

PREAMBLE

The Colorado College Student Government Association (CCSGA) gives students a crucial role in the campus-wide development of an enriching college experience. The CCSGA strives to make life at the Colorado College not only intellectual, but also enjoyable and meaningful. As a source of support for student organizations and events, a forum for cooperative action and a voice calling for progress, the CCSGA is dedicated to the improvement of the Colorado College and is driven by the passion and determination of its students. The following is the official Constitution of the CCSGA.

Article I. NAME, MEMBERSHIP, AND LEGAL STATUS

Section 1.01 The Colorado College Student Government Association is a democratically elected body representing all students currently enrolled at the Colorado College. The CCSGA is a non-profit organization under the laws of the state of Colorado.

Article II. AUTHORITY

Section 2.01 The powers of the Colorado College Student Government Association, outlined in this Constitution, have been delegated to it by the President of the Colorado College under the authority of the Board of Trustees.

Article III. MEMBERSHIP OF THE CCSGA

Section 3.01 The Colorado College Student Government Association shall comprise a Full Council and an Executive Council.

Section 3.02 Executive Council shall be comprised of the President, the Vice President for Outreach, the Student Concerns Vice President, the Vice President for Finance, and the Vice President for Internal Affairs

Section 3.03 Full Council shall be comprised of—

- a. Four Finance Representatives, elected at-large
- b. Three First-year Representatives, elected at-large
- c. Two Sophomore Representatives, elected at-large
- d. Two Junior Representatives, elected at-large
- e. Two Senior Representatives, elected at-large
- f. Two Heads of State Representatives, selected by the Heads of State as a group prior to the first CCSGA meeting. The two Heads of State Representatives may only cast one vote.

- g. One faculty member, who will be determined by the Faculty Committee on Committees prior to the first CCSGA meeting and who will be designated as the Faculty Advisor, a position with no voting privileges

Article IV. POWERS AND DUTIES

Section 4.01 The CCSGA has both the power and the duty to do the following:

- a. Consider and address matters of student interest and concern
- b. Determine the status of student organizations (see article vii. certification of student organizations)
- c. Establish committees to execute its policies and provide for its needs
- d. Determine the rules of its proceedings in its Bylaws

Section 4.02 Sixty percent of voting members constitutes quorum for both the Executive Council and Full Council.

Section 4.03 Nothing in this Constitution of the CCSGA is meant to constrict the authority of the faculty or the administration on matters relating to their responsibilities as assigned by the Board of Trustees.

Section 4.04 All student members of the CCSGA have one vote, with the exception of the President, who may only vote in order to break a tie.

Section 4.05 The CCSGA President and Vice President for Finance are not permitted to serve concurrently as Editor-in-Chief or Business Manager of any Cutler Board publication, president of a social sorority or fraternity, or president of any organization soliciting funds from the CCSGA.

Section 4.06 The President has the responsibility to do the following:

- a. Preside at meetings of the CCSGA
- b. Call special meetings of the CCSGA when necessary
- c. Assign CCSGA members to committees (see ARTICLE VI. Standing Committees)
- d. Appoint any other positions deemed necessary by the CCSGA
- e. Serve as an ex-officio, non-voting member of all committees within the CCSGA
- f. Vote in meetings only to break a tie
- g. Serve as an official representative of the CCSGA
- h. Oversee communication with all certified organizations as well as with those students serving on college committees
- i. Circulate a proposed agenda to all members of the CCSGA at the beginning of each meeting

Section 4.07 The Outreach Vice President has the responsibility to do the following:

- a. Assume the duties of the President in the absence of the President

- b. Maintain regular communication with those students serving on college committees
- c. Maintain communication with the local city government

Section 4.08 The Student Concerns Vice President has the responsibility to do the following:

- a. Assume the duties of the President in the absence of both the President and the Vice President for Outreach
- b. Chair the Student Concerns Committee of the CCSGA
- c. Promote student livelihood and wellbeing

Section 4.09 The Vice President for Finance has the responsibility to do the following:

- a. Assume the duties of the President in the absence of the President, the Vice President for Outreach, and the Vice President for Student Concerns
- b. Chair the CCSGA Student Finance Committee
- c. Preserve the CCSGA financial records
- d. Distribute Reserve Funds when necessary

Section 4.10 The Vice President for Internal Affairs has the responsibility to:

- a. Assume the duties of the President in the absence of the President, the Vice President for Outreach, the Vice President for Student Concerns, and the Vice President for Finance
- b. Chair the Internal Affairs Committee of the CCSGA (see ARTICLE VI. Standing Committees)
- c. Oversee the CCSGA election process (see article v. elections)
- d. Maintain communication with all certified organizations
- e. Take the lead responsibility in CCSGA public relations activities
- f. Know the CCSGA Constitution, its Bylaws, and Robert's Rules of Order thoroughly
- g. Make final parliamentary decisions upon the request of the President
- h. Preside over any impeachment hearings (see article viii. impeachment and replacement)

Section 4.11 The incoming Executive Council shall assume their official duties at the end of the prior academic year, with two exceptions:

- a. The incoming Vice President for Finance shall participate in the process of allocating student organization funding for next year, and
- b. The incoming Vice President for Outreach shall participate in the process of appointing students to serve on all-college committees for the next year.

Section 4.12 The incoming Full Council shall assume their official duties at the first CCSGA meeting following their election.

Section 4.13 The Executive Council has both the power and the duty to do the following:

- a. Meet before each CCSGA meeting to discuss relevant issues

- b. Make decisions in place of the full CCSGA prior to elections in Block 2 (see article v. elections)
- c. Prepare an annual budget request for the college, specifying the CCSGA's intentions for the following year, according to the rules of the college
- d. Determine how the funding will be distributed within the CCSGA prior to the first meeting in Block 2
- e. The President presides at the Executive Council meetings.

Section 4.14 The Executive Council has the option of hiring staff members whose duties might include:

- a. Taking minutes for the Executive Council and CCSGA meetings
- b. Assisting the Executive Council and the Vice President for Internal Affairs with public relations activities, including designing and printing necessary materials
- c. Managing CCSGA files
- d. Being responsible for any other task that the Executive Council deems necessary for the benefit of the organization
- e. Maintaining and improve the CCSGA web page

Article V. ELECTIONS

Section 5.01 Elections shall occur on the second Thursday of Block 7 for the following positions: the President, the Vice President for Outreach, the Student Concerns Vice President, the Vice President for Finance, and the Vice President for Internal Affairs

Section 5.02 Elections shall occur on the second Thursday of Block 2 for the following positions: Finance Representatives, First-year Representatives, Sophomore Representatives, Junior Representatives, and Senior Representatives.

Section 5.03 All CCSGA Elections shall be administered by an impartial Election Committee.

- a. Appointments to the Election Committee shall be made by members of the current Executive Council not seeking office. These appointments must be confirmed by the full council.
- b. The Election Committee shall be appointed and confirmed no later than the end of the first week of Block 6.
- c. The Election Committee must be comprised of members who have not and will not, in any way, endorse or campaign on behalf of any candidate.
- d. If any member of the Election Committee does campaign or endorse a candidate, he or she shall be immediately removed from the Committee.

- e. The Internal Affairs VP shall chair the Election Committee unless he or she is a candidate or is campaigning for a candidate. If the Constitutional VP is not eligible to serve as Chairperson, then the Chairperson shall be selected like all other members of the Committee as outlined above. In the event that the Constitutional VP cannot serve, the Chairperson shall be either an outgoing senior or a current executive member not seeking re-election.
- f. All current students of the Colorado College are eligible to serve on the Election Committee, including members of the CCSGA. It is preferable that at least one member of the Election Committee is a current member of CCSGA full council.
- g. At least one member of the Election Committee shall be a member of the Honor Council.
- h. Compensation for service on the Election Committee, if any, shall be determined by the Student Finance Committee.
- i. The Election Committee, in consultation with the CCSGA Advisor, has both the power and the duty to disqualify any candidate for a serious violation of clearly-stated election rules.
- j. The Election Committee shall set clear rules for campaigning, execute the elections, and advertise and coordinate the election itself.
- k. Students who are seeking election may not participate in the administration of the election process.
- l. The Election Committee must be present when the results are being counted.

Section 5.04 In order to be a candidate, a student must be in good-standing with the College (as determined by the administration).

Section 5.05 To win an election for an Executive Council position, a candidate must receive a simple majority of the votes cast. If no candidate receives this simple majority, a run-off election must be held between the two candidates who received the greatest number of votes. A run-off election must:

- a. Take place on the first Monday after the election
- b. Be thoroughly advertised to the campus
- c. Have clear campaigning rules set by the Internal Affairs Vice President along with the Internal Affairs Committee (if held during Block 6) or the Executive Council (if held during Block 1)

Section 5.06 Only students who are currently enrolled in the Colorado College are eligible to vote.

Section 5.07 A request for an absentee ballot must be made to the Chair of the Election Committee at least three days prior to the scheduled election. Absentee ballots must be sealed in an envelope and returned to the Chair before voting begins on Election Day.

Section 5.08 The Election Committee is responsible for ensuring that during voting hours the election table is staffed by at least two eligible people at all times.

Section 5.09 The results must be counted by the Election Committee in the CCSGA office with the door closed and the blinds open.

Section 5.10 Results for any election must be kept in the CCSGA office for a period of one Block following the election.

Section 5.11 The election results must be posted online and reported to a representative of the Cutler Board.

- a. The four Finance candidates who receive the highest total number of votes will be declared the winners of the Finance Representative election.
- b. The three First-year candidates who receive the highest total number of votes will be declared the winners of the First-year Representative election.
- c. The two Sophomore candidates who receive the highest total number of votes will be declared the winners of the Sophomore Representative election.
- d. The two Junior candidates who receive the highest total number of votes will be declared the winners of the Junior Representative election.
- e. The two Senior candidates who receive the highest total number of votes will be declared the winners of the Sophomore Representative election.
- f. Only one person may be elected for each position.

Section 5.12 Any student wishing to challenge an election must submit his or her complaint in writing to the Election Committee within 72 hours after the election. The Election Committee will then conduct an investigation. After the investigation, the Committee is responsible for deciding what actions, if any, should be taken.

- a. If the complaint mentions members of the Election Committee, the Committee may choose to refer the matter to the CCSGA faculty advisor and the Associate Dean of Students.

Article VI. STANDING COMMITTEES

Section 6.01 Each standing committee is chaired by a member of the Executive Council.

Section 6.02 Normally, the chair of each committee has only one vote. In the case of a tie, however, the chair must break the tie with one additional vote.

Section 6.03 The President of the CCSGA has the power to refer any matter he or she deems worthy of attention to the committee of his or her choice.

Section 6.04 Quorum for standing committees will be sixty percent; the committee chair must also be present to conduct business.

Section 6.05 The Vice-President for Student Concerns is the chair of the Student Concerns Committee.

- a. The President is responsible for appointing three additional members of the CCSGA to the Student Concerns Committee by the end of Block 2. They will each have one vote.

- b. Members of the Executive Council may serve as ex-officio members of the Student Concerns Committee.
- c. Additional members of the CCSGA may be temporarily or permanently appointed to the Student Concerns Committee at the President's discretion.
- d. The purpose of the Student Concerns Committee is to discover, investigate, and make progress on issues of student concern.
- e. The Student Concerns 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 or not the actions recommended by any such ad hoc committee will be taken.

Section 6.06 The Financial Vice President is the chair of the Student Finance Committee. Unlike the chairs of the other standing committees, he or she may only vote in order to break a tie.

- a. The Student Finance Committee consists of the four At Large Representatives. They each have one vote. If any At-Large Representative is unable to fulfill his or her duties as a member of the Student Finance Committee, the President will appoint an alternate from the CCSGA.
- b. The Associate Dean of Students will serve as a non-voting advisor.
- c. After the Student Finance Committee allocates funds to the operating budgets of Chartered Student Organizations for the following year, the remaining funds will be placed in the Student Initiative Fund.
- d. Students or student groups seeking funds from the CCSGA must submit an application and appear before the Student Finance Committee unless granted special permission by the Financial Vice President. The Student 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.
- e. Students or student groups seeking money from the Student Initiative Fund must submit an application to the Student Finance Committee. The Student 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.
- f. The Student 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.
- g. The Student 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.

- h. After a vote has taken place at the committee level, any Student 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 Student Finance Committee's decision.

Article VII.

Article VIII.

Section 8.01 The Internal Affairs Vice President is the chair of the Internal Affairs Committee.

- a. The President is responsible for appointing three additional members of the CCSGA to the Internal Affairs Committee by the end of Block 2. They will each have one vote.
- b. In Blocks 3 and 7, the Internal Affairs Committee, along with help from the Budget Committee, is responsible for reviewing the validity of all groups that are currently certified by the CCSGA or have applied to be so. The Internal Affairs Committee must decide whether to recommend that the CCSGA grant, up-grade, down-grade, or revoke the status of each group. Before becoming official, the committee's recommendations must be approved by the CCSGA. (See ARTICLE VII. Certification of Student Organizations)
- c. The Internal Affairs Committee is responsible for conducting the Executive Council elections during Block 6. All Internal Affairs Committee meetings dealing with the details of the election process must be publicized and open to all members of the CCSGA. (See ARTICLE V. Elections.)
- d. The Internal Affairs Committee must hear all calls for impeachment and determine whether they merit the attention of the CCSGA. (See article viii. impeachment and replacement.)
- e. During Block 7 of each year, the Student Finance Committee must go through a process of deciding the following year's budgets for Chartered organizations. The Financial Vice President and the committee members are responsible for determining the requirements for this process. After the budget decision-process is complete, the Student Finance Committee must make its recommendations to the CCSGA. The CCSGA will then vote whether or not to approve the recommended budgets. (See ARTICLE VII. Certification of Student Organizations)
- f. The Student 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 8.02 Prior to the end of the academic year, a standing Committee on Compensation must decide the monetary compensation, if any, that the Executive Council, the other CCSGA members, and any staff will receive for the following year. This standing Committee shall consist of five outgoing CCSGA as well as the CCSGA faculty and staff advisors. Under no circumstance should CCSGA members be setting their own salary for the coming year.

Article IX. CERTIFICATION OF STUDENT ORGANIZATIONS

Section 9.01 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.

Section 9.02 In order to receive Recognition Status, a group must meet the following requirements:

- a. Its membership and meetings must be open to the Colorado College community. (Two exceptions to this rule are discussed below in Section E.)
- b. It must hold regular, fair, and democratic elections for its student leaders
- c. It must adhere to the college's Conduct Policy and Anti-Discrimination Policy.
- d. Once a year, it must submit a recognition application, designed by the Internal Affairs Vice President and the Internal Affairs Committee, and provide all of the information that the application requires.
- e. It must disclose any external affiliations, provide the constitution and bylaws of any such organizations with which it may be affiliated, and certify that all conditions for affiliation meet the standards of the college.
- f. It must maintain financial records for any funds awarded to it by the CCSGA or any other organization.
- g. It must adhere to the college's solicitation and fundraising policies.
- h. It must not enter into agreements or contractual arrangements which use the college's name or insignia or make official reference to the college, its students, or campus organizations without first obtaining written authorization from the Internal Affairs Vice President.

Section 9.03 The following are the standard privileges of Recognized Student Organizations:

- a. They are eligible to use college facilities, equipment, and services according to the published policies and procedures.
- b. They may be listed in the Pathfinder.
- c. Like all non-partisan student groups, they are eligible to apply for funding for their events from the CCSGA, but they may benefit from the fact that the CCSGA is aware of their central focus, their purpose, and their history.
- d. After a year of Recognition Status, they are eligible to apply for Chartered Status.

Section 9.04 A Chartered Student Organization is defined as a structured group of students, acknowledged by the CCSGA, whose commitment to some specific common interest or purpose is compatible with the primary goal of the college to foster an educational and enriching campus environment. The CCSGA charters such organizations in order to affirm their extraordinary value for the campus and to give them certain privileges in addition to those offered to Recognized Student Organizations.

Section 9.05 In order to receive Chartered Status, a group must meet the following requirements:

- a. It must meet all the requirements for Recognition Status and maintain such status for at least one academic year.
- b. Each academic year, it must submit a charter application, designed by the Internal Affairs Vice President and the Internal Affairs Committee, and provide all of the information that the application requires.

- c. It must maintain records of all financial transactions and participate in any financial audits requested by the Financial Vice President and the Student Finance Committee.
- d. It must be fulfilling some sort of enriching or educational role for the campus, which is not already being accomplished by another Chartered Student Organization.
- e. It must have an active faculty member or administrator as an advisor.

Section 9.06 In addition to those privileges offered to Recognized Student Organizations, Chartered Student Organizations have the following advantages:

- a. They are eligible to charge fees and solicit funds at their events in accordance with college policy.
- b. They may use the college's Central Services.
- c. They are eligible to receive an annual budget from the CCSGA at the discretion of the Student Finance Committee.
- d. They may use the college's name in their title.

Section 9.07 The Student Finance Committee may not fund any groups if such an action would result in the violation of section 501 of the Internal Revenue Code. In particular, groups organizing, or participating in, partisan political activities (those supported by, or in support of, any political party or candidate) cannot be considered for funding.

Section 9.08 Since the purpose of CCSGA funding is to enrich the experience of students of the Colorado College and not to promote political agendas, Chartered Student Organizations may not use their operational budget to participate in any off campus political activities. These include but are not limited to phone banking, door to door campaigning or leaflet distribution.

Section 9.09 The Student 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 organization.

Section 9.10 CCSGA funding will only be awarded to groups and activities which enrich the campus.

Section 9.11 There will be no funding for organizations or events that are exclusive to any student in the Colorado College community. (Two exceptions to this rule are discussed below in Section E.)

Section 9.12 In order to be funded, a Chartered Student Organization's proposed operating budget must be consistent with the purposes and goals stated in the charter of the organization.

Section 9.13 At the end of the fiscal year all unused funds will be returned to the CCSGA Reserve Fund or Rollover Fund.

Section 9.14 Any Chartered Student Organization whose account shows a debt as of the first Monday of Block 1 will be subject to a hearing by the CCSGA Executive Council, which will then reconsider the status of the group in question and its allocation of CCSGA funds.

Section 9.15 An organization's budget can be revoked for the following reasons:

- a. Failure to follow the budget proposal used to acquire funds

- b. Failure to maintain status requirements of the CCSGA
- c. Constant overspending of funds
- d. Flagrant overspending of funds (as determined by the Budget Committee)
- e. Failure to adhere to the contractual agreement signed prior to receiving funding
- f. Failure to follow the funding guidelines listed above
- g. An organization may appeal a revocation of its budget to the CCSGA during the next scheduled meeting. An appeal must first be submitted in writing one day prior to the meeting to any Executive Council member. The CCSGA will hear the appeal during the meeting and vote on whether or not to reinstate the group's budget. If the group fails to meet any clearly-stated appeal guidelines, its budget will be officially terminated until the end of the academic year.

Section 9.16 There are two acceptable reasons for an exclusive group to be certified by the CCSGA:

Section 9.17 Special Safety Concerns Groups (SSCGs)

- a. Because safety is an acceptable reason for exclusivity, the CCSGA has the power to designate a student organization as a Special Safety Concerns Group (SSCG).
- b. In order to receive this designation, a group must demonstrate that its policy of exclusion is necessary in order to secure either the safety of its members in particular or the safety of individuals in the campus community as a whole. In other words, there must be an explicit threat to individual safety which the group cannot prevent except by a policy of exclusion.
- c. The group must submit a written Policy of Exclusion to the Internal Affairs Committee which clearly delineates who will be excluded from the group and explains in what ways those excluded individuals constitute an explicit threat to the safety of its members and/or other individuals on campus. The Internal Affairs Committee will then decide whether or not to recommend this group for a special designation.
- d. If approved by a majority vote of the CCSGA, such a group will be designated as an SSCG. The group will be exempt from the non-exclusion requirements of the CCSGA recognition and chartering process and will be eligible to receive funding for their events and activities.
- e. Special Safety Concerns Groups must reapply for this designation each time they submit a request for Recognized or Chartered Status.

Section 9.18 Public Performance Groups (PPGs)

- a. Because public performance is an acceptable reason for exclusivity, the CCSGA has the power to designate a student organization as a Public Performance Group (PPG).
- b. In order to receive this designation, a group must demonstrate that its policy of exclusion is necessary in order to accomplish its goals as a group driven by public performance.
- c. Auditions for the group and attendance at the group's public performances must be open to all members of the Colorado College community.

- d. The group must submit a written Policy of Exclusion to the Internal Affairs Committee which clearly delineates who will be excluded from the group and explains in what ways those excluded individuals prevent the group from accomplishing its performance-driven goals. The Internal Affairs Committee will then decide whether or not to recommend this group for a special designation.
- e. If approved by a majority vote of the CCSGA, such a group will be designated as a PPG. The group will be exempt from the non-exclusion requirements of the CCSGA recognition and chartering process and will be eligible to receive funding for their events and activities.
- f. Public Performance Groups must reapply for this designation each time they submit a request for Recognized or Chartered Status.

Article X. IMPEACHMENT AND REPLACEMENT

Section 10.01 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 Internal Affairs Vice President is responsible for chairing any impeachment hearings. If the Internal Affairs Vice President is being impeached, the President has the option of chairing it in the Internal Affairs Vice President's place or appointing another chair from the CCSGA.
- b. 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.
- c. If either the accuser or the accused is not present for the impeachment hearing, he or she forfeits the right to give a presentation.
- d. After the presentations are completed, the CCSGA will proceed to a secret-ballot vote on the issue.
- e. A two-thirds majority is required to remove any member after an impeachment hearing. If two-thirds majority is reached in favor of impeachment, the impeached member is immediately removed from his or her position in the CCSGA.

Section 10.02 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 10.03 If any member of the Executive Council, other than the President, is removed, resigns, or is unable to perform his or her 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 Executive Vice President if the need arises (see article iv. powers and duties).

- a. The Heads of State Representative cannot be considered for an Executive Council position.
- b. In order for a Representative member of the CCSGA to be considered for an Executive Council vacancy, he or she 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.
- c. 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.
- d. Once a majority vote is reached, the CCSGA meeting can resume with all members present. The new Executive Council member assumes his or her position immediately.

Section 10.04 If any Representative member of the CCSGA is removed, resigns, or is unable to perform his or her 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 Internal Affairs Vice President and Internal Affairs Committee will handle the details of the election, following as closely as possible the guidelines for elections specified by this Constitution (see Article V.).
- 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.
- c. 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.
- d. The interview process will last no longer than one week. The committee will rank all applicants, with the top-rated applicant recommended to full-council for confirmation vote in order to fill the position.
- e. 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.
- f. Once an applicant is approved, he or she must be notified at the earliest opportunity and given details of the position he or she has received.
- g. 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 XI. INITIATIVE, REFERENDUM, AND RECALL

Section 11.01 Unless it violates the CCSGA Constitution or its Bylaws, any matter may be brought to the attention of the CCSGA by a student during a regularly scheduled meeting.

Section 11.02 Any member of the CCSGA may request a campus-wide referendum to assess the general opinion of students on any issue. If two-thirds of the CCSGA members vote in favor of having a referendum, one will be held within 15 days.

Section 11.03 If presented with a petition signed by at least 450 students, the CCSGA must hold a referendum. It must take place within 15 days after the next CCSGA meeting.

Section 11.04 Unless it violates any regulations of this Constitution, the result of a referendum is binding.

Section 11.05 Any member of the CCSGA may be recalled by the signed petition of at least one third of his or her 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.

Section 11.06 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 (see Article V.).

Article XII. RESERVE FUND AND ROLLOVER FUND

Section 12.01 The CCSGA must maintain a Reserve Fund of \$5000.

- a. 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 a two-thirds of the CCSGA Full Council.
- b. The fund cannot be used for any programs or initiatives of the CCSGA.
- c. If an emergency does occur and any or the entire Reserve Fund is used, it must be replaced to the \$5000 level immediately. If not enough CCSGA funds remain to replace the Reserve Fund, then it should be replaced at the earliest possibility. If the fund is still below its level at the beginning of the academic year, nothing else can be funded until the Reserve Fund is at \$5000.

Section 12.02 The CCSGA must also maintain a Rollover Fund, made of leftover funds from the CCSGA and its certified organizations, to be used for programs and initiatives that the Executive Council and CCSGA deem necessary.

- a. Funds can only go into the Rollover Fund if the Reserve Fund is at a \$5000 level.
- b. The Rollover Fund is the first fund used to replace the Reserve Fund if it is depleted.

Section 12.03 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.

- a. If it is deemed necessary, a plan should also be devised to replace the Rollover Fund.

Article XIII. AMENDMENTS

Section 13.01 Any proposed amendments to this Constitution must be submitted to the Internal Affairs Vice President for a presentation to the Internal Affairs Committee. The Internal Affairs Committee will then make a recommendation to the CCSGA at the next regularly scheduled meeting.

Section 13.02 In order to be passed, a proposed amendment must receive a two-thirds majority vote at two consecutive meetings of the CCSGA.

Section 13.03 If a proposed amendment is passed, it must be sent to the President of the Colorado College for approval before it is made part of the Constitution. However, CCSGA may adopt, without the President's approval, non-substantive amendments, e.g., amendments that revise the language but not the substance of the Constitution, and amendments that reform CCSGA's internal operations but do not affect the structure of CCSGA nor substantive rights, responsibilities, and procedures.

Section 13.04 If a proposed amendment does not receive a two-thirds majority vote at either of the two consecutive meetings, the amendment is defeated until the end of the academic year.

Article XIV. RATIFICATION

Section 14.01 A simple majority of the votes cast by students in a campus-wide referendum, the consent of the President of the Colorado College, and the consent of the Board of Trustees is sufficient for the establishment of this document as the official Constitution of the CCSGA.

Article XV. BYLAWS

Section 15.01 The Bylaws of the CCSGA must be reviewed annually by the Executive Council prior to the first full meeting of the CCSGA in Block 2.

- a. The Bylaws must be presented to the CCSGA for approval at the first scheduled meeting following the election of a Full Council. Before voting to approve the Bylaws recommended by the Executive Council, the CCSGA may vote to amend them. A simple majority is required to approve the Bylaws.
- b. The Bylaws approved at the first CCSGA meeting will remain the same for the remainder of the academic year.
- c. The Bylaws must be approved before any other CCSGA business can take place.

Section 15.02 The following are some guidelines that must be followed when reviewing the Bylaws:

- a. Robert's Rules of Order, Newly Revised should be used when conducting the business of the CCSGA. However, any rule or regulation specified in this Constitution or its Bylaws takes precedence over Robert's Rules.
- b. A policy regarding absenteeism must be included.

- c. A permanent schedule of meeting places and times must be included.
- d. Rules for meetings must be established in the following areas: voting procedures, debate limitations, the rights and privileges of non-CCSGA members at meetings, and anything else that is deemed necessary for running the meetings of the CCSGA.
- e. Clear discipline policies for infractions committed against this Constitution and its Bylaws must be included.