

COLORADO COLLEGE
STUDENT GOVERNMENT ASSOCIATION
BYLAWS

ARTICLE I. Qualifications for Council Membership

Section A. CCSGA Council Members

1. Student candidates for voting membership of Colorado College Student Government Association (CCSGA) Council must be undergraduate students pursuing a course of study leading to a Bachelor's Degree at Colorado College or during their year as a voting member of CCSGA Council have completed their Bachelor's degree requirements.
2. Student candidates for voting membership of the CCSGA Executive Council must be committed to serving two semesters. If a member of the Executive Council plans to take a leave of absence they must receive consent to do so from the Associate Dean of Students.

Section B. Executive Council

1. A candidate for the position of CCSGA President, Executive Vice President, Student Concerns Vice President or Internal Affairs Vice President must:
 1. Be in good standing with Colorado College.
 2. An active member of Colorado College community who is pursuing a four year degree.
 3. Must be a full-time student enrolled at Colorado College during their tenure in the executive council.
 4. Must have a G.P.A. of 2.5 or higher.
2. A candidate for CCSGA President must have proven their qualification for the position to the discretion of the Election Commission as per the following qualifications:
 1. Candidates must have been present on campus two full academic years.
 2. Candidates must have demonstrated leadership and involvement during their time at Colorado College.
 3. Candidates must meet with the CCSGA advisor for approval.
 4. Candidates must meet with the Associate Dean of Students for approval.
3. Candidates for CCSGA President must meet ALL qualifications or have served at least one previous year on CCSGA for his/her name to appear on the ballot
4. Any Candidate for the Financial Vice-President is required to submit a resume and letter of recommendation highlighting any experience in dealing with financial matters. Active participation in a CCSGA Chartered organization, preferably in a financial capacity, is strongly advised. Applicant approval is at the discretion of Election Commission.

Section C. Vacancies

1. Should a vacancy occur in any executive position(s) on the CCSGA Executive Council after the general election, the position(s) will be filled for the remainder of the Council term from the elected Council members. The election shall be on a secret ballot and shall require a majority vote of the Council members voting to approve.
2. Vacancies on the general Council will be filled in the following manner: Applications will be accepted from the students of CCSGA for one week, after which time, all applicants will be screened by the Internal Affairs Committee and any interested Council members. This Committee will then make recommendations to the council on each vacant seat for approval of the new Council members.
3. In the case of vacancies in a full council representative position, executive council will have the power to appoint students to fill that position. Priority should be given to prospective candidates in the following order:
 1. Candidates who were defeated in the general elections
 2. Representatives from the respective class of the vacated position (if appropriate)
 3. Other nominees put forth at the discretion of the Executive Council
4. Nominees must have majority approval by Full Council.
5. Should a temporary (one block) vacancy occur, the Full Council position shall remain vacant until the regular Full Council member can return.

Section D. Attendance

1. Council Meetings
 - a. Tardiness will be defined as arriving between 15 and 29 minutes after a meeting has been called to order.
 - b. Absenteeism will be defined as any person arriving thirty minutes or more after a meeting has been called to order, or not arriving at all.
 - c. Any Council member or Executive Council member absent for three or tardy to four meetings without reasonable excuse, as defined by the Executive Council, will be recommended to the Internal Affairs Committee for impeachment.
2. Committee Meetings
 - a. The following clauses apply to ad hoc and standing committee meetings.
 - b. Tardiness will be defined as arriving 10 minutes after a meeting has been called to order by the committee chair.
 - c. Absenteeism will be defined as any person arriving twenty minutes or more after a meeting has been called to order, or not arriving at all.
 - d. Any Council member or Executive Council member absent for three or tardy to four meetings without reasonable excuse, as defined by the Executive Council, will be recommended to the Internal Affairs Committee for impeachment.

ARTICLE II. Student Appointments

Section A. Student Appointments

1. The CCSGA Council shall appoint students to the following student/faculty committees: Academic Program Committee, Admission and Financial Aid Committee, Anti-Discrimination Committee, Dean's Advisory Committee, All-College Committee on Socially Responsible Investment, Athletics Board, Committee on Student Life, Food

Service Committee, Committee on International Programs, Library Fine Appeal Board, Residential Life Committee, Student Conduct Committee, Symposium Committee, Student Health Advisory Board, Traffic Committee, Teaching Resources Committee, Minority Concerns Committee, Women's Concerns Committee, and Southwest Studies Committee

Section B. Appointment Process

1. Pursuant to Article IV of the bylaws, the CCSGA Internal Affairs Committee shall interview and nominate students to these various committees.

ARTICLE III. CCSGA Executive Elections

Section A. Election Format

1. The Executive Council elections shall be publicized starting the during Block 7
2. Ballot candidates must submit a petition of candidacy and a platform to the CCSGA Election Committee.
3. Petitions of candidacy and accompanying statements will be accepted until one week before the election.
4. Council elections will be held annually during Block 7. On the ballot the nominees' name shall be placed in alphabetical order as per the office they seek. Party names will not be included.
5. Elected students will officially assume office at the first regularly scheduled meeting in September (Block 1).

Section B. 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 during block 8.
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. However, if the winner of the original election is disqualified for any reason, the remaining candidate with the most votes will be deemed elected, provided the candidate received at least 40% of the votes cast in the original election. If the candidate did not receive at least this percentage, nominations will be reopened and another election will decide the winner.

Section C. Election Authority

1. CCSGA Council members and the office manager shall be responsible for taking votes.
2. The Election Commission shall be responsible for verifying the results.
3. The Election Commission shall be composed of the CCSGA Internal Affairs Committee, two other nominees from the CCSGA Full Council, the CCSGA Executive Council, and three active members of the Colorado College Honor Council.
4. 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.

Section D. Re-election

1. Any Council member seeking re-election may not participate in the administration of the election process.
2. Vacancies on the Election Commission due to candidacy will be filled by Council members not seeking re-election.
3. In the event that the entire Election Commission seeks re-election, the Internal Affairs Vice President will appoint election officials.

Section E. Voting Eligibility

1. Any person voting in the general election must be currently enrolled in the College.
2. Absentee ballots will be available for three days preceding election day. Students eligible for absentee voting must be participating in an off-campus college event (i.e., field trips, sporting events).

ARTICLE IV. Formal Structure of CCSGA Committees

Section A. General Rules

1. Any committee proposal at a Full Council meeting shall be treated as a motion and a second. Full Council amendments to committee proposals can only be made with a simple majority concurrence of the proposing committee.
2. The Student Concerns, Internal Affairs, Finance, and Outreach Committees shall only meet when a quorum is present.
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Section B. Outreach Committee

1. The Outreach Committee manages relations between the Colorado College Student Government Association, local government jurisdictions, intercollegiate cooperation, and evaluates applications to All-College Committees each year.
2. The Vice-President for Outreach shall chair the Outreach Committee.
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 (for example, local chambers of commerce, nonprofits and civic groups).
5. The Outreach Committee will coordinate and represent student concerns to off-campus entities, and to 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 each term, and to seek ways to increase student participation in College planning and in local government bodies (for example, City Planning Committees).

Section C. Student Concerns Committee

1. Pursuant to Article IV of the CCSGA Constitution, the Full Council's priority shall be to decide matters of student interest and concern. The Student Concerns Committee shall determine which matters shall be considered by the entire Full Council.
2. The Vice-President for Student Concerns shall chair the Student Concerns Committee and shall also have one vote in Committee decisions.
3. In addition to the Vice-President for Student Concerns, 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 CCSGA Student Concerns Committee shall screen prospective ideas for new commissions and shall take responsibility for forming these commissions to investigate any aspect of the Colorado College community when presented with a concern from any CCSGA member; upon presentation of a commission's final report, the Student Concerns Committee shall submit a recommendation to the Full Council regarding the future status of that commission.
5. The Committee shall be the channel through which all students shall voice the concerns, grievances, or comments on any aspect of the Colorado College community.
6. The Student Concerns Committee shall properly assign all concerns, grievances, or comments to an appropriate resource.

Section C. Student Finance Committee

1. At the beginning of every academic year, the Student Finance Committee shall establish budgeting guidelines for the year by setting approximate percentages of the budget for each facet of the CCSGA budget.
 - a. Facets of the CCSGA budget include but are not limited to community service, late night events explicitly describing funding for alcohol and campus enrichment and education.
2. The Student Finance Committee will recommend to the entire council the allocation of annual operating budgets to chartered organizations.
3. The CCSGA Student Finance Committee shall determine the compensation, if any, Executive Council and Council members shall annually receive. Funds shall also be used for the maintenance of the CCSGA Office.
4. The Council shall use its funds for the non-partisan, non-sectarian religious activities of student organizations, providing these activities are open to and benefit the entire campus.
5. The Committee shall consist of the Financial Vice-President (who shall chair the Committee) and the four At-Large Representatives. Each Committee member shall have one vote on the Committee.
6. Every two blocks, the Financial VP must submit in writing to the entire council the financial status of the CCSGA including current account balances and allocations to date.
 - a. The Student Finance Committee shall present a report of the previous week's financial activities to the Council at every meeting.
7. The procedure for allocating the budgets for each CCSGA Chartered Organization is as follows:
 - a. In Block 7, the Student Finance Committee will consider the budget proposals of each organization for the next academic year.

- b. The Student Finance Committee will recommend to the Council the administrative and operational expenses of the chartered organizations to be allocated at the last Council meeting of Block 7.
 - c. Within the budget system of the CCSGA Council there will exist a contingency fund. The contingency fund will be used for any extraordinary items the Council deems necessary.
8. The Student Finance Committee shall present to the Council, at each meeting, a detailed up to date account of the CCSGA Council Special Projects, Operating, and Reserve Accounts.

Section D. Internal Affairs Committee

1. The Internal Affairs Vice-President shall chair the Internal Affairs Committee and shall have one vote on the Committee.
2. The CCSGA Council President shall appoint four student members of the Council to the Committee. Each member shall have one vote on the Committee.
3. The Internal Affairs Committee shall alleviate any structural problems (i.e. in the Constitution or the Bylaws) upon order of the President or at its own discretion.
4. The Committee shall also review each spring the constitution of each CCSGA chartered organization prior to CCSGA budget review. This Committee shall review the constitutions of groups wishing to be chartered by the CCSGA and present those constitutions approved by the Committee to the Council for final approval.
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 Committee shall also be responsible for conducting annual elections of the CCSGA Executive Council. The Committee's duties shall include:
 - a. Overseeing the administration of Council elections.
 - b. Making statements of candidacy available to qualified students.
 - c. Acting as an appeals board for Council elections.
7. All Committee meetings dealing with the election process (except the actual counting of ballots) shall be publicized and open to all members of CCSGA.
8. The Committee will be chaired by the Executive Vice-President of the CCSGA Council, who shall have one vote on the Committee.
9. The Council President shall appoint four additional student members of the Council to the Committee. They shall each have one vote on the Committee.
10. The Committee shall nominate students to the Council for appointment to student/faculty committees.
11. The following procedures will be followed in the selection of the nominees:
 - a. All applicants will complete and return an application provided by the Committee for each student/faculty committee for which he/she is applying.
 - b. Interviews will be held with each candidate within one week's prior notification by the Committee Chair.
 - c. A record of the Committee's selection procedure shall be compiled to include:
12. A list of those applying for each committee.
13. A list of those nominated by the Council Committee on Committees.
14. A list of criteria on which the selection was based.
 - a. Interviews for no fewer than 4 applicants in order of merit as deemed by the committee will be conducted within one week's prior notification by the Committee Chair.
 - b. 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.
 - c. The committee may be asked by a majority vote of the full council's quorum to re-interview any candidate recommended or interview any additional candidate it deems qualified.
 - d. All committee appointments shall be approved by a two thirds majority vote of a quorum of the full council.
15. New appointments shall be presented to the Council.
 16. The Committee reserves the right to review all student/faculty appointments made and may be requested to do so by a petition signed by a simple majority of the members of any such committee.
 17. The Committee shall encourage open communication between the Committee, the appointed students, and the various student/faculty committees by conduction regular reviews.
 - a. Students appointed by the Committee on Committees to all college committees are required to submit a report once a semester to the executive VP in order to:
 1. Demonstrate the student's ongoing involvement on the committee
 2. Update the student government on what projects the committee is undertaking.

Section E. CCSGA Committee Authority

1. The Committees listed in Article II of the Bylaws shall remain under the jurisdiction of the CCSGA Council.
2. The Council shall annually review the activities of these committees, and decide whether CCSGA Council representation on the committees is needed or should be increased.

ARTICLE V. Certification of Colorado College Student Organizations

PREAMBLE Colorado College recognizes the rights of students to belong to form an organization to promote and develop their common interests. Any student organization with its administrative head on campus which wishes to use the College's name, facilities or financial resources and to sponsor activities open to the campus and general public must adhere to the following system of certification established by the Colorado College Student Government Association. This system shall provide two types of certification – recognition and chartering – and it shall provide requirements for the funding of student organizations and activities. This system of certification shall apply to all student organizations which seek recognition and/or chartering from the Colorado College Student Government Association.

Although the recognition and/or chartering of a student organization underscores Colorado College's commitment to provide a forum for the expression of ideas, this official certification does not necessarily imply the institution's agreement with and support of the proposed programs of any student organization.

The Colorado College Student Government Association, in certifying a student organization, requires that the aims of the organization contribute to the educational goals of the College and do not violate the civil rights of the members of the campus community.

Section A. Recognition of Students Organization

1. Definition of Recognition

- a. Recognition student organizations are private affiliations of students and are not official components of the College. They are recognized by the Colorado College Student Government Association simply of the purpose of receiving standards privileges afforded to groups that adhere to campus policies and wish to meet on campus. Examples of recognized student organizations might be partisan political groups or religious sectarian groups.

2. Requirements for Recognition

- a. Make meetings open to Colorado College Community.
- b. Adhere to Colorado College Conduct Code expectations as stated in the College's publications.
- c. Submit a recognition application annually by the last Friday of Block 3 to become effective by the spring semester and by the last Friday of Block 6 for the coming academic year. A list of current membership must be attached.
- d. May not require dues for membership.
- e. Disclose any external affiliation; provide the constitution and bylaws of any such organization with which it may be affiliated; and certify that all conditions for affiliation meet the standards of the College.
- f. Maintain financial records for special projects funds awarded to the organization.
- g. Observe Colorado College socialization policy with regard to fundraising activities on and off campus.
- h. Not enter into agreements or contractual arrangements which use the College's name or insignia or make official reference to the College, its student, or campus organizations without first obtaining written authorization from the CCSGA Council Constitutional Vice-President.
- i. All communications with the CCSGA—including but not limited to recognized and chartered status reapplications and financing—must be done through student representatives of the organizations. The CCSGA may deny applications or meetings if written or called by advisors.

3. Privileges of Recognized Student Organizations

- a. Eligible to use College facilities, equipment and services according to published policies and procedures.
- b. Eligible to apply for funding from the Colorado College Student Government Association in support of non-partisan, non sectarian religious special projects under stated funding guidelines. Funded projects may be advertised through the establishment of College procedures.

Section B. Chartering of Student Organizations

1. Definition of Chartering.

- a. A chartered organization is certified on the basis of its constitution and bylaws as being an organization with goals and activities that are compatible with the educational purposes of Colorado College. A chartered student organization has the option of using the College's name in its title.

2. Requirements for Chartering a Student Organization

- a. Meet all of the requirements for recognized organizations on the Colorado College campus.
 - b. Submit charter application annually, by the last Friday of Block 6.
 - c. Cannot be granted charter status unless organization has been recognized for at least one year.
 - d. Submit a constitution and Bylaws (if applicable) to the Colorado College Student Government Association Council for approval. At the minimum the constitution should include the organization's purpose, anticipated activities, and a statement concerning how the organization's purpose contributes to and supports the goals of Colorado College as a liberal arts institution.
 - e. Must maintain records of all financial transactions and submit to a financial audit once a year on the request of the Colorado College Student Government Association Council.
 - f. Make membership and meetings open to the Colorado College Community.
 - g. Limit membership to Colorado College students, faculty, and staff.
 - h. Provide an opportunity for service and involvement not offered by an existing chartered group.
 - i. Annually confirm with the Colorado College Student Government Association Council its intention to continue chartered status with an updated constitution, Bylaws, and current goals, by the last Friday of Block 6. By the second week of Block 1 the following fall, a list of current officers, who are responsible for the organization's operation on campus and an active member list must be provided.
 - j. Maintain a mailbox in the Student Center.
 - k. All communications with the CCSGA—including but not limited to recognized and chartered status reapplications and financing—must be done through student representatives of the organizations. The CCSGA may deny applications or meetings if written or called by advisors.
3. Privileges of Chartered Colorado College Organizations.
- a. Eligible to use College facilities, equipment and services according to published policies and procedures.
 - b. Eligible to charge fees and solicit funds in accordance with College policy.
 - c. Eligible to apply for funding from the Colorado College Student Government Association in support of operating expenses and special projects.
 - d. Eligible to advertise activities through established College procedures.
 - e. Eligible to utilize the College Central Services.
 - f. Eligible to sponsor programs and activities on campus that are consistent with the organizations' purpose stated in the charter.

Section C. Funding Guidelines for Student Organizations

1. The Colorado College Student Government Association funding guidelines are based on the principle that students should have responsibility in determining how the CCSGA operating budget is spent. Due to the College's tax exempt status and our College philosophy, however, we follow two principle guidelines in making decisions regarding funding of student organizations.
 - a. Section 401 of the Internal Revenue Code is 'Exempt from tax on corporations, certain trusts, etc.' Part c is a list of exempt organizations. Colorado College has been granted a tax exempt status under Section 501, c.3 which reads:

“Corporations, and any community chest, fund or foundation organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for prevention of cruelty to children or animals, no part of the activities of which is carrying on propaganda or otherwise attempting, to influence legislations (except otherwise provided in subsection [h]), and which does not participate in, intervene in (including the publishing or distribution of statements), a political campaign on behalf of (or in opposition to) candidates for public office.” Thus, the Colorado College Student Government Association cannot approve any request for funding from student organizations or individuals, which are contrary to the provisions of that statute. In particular, partisan political activities will not be considered for funding. Partisan political activities are those activities in support of or supported by any political party or candidate.

- b. Because Colorado College is an independent liberal arts college without religious affiliation, sectarian religious activities will not be considered for funding by the Colorado College Student Government Association. For the same reason, sectarian religious groups will not be considered for operational budgets.
2. Club Sports Funding Guidelines
 - a. In accordance with the club sports guidelines written by the Athletic Department, CCSGA shall not fund transportation, entrance fees or any other costs related to off campus sporting events.
 - b. CCSGA shall not fund new equipment purchases for club sports.
 - c. CCSGA may fund on campus club sports programming open to the entire CC community including but not limited to tournaments or philanthropic events.
3. The following are eligible to request funds from the Colorado College Association:
 - a. Chartered student organizations may request operational and special project funds.
 - b. All members of the Colorado College community, including Recognized Student Organizations may apply for special project funds under the funding guidelines
4. Funding Guidelines for Operational Budgets.
 - a. The operating budget presented for approval by Colorado College Student Government Association shall be consistent with the purposes and goals stated in the charter of the Organization.
 - b. At the end of the fiscal year, all unused fund will be returned to the Colorado College Student Government Association roll-over Fund.
5. Roll-Over Fund
 - a. Clubs may access the CCSGA emergency roll over fund through the guidelines listed in Section D.

Section D. Roll-Over Fund

PREAMBLE Two conditions have led to the buildup of students’ funds. The first condition is that each year’s council has set aside part of the budget in order to meet any unforeseen costs. It has also been the case that not all of the money allocated in each year’s budget to student organizations has been used. The money from these two sources has built up to such an amount that the Colorado College Student Government Association feels that a portion of this money should be made available to the student body.

The CCSGA also feels that fair guidelines must be established in order to govern the use of this money. These guidelines will serve two purposes. The first purpose is to maintain a fixed amount of money that will adequately protect CCSGA from any unforeseen costs. The second purpose of the guidelines will be to insure the sue of the money for projects that are permanent in nature. In respect to the length of time it took to build up this amount of money, it is logical that any use of the money shall be limited to programs permanent in nature. It is also the recommendation that each council continue to contribute at least one-half percent of its annual budget to the Roll-Over Fund. Continuing to contribute to the Roll-Over Fund will insure that there will be money available for permanent projects in the future.

- a. An account with a fixed amount of \$5,000 will be established. This money will only be used for unforeseen costs that the CCSGA full Council unanimously agrees is an unforeseen cost. If the amount in this account falls below the \$5,000 level, money necessary to build the money back to the original level will first come from the remaining money in the Roll-Over Fund. In the event that there is no more money in the Roll-Over Fund, the current council will be in charge of implementing a plan through which fund will be added in order to reach the amount of \$5,000.
- b. Of the remaining money, one hundred percent can be used for permanent projects that the full Council, on the recommendation of the Executive Committee, and the Budget Committee, approves by a three-fourths vote. Of this money, as much as twenty-five percent can be used for discretionary purposes that the full Council, upon recommendation from the Executive and Budget Committees, approve with a three-fourths vote.

Section E. Revocation of Certification Status for Student Organizations

1. The Colorado College Student Government Association reserves the right to revoke the certification status and privileges granted by certification if a student organization fails to comply with the conditions stated in article V of the constitution.

ARTICLE VI. Rules of Governance

Section A. Rules of Order

1. CCSGA shall use Robert's Rules of Order: Newly Revised as a reference for any areas not covered in the Bylaws.

Section B. Amendments

1. Any amendments to these Bylaws must be submitted in writing to the CCSGA Council two weeks prior to a Council vote to approve the changes. The motion must pass with a majority vote by the entire membership of the Council.
 - a. The only exception to this rule is that, should any changes be suggested before the Full Council has approved the bylaws at the beginning of any given year, one week is sufficient notice of the changes.