



Student Government Association

UNIVERSITY OF COLORADO **DENVER**

Constitution of the University of Colorado Denver

Student Government Association

Last Revised: March 3, 2020

We, the students of the University of Colorado Denver (CU Denver) in order to give the students effective representation in the shared governance of the campus, to provide the students with an enriching and fulfilling university experience, and to promote the general welfare of the student body-establish this Constitution of the University of Colorado Denver Student Government Association (CU Denver SGA). We do so in accordance with the University of Colorado Board of Regents laws and policies, the Constitution of the State of Colorado, and the Constitution of the United States of America.

Article I: Declaration of Rights

- A. Students shall have the right to representation by students in accordance with the University of Colorado Board of Regents laws and policies in the form of CU Denver SGA
- B. Students shall have the right to participate in CU Denver SGA in accordance with the CU Denver SGA Constitution and bylaws
- C. Students shall have the right to petition and appear before CU Denver SGA for matters of governance as detailed by this Constitution
- D. Students shall have the right to access the decisions made by CU Denver SGA, minutes and governing documents
- E. Students shall have the right to assemble, petition and protest against CU Denver SGA
- F. Students shall have the right to equitable treatment and advocacy from CU Denver SGA
- G. All student activity fee paying students enrolled at CU Denver are constituents of the CU Denver Student Government Association, and thereby eligible to vote in any election held under the authority granted by this Constitution
- H. Students shall have the right to appear before and speak to CU Denver SGA
- I. Students shall have the right to attend all committee and subcommittee meetings of CU Denver SGA

- J. Students reserve all rights guaranteed and protected by the Constitution of the University of Colorado Denver Student Government Association, the Constitution of the State of Colorado, the Constitution of the United States of America and all other established legislation at the University, State, and Federal levels
- K. The University of Colorado, and thus CU Denver SGA, is committed to maintaining a positive learning, working and living environment. The University prohibits discrimination on the basis of race, color, national origin, sex, age, disability, pregnancy, creed, religion, sexual orientation, veteran status, gender identity, gender expression, political philosophy or political affiliation in admission and access to, and treatment and employment in, its educational programs and activities
- L. No decision related to the recognition or funding of any student group, access to any of the benefits afforded by CU Denver SGA, or participation in any CU Denver SGA endeavor, shall be made from the partisan viewpoint of any individual or politically involved group

Article II: Qualification for Office

- A. Elected offices of CU Denver SGA shall be President, Vice President and the membership of standing committees, as provided herein. Appointed offices of CU Denver SGA shall be the Judicial Council, First-Year Transfer Council, Events and Planning representatives, Student Fee Review Committee (SFRC) representatives and Election Commissioners, as provided for herein, along with any other such offices as the Senate may create between election periods after approval by two thirds (2/3) of the senate
- B. CU Denver SGA constituents are eligible to serve in elected or appointed office of CU Denver SGA, subject to the following conditions:
- C. Undergraduate students must be degree-seeking and enrolled in a minimum of six (6) credit hours for the duration of their term. Graduate students must be enrolled in a minimum of three (3) credit hours for the duration of their term or receiving thesis/dissertation credits
- D. All students holding elected office within CU Denver SGA must disclose any affiliations with any/all recognized CU Denver and/or student fee funded organizations. The President, Vice President, SFRC Chair and Finance and Funding Chair may not concurrently hold any executive office, including, but not limited to, the offices of President, Vice President, Secretary, or Treasurer in any student fee funded organization.

- E. All students holding elected or appointed office within CU Denver SGA, must remain in good academic and disciplinary standing as defined by CU Denver and with their respective school(s) and/or college(s)
- F. No student may concurrently hold more than one (1) elected or appointed office of CU Denver SGA or any paid staff position within CU Denver SGA, except as follows:
- G. A student holding elected or appointed office within CU Denver SGA, other than the President or Vice President, may concurrently hold one (1) paid staff position within CU Denver SGA upon approval by a two-thirds (2/3) vote of the Senate.
- H. A student in a non-voting position within CU Denver SGA may concurrently hold two (2) paid non-voting positions upon approval by a two-thirds (2/3) vote of the Senate
- I. The provisions of this paragraph (iv) shall not apply to any Ad Hoc committee created by the Senate pursuant to this Constitution
- J. Failure to meet any of these conditions throughout the duration of a term of office shall be grounds for removal from CU Denver SGA by impeachment or at the discretion of the Chancellor

Article III: Legislative Branch

Senate Composition

- A. The legislative authority of CU Denver SGA resides in the standing membership of the senate which shall be comprised of:
 - a. All standing committee members, including eight (8) College Council members, six (6) representatives each to the Finance and Funding, and six (6) Legislation and Outreach committees, two (2) Student Advisory Committee to the Auraria Board members (SACAB) elected from the student body at-large in accordance with this Constitution
 - b. The Chairs of: First Year Transfer Council, Events and Planning committee and Student Fee Review Committee who shall be full voting members of the Senate
- B. The Vice President shall chair and preside over meetings of the Senate, and shall not be a voting member, except in the case of a tie. The Senate shall elect from among its members a President Pro Tempore who shall preside over meetings of the Senate in the absence of or at the request of the Vice President

- C. Meetings of the Senate shall be held weekly or up to the discretion of the Vice President during the Fall and Spring semesters, and at least once during the Summer semester. Additional meetings may be held at the discretion of the Vice President, or the President Pro Tempore if the Vice President shall refuse to act, or upon affirmative vote or signature of a majority of the Senate membership
- D. The Senate may adopt legislation, upon introduction by any member of the CU Denver SGA, or upon recommendation of the Legislation and Outreach Committee. Legislation proposals introduced by any member of the Senate shall be referred by the Senate to the Legislation and Outreach Committee and to such other standing committees or Ad Hoc committees of the Senate as the Senate shall deem necessary.
- E. The Senate shall approve the CU Denver SGA operating budget in accordance with CU Denver rules and procedures, including budgets adopted for the Student Fee Review Committee (SFRC) as described herein
- F. The Senate shall approve bylaws for all standing committees within CU Denver SGA with two thirds (2/3) vote. The Senate shall not act except upon the presence of a quorum, which shall be a majority of the standing membership
- G. The Senate shall have the sole power to try all impeachments as set forth herein upon presentation of said impeachments by the Judicial Council

Committees

- A. There shall be four (4) standing committees comprised of sitting membership within the Senate as follows:
 - a. The Legislation and Outreach Committee shall investigate, research and draft proposed legislation upon referral by the: Senate, Executive Office and President Pro Tempore as provided herein, or upon request by elected officer of the CU Denver SGA, and shall timely forward any legislation so referred or requested with recommendations to the Senate. In addition, Legislation and Outreach shall actively engage the student body through Student Outreach Week and work with the parties in question in order to find a fair and amicable resolution to these issues as representatives of the student body. All other duties and responsibilities are outlined in the Legislation and Outreach bylaws

- b. The Finance and Funding Committee shall allocate student fee funds to recognized student organizations in accordance with the Funding Guidelines, and shall review but not veto or alter budgets proposed by internal Student Government committees. All other duties and responsibilities are outlined in the Finance and Funding bylaws
 - c. The College Council shall be composed of one representative from each of the eight (8) colleges at CU Denver: Architecture and Planning, Arts and Media, Business, Education and Human Development, Engineering and Applied Science, Liberal Arts and Sciences, Public Affairs and Graduate School. These representatives shall participate in the administration of their respective colleges and represent the interests, initiatives, and concerns of the students within their respective colleges. All other duties and responsibilities are outlined in the College Council bylaws
 - d. Pursuant to §23-70-102, C.R.S. (2013), as it may hereinafter be revised or renumbered, there exists a Student Advisory Committee to the Auraria Board of Directors (SACAB), comprised in part of CU Denver SGA representatives who shall be elected and shall serve in the manner prescribed by law. In the event of a vacancy by a CU Denver SGA representative to SACAB, it shall be the highest priority of the CU Denver SGA to fill such vacancy in the manner prescribed by law. The Senate shall be responsible for adopting procedures to fill vacancies as prescribed by law, and for carrying out any other responsibilities imposed by law on the student government or governing body related to SACAB
- B. The Executive Branch shall nominate, for the consideration and confirmation of the Senate, a chair for each standing committee
- C. Each committee member shall be nominated by the Executive Branch, with the consensus of at least three (3) of the four (4) standing committee chairs for the consideration and confirmation of the Senate. If the Executive Branch and three (3) of the four (4) standing committee chairs do not reach consensus, the Senate may appoint members to the standing committees by a two-thirds (2/3) vote. At the discretion of the committee or the Senate, additional non-voting members may be appointed to any standing committee upon nomination by the committee chair or the Executive Branch and confirmation by the Senate

- D. The Senate may create Ad Hoc committees and define the membership and purpose of such committees, without limitation, as needed
- E. A resolution depicting the purpose of the Ad Hoc, must be created and approved by a $\frac{2}{3}$ majority vote at Senate

Advisory Committees of the Legislative Branch

- A. There shall be a First Year Transfer Council which shall represent the voice of the first year and transfer student population at CU Denver and provide opportunities for first time students to become active and involved in CU Denver SGA. All CU Denver transfer students are defined as students from any other college or university and first year students are defined as students attending college for the first time, and are thereby eligible to serve on the First Year Transfer Council, which shall be annually constituted by the Senate during the Fall semester. All other duties and responsibilities are outlined in the First Year Transfer Council bylaws
- B. There shall be an Events and Planning Committee which shall promote, plan, execute, and evaluate CU Denver SGA events and activities for the benefit of CU Denver students at the Denver campus. All other duties and responsibilities are outlined in the Events and Planning bylaws
- C. Pursuant to CU Denver policy, there exists a Student Fee Review Committee (SFRC), which shall be responsible for making recommendations regarding the allocation of all student purpose fee dollars. This responsibility includes review of both new funding requests and current expenditures. SFRC shall ensure that all student purpose fee dollars are allocated in a manner that best serves the students of the University of Colorado Denver.

Article IV: Executive Branch

President

- A. The executive authority of CU Denver SGA shall reside in the President, who shall be responsible for oversight and general functioning of the entire body. The President shall be the liaison between CU Denver administration and CU Denver SGA, the spokesperson for the student body and shall represent CU Denver SGA; or shall designate a representative, on the system-wide intercampus forum
- B. The President, together with the Vice President, shall be annually elected at-large by the Student body.

- C. The President shall approve or veto, in writing, any legislation adopted by the Senate
 - a. The President must approve, with a signature, any legislation adopted by the Senate within five (5) business days
 - b. The President may veto any legislation brought forth from the Senate floor by expressing so within five (5) business days in writing
 - c. If no action is taken upon legislation within five (5) business days, it shall be considered approved
- D. The President's veto may be overridden by a 2/3 vote of the Senate five (5) business days after said veto
- E. The President shall address the Senate on the state of the campus and recommend for their consideration such measures as they deem necessary and expedient

Vice President

- A. The Vice President shall aid the President in executing the duties of the office
- B. The Vice President shall serve as the chair of the Senate
- C. The Vice President shall participate in any executive committee of CU Denver SGA, having been established by the Senate in the manner prescribed by the Senate

Article V: Judicial Council

- A. The Judicial Council shall consist of one (1) Chief Justice and two (2) Associate Justices, having been nominated by the President and confirmed by the Senate
- B. The Judicial Council shall oversee all activities of the CU Denver SGA, ensuring that the creation and implementation of the CU Denver SGA policies and legislation coincide with the interests of the University of Colorado Denver and its students. All judgments of the Judicial Council shall be binding on the SGA. All other duties and responsibilities are outlined in the Judicial Council bylaws
- C. The Judicial Council shall advise the Election Commissioners and if the Election Commissioners are unable or unwilling to administer regular or special elections as provided herein, or if both election commission offices are vacant, shall carry out the duties of the Election Commissioners as described herein

Article VI: Elections and Terms of Office

Election Commissioners

A. There shall be two (2) Election Commissioners who shall be nominated by the Judicial Council and confirmed by the Senate. The Election Commissioners shall be responsible for conducting all CU Denver SGA elections in accordance with the Election Code, which shall be proposed by the Election Commissioners and approved by the Senate; except that the Senate may adopt revisions to the Election Code not proposed by the Election Commissioners upon a two-thirds (2/3) vote of its standing membership

General Elections

A. Elections shall be held at the time and manner set forth in the Election Code. The general elections for all elected CU Denver SGA offices shall be held annually during the Spring semester and no election may occur during the Summer semester or during any break in the academic year

Terms of Office

A. The terms of all regularly elected offices established herein shall be one (1) year, of which shall begin the day after CU Denver graduation following the General Election and end on the day prior to graduation of the following year. Any member elected to fill a vacancy under a special election as set forth herein shall serve the remainder of the regular term of such office. All appointed offices of CU Denver SGA shall be coterminous with the regular elected term, except as otherwise provided herein or as approved by the Senate

Referenda

- A. Upon approval by a two-thirds (2/3) vote of the standing membership of the Senate, or upon petition by at least ten percent (10%) of the CU Denver student body, and subject to prior approval by the Chancellor, any question may be submitted to the student body for approval at the next general election or at a time and place set forth in the Election Code
- B. A referendum shall consist of a single question such that a student may vote either “yes” or “no”, and any referendum submitted to the student body by student petition shall have the exact wording of the petition or motion initiating the election. A referendum requires a simple majority to pass

Special Elections

A. Special elections shall be conducted as set forth in the Election Code or as determined by the Senate

Article VII: Removal and Vacancies

Impeachment

- A. Any elected or appointed member of CU Denver SGA, who fail to substantially fulfill the duties of the office, may be impeached
 - a. Possible grounds for impeachment include, but are not limited to the following
 - i. Failure to abide by all adopted Bylaws, Resolutions, and this Constitution
 - ii. Violation of University policies and procedures
 - iii. Any other offenses the Senate sees fit
 - b. Remedies allowed for impeachment process
 - i. Removal of Office
 - ii. Any other remedy determined by the Senate
- B. Articles of Impeachment may be filed with Judicial Council at any time by any elected or appointed officer of CU Denver SGA
 - a. Articles of Impeachment must state all grounds and factual evidence for impeachment
- C. Inquiry Process
 - a. Judicial Council will conduct an inquiry for all impeachment allegations and present findings to the Senate body with a recommended action
 - i. In the event that impeachment is brought forward against Judicial Council members, the President and Vice President will preside over the inquiry
 - b. From the date of submission of Articles of Impeachment, Judicial has 5 (five) business days to finish inquiry process
 - c. After the inquiry process, Judicial Council shall notice the President, Vice President, and Ex-Officio of the findings and request to be on the following agenda of a regular Senate Meeting
 - i. A special Senate Meeting may be called for the expressed purpose of the impeachment procedures
 - 1. 2 (two) business days advanced notice must be given to the members of SGA
 - 2. The Student Body must be informed of the special session 24 hours before the meeting occurs
 - 3. Quorum will be the same as a regular Senate Meeting

D. Impeachment Procedure

- a. A motion shall be made and seconded to review impeachment of the member in question
 - b. The member in question shall be given the opportunity to speak on their own defense and offer evidence as they deem necessary
 - c. Following full discussion, the motion of impeachment shall be voted on immediately
 - d. All members of CU Denver SGA present, including the member in question, but not including the President, Vice President, Judicial Council, and ex-officio shall have voting rights in the process of impeachment
- E. Upon a two-thirds (2/3) vote of the Senate, the judgement of impeachment shall be determined
- F. A member who is removed from office, may not hold any position in CU Denver SGA for at least two (2) years after removal
- G. If the Vice-President is subject to impeachment the President Pro Tempore will preside over Senate

Recall

- A. Any constituent may initiate removal of any elected or appointed officer of CU Denver SGA by submitting a recall petition to the Judicial Council.
- B. A petition must contain a statement of specific reasons for proposed removal and be signed by at least 15 percent of the CU Denver student body.
- C. Upon submission of the recall petition, the Judicial Council shall certify that the recall petition meets the following requirements:
 - a. Printed full legal name
 - b. CU Denver email address
 - c. Signature
- D. After approval, Judicial Council shall forward such petition to the Senate within at least 2 (two) business days
- E. If the Senate determines a recall questionnaire to the student body is appropriate, a special election shall be held as described in this Constitution and the Election Policy

Termination

A. All CU Denver SGA members are student employees and thus are “at will” employees who can be terminated by their respective hiring department at any time. This includes, but is not limited to, the following reasons:

- a. Lack of performance or attendance
- b. Falsifications of timesheet
- c. Releasing of restricted information
- d. Theft
- e. Unauthorized or fraudulent use of equipment and/or property
- f. Violation of University policies and procedures

B. A member who is terminated, may not hold any position in CU Denver SGA for at least two (2) years after termination

Vacancies

A. Should the office of President become vacant during the term, the Vice President shall serve as President, and the Senate shall select and confirm a Vice President from the standing membership of the Senate.

B. Should President and Vice President become vacant the President Pro Tempore will serve as an interim President for the remaining semester.

- a. If the President Pro Tempore assumes the office of President during the Fall semester, a special election shall be held prior to start of the Spring semester

C. Should any elected or appointed office of CU Denver SGA, other than President, become vacant during the term, the Chair of the committee and/or committee shall nominate and the Senate shall confirm an eligible student to hold such office; except that any vacancy within SACAB shall be filled in the manner prescribed by law

Article VIII: Amendments

A. Proposed amendments to this Constitution shall be adopted by the Senate before the last Friday in February and submitted to the student body at a special election or the next general election, as determined by the Senate

B. Any amendment to this Constitution shall be deemed adopted and effective immediately if approved by a majority of the students who vote in the general or special election at which such amendment is submitted to the student body

RATIFICATION: This document is effective upon approval by the student body and replaces/supersedes any other constitution or governing document of CU Denver SGA now or previously in effect.

Last ratified by vote of the student body April 2020.

Senate Bylaws

Article I: Senate Composition

- A. Standing committee members shall be popularly elected at-large by the student body of the University of Colorado Denver (CU Denver) in the General Election of the University of Colorado Denver Student Government Association (CU Denver SGA) each spring. Standing committee member terms are from June 1st to the date of graduation each year
- B. Appointed positions shall be appointed by the Executives prior to the first senate of the new term. Appointed committee member terms are from June 1st to the date of graduation each year
- C. Vacancies in the Senate may be filled by appointment by the Executives or the President Pro-Tempore should the Executives fail to act, and approved by a two-thirds (2/3) majority of the Senate. Appointed standing committee members have the same duties, responsibilities, and voting privileges as popularly elected standing committee members
 - a. The President Pro-Tempore may appoint Chairpersons if the Executives fail to act after three (3) weeks into the fall semester at the request of the Senate

Article II: Student Government Member Duties

The primary duty of each member shall be to represent the student body effectively in the shared governance of the campus, to promote an enriching and fulfilling university experience, and to support the general welfare of the student body. Standing committee members shall be assigned to committees of the Senate as prescribed by Article III, Section I of the CU Denver SGA

Constitution. Other duties are as followed:

- A. Attending Senate weekly
- B. Attending Committee Meetings
- C. Working two (2) office hours a week
- D. Working a minimum of five (5) hours a week
- E. All other duties outlined in committee bylaws

Article III: Attendance Policy

Attendance is expected and mandatory for all Senate meetings, Committee meetings, office hours, and anything else the senate feels is necessary. Judicial shall oversee all attendance manners and decided if they are excusable.

- A. Judicial must provide expectations for excusal or non-excusal at the beginning of each term
- B. Given excuses, must be provided to Judicial 48 hours before scheduled meeting or event
- C. Excused absences for Senate meetings must be approved by the executive and Judicial Council
- D. Excused absences for committee meetings must be approved by the committee chair and Judicial Council
- E. If an SGA member incurs three (3) unexcused absences in one term, they will be subject to disciplinary action by the Senate. In the case of impeachment, the Senate shall follow Article VIII of the CU Denver SGA Constitution. More absences may be granted by Judicial under extenuating circumstances
- F. If an SGA member incurs five (5) or more excused absences in one term, they will be subject to disciplinary action by the Senate. In the case of impeachment, the Senate shall follow Article VIII of the CU Denver SGA Constitution. More absences may be granted by Judicial under extenuating circumstances
- G. If an SGA member is tardy (3) times in one semester, it will count as one unexcused absence
- H. A tardy is defined as
 - a. Being five or more minutes late to any scheduled SGA event, Senate, or committee meetings
 - b. Leaving any SGA scheduled event, Senate, or committee meeting more than 15 minutes before its conclusion without being excused
 - c. Arriving more than 15 minutes after the meeting has started is no longer considered tardy, but rather an absence
- I. If an exception to the attendance policy is required due to unforeseen circumstances, an appeal may be filed with Judicial Council
 - a. The Judicial Council will determine whether the appeal is worthy of being brought before the Senate for consideration

- b. If the appeal is deemed satisfactory, each appellant will be given the right to defend their case in front of Senate
- c. If the appellant is unable to defend themselves for any reason, Judicial Council will bring the evidence for the defense on the appellant's behalf
- d. While waiting for their appeal to process, any meetings to which the appellant is tardy to or absent from will follow regular attendance policy guidelines

Article V: Senate Meetings

- A. Regular meetings of the Senate shall be held between 12:00 p.m. and 4:00 p.m. on Friday as dictated by the Vice President. Should the Vice President be unable or unwilling to attend, the President Pro-Tempore shall be available to act as Chairperson during Senate meetings
- B. Senate meetings shall follow parliamentary procedure
- C. A quorum shall consist of a two-thirds (2/3) attendance of all voting members of the Senate
- D. A justice, as decided upon by Judicial Council, shall act as Parliamentarian of the Senate. In the absence of a Justice the presiding officer shall delegate the role of Parliamentarian
- E. There shall be one or more administrative assistants, serving as the secretary of the Senate. The presiding officer may delegate this position should the secretary of the Senate be unavailable
- F. An Executive may call a Special Meeting of the Senate at his/her discretion, or upon receipt of written request by a two-thirds (2/3) majority of the voting membership of the Senate
 - a. Notice of Special Meetings shall include time, place and purpose of the Special Meeting, as well as a statement of purpose by the President. Notice shall include whether such Special Meeting has been called at the written request of a specific number of members. Notice of Special Meeting shall be given to all relevant attendees not later than twenty-four (24) hours prior to such Special Meeting of the Senate
 - b. The Executives shall distribute finalized agendas to attendees no later than twenty-four (24) hours prior to Special Meetings
- G. Legislation must be introduced no later than forty-eight (48) hours prior to scheduled meetings. Should a special circumstance arise the presiding officer may make an exception as the presiding officer sees fit.

Article VI: Agenda Structure

- A. The Vice President shall finalize agendas and sent out for Senate meetings no later than forty-eight (48) hours prior to meetings. Changes to finalized agendas must be made through amendment at the Senate meeting

Article VII: Budget Process

- A. The Senate shall approve proposed budgets from standing and Ad Hoc committee members from the operating account of the CU Denver SGA
- B. Proposed monetary withdrawals from the operating account shall be presented as a budget which must be sent out to the Senate no later than forty-eight (48) hours prior to the expected vote of the given budget
- C. The Senate shall review and approve the following components of the CU Denver SGA budget annually:
 - a. Funding Guidelines as proposed by the Finance and Funding Committee
 - b. Number of hours and pay rate of standing committee members and non-elected staff positions as proposed by the executives and in accordance with the budget approved by the previous CU Denver SGA, Student Fee Review Committee, and the University of Colorado Regents
 - c. Discretionary spending budget is up to the discretion of Finance and Funding Chair and SGA coordinator
- D. In accordance with Article III, section H, sub-section ii of the CU Denver SGA Constitution, and subject to approval of funding guidelines herein described, the Senate delegates the task of funding student organizations, and funds in the student organization account to the Finance and Funding Committee
- E. In accordance with Article III, section L of the CU Denver SGA Constitution, the Senate recognizes the Student Fee Review Committee as the committee responsible for reporting recommended student fee changes to the University of Colorado Denver Administration

Article VII: Amendments and Adoption of Bylaws

- A. Any amendments to these bylaws must be approved by a two-thirds (2/3) majority vote of the CU Denver SGA Senate

B. Upon approval, amendments will go into effect immediately

Judicial Bylaws

Article I: Title

- A. The title of this Council of the University of Colorado Denver Student Government Association (CU Denver SGA) shall be the Judicial Council

Article II: Purpose

- A. The purpose of the Judicial Council is to oversee all activities of the CU Denver SGA, ensuring that the creation and implementation of the CU Denver SGA policies and legislation coincide with the interests of the University of Colorado Denver and its students
- B. The Judicial Council is responsible for deciding all matters involving interpretation of the CU Denver SGA governing documents and for the overseeing of student elections. Judicial Council shall adhere to the CU Denver SGA Constitution when making any decisions under Judicial Council's jurisdiction

Article III: Membership

- A. The membership of the Judicial Council shall consist of one (1) Chief Justice, nominated by the Executives and two (2) Associate Justices, shall be nominated by the Executives and the Chief Justice, all of whom shall be confirmed by the Senate
- B. Two (2) Election Commissioners are to be hired during the Fall semester of the academic year at a time deemed appropriate by the Chief Justice
- a. Should a vacancy in this Council occur, the position will be filled in accordance with the CU Denver SGA Constitution and Bylaws
- C. Ex-officio members from the Office of Student Life and Campus Community and Executive may attend committee meetings; however, they hold no voting rights

Article IV: Duties and Responsibilities

- A. The Chief Justice shall be the Parliamentarian of Senate meetings, and work with the presiding officer to ensure compliance to parliamentary procedure and the CU Denver SGA's Constitution and Bylaws
- a. If the Chief Justice is unable to attend a Senate meeting, a designated Associate Justice shall take the place of the Chief Justice as Parliamentarian
- b. The Justices shall keep a record of all attendance and Senate minutes

- c. The Chief Justice shall remain in charge of voting tabulations during a Senate meeting
- B. In the event of a Parliamentary Inquiry, the Chief Justice, or designated Parliamentarian, may consult with the other Justices before ruling on a parliamentary issue
 - a. A parliamentary inquiry is an inquiry in which a member of the body disputes the current interpretation of the parliamentary procedure
 - i. All decisions made by Judicial Council in the event of a parliamentary inquiry are binding on the body
- C. The Chief Justice shall preside over the Oath of Office in accordance with the CU Denver SGA Constitution. If the Chief Justice is unable to do so, the President or Vice President will preside over the Oath of Office
- D. The Chief Justice, or designated Associate Justice, shall be available for the CU Denver SGA standing and temporary committee meetings as an ex-officio member, in order to provide constitutional and parliamentary interpretation
 - a. If unable to attend, the Chief Justice, or designee, shall provide support within 48 hours after the meeting by reviewing the agenda, minutes, and giving feedback on constitutional and parliamentary issues to the Chair of the committee in question
- E. All standing and temporary committees' decisions may be reviewed and overturned by a majority vote of the Judicial Council. In the event that a committee's decision is appealed or overturned, notice shall be served upon the committee so that the decision may be reconsidered by the committee based on the ruling of Judicial Council
- F. The Judicial Council shall monitor the absences of all CU Denver SGA members during routinely scheduled Senate and standing committee meetings, and shall regularly report any members who are at risk of violating the attendance policy to the Executives, in accordance with the CU Denver SGA attendance policy established in the Senate bylaws. Additionally, all absences from standing committee meetings must be reported to Judicial Council by the standing committee chair
- G. The Judicial Council shall receive and consolidate grievances or appeals brought forward by students, student organizations, or a CU Denver SGA member. These grievances will either be delegated to the appropriate administration or CU Denver SGA offices, or will be discussed and resolved by the Judicial Council, based on the nature of the grievance, in

accordance with Article I, Sections J and K and Article V, Section B of the CU Denver SGA constitution

- H. The Judicial council must review and approve all non-mandatory impeachment requests prior to an impeachment hearing taking place in the Senate. Mandatory impeachment hearings are those resulting from a violation in the attendance and/or conduct policies outlined in the Senate bylaws and the CU Denver SGA Constitution
- I. The Judicial Council may, if available, collaborate with affiliated student organizations in the drafting and revision of student organization constitutions and bylaws upon request
- J. This council shall provide an onboarding and offboarding process for new and leaving SGA members

Article V: Attendance and Meetings

- A. Meetings of the Judicial Council must be held weekly and at the Chief Justice's discretion
- B. All members of Judicial Council are expected to adhere to the attendance policy set forth in Article III of the Senate Bylaws. The Chief Justice shall decide upon committee meetings times and locations
- C. Public notice of time and location of all Judicial Council meetings shall be posted in the SGA office or on CU Denver SGA online media

Article X: Amendments and Adoption of Bylaws

- A. Any amendments to these bylaws must be approved by a two-thirds (2/3) majority vote of the CU Denver SGA Senate
- B. Upon approval, amendments will go into effect immediately

Finance & Funding Bylaws

Article I: Title

- A. This standing committee within the University of Colorado Denver Student Government Association (CU Denver SGA) shall be known as the Finance and Funding Committee

Article II: Purpose

- A. The Finance and Funding Committee may make recommendations to the Student Organization Resource Guide for the allocation of student fee monies to recognized student organizations
- B. The Student Organization Resource Guide shall be consistent with the principle of viewpoint neutrality and subject to approval by the Chancellor
- C. Shall review and may make suggestions for budgets proposed by internal Student Government committees
- D. Funding decisions of the Finance and Funding Committee are appealable to the Judicial Council on the grounds that such decisions were not in accordance with the duly adopted Funding Guidelines

Article III: Membership

- A. Membership of the Finance and Funding Committee shall consist of no less than three (3) and no more than six (6) voting members of the Senate
- B. Finance and Funding shall be elected by the student body
- C. Should a vacancy occur, the position may be filled in accordance with the CU Denver SGA Constitution and Senate Bylaws
- D. Ex-officio members from the Office of Student Life, Executive and Judicial Branches may attend meetings; however, they hold no voting rights within the Finance and Funding Committee

Article IV: Officers and Voting Rights

- A. The Officers of the Finance and Funding Committee shall be composed of the Chairperson and Vice Chairperson. No member of the Finance and Funding Committee shall hold more than one officer position at a time

- B. The Chairperson of the Finance and Funding Committee shall be recommended by the CU Denver SGA Executives and confirmed by the Senate by a two-thirds (2/3) majority vote in accordance with the CU Denver SGA Constitution
- C. The Chairperson shall preside over all meetings of the Finance and Funding committee and shall have the following duties and responsibilities:
 - a. Set the order of business including presiding over, coordinating and setting agenda items at all committee meetings
 - b. Shall send the finalized agenda and related material no later than forty eight (48) hours prior to the meeting
 - c. Report committee activities through a written or oral report to Senate
 - d. Ensure that the end of year report for the next administration is completed in a timely and detailed manner, which shall include goals and recommendations for future administrations, based on the progress of the current administration
 - e. Is required to attend all Chair meetings as scheduled by the executives as a representation of their committee in CU Denver SGA leadership
 - f. The Chairperson shall have no voting rights, and shall vote only in case of a tie during a committee meeting
 - g. The Vice Chairperson shall be nominated amongst the committee membership and approved by majority of the committee
 - h. The Vice Chairperson shall fulfill the duties of the Chairperson in the event of their absence maintaining all responsibilities of the chairperson for the duration of their absence
 - i. When acting as Chairperson of the Finance and Funding Committee, the Vice Chairperson retains voting rights only in case of a tie in committee meetings

Article V: Duties and Responsibilities

- A. The Finance and Funding Committee is required to fulfill all duties and responsibilities outlined in the CU Denver SGA Constitution and Bylaws
- B. The Finance and Funding Committee will review all expenditures throughout the year to ensure that they are pursuant with CU Denver fiscal policy, and maintain monies within the allocated operating budget

- a. Budgets proposed by internal Student Government committees shall be reviewed by the Finance and Funding committee
 - b. The Finance and Funding Committee may provide recommendations concerning those budgets by internal Student Government committees
 - c. Budgets proposed by internal Student Government committees shall be reviewed no later than two weeks prior to the presentation of that budget to the Senate
 - d. Review by the Finance and Funding Committee of budgets proposed by internal Student Government committees hold no authority over budgets or their outcomes
 - e. No changes may be made to budgets without approval from the committee of a budget's origin
 - f. An Internal Student Government Committee shall maintain its right to present a budget to Senate with or without approval from the Finance and Funding committee
 - g. The Finance and Funding Committee will maintain accurate records occurring within CU Denver SGA accounts
- C. Provide a detailed report to the CU Denver SGA Senate on all transactions and the current status of CU Denver SGA accounts at the end of every fiscal year

Article VI: Attendance and Meetings

- A. All members of the Finance and Funding shall adhere to the attendance policy set forth in Article III of the Senate Bylaws Article III
- B. The Finance and Funding Chairperson will designate Finance and Funding meeting times and locations
 - a. Finance and Funding shall hold regular meetings no less than once a week, when school is in session
- C. Quorum for Financial and Funding meetings shall be considered a simple majority of voting members
 - a. A simple majority is one in which the highest number of votes for candidate, issue, or item
- D. Public notice of time and location of all Finance and Funding meetings shall be posted in the CU Denver SGA office and on/or the CU Denver SGA website
- E. The Finance and Funding Chairperson holds the authority to call for an emergency meeting

- a. Notice of such meeting shall be informed through a relevant form of communication
- b. Failure to attend an emergency meeting shall not be considered an absence

Article VII: Funding Guidelines

- A. The Finance and Funding Committee shall adhere to the Funding Guidelines when deliberating student organization funding requests
- B. The Finance and Funding Committee shall administer funding based on a selective curriculum, making sure that the monies allocated are appropriately managed by the affiliated student organization or SGA committee
- C. Allocation for club funds are based on the Finance & Funding Committee Request Rubrics
- D. Any changes made to the funding guidelines require a two-thirds (2/3) majority vote within the Finance and Funding committee
- E. Review the Finance and Funding Committee Funding Guidelines two weeks prior to the start of the Fall academic term and present the Guidelines to Senate to be reviewed and approved.
- F. Funding Guidelines must be reviewed and approved by the Finance and Funding committee seven business days prior to the first funding request of the fiscal year

Article VIII: Student Organization Rights and Limitations

- A. Student Organizations have the right to request funds from the Finance and Funding Committee without fear of discrimination based on race, ethnicity, creed, age, sex, gender, sexual orientation, disability, campus agency, political or third-party affiliations
- B. Organizations recognized by the Office of Student Life shall be eligible for funding allocation by the Finance and Funding Committee pursuant to University fiscal policy
- C. All funding allocations to student organizations must be in accordance with the Office of Student Life Student Organization Guidelines and the University's Fiscal Policy
- D. All student organizations that wish to receive funding by the Finance and Funding Committee must first complete the Funding Training presented by the Finance and Funding Committee and the Office of Student Life
- E. If any student organization feels their proposal has been weighed unfairly, they can appeal the decision made by the Finance and Funding Committee. If an organization wishes to

appeal, they must make a request in writing within 10 days from the date of the decision to the Judicial Branch of the CU Denver SGA. An investigation will ensue; if the Judicial Council finds that the evidence presented is compelling, the Chief Justice will bring forward the appeal to Senate. Pending a super majority vote of the CU Denver SGA Senate, the appeal request will be carried out and implemented by the Finance and Funding Committee

Article IX: Conflict of Interest

- A. All members of the Finance and Funding Committee are required to release any affiliation with an organization that may lead to a conflict of interest. This information is to be made public and is to be regularly updated through an official document that is to be posted at all times in the CU Denver SGA office
- B. All voting members of the Finance and Funding Committee are required to disclose any officer positions they hold in any other club or organization and also abstain from any voting and/or deliberations concerning said clubs/organizations

Article X: Amendments and Adoption of Bylaws

- C. Any amendments to these bylaws must be approved by a two-thirds (2/3) majority vote of the CU Denver SGA Senate
- D. Upon approval, amendments will go into effect immediately

Legislation & Outreach Bylaws

Article I: Title

- A. This standing committee within the University of Colorado Denver Student Government Association (CU Denver SGA) shall be known as the Legislation and Outreach committee

Article II: Purpose

- A. Legislation and Outreach shall actively engage the student body, and work with the parties in question in order to find a fair and amicable resolution to these issues as representatives of the student body.
- B. Legislation and Outreach Committee shall investigate, research, and draft proposed legislation upon referral by the: Senate, Executive Office and President Pro Tempore as provided herein, or upon request by an elected officer of the CU Denver SGA, and shall, in a timely manner, forward any legislation so referred or requested with recommendations to the Senate.

Article III: Membership

- A. The membership of the Legislation and Outreach Committee shall consist of no less than three (3) and no more than six (6) voting members of the Senate
- B. Legislation and Outreach Senators shall be elected by the student body
- C. Should a vacancy occur, the position may be filled in accordance with the CU Denver SGA Constitution and Senate Bylaws
- D. Ex-officio members from the Office of Student Life, Executive and Judicial Branches may attend meetings; however, they hold no voting rights within the Legislation and Outreach Committee

Article IV: Officers and Voting Rights

- A. The Officers of the Legislation and Outreach Committee shall be composed of the Chairperson and Vice Chairperson. No member of the Legislation and Outreach Committee shall hold more than one officer position at a time
- B. The Chairperson shall be recommended by the CU Denver SGA Executives and confirmed by the Senate by a two-thirds (2/3) majority vote in accordance with the CU Denver SGA Constitution

- C. The Chairperson shall preside at all meetings of the Legislation and Outreach Committee and shall have the following duties and responsibilities:
- a. Set the order of business including presiding over, coordinating and setting agenda items at all committee meetings
 - b. Shall send the finalized agenda and related material no later than forty-eight (48) hours prior to the meeting
 - c. Report committee activities through a written or an oral report to Senate
 - d. Ensure that the end of year report for the next administration is completed in a timely and detailed manner, which shall include goals and recommendations for future administrations, based on the progress of the current administration
 - e. Is required to attend all Chair meetings as scheduled by the executives as a representation of their committee in CU Denver SGA leadership
- D. The Chairperson shall have no voting rights and shall only vote in the case of a tie during a committee meeting
- E. The Vice Chairperson shall be nominated amongst the committee membership and approved by a simple majority of the committee
- F. The Vice Chairperson shall fulfill the duties of the Chairperson in the event of their absence maintaining all responsibilities of the Chairperson for the duration of their absence. When acting as Chairperson of the Legislation and Outreach Committee the Vice Chairperson retains voting rights only in case of a tie

Article V: Duties and Responsibilities

- A. The Legislation and Outreach Committee is required to fulfill all duties and responsibilities outlined in the CU Denver SGA Constitution and Senate Bylaws
- B. Facilitate student engagement and communication between CU Denver SGA and the student body
- C. Research and draft resolutions, proclamations, and policies to benefit the CU Denver community
- D. Present proposed resolutions, proclamations and legislation to the Senate

Article VI: Attendance and Meetings

- A. All members of the Legislation and Outreach Committee shall adhere to the attendance policy set forth in Article III of the Senate Bylaws
- B. The Legislation and Outreach Committee Chairperson will designate Legislation and Outreach committee meeting times and locations
 - a. The Legislation and Outreach Committee shall hold regular meetings no less than once a week
- C. Quorum for Legislation and Outreach Committee meetings shall be considered a simple majority of voting members
 - a. A simple majority is one in which the highest number of votes for candidate, issue, or item
- D. Public notice of time and location of all Legislation and Outreach Committee meetings shall be posted in the CU Denver SGA office and on the CU Denver SGA website
- E. The Legislation and Outreach Committee Chairperson holds the authority to call for an emergency meeting
 - a. Failure to attend an emergency meeting shall not be considered an absence

Article VII: Amendments and Adoption of Bylaws

- A. Any amendments to these bylaws must be approved by a two-thirds (2/3) majority vote of the CU Denver SGA Senate.
- B. Upon approval, amendments will go into effect immediately

College Council Bylaws

Article I: Title

- A. This standing committee within the University of Colorado Denver Student Government Association (CU Denver SGA) shall be known as the College Council Committee

Article II: Purpose

- A. College Council shall provide recommendations to the CU Denver SGA regarding issues and improvements in their respective colleges/schools as well as act as liaisons between their respective colleges/schools to the governing body. College Council members shall serve as representatives of the students within their college to their respective Dean

Article III: Membership

- A. Membership of College Council shall consist of no less than five (5) and no more than eight (8) students representing the following colleges/schools:
 - a. College of Architecture and Planning
 - b. College of Arts and Media
 - c. Business School
 - d. School of Education and Human Development
 - e. College of Engineering, Design, and Computing
 - f. College of Liberal Arts and Science
 - g. School of Public Affairs
 - h. Graduate School
- B. College Council members shall be elected by the student body
- C. Should a vacancy occur, the open position shall be filled in accordance with the CU Denver SGA Constitution and Senate Bylaws
- D. Ex-officio members from the Office of Student Life, Executive and Judicial Branches may attend meetings; however, they hold no voting rights within College Council
- E. Upon approval by their respective academic Dean, each college council member has the authority to appoint an advisory board comprised of students from each respective college
- F. The advisory positions shall be a volunteer position with no voting rights within College Council

- G. The advisory boards officers shall consist of the Chairperson and the Vice-Chair position.
The Chairperson shall be the College Council member for the respective college
- H. The Vice Chairperson shall be nominated among the advisory board membership,
and approved by majority of the advisory board. This position is not required to rotate
annually

Article IV: Officers and Voting Rights

- A. The Officers of College Council shall be composed of the Chairperson and Vice Chairperson.
No member of College Council shall hold more than one officer position at a time.
- B. The Chairperson shall be recommended by the CU Denver SGA Executive Branch and
confirmed by the Senate by a two-thirds ($\frac{2}{3}$) majority vote
- C. The Chairperson shall preside over all meetings of College Council, and shall have the
following duties and responsibilities:
 - a. Set the order of business including presiding over, coordinating and setting agenda
items at all committee meetings
 - b. Send the finalized agenda and related material no later than 48 hours prior to the
meeting. Changes to the finalized agenda must be made through amendment at
College Council meeting
 - c. Report College Council activities through a written or oral report to the Senate
 - d. Ensure that the end of year report for the next administration is completed in a timely
and detailed manner, which shall include goals and recommendations for future
administrations, based on the progress of the current administration
 - e. Is required to attend all Chair meetings as scheduled by the executives as a
representation of their committee in CU Denver SGA leadership
 - f. The Chairperson shall have no voting rights, and shall vote only in case of a tie
during a committee meeting
 - g. The Vice Chairperson shall be nominated amongst the committee membership and
approved by a simple majority of the committee
 - h. The Vice Chairperson shall fulfill the duties of the Chairperson in the event of their
absence maintaining all responsibilities of the Chairperson for the duration of their
absence.

- i. When acting as College Council Chair, the Vice Chairperson retains voting rights only in case of a tie in committee meetings

Article V: Duties and Responsibilities

- A. College Council is required to fulfill all duties and responsibilities outlined in the CU Denver SGA Constitution and Senate Bylaws
- B. Meet with Deans, Faculty, Administration, and Students of their respective School or College to determine pertinent issues and information that need to be addressed by the CU Denver SGA
- C. Analyze program fees for their respective college/school
- D. Act as liaisons between the CU Denver SGA and the Deans, Faculty, Administration, and Students of their respective School or College

Article VI: Attendance and Meetings

- A. All members of the College Council shall adhere to the attendance policy set forth in Article III of the Senate Bylaws
- B. The College Council Chairperson will designate College Council meeting times and locations
 - a. College Council shall hold regular meetings no less than once a week, when school is in session
- C. Quorum for College Council meetings shall be considered a simple majority of voting members
 - a. A simple majority is one in which the highest number of votes for candidate, issue, or item
- D. Public notice of time and location of all College Council meetings shall be posted in the CU Denver SGA office and on the CU Denver SGA website
- E. The College Council Chairperson holds the authority to call for an emergency meeting
 - a. Failure to attend an emergency meeting shall not be considered an absence
- F. Advisory board meeting and attendance guidelines shall be set by the advisory board chairperson
- G. Advisory board members shall not be required to attend senate, but are strongly recommended to

Article VII: Amendments and Adoption of Bylaws

- A. Any amendments to these bylaws must be approved by a two-thirds (2/3) majority vote of the CU Denver SGA Senate.
- B. Upon approval, amendments will go into effect immediately

Student Fee Review Committee Bylaws

Article I. Title

- A. A sitting committee within the University of Colorado Denver Student Government Association (CU Denver SGA) shall be known as the Student Fee Review Committee

Article II. Purpose

- A. The Student Fee Review Committee shall be responsible for making recommendations and stipulations regarding the allocation of all student assessed fees.
 - a. This responsibility includes review of both new funding requests and current expenditures.
- B. The Student Fee Review Committee shall ensure that all student purpose fees are allocated in a manner that best serves the students of the University of Colorado Denver

Article III. Definitions

- A. The *Management Fee Review Team (MFRT)* is defined in the Institutional Student Fee Plan
- B. The *Student Fee Review Committee (SFRC) Portfolio* shall include historical documents related to SFRC, as defined in the Procedures Manual.
- C. A *student at large* is any currently enrolled, fee-paying student at the University of Colorado Denver who is not a member of CU Denver SGA and does not earn wages from CU Denver SGA aside from wages earned solely from his/her service on SFRC.

Article VI. Membership

- A. The Chairperson of the Student Fee Review Committee shall be elected by CU Denver students and confirmed by the CU Denver SGA Senate by a two-thirds ($\frac{2}{3}$) majority vote in accordance with the CU Denver SGA Constitution
 - a. To be eligible to be elected one of the following requirements must be met
 - i. Have a minimum of one semester of experience on the Student Fee Review Committee
 - ii. Have a minimum of one-year experience in the Student Government Association

- B. The membership of the Student Fee Review Committee shall consist of no less than three (3) and no more than six (6) hired members according to the Constitution and one student elected chair of the Senate
- C. Hired Student Fee Review Committee members shall be appointed by the elected chair, the Ex-officio and at least another SGA member with previous experience in SFRC, and confirmed by the Senate at the beginning of each academic school year should a vacancy occur, the position(s) may be filled in accordance with the CU Denver SGA Constitution and Senate Bylaws
- D. Ex-officio members from the Office of Student Life, Executive and Judicial Branches may attend meetings; however, they hold no voting rights within the meetings
- E. Assistant Vice Chancellor for Student Success or designee
- F. Associate Vice Chancellor for Budget and Operations or designee
- G. There shall be one (1) Student Administration Support Role that will take minutes at committee meetings

Article V: Officers and Voting Rights

- A. The Officers of the Student Fee Review Committee shall be comprised of the Chairperson and Vice Chairperson
- B. No member of the Student Fee Review Committee shall hold more than one officer position at a time
- C. The Chairperson of the Student Fee Review Committee shall be elected by CU Denver students and confirmed by the CU Denver SGA Senate by a two-thirds ($\frac{2}{3}$) majority vote in accordance with the CU Denver SGA Constitution
- D. The Chairperson shall preside over all meetings of the Student Fee Review Committee and shall have the following duties and responsibilities:
 - a. Set the order of business including presiding over, coordinating and setting agenda items at all committee meetings
 - i. Send the finalized agenda and related material no later than 48 hours prior to the meeting. Changes to the finalized agenda must be made
 - b. Report Student Fee Review Committee activities through a written or oral report to the Senate

- c. Ensure that the end of year report for the next administration is completed in a timely and detailed manner, which shall include goals and recommendations for future administrations, based on the progress of the current administration
- d. Is required to attend all Chair meetings as scheduled by the executives as a representation of their committee in CU Denver SGA leadership
- e. The Chairperson shall have no voting rights, and shall vote only in case of a tie during a committee meeting
- f. The Vice Chairperson shall be nominated amongst the committee membership and approved by a simple majority of the committee
- g. The Vice Chairperson shall fulfill the duties of the Chairperson in the event of their absence maintaining all responsibilities of the Chairperson for the duration of their absence
- h. When acting as the Student Fee Review Chair, Committee the Vice Chairperson retains voting rights only in case of a tie in committee meetings

Article VI: Duties and Responsibilities

- A. The Student Fee Review Committee is required to fulfill all duties and responsibilities outlined in the CU Denver SGA Constitution and Bylaws
- B. Makes recommendations regarding the allocation of student fees
- C. Review both new funding requests and current expenditures
- D. Ensure that all student purpose fees dollars are allocated in a manner that best serves the students of the University of Colorado Denver
- E. The duties of the Advisor include: provide guidance to the SFRC chair regarding institutional processes and history; work with the MFRT and SFRC Chair to establish a timeline for the submission of student purpose fee proposals to the MFRT; and all other duties specified in the Procedures Manual.
- F. The duties of the Associate Vice Chancellor for Budget and Operations or designee include: ensuring that all finance related documents requested by SFRC are provided in a timely fashion; and all other duties specified in the Procedures Manual.
- G. Become versed in the operation and history of the student fee funded areas within the University of Colorado Denver;

- H. Utilize a viewpoint neutral process while making decisions regarding any student fee
- I. Ensure that the end of year report for the next administration is completed in a timely and detailed manner, which shall include goals and recommendations for future administrations, based on the progress of the current administration
- J. In the Spring semester, formulate and enact plans to outreach and gather feedback from the student body.

Article VII: Attendance and Meetings

- A. All members of the Student Fee Review Committee are expected to adhere to the attendance policy set forth in Article III of the Senate Bylaws
- B. The Student Fee Review Committee Chair shall designate committee meeting times and locations
 - a. Student Fee Review Committee shall hold regular meetings no less than once a week, when school is in session
- C. Quorum for Student Fee Review Committee meetings shall be considered a simple majority of voting members
 - a. A simple majority is one in which the highest number of votes for candidate, issue, or item
- D. Public notice of time and location of all Student Fee Review Committee meetings shall be posted in the SGA office and on CU Denver SGA online media
- E. The Student Fee Review Committee Chairperson holds the authority to call for special meetings
 - a. Failure to attend an emergency meeting shall not be considered an absence

Article VIII. Conflict of Interest

- A. Association Disclosure
 - a. Each member of SFRC shall disclose all associations with any student fee funded organization, office, or individual that may be perceived as potentially creating a conflict of interest
- B. Recusal

- a. Any member, including advisors, with a financial, romantic, or familial relationship with a student fee funded organization, office, or individual shall be recused from any deliberation or voting on any matter related to that organization, office, or individual. A member may and should recuse themselves if at any point they believe they might have a conflict of interest
 - i. Any recused member must leave the meeting during deliberation and voting on the matter related to the conflict of interest

C. Exemption

- a. The receipt of wages a member of SFRC earns from an organization, office, or individual solely for his/her work on SFRC shall not constitute a conflict of interest for the purposes of recusal.
- b. The committee can decide by majority vote on additional conflicts that may fall under conflict of interest.

Article IX: Amendments and Adoption of Bylaws

- A. Any amendments to these bylaws must be approved by a two-thirds (2/3) majority vote of the CU Denver SGA Senate.
- B. Upon approval, amendments will go into effect immediately

First Year Transfer Council Bylaws

Article I. Title

- A. This standing committee within the University of Colorado Denver Student Government Association (CU Denver SGA) shall be known as First Year Transfer Council

Article II. Purpose

- A. First Year Transfer Council shall actively serve as the direct representatives of CU Denver's first year and transfer student body and shall serve as liaisons to CU Denver SGA

Article III. Membership

- A. The membership of the First Year Transfer Council shall consist of no less than three (3) non-voting members and no more than four (4) non-voting members
 - a. Two first year students and two transfer students
- B. First Year Transfer Council members shall be appointed by the Executive Branch's search committee and confirmed by Senate by the beginning of the school year
- C. First Year Transfer Council members shall be chosen from eligible first year and transfer students at CU Denver as defined by the CU Denver SGA Constitution
- D. Should a vacancy occur, the position shall be filled in accordance with the CU Denver SGA Constitution and Senate bylaws

Article IV. Officers and Voting Rights

- A. The Offices of the First Year Transfer Council shall be composed of the Chairperson and Vice Chairperson. No member of the First Year Transfer Council may hold more than one officer position at a time.
 - a. The Chair and Vice Chairperson must be filled by 1 (one) first year student and 1 (one) transfer student
- B. The Chairperson shall be recommended by the CU Denver SGA Executives following and confirmed by the Senate by a two-thirds (2/3) majority vote
- C. The Vice Chairperson shall be nominated amongst the committee membership and

approved by a simple majority of the committee

- D. The Chairperson and Vice Chairperson shall both have voting rights in Senate
 - a. In their absence, the other transfer or first year student shall have voting rights
- E. The Chairperson shall preside at all meetings of the First Year Transfer Council and shall have the following duties and responsibilities:
 - a. Set the order of business including presiding over, coordinating and setting agenda items at all committee meetings
 - i. Send the finalized agenda and related material no later than forty-eight (48) hours prior to the meeting
 - b. Report committee activities through an oral report to Senate
 - c. Ensure that the end of year report for the next administration is completed in a timely and detailed manner, which shall include goals and recommendations for future administrations, based on the progress of the current administration
 - d. Is required to attend all Chair meetings as scheduled by the executives as a representation of their committee in CU Denver SGA leadership
 - e. The Chairperson shall have no voting rights and shall only vote in the case of a tie during a committee meeting
- F. The Vice Chairperson shall fulfill the duties of the Chairperson in the event of their absence maintaining all responsibilities of the chairperson for the duration of their absence. When acting as Chairperson of the Legislation and Outreach Committee the Vice Chairperson retains voting rights only in case of a tie

Article V. Duties and Responsibilities

- A. The First Year Transfer Council is required to fulfill all duties and responsibilities outlined in the CU Denver SGA Constitution and Senate bylaws
- B. Engage the first year and transfer student body and provide a voice for their ideas and concerns
- C. Facilitate student engagement and communication between CU Denver SGA and the student body
- D. First Year Transfer Council members shall attend one assigned standing committee meeting per month on a rotational basis throughout the academic year

Article VI. Attendance and Meetings

- A. All members of the First Year Transfer Council shall adhere to the attendance policy set forth by the Senate Bylaws in Article III
- B. The First Year Transfer Council Chairperson will designate the meeting times and locations
 - a. The First Year Transfer Council shall hold regular meetings no less than once a week
- C. Quorum for First Year Transfer Council meetings shall be considered a simple majority of voting members
 - a. A simple majority is one in which the highest number of votes for candidate, issue, or item
- D. Public notice of time and location of all First Year Transfer Council shall be posted in the CU Denver SGA office and on the CU Denver SGA website
- E. The First Year Council Chairperson reserves the right to call for an emergency meeting
 - a. Failure to attend an emergency meeting shall not be considered an absence

Article VII. Amendments and Adoption of these Bylaws

- A. Any amendments to these bylaws must be approved by a two-thirds ($2/3$) majority vote of the CU Denver SGA Senate.
- B. Upon approval, amendments will go into effect immediately

Events & Planning Bylaws

Article I: Title

- A. This sitting committee within the University of Colorado Denver Student Government Association (CU Denver SGA) shall be known as the Events and Planning Committee

Article II: Purpose

- A. The Events and Planning Committee shall plan, promote, and execute CU Denver SGA events and activities with the intent of benefitting the CU Denver community

Article III: Membership

- A. Membership of the Events and Planning Committee (E&P) shall consist of no less than five (5) and no more than six (6) hired members according to the Constitution and one student elected chair of the Senate
- B. Hired Events and Planning members shall be appointed by the elected chair, the Ex-officio
- C. Should a vacancy occur, the position(s) may be filled in accordance with the CU Denver SGA Constitution and Senate Bylaws
- D. Ex-officio members from the Office of Student Life and the Executives may attend committee meetings; however, they hold no voting rights

Article IV: Officers and Voting Rights

- A. The Officers of the Events and Planning Committee shall be comprised of the Chairperson and Vice Chairperson
- B. No member of the Events and Planning Committee shall hold more than one officer position at a time
- C. The Chairperson of the Events and Planning Committee shall be elected by CU Denver students and confirmed by the CU Denver SGA Senate by a two-thirds ($\frac{2}{3}$) majority vote in accordance with the CU Denver SGA Constitution
- D. The Chairperson shall preside over all meetings of the Events and Planning committee and shall have the following duties and responsibilities:

- a. Set the order of business including presiding over, coordinating and setting agenda items at all committee meetings
 - i. Send the finalized agenda and related material no later than 48 hours prior to the meeting. Changes to the finalized agenda must be made through amendment at Events and Planning meeting
- b. Report Events and Planning activities through a written or oral report to the Senate
- c. Ensure that the end of year report for the next administration is completed in a timely and detailed manner, which shall include goals and recommendations for future administrations, based on the progress of the current administration
- d. Is required to attend all Chair meetings as scheduled by the executives as a representation of their committee in CU Denver SGA leadership
- e. The Chairperson shall have no voting rights, and shall vote only in case of a tie during a committee meeting
- f. The Vice Chairperson shall be nominated amongst the committee membership and approved by a simple majority of the committee
- g. The Vice Chairperson shall fulfill the duties of the Chairperson in the event of their absence maintaining all responsibilities of the Chairperson for the duration of their absence
- h. When acting as the Events and Planning Chair, the Vice Chairperson retains voting rights only in case of a tie in committee meetings

Article V: Duties and Responsibilities

- A. The Events and Planning Committee is required to fulfill all duties and responsibilities outlined in the CU Denver SGA Constitution and Bylaws
- B. Actively promote CU Denver SGA and its events to the CU Denver community
- C. Prepare and present budgets to the Senate to support and inform the CU Denver body and members of SGA
- D. Execute events and assignments for the benefit of the CU Denver community
- E. Ensure that the end of year report for the next administration is completed in a timely and detailed manner, which shall include goals and

recommendations for future administrations, based on the progress of the current administration

Article VI: Attendance and Meetings

- A. All members of the Events and Planning Committee are expected to adhere to the attendance policy set forth in Article III of the Senate Bylaws
- B. The Events and Planning Committee Chair shall designate committee meeting times and locations
 - a. Events and Planning shall hold regular meetings no less than once a week, when school is in session
- C. Quorum for Events and Planning Committee meetings shall be considered a simple majority of voting members
 - a. A simple majority is one in which the highest number of votes for candidate, issue, or item
- D. The Events and Planning Committee Chairperson holds the authority to call for special meetings
 - a. Failure to attend an emergency meeting shall not be considered an absence

Article VII: Amendments and Adoption of Bylaws

- A. Any amendments to these bylaws must be approved by a two-thirds (2/3) majority vote of the CU Denver SGA Senate.
- B. Upon approval, amendments will go into effect immediately

Last Updated by SGA Senate March 2020.