

Passed and Revised in May, 2019

# **COLORADO COLLEGE STUDENT GOVERNMENT ASSOCIATION BYLAWS**

## **ARTICLE I. Qualifications for Membership**

### **Section A. CCSGA Members**

1. Student candidates for the Colorado College Student Government Association (CCSGA) must be undergraduate students pursuing a course of study leading to a Bachelor's Degree at Colorado College.
2. Student candidates for CCSGA Executive Council must be committed to serving the full length of their term. Members of Executive Council may take up to one block off per academic year, but they must give sufficient notice to the rest of Executive Council. Any absence longer than one block is grounds for impeachment.

### **Section B. Executive Council**

1. A candidate for the position of CCSGA President, Vice-President of Outreach, Vice-President of Student Life, Vice-President of Finance, or Vice-President of Internal Affairs must:
  - a. Be in good standing with Colorado College as determined by the Office of the Dean.
  - b. Be an active member of the Colorado College community who is pursuing a four-year degree.
  - c. Be a full-time student enrolled at Colorado College during their tenure in the Executive Council.
2. In order to run for the position of Vice-President of Finance, student candidates must have completed at least 7 blocks while at Colorado College.

### **Section C. Vacancies**

1. Should a vacancy occur in any executive position(s) on the CCSGA Executive Council after the general election, a special election will be held to fill the vacant position(s). The election shall be conducted in a manner in accordance with Section 3.
2. Vacancies on the Full Council will be filled in the following manner: Applications will be accepted from students for one week, after which time, all applicants will be

evaluated by the Internal Affairs Committee. This Committee will then make recommendations to the Full Council on each vacant seat for approval of the new Council members.

3. Appointees must be confirmed by a majority of Full Council.
4. Should a temporary (one block) vacancy occur, the Full Council position shall remain vacant until the regular Full Council member returns.
5. Any vacancy must be filled within one block. If the vacancy occurs during the same block in which elections will be held to fill that position, the election will suffice in filling the position.

#### Section D. Attendance

##### 1. Council Meetings

- a. Tardiness will be defined as arriving between 5 and 10 minutes after a meeting has been called to order.
- b. Absenteeism will be defined as any person arriving 11 minutes or more after a meeting has been called to order, or not arriving at all.
- c. Any Full Council member or Executive Council member absent for 2 or tardy for 3 meetings without reasonable excuse, as defined by the Executive Council, will be recommended to the Internal Affairs Committee for impeachment.

##### 2. Committee Meetings

The following clauses apply to ad hoc and standing committee meetings:

- a. Tardiness will be defined as arriving between 5 and 10 minutes after a meeting has been called to order by the committee chair.
- b. Absenteeism will be defined as any person arriving 11 minutes or more after a meeting has been called to order, or not arriving at all.
- c. Any Full Council member or Executive Council member absent for 2 or tardy for 3 meetings without reasonable excuse, as defined by the Executive Council, will be recommended to the Internal Affairs Committee for impeachment.

### **ARTICLE II. CCSGA Executive Council Elections**

#### Section A. Election Timing

1. Elections shall occur on the third Thursday of Block 6 for the following positions: The President, the Vice President of Finance, the Vice President of Inclusion, and the Vice President of Outreach if applicable.
  - a. The Student Trustee Election shall be conducted on the third Thursday of Block 6 for the 3 candidates selected by the Board of Trustees application process.

- b. The election of the Vice President of Outreach will occur once every 3 semesters unless the position is vacated early, to be combined either with the Block 3 or Block 6 Executive Council elections as needed.
2. Elections shall occur on the first Thursday of Block 3 for the following positions: The Vice President of Student Life and the Vice President of Internal Affairs. All positions last for one calendar year.

#### Section B. Election Format

1. For the Offices of Student Body President, Vice-President of Finance, Vice-President of Inclusion, and Student Trustee, the Executive Council elections shall be publicized no later than 3<sup>rd</sup> Monday of Block 5.
2. For the offices of Student Life and Internal Affairs, the Executive Council elections shall be publicized no later than 3<sup>rd</sup> Monday of Block 2.
3. Since the office of Outreach has the potential to be elected for 3 semesters, the Executive Council elections shall be publicized for this position according to the semester mark for that election.
4. Ballot candidates must submit a petition of candidacy and a platform to the CCSGA Election Committee.
5. Petitions of candidacy and accompanying statements will be accepted until one week before the election.
6. On the ballot, the nominees' names shall be randomized for every ballot as per the office they seek.
7. Elected students will officially assume office at the conclusion of Block 4 or Block 8, unless they are replacing a vacant seat.

#### Section C. Run-off Elections

1. In the event that no candidate for an Executive position is chosen by simple majority of the students voting, a run-off election between the two candidates receiving the most votes for each contested office will be held at the soonest possible convenience.
2. In a run-off election for Executive positions, students who were not candidates in the original election may not be added to the ballot. The winner of the run-off elections shall be the candidate who receives a simple majority of the votes.
3. If the winner of the election is disqualified for any reason, the candidates finishing second and third in the original election shall be entered into a runoff election. This

must be completed at the earliest possible convenience and no later than the first week of Block 5 or Block 8, dependent upon whether the election is taking place during the fall or spring semester, respectively.

#### Section D. Election Authority

1. Election results will be certified by an Election Committee composed of at least seven members: the Parliamentarian, members of the Executive Council, at least two members of Full Council, and at least one member of the Colorado College Honor Council.
2. Committee members must remain impartial and cannot endorse any candidate at any point during the election process.
3. The Election Commission, along with the CCSGA faculty and staff advisors, reserves the right to disqualify any candidate for violation of election rules or school policy. A 2/3<sup>rd</sup>s majority vote is needed from the Election Commission to disqualify any candidate.
4. Any candidate in a given election may contest the results of an election on the grounds of improper application of CCSGA election procedures within 48 hours of the winners being announced.
  - a. In the event that such a contestation is found to have a sound basis by the Election Commission, a second election must be held within 5 days.

#### Section E. Re-election

1. Any Executive Council member seeking re-election may not participate on the Election Committee.
2. Full Council members not seeking re-election will fill any vacancies on the Election Commission in the event that Executive Council members are running for re-election.

#### Section F. Voting Eligibility

1. Any person voting in the general election must be currently enrolled in the College at the time of the election.
2. The election will be conducted via email ballot, allowing all students currently enrolled in the college, regardless of physical presence, to vote in the election.

#### Section G: Election Reporting

1. After the election results are certified and the winners are declared, an email will be sent out to the student body announcing the winners of the election.
2. This email will not include the total number of votes received by each candidate. The vote tallies of the election will be made available upon request from the Internal Affairs Committee.
3. Individual emails will be sent to all candidates notifying them of the number of votes they received at the conclusion of the election.

### **ARTICLE III. Full Council Elections**

#### **Section A. Election Format**

1. Three Heads of State, Four Finance, Four Inclusion, Two Sophomore, Two Junior, and Two Senior Representatives shall be elected no later than 3<sup>rd</sup> Monday of Block 7.
  - a. One Heads of State Representative shall be elected from the Sophomore, Junior, and Senior classes.
2. Three First-Year Representatives shall be elected by the 2<sup>nd</sup> Thursday of Block 2.
3. All candidates must submit a petition of candidacy and a platform to the CCSGA Election Committee.
  - a. All Heads of State Representatives must certify that they are members of at least one Butler Center Student Group in their petition for candidacy.
  - b. All candidates for the Finance Committee must explicitly declare their desire to serve on the Finance Committee in their petition.
  - c. All candidates for the Inclusion Committee must explicitly declare their desire to serve on the Inclusion Committee in their petition.
4. Petitions of candidacy and accompanying statements will be accepted until one week before the election.
5. On the ballot, the nominees' names shall be randomized for every ballot as per the office they seek.
6. Elected students will officially assume office at the conclusion of Block 8, unless they are replacing a vacant seat.
7. All Full Council Representatives shall be appointed by the President to CCSGA Committees on the basis of preference and necessity.

- a. No Finance Representative may serve on any CCSGA committee other than the Finance Committee, and no other Representative may serve on the Finance Committee.
- b. At least one Heads of State Representative must serve on at least two of the CCSGA Committees.

#### Section B. Election Outcomes

1. Dependent upon the number of positions being elected, the top 2 or 3 candidates who receive the greatest number of votes shall be elected without a runoff.
2. If the winner of an election is disqualified for any reason, the candidate who received the next greatest number of votes shall be elected to the position instead.

#### Section C. Election Authority

1. Full Council elections are governed by the same election authority procedures as are Executive Elections (see Article II).

#### Section D. Re-election

1. Any Full Council member seeking re-election may not participate on the Election Committee.
2. Full Council members not seeking re-election will fill any vacancies on the Election Commission in the event that Executive Council members are running for re-election.

#### Section E. Voting Eligibility

1. Any person voting in the general election must be currently enrolled in the College at the time of the election.
  - a. If a position corresponds to a given class year (ex. Sophomore Representative), only students of that year may vote for that position.
2. The election will be conducted via email ballot, allowing all students currently enrolled in the college, regardless of physical presence, to vote in the election.

#### Section F: Election Reporting

1. After the election results are certified and the winners are declared, an email will be sent out to the student body announcing the winners of the election.

2. This email will not include the total number of votes received by each candidate. The vote tallies of the election will be made available upon request from the Internal Affairs Committee.
3. Individual emails will be sent to all candidates notifying them of the number of votes they received at the conclusion of the election.

## **ARTICLE IV. Impeachment and Replacement**

### **Section A. Impeachment Authority**

1. Any call to impeach a member of the CCSGA must be presented to the Internal Affairs Committee. The Internal Affairs Committee will hear the argument for impeachment and vote on the validity of the accusation. If a majority of the committee feels the accusation is valid an impeachment hearing will be scheduled for the full CCSGA.
  - a. The Vice President of Internal Affairs is responsible for chairing any impeachment hearings. If the Vice President of Internal Affairs is being impeached, the President has the option of chairing it in the Vice President of Internal Affairs' place or appointing another chair from the CCSGA.

### **Section B. Impeachment Format**

1. Impeachment hearings consist of two presentations, one by the accuser and the other by the accused. Each presentation may last no longer than 30 minutes. During the 30-minute presentation, questions may be fielded from the members of the CCSGA. Questions must be sent to the chair in writing and then addressed by the chair.
  - a. If either the accuser or the accused is not present for the impeachment hearing, they forfeit the right to give a presentation.
  - b. After the presentations are completed, the CCSGA will proceed to a secret ballot vote on the issue.
  - c. A two-thirds majority vote is required to remove any member after an impeachment hearing. If a two-thirds majority is reached in favor of impeachment, the impeached member is immediately removed from their position in the CCSGA.

### **Section C. Ground for Impeachment**

1. Impeachable offenses include, but are not limited to, absenteeism, failure to be in good standing with the college, and failure to fulfill the duties of office.
  - a. Absenteeism is defined annually in the Bylaws of the CCSGA.
  - b. Failure to be in good standing with the college is determined by the college administration.

### **Section D. Filling Impeached Positions**

1. If any member of the Executive Council, other than the President, is removed, resigns, or is unable to perform their duties, the position will be filled for the remainder of the

academic year by a current Representative member of the CCSGA. The President is replaced by the Vice President of Outreach.

2. In order for a Representative member of the CCSGA to be considered for an Executive Council vacancy, they must be nominated and seconded at a normal CCSGA meeting. After nominations have been closed, the members who have been nominated must leave the meeting along with any non-voting members, except for the CCSGA Advisor. Once the nominees have left, the remaining members may debate the nominees and then proceed to a vote by secret ballot.
3. A nominee must receive a majority of votes from the remaining members of the CCSGA. If there is no nominee with a majority after the first vote, a run-off will take place between the top two vote-getters.
4. Once a majority vote is reached, the CCSGA meeting can resume with all members present. The new Executive Council member assumes their position immediately.

#### Section E. Filling Other Vacancies

1. If any Representative member of the CCSGA is removed, resigns, or is unable to perform their duties, the position may be filled one of two ways, depending on the amount of time left in the academic year.
  - a. If there are more than four Blocks remaining in the academic year, an election will be held to fill the vacant Representative seat. The Vice President of Internal Affairs and the Internal Affairs Committee will handle the details of the election, following as closely as possible the guidelines for elections specified by these Bylaws.
  - b. If there are less than four Blocks remaining in the academic year, an application and interview process will take place to fill the vacant Representative seat. Applications will only be accepted from students in good standing with the college.

#### Section D. Appointment Format

1. The Internal Affairs Committee will accept applications for one week after advertising the vacancy to the campus, via both campus listserv and fliers. After the application process is closed, the Internal Affairs Committee will interview at least two candidates, if more than two applications are submitted.
2. The interview process will last no longer than one week. The committee will rank all applicants, with the top-rated applicant recommended to the CCSGA Full Council for a confirmation vote in order to fill the position.



- a. All applications shall be available for review by all CCSGA and ex-officio members for a period of time no fewer than 48 hours prior to any confirmation vote
3. Once an applicant is approved, they must be notified at the earliest opportunity and given guidelines for the position they have received.
4. If a vacancy occurs with less than two Blocks remaining in the academic year, the Representative seat will remain vacant until the next election. The number of members required to meet the quorum of 60 percent must be adjusted for the vacancy.

## **ARTICLE V. Rules of Governance**

### **Section A. Rules of Order**

1. CCSGA's operating procedures are to be informed by Robert's Rules of Order: Newly Revised, and any deviation or relaxation of said rules are at the discretion of the Full Council and must be approved by a 2/3rd vote of the Full Council.
2. When deviations from Robert's Rules of Order: Newly Revised are proposed, all pertinent details must be explicitly noted in meeting minutes – especially in the event the deviation is authorized.
3. CCSGA meetings will only be held when a quorum of members is present. Quorum shall be defined as 2/3rd of the total member of CCSGA.

### **Section B. Voting**

1. Any vote on a CCSGA bill, resolution, or amendment shall take place at meetings of the Full Council.
2. Vote totals shall be counted and tallied by the CCSGA Parliamentarian. Any vote undertaken by Full Council will be based on the number present on the meeting where the vote takes place. The discretion for the form of voting (i.e. voice of affirmation or secret ballot) will be handled at the discretion of the Executive Council and the Parliamentarian.
3. A vote of yay, nay, or abstaining are the three options available to members of Full Council on issues that require a vote.

## Section C. Discussion

1. In order to ensure that every member of Full Council is afforded the opportunity to speak, Executive Council reserves the right to regulate speaking times.
2. During discussions, members of CCSGA or students in attendance at meetings will raise their hand when they wish to speak. The Parliamentarian will record the order in which hands are raised, and they will call on people accordingly.
3. Students who have not spoken/spoken the least will be given priority over students who have spoken. If everyone who wishes to speak has spoken an equal number of times, the order in which they raised their hands will determine the call order.
3. Exceptions to speaking out of turn may only occur when a student directs a question at another member, presenter, etc. or if the President wishes to intervene into the discussion for the sake of order.

## Section D. Resolutions and Amendments

1. All resolutions and amendments must be submitted to the Parliamentarian three days prior to the CCSGA Full Council meeting in which the document will be discussed. The motion must pass with a majority vote by the present membership of the Council.

## **ARTICLE VI. Powers and Duties of the Executive Council**

### Section A. The President

1. Presides at meetings of the CCSGA.
2. Calls special meetings of the CCSGA when necessary.
3. Assigns CCSGA members to committees.
4. Appoints any other positions deemed necessary by the CCSGA.
5. Serves as an ex-officio, non-voting member of all committees within the CCSGA.
6. Serves as an official representative of the CCSGA.
7. Oversees communication with all certified organizations as well as with those students serving on college committees.

8. Circulates a proposed agenda to all members of the CCSGA at the beginning of each meeting.

#### Section B. The Vice President of Outreach

1. Assumes the duties of the President in the absence of the President.
2. Maintains regular communication with those students serving on college committees.
3. Maintains communication with the Colorado Springs city government.
4. Chairs the CCSGA Outreach Committee

#### Section C. The Vice President of Student Life

1. Assumes the duties of the President in the absence of both the President and the Vice President of Outreach.
2. Chairs the Student Life Committee of the CCSGA.
3. Promotes student livelihood and wellbeing.
4. Maintains communication with all certified organizations.internal

#### Section D. The Vice President of Finance

1. Assumes the duties of the President in the absence of the President, the Vice President of Outreach, and the Vice President of Student Life.
2. Chairs the CCSGA Finance Committee.
3. Preserves the CCSGA financial records.
4. Distributes Reserve Funds when necessary.

#### Section E. The Vice President of Internal Affairs

1. Assumes the duties of the President in the absence of the President, the Vice President of Outreach, the Vice President of Student Life, and the Vice President of Finance

2. Chairs the Internal Affairs Committee of the CCSGA.
3. Oversees the CCSGA election process.
4. Takes the lead responsibility in CCSGA public relations activities.
5. Knows the CCSGA Constitution, its Bylaws, and Robert's Rules of Order thoroughly.
6. Makes final parliamentary decisions upon the request of the President.
7. Presides over any impeachment hearings.

#### Section F. The Vice-President of Inclusion

1. Assumes the duties of the President in the absence of the President, the Vice-President of Outreach, the Vice-President of Student Life, the Vice-President of Finance, and the Vice-President of Internal Affairs.
2. Chairs the Inclusion Committee.
3. Oversees audits of the practices of CCSGA in regard to upholding diversity and inclusion.
4. Seeks out and engage in initiatives across campus that promote inclusion.
5. Provides support for groups and events that celebrate diversity and promote inclusion.

#### Section G. Assumption of Duties

1. Members of the Executive Council shall assume their official duties following the end of their predecessor's term, with two exceptions:
  - a. The incoming Vice President of Finance shall participate in the process of allocating student organization funding for the following year.
  - b. The incoming Vice President of Outreach may participate in the process of appointing students to serve on all-college committees for the following year.
2. The incoming Full Council shall assume their official duties at the first CCSGA meeting following their election.

#### Section H. Executive Council Powers and Duties

1. Meet before each CCSGA meeting to discuss relevant issues.
2. Make decisions in place of the full CCSGA prior to elections in Block 2.

3. Prepare an annual budget request for the college, specifying the CCSGA's intentions for the following year, according to the rules of the college.
4. Determine how the funding will be distributed within the CCSGA prior to the first meeting in Block 2.
5. The President presides at the Executive Council meetings.

#### Section I. Additional Staff

1. The Executive Council may create and hire for additional staff positions for any of the following reasons.
  - a. Taking minutes for the Executive Council and CCSGA meetings.
  - b. Assisting the Executive Council and the Vice President of Internal Affairs with public relations activities, including designing and printing necessary materials.
  - c. Managing CCSGA files.
  - d. Maintaining and improving the CCSGA webpage.
  - e. Being responsible for any other task that the Executive Council deems necessary for the benefit of the organization.

### **ARTICLE VII. Formal Structure of CCSGA Committees**

#### Section A. Outreach Committee

1. The Outreach Committee manages relations between the Colorado College Student Government Association, local government jurisdictions, intercollegiate organizations, and evaluates applications to All-College Committees each year.
3. In addition to the Vice-President for Outreach, four student members of the Full Council shall also be appointed by the CCSGA President and have one vote each. Members of the Executive Council shall serve as ex-officio members of the Committee at the discretion of the CCSGA President.
4. The Outreach Committee should maintain regular relations with the Colorado Springs City Council and other local groups important to CCSGA and student interests.
5. The Outreach Committee will coordinate and represent student concerns to off-campus entities, and will act upon resolutions and bills approved by the CCSGA Full Council pertaining to these interests.
6. The Outreach Committee will advertise and evaluate all applications for All-College Committees at the beginning of Block 7. The CCSGA Outreach Committee shall interview and nominate students to these various committees. Students must be appointed to All-College Committees by the end of Block 8.
7. The Outreach Committee shall encourage open communication between the Committee, the appointed students, and the various student/faculty committees by

conducting regular reviews.

- a. Students appointed to All-College Committees are required to submit an update once per block to the Vice-President of Outreach in order to demonstrate their ongoing involvement with the committee and to update CCSGA on the status of the committee's projects.
- b. Students will be expected to provide feedback at the end of the academic year for how CCSGA can better support All-College Committees.

## Section B. Student Life Committee

1. The Student Life Committee's priority shall be to decide matters of student interest and concern. The Student Life Committee shall inform the Full Council on matters of student concern.
3. In addition to the Vice-President for Student Life, the President will appoint four student members of the Full Council to the Student Life Committee.
4. Additional members of the CCSGA may be temporarily or permanently appointed to the Student Life Committee at the President's discretion.
5. The Student Life Committee exercises the authority to act on any issues pertaining to student life.
6. The Student Life Committee shall conduct regular meetings with staff members who work directly with matters of student concern.
7. The Student Life Committee has both the power and the duty to form any ad hoc committees which it deems necessary to accomplish its purpose. Such ad hoc committees will eventually report back to the CCSGA with recommendations for further action. The CCSGA will then vote on whether the actions recommended by any such ad hoc committee will be taken.
8. In Blocks 3 and 7, the Student Life Committee, along with help from the Finance Committee, is responsible for reviewing the validity of all groups that are currently certified by the CCSGA or have applied to be so.

## Section C. Student Finance Committee

1. At the beginning of every academic year, the Finance Committee shall review the CCSGA Initiative Fund and determine guidelines for how the funds may be allocated.
  - a. The CCSGA Budget may be allocated on a discretionary basis by the Finance Committee.
2. In addition to the Vice-President of Finance, the Finance Committee shall consist of four elected members.

3. The CCSGA Finance Committee manages the Administrative Fund from which member compensation is drawn.
4. CCSGA shall use its Special Events Funds for non-partisan activities, providing these activities are open to and benefit the entire campus.
5. Each block, the Vice-President of Finance must submit in writing to the entire school the financial status of CCSGA including current account balances and allocations to date.
  - a. The Finance Committee shall present a report of the special events funding allocated every week to the Full Council.
  - b. The Finance Committee shall publish all financial updates in each edition of the Catalyst.
6. The procedure for allocating the budgets for each CCSGA Chartered and Recognized Organization is as follows:
  - a. The Finance Committee will submit operating budget allocations to Executive Council to review and approve. If approved, the Vice-President of Finance will send it to the Business Office by the end of Block 8.
  - b. The Finance Committee must email all groups their operating budget awards by the end of Block 8.
  - c. Within the budget system of CCSGA, a contingency fund will exist. The contingency fund will be used for any extraordinary items that CCSGA deems necessary.
7. At each Full Council meeting, the Finance Committee shall present a detailed account of the current status of special events projects, operating budgets, and the amount of the contingency fund that has been moved into special events funding, if any.
8. If a group is proposing a special event that is over \$5,000, they must meet with the Finance Committee so that the committee can make a proposal. The group must then present their event to Full Council. In turn, the Finance Committee will present their award proposal to Full Council. Full Council will vote on the proposal, requiring a simple majority for approval. If the proposal is rejected, Full Council may vote to increase or decrease the amount. The final proposal must be approved by a majority of Full Council.
  - a. All over \$5000 events must become certified as 'Green Events,' as defined by the Office of Sustainability. The students proposing the event must meet with the Office of Sustainability's Green Events Intern, or other representative of the office, before submitting their initial application to the Finance Committee. If these students, after meeting with the Office of Sustainability, believe that meeting the Green Events requirements will be too onerous for their event, they may petition the Office of Sustainability for a waiver of this requirement. If this petition is granted, they shall be exempt. If there is a need for a liaison between the students hosting the event and the Office of Sustainability, the VP of Student Life shall fill this role, or appoint

someone else to do so.

- b. If any member of CCSGA Full Council submits or presents a special events funding request for over \$5,000 to Full Council, they must abstain from voting on any funding recommendation for that request. After the finance presentation, the CCSGA member who presented or submitted may remain in the room but may not participate in subsequent Full Council discussion.

9. During Block 3, the Finance Committee will write a proposal to raise or keep the current Student Activity Fee. In the event of a recommendation to raise the fee, The Full Council will then vote on the proposal.

- a. The Finance Committee consists of the four At-Large Representatives. They each have one vote. If any At-Large Representative is unable to fulfill their duties as a member of the Finance Committee, the President will appoint an alternate from the CCSGA.

- b. The Senior Associate Dean of Students will serve as a non-voting advisor.

- c. Students or student groups seeking funds from the CCSGA must submit an application and appear before the Finance Committee unless granted special permission by the Vice President of Finance. The Finance Committee will review each proposal and vote on whether or not to fund the student or student group and the amount that is to be funded.

- d. Students and student groups may apply for special events funding for fundraising events. The Finance Committee will review each proposal and vote on whether or not to fund the student or student group and the amount that is to be funded. All fundraising events must comply with all relevant CCSGA and Colorado College regulations on fundraising in order to receive special events funding.

- e. The Finance Committee may not fund any events, which are in violation of section 501 of the Internal Revenue Code. In particular, partisan political activities (those supported by, or in support of, any political party or candidate) cannot be considered for funding.

- f. The Finance Committee must adhere to the college's Anti-Discrimination Policy. The committee is not permitted to use race, religion, gender identification, or sexual orientation as grounds for refusing or limiting funding for an event.

- g. After a vote has taken place at the committee level, any Finance Committee member may still object to the committee's decision at the next CCSGA meeting. If such an objection is made, the CCSGA must vote on whether or not to approve the Finance Committee's decision.

- h. During Block 7 of each year, the Finance Committee must go through a process of deciding the following year's budgets for Chartered organizations. The Vice



President of Finance and the committee members are responsible for determining the requirements for this process.

i. The Finance Committee has both the power and the duty to make periodic audits of CCSGA-funded organizations, and of the committee itself, to determine how efficiently the CCSGA funds are being used. The auditing process must be the same for all organizations and may not be excessive or needlessly detrimental to any organization.

#### Section D. Internal Affairs Committee

1. The Internal Affairs Committee is responsible for conducting the Executive Council and Full Council Elections.
  - a. All Internal Affairs Committee meetings dealing with the details of the election process must be publicized and open to all members of the CCSGA.
2. The Internal Affairs Committee must hear all calls for impeachment and determine whether they merit the attention of the CCSGA.
3. In addition to the Vice-President for Internal Affairs, the President will appoint four student members of the Full Council to the Internal Affairs Committee.
4. The Internal Affairs Committee shall evaluate and address any internal structural problems (i.e. in the Constitution or the Bylaws).
5. The Internal Affairs Committee shall provide a current copy of the CCSGA Constitution and Bylaws to all members of the CCSGA Council.
6. The Vice President of Internal Affairs shall oversee the job hiring process for the hiring of any additional administrative positions that Executive Council deems necessary to support the functions of CCSGA.
7. At the end of each block, the Internal Affairs Committee shall send an email to the campus community outlining CCSGA activities, projects, funding updates, and newly recognized student groups.

#### Section E. Inclusion Committee

1. The Inclusion Committee consists of the four At-Large Representatives. They each have one vote. If any Representative is unable to fulfill their duties as a member of the Inclusion Committee, the President of CCSGA shall appoint an alternate from CCSGA.
2. The Inclusion Committee is responsible for conducting an audit of the practices of CCSGA to determine how it comports with its stated goals of serving students of all backgrounds and in making an effort to increase accessibility for students of color, women, queer students, and those of lower socioeconomic status.
3. The Inclusion Committee may provide support for groups to host campus-wide events that celebrate diversity and promote inclusion, such as supporting programming during heritage months to emphasize CC's institutional support for different heritage traditions across its campus.
4. The Inclusion Committee is tasked with seeking out and engaging in initiatives across campus that promote inclusion.

### **ARTICLE VIII: Initiative, Referendum, and Recall**

## Section A. Referenda

1. Any member of the CCSGA may request a campus-wide referendum to assess the general opinion of students on any issue. If a majority of the CCSGA members vote in favor of having a referendum, one will be held within 15 days.
2. If presented with a petition signed by at least 450 students, the CCSGA must hold a referendum. It must take place within 15 days of the next CCSGA meeting.
3. Unless it violates any regulations of this Constitution, the result of a referendum is binding.

## Section B. Recalls

1. Any member of the CCSGA may be recalled by the signed petition of at least one third of their constituents. The Executive Council is responsible for determining if such a petition is legitimate. If there is no problem with the petition, a new election must be held for the recalled position within 15 days after the next CCSGA meeting.
2. The Internal Affairs Committee is responsible for handling the details for any recall election, following as closely as possible the election guidelines specified by this Constitution.

# **ARTICLE IX. Certification of Colorado College Student Organizations**

## Section A. Recognition of Student Groups

1. A Recognized Student Organization is defined as a structured group of students whose commitment to some specific common interest or purpose has been acknowledged by the CCSGA. The CCSGA recognizes such organizations in order to affirm their value for the campus and to give them certain privileges.
2. Student organizations will be recognized in accordance with the Student Organization Handbook (SOH) by the Student Life Committee. In order to keep the SOH updated, it will be reviewed every other year or as needed by the CCSGA VP for Student Life, the office of Residential Life and Student Activities, and any other umbrella advising offices who would like to participate.

# **ARTICLE X. Budgetary Management**

## Section A: Student Activity Fee

1. The CCSGA Vice-President for Finance shall be required to present a list of recommended changes to the Student Activities Fee for the following academic year, accompanied by a written rationale for each, to the Full Council for consideration no later than the first week of Block 3.
2. The Full Council shall vote on each single proposed change to the Student Activities Fee, requiring a simple majority to pass.

3. No portion of the Student Activities Fee shall be distributed to any office, organization, or initiative, without an explicit written explanation of its intended function, provided by the CCSGA Vice-President for Finance or a representative of the relevant office, organization, or initiative, before the time of the Full Council vote on its approval.
  - a. At any time before voting on a proposed change to the Student Activities Fee distribution, any member of the Full Council may object to its aforementioned written justification, and request that the Vice-President for Finance or representative of the relevant office, organization, or initiative revise the same before the proposed change is voted upon.
4. The Full Council need not vote upon any portion of the Student Activities Fee not under consideration for change or redistribution.
6. In the event that Full Council does not successfully vote on the Student Activities Fee for the following year, it shall remain the same.
7. CCSGA, upon the completion of the above approval process, shall post the new Student Activities Fee distribution and all approved changes from the previous year on its website.

#### Section B. Reserve Fund

1. This fund is only to be used for what the Executive Council determines is an emergency by a majority. Before they use it, the Executive Council must have the approval of two-thirds of the CCSGA Full Council.
2. The fund cannot be used for any programs or initiatives of the CCSGA.
3. If an emergency does occur and any or all of the Reserve Fund is used, it must be replenished to the \$5000 level immediately. If insufficient CCSGA funds remain to fully replenish the Reserve Fund, it should be returned to the \$5000 level as soon as possible. If the fund is still below this level at the beginning of the academic year, nothing else can be funded until the Reserve Fund is at \$5000.

#### Section C. Rollover Fund

1. At the end of each semester, all unused operating budget funds will be returned to the CCSGA Roll Over Fund.
2. Funds can only go into the Rollover Fund if the Reserve Fund is at a \$5000 level.
3. The Rollover Fund is the first fund to be used to replace the Reserve Fund if it is depleted.

#### Section D. Depletion of Reserve and Rollover Funds

1. In the event that both the Reserve Fund and the Rollover Fund are depleted, a plan must be devised by the CCSGA to replace the \$5000 in the Reserve Fund.
2. If it is deemed necessary, a plan should also be devised to replenish the Rollover Fund.