular:**

253 All regular meetings of Student Government shall be held at a time agreed upon by a majority
254 vote taken at the beginning of each semester. Meetings shall be held on no less than a bi-weekly
255 basis except under circumstances defined under this Article 3 Section 2 of the CCCS Bylaws.
256 Meeting times and locations will be posted at the beginning of each semester in the Student
257 Government office, Tivoli 310.

258 **Section 2. Special:**

259 Special meetings may be called by the president and shall be called upon the written request of a
260 majority of the members of SGA. Notice of twenty-four (24) hours shall be given before the
261 meeting. Notice may be waived by members in accordance with statutory requirements. Members
262 present at the meeting shall be deemed to have received, or to have waived, notice.

263 **Section 3. Observers:**

264 With the exception of executive sessions, meetings of SGA will be open to any interested student,
265 faculty, staff or community members.

266 **Section 4. Extended Breaks:**

267 During all holidays, summer breaks or extended periods of school non-operation all meeting
268 times and locations shall be mutually agreed upon by a majority vote of Student Government
269 members.

270 **Section 5. Postponement or Cancellation:**

271 A regular meeting may be cancelled or postponed by the president in consultation with the vice-
272 president and treasurer.

273 **Section 6. Quorum:**

- 274 A. A majority of SGA members, including one officer, shall constitute a quorum.
275 B. Upon two consecutive SGA meetings where quorum is lacking, four (4) SGA
276 members shall be sufficient to conduct business and reflect an effective quorum when
277 voting unanimously.

278 **Section 7. Electronic Meetings**

- 279 A. The SGA and all committees and subcommittees shall be authorized to meet by
280 telephone conference or through other electronic communications media so long as
281 all the members can simultaneously hear each other and participate in the meeting.
282 B. The SGA may adopt additional policies governing electronic meeting norms.

283 **Section 8. Communication**

284 Unless members indicate otherwise, all communication required in these bylaws, including
285 meeting notices, may be sent electronically.
286

287 **ARTICLE VI: COMMITTEES**

288 **Section 1. Standing Committees**

289 The standing committees of SGA shall be budget, elections, events, and the Academic Standards
290 Committee. Each standing committee shall:

- 291 A. Have the authority to appoint subcommittees should the committee find it necessary
292 in order to conduct the business of SGA or to accomplish the goals of SGA.
293 B. Serve a term corresponding to the term of the elected officers of SGA.
294 C. Three (3) unexcused absences from committee meetings will be considered a cause
295 for removal from the committee.

296 **Section 2. Budget Committee**

297 The budget committee shall:

- 298 A. Consist of five (5) members – three (3) SGA members, one (1) at-large member and
299 the SGA Treasurer.
300 B. Meet as many times as necessary in order to manage the SGA budget requirements
301 but no less than once per month.

302 **Section 3. Elections Committee**

303 The elections committee shall:

- 304 A. Consist of a Student Life advisor, three (3) students-at-large (in case three (3)
305 students-at-large cannot be appointed, out-going SGA members may be appointed).
306 B. Have no member who is a candidate for office.
307 C. Follow the election code and procedures adopted by SGA.
308 D. Be responsible for maintaining the ethics in an election and may recommend the
309 disqualification of a candidate to the Vice-President of Student Affairs and SGA.
310 E. Make available all petitions, forms, and papers needed by both candidates and voters.
311 F. Determine the polling place(s) and supervise the voting process.

312 **Section 4. Events Committee**

313 The events committee shall:

- 314 A. Be chaired by a member of Student Government and comprised of other members of
315 Student Government and students-at-large.
316 B. Be responsible for the coordination and planning of all SGA events and informing
317 and coordinating with Student Life advisor(s).

318 **Section 5. Academic Standards Committee**

319 The Academic Standards Committee is maintained through the Community College of Denver's
320 Administration. A Member of Student Government shall maintain a position on this committee at
321 all times.

322 **Section 6. Additional Committees**

323 Additional standing committees or special committees may be created as necessary by SGA to
324 accomplish the purposes and goals of SGA. No additional committees may be created without a
325 majority approval of the SGA.

326 **ARTICLE VII: COMPENSATION**

327

328 All members and staff of Student Government shall be compensated as follows:

329 **Section 1. Member Compensation:**

330 Student Government members, including parliamentarian, shall be compensated or receive
331 nominal compensation, reflective of their respective levels of responsibility, as outlined in the
332 Policies and Procedure Manual adopted by the SGA and approved by the Institutional
333 Administration. This compensation, however, shall be reduced or withheld for failure to fulfill
334 any requirements of office, as defined in the Policies and Procedure Manual.

335 **Section 2. Staff Compensation**

336 The position of Secretary shall be compensated by SGA on either a student hourly or a Work
337 Study basis and shall be compensated at a fair and equitable market rate.

338 **ARTICLE VIII: ELECTIONS**

339 **Section 1. Authority**

340 The SGA shall be the sole judge of its elections with consultation of their advisor and the
341 Dean of Student Life and shall ensure that elections are run properly in accordance with the SGA
342 election code.

343 **Section 2. Election Schedule**

344 Elections shall be conducted at the beginning of the fall semester when necessary and at the end
345 of the spring semester according to an Election Code and Procedure adopted by a majority vote of
346 SGA.

347 **Section 3. Purpose and Timing**

348 All positions created by these bylaws shall be elected by the student body at elections held at a
349 time to be determined by the SGA but no later than thirty (30) days prior to the last day of the
350 spring semester and no less than thirty (30) days following the start of the fall semester, except
351 the position of student parliamentarian who shall be appointed by the president.

352 **Section 4. Spring Election**

353 The spring election shall include all positions contained within Student Government as defined in
354 the article on structure.

355 **Section 5. Fall Election**

356 The fall election shall include any vacant positions as needed.

357 **Section 6. Special Elections**

358 Special elections may be held for emergency situations as determined by a two-thirds (2/3) vote
359 of SGA prior to being presented to the student body.

360 **Section 7. Election Committee**

361 There shall be an election committee appointed by the president and approved by a vote of
362 current SGA members no later than ninety (90) days prior to the last day of the spring semester.

363 **Section 8. Election Planning**

364 The election committee shall plan and implement the election of all SGA positions according to
365 the election code adopted by the SGA.

366 **ARTICLE IX: DISCIPLINARY PROCEDURES**

367 **Section 1. Applicable Violations**

368 The following are violations subject to disciplinary action:
369

370 **Section 1.1 Student Code of Conduct**

371 Any member of Student Government who has been officially found responsible through the
372 Student Conduct Process for a violation of the Student Code of Conduct shall be immediately
373 removed from SGA after consultation with the Chief of Student Affairs and/or the Dean of
374 Student Life.

375 **Section 1.2 Dereliction of Duties**

376 Any member violating duties outlined in these bylaws and in any other policies or procedures
377 adopted by SGA shall be subject to disciplinary proceedings. Disciplinary proceedings shall be
378 implemented by SGA by a majority vote at a regular meeting or a special meeting called for that
379 purpose and shall follow the procedure adopted by SGA as found in the Policy and Procedure
380 Manual.

381 **Section 2. Disciplinary Procedures**

382 The SGA shall confer with the Chief of Student Affairs or the Dean of Student Life or their
383 designee to develop a policy of discipline in order to ensure accountability among the
384 membership. No disciplinary policy or procedure shall be adopted except by a two-thirds (2/3)
385 vote of current SGA members.

386 **Section 3. Appeal**

387 Any member of Student Government recommended for removal pursuant to this article shall be
388 granted a fourteen (14) day period to present an appeal to the Student Government. The party in
389 question will maintain full rights and privileges during this time. After presentation of the appeal,
390 Student Government shall decide by two-thirds (2/3) vote whether or not the member in question
391 will be removed. This vote must be conducted in a regular meeting by ballot without the presence
392 of the party in question. Student Government as a condition of appeal acceptance may impose
393 further conditions and punishment. Failure to issue an appeal shall result in removal by default.

394 **ARTICLE X: PARLIAMENTARY AUTHORITY**

395 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern
396 SGA in all cases to which they are applicable and in which they are not inconsistent with these
397 bylaws, any special rules of order that SGA may adopt, Colorado state statutes, the Colorado
398 Community College System policies and rules governing the Community College of Denver.

399 **ARTICLE XI: AMENDMENTS**

400 **Section 1. Amendments**

401 Amendments to the bylaws shall be approved by referendum or initiative vote of the student
402 body. Amendments shall follow the same election guidelines as referendums and initiatives.
403 Voting on any Amendment will take place during regularly scheduled student body elections.

404 **Section 2. Revision**

405 A revision of the bylaws shall be authorized by the SGA. The preparation of a revision shall be
406 the duty of an appointed bylaws committee of SGA. If a revision is authorized, there shall be no

407 other amendments proposed to the existing bylaws. A revision shall follow the same procedure
408 as for amendments stated in Section 1 of this Article.

409

410

411 Revised: July 1, 2014

412 Amended (any future amendments --- add dates)

413