

The Constitutional Bylaws of the University of Colorado Colorado Springs Student Government Association

Amended Spring 2023, Effective June 1st, 2023

Article I. Introduction

These Bylaws are established to supplement the Constitution of the Student Government Association (SGA) at the University of Colorado Colorado Springs (UCCS) (Constitution). Capitalized terms used, but not herein defined, will have their meanings set forth in the Constitution.

Article II. Members

- A. Members may not sign the Oath of Office until they have completed Sexual Harassment Training and Viewpoint Neutrality Training.
- B. Duties and responsibilities of all Executive and Legislative Branch members, in addition to any duties and responsibilities as defined in the Constitution, these Bylaws, or subsidiary documents will include, but are not limited to:
 - 1. Submit a written Monthly Report to the members' Branch Leader.
 - a. Monthly Reports will include the following, if not otherwise defined by the Executive Council:
 - i. Accomplishments and goals
 - ii. Report on activities attended each month
 - iii. Report on weekly Outreach/Office hours
 - iv. Report on Committee activities
 - v. Report of progress on projects
 - b. Monthly Reports must be submitted in a fashion deemed appropriate by the Executive Council.
 - c. Monthly Report deadlines are to be decided on by the members' Branch Leader.
 - 2. Serve on at least one (1) University Committee and at least one (1) SGA Committee during both the fall and spring semesters.
 - 3. Attend all assigned meetings, such as but not limited to:
 - a. Branch meetings.
 - b. University and SGA Committee meetings.
 - c. Leadership and Development Sessions.
 - 4. Present an oral report of activities and accomplishments at each branch meeting.
 - 5. Respond to inquiries and requests for service as required by their SGA position.
 - 6. Hold a minimum of two (2) Outreach/Office hours each week during the fall and the spring semesters to conduct SGA business and meet with students unless otherwise specified herein.
 - a. Each Member must post their availability for their outreach/office hours at the beginning of each semester.
 - 7. Any additional duties and responsibilities as defined in the Constitution or herein.

8. Serve as an advocate for students, clubs and organizations to ensure that student issues and concerns are heard and addressed.
9. All members will utilize their UCCS email account to conduct official SGA correspondence.

C. Absences.

1. Failure to attend an assigned meeting without a Valid Excuse will result in an absence.
2. Failure to submit a written Monthly Report will result in half of an absence.
3. Failure to perform the minimum required Outreach/Office hours as specified herein each week, without a Valid Excuse, will result in half an absence.
4. Accrual of more than three Unexcused Absences per school year may be grounds for impeachment. The presence of a legally obtained Proxy or Valid Excuse will not count as an absence.

Article III. Meetings

A. The rules listed herein apply to all Senate, Executive Council, Executive Branch, and Committee meetings.

B. Meetings and Quorum.

1. All meeting procedures shall follow the current version of the Robert's Rules of Order or another model as agreed upon by a Majority of the members.
2. All meetings must have a Quorum as defined in the Constitution.
3. Posting Agendas.
 - a. Agendas of all meetings must be posted in writing to the online student engagement platform maintained by Student Life.
 - b. The Chair of the meeting shall have the responsibility of ensuring that the Agenda is posted at least 24 hours before the scheduled meeting start time.
 - c. If the Agenda is not posted, then no binding decision may be made, no funding may be allocated, and no legislation may be voted upon.
4. Minutes.
 - a. Minutes must be taken at all meetings, and then presented, either via UCCS email or writing, to the SGA Clerk.
 - b. Minutes of the previous meeting which have not yet been approved, must be posted at least 24 hours before the scheduled start time of the meeting.
 - c. Minutes from the previous Academic Year are not required to be approved at the first meeting of the current Academic Year.
 - d. Approved minutes shall be archived by the SGA Clerk.
 - e. The responsibility of ensuring the minutes are recorded and delivered to the SGA Clerk falls upon the Chair of the meeting.
 - f. The names of the members who voted in any motion must be recorded along with their vote.
5. Calling Meetings.
 - a. The Chair may call a meeting if notice of the meeting's time and place is given more than 24 hours before the scheduled start time of the meeting to all members of the meeting.

C. Voting, Proxy, and Absentee Voting.

1. Voting.
 - a. Only current officeholders who have signed the oath of office may cast votes.
 - b. A voting member can only cast one vote per item per meeting.
2. Proxy.
 - a. A member may vote by use of Proxy.
 - b. All Proxies must be current students.
 - i. All proxies must receive Sexual Harassment and Viewpoint Neutrality training.
 - c. UCCS SGA training must be verified by the Chair of the meeting before a Proxy may be included in the meeting. A notification of the use of a Proxy must be submitted by the start of the meeting in writing to the Chair via UCCS email or in person.
 - d. The use of a Proxy means that the member will not be considered absent.
 - e. A Proxy may only vote on behalf of one (1) member.
3. Absentee Voting.
 - a. Any member who needs to leave prior to the adjournment of a meeting shall inform the Chair of their intent and reason for doing so.
 - b. The departing member must leave a signed record of votes in writing to be cast with the Clerk, which shall be counted in the voting process.
 - c. The departure of that member must also be recorded in the minutes of that meeting.
 - d. If a motion or proposal is amended during the course of the meeting, then that member's absentee vote shall automatically be converted to a recusal.

Article IV. Legislative Branch – Senate

A. Membership and Organization.

1. The Speaker of the Senate is required to:
 - a. Serve as the point of contact for the SGA Senate.
 - b. Chair all Senate meetings.
 - c. Act as the Legislative Branch Leader
 - d. Arrange at least five (5) Outreach/Office hours each week to conduct SGA business and meet with students.
 - e. In the event of an absence of the Speaker of the Senate and the Speaker Pro Tempore, the Speaker of the Senate shall designate a member of Senate to serve as the Chair.
2. The Speaker Pro Tempore is required to:
 - a. Exercise all duties of the Speaker of the Senate in their absence.
 - b. Be the official time keeper at SGA Senate meetings.
 - c. Assist the Speaker of the Senate during the course of the Senate meetings.
 - d. Arrange at least three (3) Outreach/Office hours each week to conduct SGA business and meet with students.
3. The College Senators are required to:
 - a. Coordinate monthly meetings with the dean of their college.
 - b. Serve on their respective college committees, including Dean's Advisory Councils, as appropriate.

- c. Arrange at least two (2) Outreach/Office hours each week to conduct SGA business and meet with students.
 - d. In the event of a college name change, the college's senator title shall change to reflect the name of their respective college.
4. The Senator of Multicultural Affairs is required to:
 - a. Coordinate monthly meetings with the Director of Multicultural Office for Student Access, Inclusiveness, and Community (MOSAIC).
 - b. Initiate and maintain open communication and cooperation with organizations, including but not limited to, the Office of Equity, Diversity, and Inclusion (EDI), and the Women's and Ethnic Studies department (WEST).
 - c. Arrange at least two (2) Outreach/Office hours each week to conduct SGA business and meet with students.
5. The Senator of Sustainability is required to:
 - a. Coordinate monthly meetings with the Office of Sustainability.
 - b. Initiate and maintain open communication and cooperation with organizations, including but not limited to, the Faculty Advisory Committee on Sustainability.
 - c. Serve on the Green Action Fund Committee (GAF)
 - d. Arrange at least two (2) Outreach/Office hours each week to conduct SGA business and meet with students.
6. The Senator of Innovation is required to:
 - a. Coordinate monthly meetings with the Director of the Bachelor of Innovation™.
 - b. Initiate and maintain open communication and cooperation with organizations which includes, but are not limited to, EPIIC (El Pomar Institute for Innovation and Commercialization) and the Bachelor of Innovation™ Director's Committee.
 - c. Arrange at least two (2) Outreach/Office hours each week to conduct SGA business and meet with students.
7. The Senator of Veteran & Military Affairs is required to:
 - a. Coordinate monthly meetings with the Office of Veteran and Military Student Affairs.
 - b. Initiate and maintain open communication and cooperation with organizations, including but not limited to, the Army ROTC, Office of Disability Services, and the Student Veteran Organization.
 - c. Arrange at least two (2) Outreach/Office hours each week to conduct SGA business and meet with students.
8. The Senator of the Arts is required to:
 - a. Coordinate monthly meetings with the chair of the Department of Visual and Performing Arts (VAPA).
 - b. Initiate and maintain open communication and cooperation with organizations, including but not limited to, UCCSPresents, UCCS Galleries of Contemporary Art (GOCA) Board, and Theatreworks Board.
 - c. Serve on the VAPA Chair's Council.
 - d. Arrange at least two (2) Outreach/Office hours each week to conduct SGA business and meet with students in varying locations.
9. The Senator of Student Clubs, Organizations, and Greek Life is required to:

- a. Coordinate monthly meetings with the Office of Student Life.
 - b. Initiate and maintain open communication and cooperation with organizations, which include but are not limited to, Student Life, the Mountain Lion Leadership Council, and/or the Multicultural Club Coalition.
 - c. Serve on the University Center Advisory board and the Budget Advisory Committee.
 - d. Arrange at least two (2) Outreach/Office hours each week to conduct SGA business and meet with students in varying locations
10. The Senator of Commuter Students is required to:
- a. Coordinate monthly meetings with the Office of Student Life.
 - b. Initiate and maintain open communication and cooperations with organizations, which include, but are not limited to, Parking and Transportation Servicesm Student Life, Clyde's Student Needs Clothing Closet, the University Center, and/or the Dean of Students Office.
 - c. Serve on the Parking Transportation Advisory Board.
 - d. Arrange at least two (2) Outreach/Office hours each week to conduct SGA business and meet with students in varying locations, including online office hours.
- B. Meetings.
- 1. The Senate meeting dates and times for the fall and spring semesters shall be set by Majority vote of the body, in consultation with SGA advisor(s) and the President.
 - 2. The following items of business must be on the agenda at all meetings of the Senate, unless modified by a Majority vote of the Senate:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Minutes
 - d. Approval of Agenda
 - e. Announcements from Chair
 - f. Committee and Member Reports
 - g. Public
 - h. Unfinished Business
 - i. New Business
 - j. Discussion Items
 - k. Special Orders
 - l. Public
 - m. Adjourn
 - 3. Complete texts of any new legislation must be brought forward to the SGA clerk in writing via email, or in person, at least 24 hours before the meeting. Legislation not brought forward to the clerk in time will not be voted upon.

Article V. Executive Branch

- A. Membership and Organization.
 - 1. Duties and Responsibilities of the President:
 - a. Attend and provide a monthly report to update the Intercampus Student Forum (ICSF) about UCCS student issues, concerns, and activities.

- b. With the Vice President, coordinate monthly meetings with the Chancellor.
 - c. Act as the Executive Branch Leader.
 - d. Represent SGA at University functions.
 - e. Ensure SGA representation at new student orientations.
 - f. Arrange at least seven (7) Outreach/Office hours each week to conduct SGA business and to meet with students.
2. Duties and Responsibilities of the Vice President:
- a. Execute the duties of the President in their absence.
 - b. With the President, coordinate monthly meetings with the Chancellor.
 - c. Represent SGA at University functions.
 - d. Plans and/or coordinates Leadership and Development Sessions.
 - e. Committees.
 - i. The Vice President shall oversee the SGA Committees.
 - ii. In the event that an SGA committee does not have a Chair, the Vice President may call SGA Committee meetings in the same matter that the chair of the meeting may.
 - f. Arrange at least seven (7) Outreach/Office hours each week to conduct SGA business and to meet with students.
3. Duties and Responsibilities of the Director of Finance:
- a. Chair the Budget Advisory Committee
 - b. The Director of Finance serves as the Executive Branch representative on the Budget Advisory Committee.
 - c. Serve as the primary point of contact for the Student Body in matters concerning Student Activity Fee fund allocation.
 - d. Assist club representatives with the Funding Guidelines.
 - e. Review submitted club finding proposals to ensure accuracy and compliance with funding procedures.
 - f. Work with the Program Assistant for Student Life to allocate club funding and maintain a budget of the student activity fee.
 - g. In cooperation with the Program Assistant for Student Life, monitor University Policy to ensure SGA's continued compliance.
 - h. Sit on the Media Advisory Board.
 - i. Initiate and oversee the annual budget process for SGA.
 - j. Arrange at least seven (7) Outreach/Office hours each week to conduct SGA business and to meet with students.
 - k. All other duties under the Director of Finance may be delegate to the SGA Resource Manager.
- B. Meetings.
- 1. The Executive Branch is required to meet at least once a month during the fall and spring semesters.

Article VI. Judicial Branch

- A. Refer to Judicial Branch Bylaws attached hereto as Appendix A.

Article VII. Executive Council

A. Meetings and Quorum.

1. Meeting dates and times for Executive Council meetings will be set by Majority vote of the Executive Council body, in consultation with SGA advisor(s).

B. Function.

1. The Executive Council shall set the method by which all branch members must turn in their Monthly Reports.

Article VIII. Funding

A. Refer to Funding Guidelines and Procedures attached hereto as Appendix B.

B. Refer to Carryforward Funding Guidelines: SB34-19/20 attached hereto as Appendix D.

Article IX. Elections

A. Refer to Election Policy hereto as Appendix C.

Article X. Standing, SGA, and Ad Hoc Committees

A. General Committee Rules.

1. Each Branch will choose its own representatives for each Committee, and the President shall appoint the Student-at-Large position(s).
2. Each Committee will elect a Chair from within itself by Majority vote, unless stated otherwise herein.
3. Each Committee will elect a Vice-Chair from within itself by Majority vote, unless stated otherwise herein.
4. Each branch may review committee appointments and make changes as necessary.
5. All Committees will meet at least once each fall and spring semester.
6. Committees may adopt their own procedural guidelines that are consistent with the SGA Constitution and Bylaws.
7. The following items of business must be on the agenda at all committee meetings, unless modified by a Majority vote of the committee:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Agenda
 - d. Approval of Minutes
 - e. Unfinished Business
 - f. New Business
 - g. Discussion Items
 - h. Adjourn

B. Committee Composition.

1. All committees, unless otherwise specified in these bylaws, will be composed of up to five (5) members of the Senate, up to three (3) members from the Judicial Board, up to one (1) member of the Executive Branch, and up to three (3) Student-at-Large.

2. Holding Student-at-Large seats on any SGA Committee does not count as fulfilling any SGA Committee service requirement(s).
- C. Ad hoc Committees.
1. Ad hoc Committees shall be formed on an as needed basis and approved by the Executive Council, or with a two-thirds (2/3) vote of the Senate.
 2. The body that formed the Ad hoc Committee shall charge the Committee with purpose and determine when the Committee's purpose has been served.
 3. Once the Committee's purpose has been served, or with a two-thirds (2/3) vote of the Senate, the Committee then will be dissolved.
 4. All Ad hoc Committees shall be dissolved at the end of each Academic Year.
- D. Budget Advisory Committee (BAC).
1. Purpose.
 - a. The BAC manages, reviews, and may approve Student Activity Fee funding for the Student Body in a just and prudent manner and in accordance with the UCCS SGA Funding Guidelines and Procedures.
 2. Composition.
 - a. The BAC shall be comprised of only the Director of Finance and up to seven (7) members of the Senate.
 - b. The Director of Finance serves as Chair of the BAC.
 - c. The Director of Finance will reserve his or her vote except in the event of a tie.
 - d. There must be a quorum of four (4) Senators for the BAC to conduct any business. This should include the Senator of Student Club, Organizations, and Greek Life.
 3. Duties and Responsibilities.
 - a. The BAC will annually propose to the Senate a comprehensive budget, in the form of a bill, for the SGA branches and student Organizations.
 - b. The BAC will perform other functions as requested by the Senate for the purpose of adopting the operating budget.
 - c. The BAC will propose Funding Guidelines and Procedures for approval by the Senate, which will include procedures for submission of funding requests by student clubs.
 - d. The BAC shall ensure that all funding decisions are in accordance with viewpoint neutrality, the laws and policies of the University, and all applicable federal and state guidelines and laws.
 - e. The Director of Finance will be responsible for informing the members of the BAC about the UCCS student fee structure and the amounts of such fee under control of SGA. The Director of Finance or their designee is also responsible for conducting yearly BAC training with the members of the BAC.
 - i. Members must also become familiar with the purposes of the Student Activity Fee.
- E. Appointment Advisory Committee (AAC)
1. Purpose.
 - a. The AAC recommends candidates to the Senate to fill vacancies in SGA.
 2. Composition.
 - a. The Student Body President serves as Chair for the AAC.
 - b. The Executive Council shall serve as voting members for the AAC.

- c. Up to seven (7) Senators serve as non-voting members for the AAC.
 - d. Quorum shall be 51% of the voting members of the AAC.
3. Duties and Responsibilities.
- a. Review applications for all SGA advertised positions.
 - b. Inform potential members of all responsibilities and time commitments associated with their prospective position.
 - c. Recommend candidates for office to the Senate for approval.
 - i. AAC recommendations shall be approved or denied by a Majority vote of the Senate.
 - d. Candidates not recommended for office will not be presented to, or considered by, the Senate.
 - e. Disputes arising from decisions of the AAC or Senate in regards to the member appointment process, in accordance with the provisions of the Constitution and subsidiary documents, will be submitted to the Judicial Board.
 - f. Complaints of financial misconduct, criminal acts, discrimination, sexual harassment and/or any other violation of the student conduct code or other violations of University policy, shall be forwarded to the campus administration for precessing.
- F. Public Relations Committee (PRC).
- 1. Purpose.
 - a. The PRC shall promote SGA through programs, events, and community outreach.
 - 2. Duties and Responsibilities.
 - a. The PRC shall promote SGA by:
 - i. Advertising SGA and Student Club events.
 - ii. Advertising SGA and Student Club accomplishments.
 - iii. Providing content for the SGA website when needed.
 - b. Will Fowler Scholarship.
 - i. The PRC will promote the Will Fowler Scholarship as appropriate.
 - ii. The PRC will recommend bylaws for the Will Fowler Scholarship to the Senate by November first each year.
 - c. The PRC may elect Program Managers on by a Majority vote to lead the research and implementation of proposed programs.
 - d. Program Managers will report to the PRC.
- G. Rules and Organization Committee (RaOC).
- 1. Purpose.
 - a. The RaOC will review all SGA rules and bylaws.
 - b. The RaOC may submit proposals to change any unit of SGA in order to improve SGA functions and operations.
- H. Government Affairs Committee (GAC).
- 1. Purpose.
 - a. The GAC focuses on issues of governmental affairs, governmental relations, and outreach to the political community.
 - 2. Duties and Responsibilities.

- a. The GAC shall field student concerns and needs with regards to local, state, national, and/or international governmental policies that affect the Student Body.
- I. Summer Committee (SC)
 - 1. Purpose.
 - a. The SC exists to plan for the upcoming Academic Year.
 - 2. Composition.
 - a. The President or designee shall serve as Chair of the SC.
 - b. The Vice President or designee shall serve as Vice-Chair of the SC.
 - c. SC shall be comprised of SGA members who are eligible to sit on the committee.
 - d. Eligibility.
 - i. Members of SC must, either by appointment or election, have a position during the following fall semester.
 - 3. Term.
 - a. The SC will automatically form after the last Senate meeting of Spring Semester.
 - b. The SC will automatically disband before the first Senate meeting of Fall Semester.
 - 4. Duties and Responsibilities.
 - a. The SC will continue the mission of SGA over its term.

Article XI. Amendments to these Bylaws

- A. Amendments to these Bylaws will require a Majority vote by the Senate.
- B. These Bylaws will be considered for editing at least every two (2) years.

Article XII. Adoption and Enablement

- A. These Bylaws will be effective upon their approval by a Majority vote of the Senate. These Bylaws will supersede all previous Bylaws and may not be suspended.

Article XIII. Definitions

- A. Absentee Voting; A record of votes left by a member who needs to leave prior to the adjournment of the meeting. Votes are left with the Clerk of the meeting.
- B. Academic Year: June 1st through May 31st, excluding interim classes.
- C. Agendas: A predetermined sequence of items of business to be covered at a specific meeting; an order of business.
- D. Bill: A legislative proposal offered for consideration.
- E. Chair: An SGA Committee member elected by the committee to facilitate and lead said committee.
- F. Clerk: The person who records the minutes of the meeting.
- G. Excused Absence: An absence for which the excuse is deemed valid (See also the definition for Valid Excuse).
- H. Leadership and Development Sessions: Members of SGA gathering together to sharpen leadership skills and teamwork.
- I. Majority: Greater than 50% of the members present at a meeting where Quorum has been established.
- J. Office Hours: Time spent in direct service to SGA with the exclusion of assigned meetings.

- K. Outreach Hours: Time spent in contact with Students, Administrators, Faculty, and/or Staff on behalf of SGA.
- L. Proxy: The person to whom a member may delegate their voting power in the event that the member is not present at a meeting.
- M. Public: A given time during a meeting in which any person may be recognized by the Chair.
- N. Referendum: An initiative submitted to the Electorate by petition. The petition and resulting referendum must be worded as a yes or no question.
- O. Regular and/or General Election: Elections held at the time and in the manner set forth in the election policy- held annually for all elected SGA positions.
- P. Resolution: A formal expression of the Senate's opinion or decision.
- Q. Roll Call: The process of calling out a list of names to establish who is present.
- R. School Day: Monday through Saturday with the exception of school holidays or closures, not to include interim courses.
- S. SGA Committee: Either a standing or Ad hoc committee as defined in these Bylaws.
- T. Special Elections: Any election that is not a Regular and/or General Election.
- U. Student Body: All persons who are enrolled in one or more classes at UCCS, including the electorate.
- V. Unexcused Absence: An absence for which no excuse is presented and/or the excuse presented is deemed invalid by the body.
- W. University Committee: A Committee internal to UCCS, but not a SGA Committee.
- X. Valid Excuse: An excuse presented to the Clerk, Branch Leader, or Committee Chair up to 72 hours after the respective meeting and approved by the respective body at the meeting which the member is absent, or at the following meeting, and determined by the Branch Leader or Committee Chair, as applicable, to be valid.
- Y. Vice-Chair: An SGA Committee member elected by the committee to assist the Chair and assume all duties and responsibilities in the absence of the Chair.

Appendix A: Judicial Board Bylaws

Appendix B: Funding Guidelines and Procedures

Appendix C: Election Policy

Appendix D: Carryforward Funding Guidelines: SB34-19/20