

Bylaws of the Community College of Denver Student Government

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

(Reference Board Policy 4-50)

In adherence to BP 4-50, in accordance with the statutory reference to duly elected student governments each president shall facilitate the establishment of such an entity at his/her respective institution. Each student government shall have organizational documents which provide for a representative organization which can advise the college president regarding student

opinions on college matters. At CCD these Bylaws shall serve as such documents and the Student Government shall provide said representation to the president of the institution. In addition, the SGA shall serve the student interests of the Community College of Denver; all within the meaning of the applicable state statutes and the rules governing the Community College of Denver and its Student Code of Conduct and the Colorado Community College System Board Policies.

ARTICLE III: STUDENT CODE OF CONDUCT

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

ARTICLE IV: STRUCTURE

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

Section 1. Composition: Student Government shall consist of:

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

- A. Three (3) elected officers: a President, a Vice-President, and a Secretary
- B. Two (2) elected representatives to the Student Advisory Committee to the Auraria Board (hereinafter referred to as SACAB).
- C. One primary and one secondary elected representative to the State Student Advisory Council (hereinafter referred to as SSAC).
- D. Seven (7) elected student representatives shall represent the three (3) CCD campuses where at least one (1) represents the Lowry campus and one (1) represents the North campus. In the case a student representative from a satellite campus cannot be obtained, a student representative from CCD at Auraria may be appointed to represent the satellite campus.
- E. An SGA appointed, non-voting student parliamentarian.
- F. A paid non-voting staff position of secretary.

Section 2. Qualifications:

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

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

To be eligible for the office of President, Vice-President or Treasurer, a person shall:

- A. Be enrolled in no less than six (6) credit hours at the Community College of Denver, excluding the summer semester.
- B. Maintain a cumulative grade point average (GPA) of no less than 2.75.
- C. Have completed no less than twelve (12) credit hours at the Community College of Denver; prior to assuming office.

- D. A candidate for president shall have served for one semester as a member of SGA or one semester of student club participation prior to being nominated for president.

Section 2.2 Eligibility for SACAB Representatives:

To be eligible for the position of SACAB representative, a person shall:

- A. Be enrolled in no less than twelve (12) credit hours at the Community College of Denver, excluding the summer semester.
- B. Maintain a grade point average (GPA) of no less than 2.75.
- C. Have completed no less than twelve (12) credit hours at the Community College of Denver prior to being elected.
- D. A resident of Colorado for at least three (3) years.
- E. This section shall conform to compatible Colorado state statutes C.R.S. 23-70-102.

Section 2.3 Eligibility for SSAC Representatives:

To be eligible for the position of SSAC representative, per SSAC bylaws, a person shall:

- A. Be enrolled in no less than six (6) credit hours at the Community College of Denver, excluding the summer semester.
- B. Maintain a cumulative grade point average (GPA) of no less than 2.75.
- C. Have completed no less than twelve (12) credit hours at the Community College of Denver prior to being elected.
- D. Meet requirements of the State Student Advisory Council.

Section 2.4 Eligibility for Student Representatives and Student Parliamentarian:

To be eligible for the position of student representative and parliamentarian, a person shall:

- A. Be enrolled in no less than six (6) credit hours at the Community College of Denver; excluding the summer semester prior to being elected.
- B. Maintain a cumulative grade point average (GPA) of no less than 2.75.

Section

2.5 Eligibility for Secretary:

To be eligible for the position of secretary, a person shall:

- A. Be enrolled in no less than three (3) credit hours at a CCD campus (Auraria, North or Lowry).

- B. Maintain a cumulative grade point average (GPA) of no less than 2.75.
- C. Be appointed by each incoming SGA officers at the beginning of their Term of Office according to the process outlined by the SGA Policies and Procedures Manuel.

Section 3. Term of Office:

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

Section 4. Vacancy in Office:

In the case of a vacancy in the office of:

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

Section 5. Appointment for Open Positions:

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

Section 6. Duties of Officers, Representatives and Student

Parliamentarian:

The elected officers, representatives and student parliamentarian shall perform the duties provided in this section and such other duties as prescribed for the position in these bylaws, procedures manual, other duties assigned by the SGA adopted by a majority vote, by the president, or in the adopted parliamentary authority.

Section 6.1 President:

The President shall:

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

Section 6.2 Vice-President:

The Vice-President shall:

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

Section 6.3 Treasurer:

The Treasurer shall:

- A. Preside in the absence of the president and vice-president.
- B. Be informed of all expenditures made by SGA.
- C. Provide a written report of all SGA accounts during SGA meetings no less than bi monthly.

- D. Fulfill the duties of treasurer as adopted by a majority vote of SGA.
- E. Maintain SGA office hours as defined in the SGA Operational Policies and Procedures Manual.

Section 6.4 SACAB Representatives:

The SACAB Representatives shall:

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

Section 6.5 SSAC Representatives:

The SSAC Representatives shall:

- A. Fulfill the duties required of their position in the rules of SSAC.
- B. Represent the interest of the Community College of Denver to the SSAC (State Student Advisory Council).
- C. Fulfill their duties as adopted by a majority vote of SGA.
- D. Maintain SGA office hours as defined in the SGA Operational Policies and Procedures Manual.

Section 6.6 Student Representatives:

The Student Representatives shall:

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

Section 6.7 Student Parliamentarian:

The student parliamentarian shall:

- A. Not vote except on matters involving parliamentary procedure.

- B. Advise the president on matters of parliamentary procedure when called upon by the presiding officer or during a parliamentary inquiry at an SGA regular or specially called meeting.
- C. Maintain SGA office hours as defined in the SGA Operational Policies and Procedures Manual. Tivoli
- D. Fulfill his or her duties as adopted by a majority vote of SGA.

Section 6.8 Secretary:

The Secretary shall:

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

ARTICLE V: MEETINGS

Section 1. Regular:

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

Section 2. Special:

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

Section 3. Observers:

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

Section 4. Extended Breaks:

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

Section 5. Postponement or Cancellation:

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

Section 6. Quorum:

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

Section 7. Electronic Meetings:

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

Section 8. Communication:

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

ARTICLE VI: COMMITTEES

Section 1. Standing Committees

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

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

Section 2. Budget Committee

The budget committee shall:

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

Section 3. The Elections Committee

The elections committee shall:

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

Section 4. Events Committee

The events committee shall:

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

Section 5. Academic Standards Committee

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

Section 6. Additional Committees

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

ARTICLE VII: COMPENSATION

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

Section 1. Member Compensation:

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

Section 2. Staff Compensation

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

ARTICLE VIII: ELECTIONS

Section 1. Authority

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

Section 2. Election Schedule

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

Section 3. Purpose and Timing

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

Section 4. Spring Election

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

Section 5. Fall Election

The fall election shall include any vacant positions as needed.

Section 6. Special Elections

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

Section 7. Election Committee

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

Section 8. Election Planning

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

ARTICLE IX: DISCIPLINARY PROCEDURES

Section 1. Applicable Violations

The following are violations subject to disciplinary action:

Section 1.1 Student Code of Conduct

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

Section 1.2 Dereliction of Duties

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

Section 2. Disciplinary Procedures

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

Section 3. Appeal

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

ARTICLE X: PARLIAMENTARY AUTHORITY

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

ARTICLE XI: AMENDMENTS

Section 1. Amendments

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

Section 2. Revision

A revision of the bylaws shall be authorized by the SGA. The preparation of a revision shall be the duty of an appointed bylaws committee of SGA. If a revision is authorized, there shall be no other amendments proposed to the existing bylaws. A revision shall follow the same procedure as for amendments stated in Section 1 of this Article.

Revised: July 1, 2014, April 6, 2025

Amended (any future amendments --- add dates)