

# BYLAWS OF THE STATE STUDENT ADVISORY COUNCIL

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**COLORADO**  
COMMUNITY COLLEGE SYSTEM

# TABLE OF CONTENTS

<b>ARTICLE I: NAME</b> .....	4
<b>ARTICLE II: PURPOSE</b> .....	4
<b>ARTICLE III: STRUCTURE</b> .....	4
<b>SECTION 1: Composition</b> .....	4
<b>SECTION 2: Eligibility</b> .....	4
<b>SECTION 3: Term of Office</b> .....	5
<b>SECTION 4: Vacancy in Office</b> .....	5
<b>SECTION 5: Duties of Officers and Representatives</b> .....	5
Section 5.1: Representatives.....	5
Section 5.2: Chair.....	5
Section 5.3: Vice Chair .....	6
Section 5.4: Legislative Liaison.....	6
Section 5.5: Secretary .....	6
Section 5.6: Treasurer .....	6
Section 5.7: Public Relations & Marketing Manager .....	7
Section 5.8: Ex-Officio SSAC Advisor .....	7
Section 5.9: Streamlined SSAC Position Description to be Applied to Individual College Student Government Bylaws.....	7
<b>ARTICLE IV: ELECTION CODE</b> .....	8
<b>SECTION 1: Election of Representatives by Individual Colleges</b> .....	8
<b>SECTION 2: Election of Officers</b> .....	8
Section 2.1: Timing and Organization of Elections.....	8
Section 2.2: Candidate Requirements.....	8
<b>SECTION 3: Oath of Office</b> .....	8
<b>SECTION 4: System-Wide Ballot Initiatives</b> .....	9
<b>ARTICLE V: MEETINGS</b> .....	9
<b>SECTION 1: Schedule And Notice Of Regular And Committee Meetings</b> .....	9
<b>SECTION 2: Special Meetings</b> .....	9
<b>SECTION 3: Records Of Meetings</b> .....	9
<b>SECTION 4: Parliamentary Procedure - Rules Of Order</b> .....	9
<b>SECTION 5: Postponement Or Cancellation</b> .....	10
<b>SECTION 6: Communications</b> .....	10

**SECTION 7: Attendance** ..... 10

**SECTION 8: Electronic Meetings**..... 10

**SECTION 9: Open Meetings** ..... 10

**SECTION 10: Voting And Rules Of Quorum**..... 10

**Section 10.1: Voting Authority**..... 10

**Section 10.2: Forfeiture of Voting Rights and Representation** ..... 10

**Section 10.3: Quorum** ..... 11

**ARTICLE VI: COMMITTEES** ..... 11

**SECTION 1: Standing Committees** ..... 11

**SECTION 2: Special Committees**..... 12

**ARTICLE VII: SSAC BUDGET** ..... 12

**ARTICLE VIII: REIMBURSEMENT OF REPRESENTATIVES** ..... 12

**ARTICLE IX: GOVERNANCE**..... 12

**SECTION 1: Student Code of Conduct & Governing Documents** ..... 12

**SECTION 2: Censure and/or Removal of Representatives** ..... 12

**Section 2.1: Removal for Failure to Meet Eligibility Requirements**..... 12

**Section 2.2: Censure and/or Removal for Cause**..... 12

**Section 2.3: Initiation of Censure and/or Removal Process and Final Determination** ..... 13

**ARTICLE XI: AMENDMENTS TO BYLAWS** ..... 13

Updated June 2019

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# **BYLAWS OF THE STATE STUDENT ADVISORY COUNCIL**

## **ARTICLE I: NAME**

The name of this organization shall be the State Student Advisory Council, hereafter referred to as SSAC.

## **ARTICLE II: PURPOSE**

The purpose of SSAC is to represent the collective views and interests of all Colorado Community College System (CCCS) students and to serve as an advisory body to the Colorado State Board for Community Colleges and Occupational Education, hereafter referred to as SBCCOE.

## **ARTICLE III: STRUCTURE**

SSAC shall be composed solely of students from Colorado Community College System campuses with established student governments, and an ex-officio Advisor.

### **SECTION 1: COMPOSITION**

SSAC shall consist of:

- A. One primary and one alternate SSAC Representative from each eligible campus, from which there will be six (6) Officers: Chair, Vice Chair, Secretary, Treasurer, Legislative Liaison, Public Relations & Marketing Manager; and
- B. The ex-officio, non-voting, Advisors who shall be appointed by the CCCS Chancellor.

### **SECTION 2: ELIGIBILITY**

To be eligible as an elected representative of SSAC, students shall:

- A. Be enrolled in a minimum of six (6) credit hours per semester excluding the summer semester.
  - i. Currently serving SSAC Representatives on track to graduate at the end of Spring semester or transfer to another institution at the end of Spring semester shall be eligible to complete their term through June 30.
  - ii. Currently serving SSAC Representatives on track to graduate at the end of Fall semester or transfer to another institution at the end of Fall semester shall complete their term at the end of the Fall semester.
- B. Remain in good standing with their respective college student governments and maintain their campus elected position;
- C. Have completed at least nine (9) credit hours at any CCCS college prior to running for election; and
- D. Comply with the general provisions of C.R.S. 23-60-104 and BP 4-25.

### **SECTION 3: TERM OF OFFICE**

Representatives of SSAC shall be elected or appointed annually each spring by the student bodies of their respective colleges, and shall:

- A. Serve for a term of one year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>; and
- B. No representative shall serve for more than two (2) terms.

### **SECTION 4: VACANCY IN OFFICE**

- A. In the case of vacancies, elections or appointments can be held as needed.
- B. Any vacancy of an SSAC Officer position shall be filled at the next regular meeting.

### **SECTION 5: DUTIES OF OFFICERS AND REPRESENTATIVES**

The elected officers and representatives of SSAC shall perform the duties provided in this section and such other duties as prescribed for the position in these bylaws.

#### ***SECTION 5.1: REPRESENTATIVES***

SSAC Representatives shall:

- A. Attend all meetings, scheduled or special, of SSAC;
- B. Be responsible for informing their respective colleges of all SSAC activities;
- C. Present a copy of the Executive Summary of all SSAC meetings to the Student Governments, Student Government Advisors, and College President, upon receipt from the SSAC Secretary;
- D. Take an active role in recruiting eligible SSAC candidates for the following term;
- E. Be responsible for performing other duties as delegated by the SSAC Chair;
- F. Present a monthly report to SSAC on matters of student interest and concern at their colleges;
- G. Advise and make recommendations to SBCCOE on matters of interest to the students of CCCS;
- H. Make recommendations to SBCCOE concerning policies, enacted or to be enacted, which pertain to the students of CCCS college campuses; and
- I. Serve as a liaison between SBCCOE, the CCCS colleges, and the students represented.

#### ***SECTION 5.2: CHAIR***

In addition to the duties listed in Section 5.1, the Chair shall:

- A. Preside over all meetings;
- B. Develop an agenda for each regular meeting;
- C. Serve as the direct representative of SSAC to the CCCS Chancellor and SBCCOE;
- D. Serve as Student Representative to SBCCOE, which shall be advisory, without the right to vote, and shall be without the right to attend executive sessions;
- E. Be responsible for the dissemination of information between SSAC, CCCS Administration, and SBCCOE;
- F. Prepare and present a monthly report of SSAC activities and initiatives which shall be presented at the regular meetings of SBCCOE;
- G. Prepare and present a final report of SSAC activities and initiatives which shall be presented at the final SBCCOE meeting of the spring term;
- H. Attend all SSAC and SBCCOE meetings; and

- I. Delegate duties to other council members as necessary.

**SECTION 5.3: VICE CHAIR**

In addition to the duties listed in Section 5.1, the Vice Chair shall:

- A. Perform the duties of the Chair in the event of the Chair's absence which includes providing regular reports to SBCCOE;
- B. Assist the Chair in developing meeting agendas;
- C. Advise the Chair and SSAC on matters of parliamentary procedure as it pertains to regular meetings;
- D. Perform other duties as delegated by the Chair; and
- E. Attend all SSAC meetings.

**SECTION 5.4: LEGISLATIVE LIAISON**

In addition to the duties listed in Section 5.1, the Legislative Liaison shall:

- A. Attend all Colorado Commission on Higher Education (CCHE) meetings as the main representative of SSAC;
- B. Keep SSAC informed of bills and other issues from sessions of the Colorado General Assembly that affect higher education;
- C. Make a report of the CCHE meeting(s) and/or developments at the Legislature at each SSAC meeting;
- D. Coordinate any student attendance or testimony at CCHE meetings or at the Legislature after consultation with the Chair and the SSAC Advisor;
- E. Perform other duties as delegated by the Chair; and
- F. Attend all SSAC meetings.

**SECTION 5.5: SECRETARY**

In addition to the duties listed in Section 5.1, the Secretary shall:

- A. Keep the minutes of all meetings and distribute the minutes to the representatives and SSAC within ten (10) calendar days of the meeting;
- B. Notify all representatives and the SSAC Advisor of all meetings including committee and special meetings;
- C. Take and record roll call at each meeting and advise the Chair of any absences;
- D. Perform other duties delegated by the Chair; and
- E. Attend all SSAC meetings.

**SECTION 5.6: TREASURER**

In addition to the duties listed in Section 5.1, the Treasurer shall:

- A. Per BP 4-25, work in collaboration with the SSAC Advisor to help create a working budget;
- B. Give budget updates to SSAC at regular meetings;
- C. Represent the interests of SSAC on CCCS budget issues as appropriate;
- D. In collaboration with the SSAC Advisor, prepare and submit an annual budget request for SSAC to the Chancellor and SBCCOE;
- E. Perform other duties delegated by the Chair; and
- F. Attend all SSAC meetings.

**SECTION 5.7: PUBLIC RELATIONS & MARKETING MANAGER**

In addition to the duties listed in Section 5.1, the Public Relations & Marketing Manager shall:

- A. Publicize the activities of SSAC, including, but not limited to:
  - a. The schedule of regular meetings;
  - b. SSAC sponsored events and conferences;
  - c. SSAC projects and initiatives;
- B. Market and advertise the annual elections of SSAC to the individual colleges;
- C. Maintain and regularly update an online and social media presence on behalf of SSAC;
- D. Monitor and respond to all emails sent to the SSAC shared email inbox;
- E. Assist in the creation of any visual presentations to be submitted to SBCCOE; and
- F. Attend all SSAC meetings.

**SECTION 5.8: EX-OFFICIO SSAC ADVISOR**

The Ex-Officio SSAC Advisor shall:

- A. Take an active role in advising the representatives of SSAC;
- B. Be knowledgeable of the purpose and structure of SSAC;
- C. Be knowledgeable of all policies and procedures which govern the operations of SSAC as outlined in these bylaws;
- D. Offer guidance to SSAC on goal setting, organization management, program planning, problem solving and group evaluation;
- E. Keep accurate records and contact information for all SSAC Representatives;
- F. Facilitate communications between SSAC, the Chancellor, and SBCCOE;
- G. Take an active role in the planning and execution of all SSAC related or sponsored activities and events, including but not limited to:
  - a. SSAC regular meetings
  - b. SSAC annual elections
  - c. SSAC summer retreat
  - d. Student Leadership Fall Conference
  - e. SSAC's attendance of any national conference
  - f. CCCS Student Awards Ceremony

**SECTION 5.9: STREAMLINED SSAC POSITION DESCRIPTION TO BE APPLIED TO INDIVIDUAL COLLEGE**

**STUDENT GOVERNMENT BYLAWS**

Responsibilities and time commitments associated with participation as an elected SSAC Representative are robust. Therefore, it is necessary that the position of SSAC Representative be streamlined across all campus Student Government Association (SGA) Bylaws in order to create uniformity in SSAC Representative duties.

Section 5.1 of Article III in these Bylaws shall hereby replace all existing SSAC position descriptions in campus SGA Bylaws of all CCCS Colleges. It is also recommended that the position of SSAC Representative be standalone, and not attached to the associated responsibilities of an additional student government position.

SSAC Representatives shall work closely with their campus SGA in order to successfully represent the voice of the student body. SSAC Representatives are also strongly encouraged to be engaged in campus events and



activities that do not conflict with SSAC responsibilities. Scheduling conflicts should immediately be brought to the attention of the SSAC Advisor and campus Student Government Advisor. SSAC commitments shall be considered priority, as the SSAC position is legislated by the State of Colorado, and is representative of the entire student population of the Colorado Community College System.

## **ARTICLE IV: ELECTION CODE**

### **SECTION 1: ELECTION OF REPRESENTATIVES BY INDIVIDUAL COLLEGES**

- A. SSAC Elections shall be marketed and advertised in alignment with spring semester student government elections at each college beginning in early March.
- B. Upon the completion of spring student government elections, Student Life Directors from each college shall submit the names and contact information of their elected SSAC Representatives to the SSAC Advisor no later than May 1st.
- C. Colleges with positions not filled in the spring student government election shall either appoint or hold a special election to fill the positions as soon as possible.
- D. SSAC Representatives elected or appointed in the spring elections shall take office on July 1<sup>st</sup>.
- E. SSAC Representatives elected or appointed at any other time throughout the academic year shall take office at the first meeting after their election or appointment, but no sooner than July 1<sup>st</sup>.

### **SECTION 2: ELECTION OF OFFICERS**

#### ***SECTION 2.1: TIMING AND ORGANIZATION OF ELECTIONS***

- A. Information pertaining to the election of SSAC Officers shall be communicated to the newly elected SSAC Representatives and their Student Life Directors by the SSAC Advisor no later than May 15<sup>th</sup>.
- B. SSAC Officers shall be elected by the body of newly elected SSAC Representatives.
- C. Election of Officers shall take place prior to the June SBCCOE Meeting for service which shall run through the academic year, July 1 to June 30.
- D. Colleges with unfilled SSAC Representative positions forfeit their right to submit candidates as SSAC Officers.

#### ***SECTION 2.2: CANDIDATE REQUIREMENTS***

- A. SSAC Officer positions shall be open to both primary and alternate SSAC Representatives.
- B. Candidates running for SSAC Officer positions must submit a letter of intent to the SSAC Advisor in advance of the time of elections.
- C. Candidates will be required to give a speech and answer questions from the floor at the time of elections.
- D. The SSAC Advisor will set the time limit for the speeches and questioning period.

### **SECTION 3: OATH OF OFFICE**

Upon election or appointment, all members of SSAC shall recite an oath of office. The oath shall read as follows”

*"I (name of prospective member) do solemnly affirm that I will faithfully execute all duties for the office of SSAC Representative. I will, to the best of my ability, uphold the bylaws, mission, vision and purpose of SSAC in order to effectively advocate on behalf of the students of the Colorado Community College System."*

#### **SECTION 4: SYSTEM-WIDE BALLOT INITIATIVES**

SSAC shall have the authority to bring ballot initiatives to all CCCS campuses on system-wide issues pursuant to the unanimous support of all SSAC Representatives and after consultation with the CCCS President's Council and approval by the CCCS Chancellor. This shall include potential student fee initiatives.

### **ARTICLE V: MEETINGS**

#### **SECTION 1: SCHEDULE AND NOTICE OF REGULAR AND COMMITTEE MEETINGS**

- A. A schedule of the regular monthly meeting dates and times for the year will be jointly determined by the SSAC Advisor and the SSAC Chair.
- B. Notification of all regular meetings including location, date, and time shall be sent to all representatives and their advisors at least thirty (30) days prior.
- C. Committee meetings shall be scheduled upon the mutual agreement of the committee members regarding time and place.
  - a. Committee meetings shall be communicated to all SSAC Representatives and Advisors as scheduled.

#### **SECTION 2: SPECIAL MEETINGS**

- A. Special meetings may be called at the request of the Chair
- B. Special meetings may also be called upon the written request of a majority of representatives.
- C. Notification of special meetings shall be made by person-to-person phone calls and e-mail or at a regularly scheduled meeting at least three (3) days in advance.

#### **SECTION 3: RECORDS OF MEETINGS**

- A. Meeting agendas will be developed and communicated to SSAC Representatives prior to all regular meetings.
- B. Meeting minutes will be used as official records of SSAC and must be revised and approved at the following meeting.
- C. Meeting minutes shall be communicated to all SSAC Representatives upon final approval.
- D. An Executive Summary shall be conveyed by SSAC Representatives to their College President, Student Government Advisor, and Student Government President after each monthly meeting.

#### **SECTION 4: PARLIAMENTARY PROCEDURE - RULES OF ORDER**

- A. Robert's Rules of Order, newly revised, shall govern the procedural actions of SSAC, its Executive Committee, and other committees in all cases to which it is applicable.
- B. Procedural issues shall not be in conflict with federal or state laws, SBCCOE Board Policies, CCCS Chancellor's Procedures, or the bylaws of SSAC.

## **SECTION 5: POSTPONEMENT OR CANCELLATION**

A regular meeting may be cancelled or postponed by the Chair in consultation with the SSAC Advisor. Notification of any cancellation or postponement will be made electronically.

## **SECTION 6: COMMUNICATIONS**

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

## **SECTION 7: ATTENDANCE**

SSAC Representatives are expected to attend all regularly scheduled monthly meetings, the SSAC summer retreat, and the Student Leadership Conference. However, it is acknowledged that unexpected situations may arise in which a representative must be absent from a regular meeting or event. SSAC Representatives shall notify the SSAC Advisor and the SSAC Chair in advance of their intention to be absent from a meeting or event.

## **SECTION 8: ELECTRONIC MEETINGS**

Regular SSAC meetings are expected to be attended in person on a monthly basis. However, it is acknowledged that situations may arise in which a representative is unable to travel to the physical location of a regularly scheduled meeting. Therefore, SSAC Representatives shall be authorized to participate in meetings remotely by telephone or video conference or through other electronic communications media, provided all representatives can simultaneously hear each other and participate in the meeting. SSAC Representatives shall notify the SSAC Advisor and the SSAC Chair in advance of their intention to participate in meetings remotely through electronic means.

## **SECTION 9: OPEN MEETINGS**

- A. With the exception of executive sessions, all meetings of SSAC shall be open to any interested student, faculty, staff, or community members.
- B. Notice of regular monthly meetings shall be made public and posted on the SSAC web page.

## **SECTION 10: VOTING AND RULES OF QUORUM**

### ***SECTION 10.1: VOTING AUTHORITY***

- A. Each eligible campus shall have one vote.
- B. Primary SSAC Representatives shall hold sole voting authority in all SSAC matters, except in such situations where:
  - a. An alternate SSAC Representative has been elected to an officer position, or;
  - b. The primary SSAC Representative is absent from an SSAC meeting.
    - i. In such situations, the voting authority shall shift to the alternate SSAC Representative.
- C. If both the primary and alternate SSAC Representatives from the same college are elected to SSAC Officer positions, they shall have one vote between them.

### ***SECTION 10.2: FORFEITURE OF VOTING RIGHTS AND REPRESENTATION***

- A. Any college without an officially elected or appointed SSAC Representative shall forfeit their vote on SSAC until the position is officially filled by election or appointment.

- B. A college shall be considered unrepresented at the SSAC meeting if neither of the representatives is present. A college Student Life Director will be notified by the SSAC Advisor if it is not represented at more than two (2) meetings.
- C. While a college may send any student in place of their elected SSAC Representative to observe a meeting, only officially elected and sworn-in SSAC Representatives shall hold voting authority.

### **SECTION 10.3: QUORUM**

- A. A quorum shall be half plus one of the eligible voting members of SSAC.
- B. If a college has forfeited their vote for any reason detailed in these bylaws, the quorum requirement shall be reduced accordingly.
- C. Upon two (2) SSAC meetings where quorum is not met, five (5) SSAC Representatives shall be sufficient to conduct business and reflect an effective quorum when voting unanimously.

## **ARTICLE VI: COMMITTEES**

### **SECTION 1: STANDING COMMITTEES**

The standing committees of SSAC shall be:

- A. The Executive Committee, which shall:
  - a. Consist of the Officers of SSAC;
  - b. Include the SSAC Advisor, a non-voting, ex-officio member of the Committee who shall attend all scheduled meetings; and
  - c. Shall meet as needed.
- B. The Budget Committee, which shall:
  - a. Consist of the SSAC Treasurer, SSAC Vice Chair, and two (2) additional SSAC Representatives;
  - b. Include the SSAC Advisor, a non-voting ex-officio member of the Committee who shall attend all scheduled meetings; and
  - c. Shall meet as needed.
- C. The Elections Committee, which shall:
  - a. Consist of the SSAC Public Relations & Marketing Manager, SSAC Legislative Liaison, and two (2) additional SSAC Representatives;
  - b. Include the SSAC Advisor, a non-voting ex-officio member of the Committee who shall attend all scheduled meetings; and
  - c. Shall meet as needed.
- D. The Events Committee, which shall:
  - a. Consist of the SSAC Chair, SSAC Treasurer, SSAC Public Relations & Marketing Manager, and three (3) additional SSAC Representatives;
  - b. Include the SSAC Advisor, a non-voting ex-officio member of the Committee who shall attend all scheduled meetings; and
  - c. Facilitate the planning and execution of all SSAC related or sponsored activities and events, including but not limited to:
    - SSAC summer retreat;
    - Student Leadership Fall Conference; and
    - CCCS Student Leadership Ceremony; and

- d. Shall meet as needed.

## **SECTION 2: SPECIAL COMMITTEES**

Special committees may be created as necessary by a majority approval of SSAC to accomplish the purposes and goals of SSAC. All special committees shall:

- A. Be required to submit a list of goals, along with a proposed timeline for those goals to be met, and a proposed budget (if applicable) to the Chair within thirty (30) days of formation;
- B. Be required to submit a monthly report in writing to the Chair regarding progress.

## **ARTICLE VII: SSAC BUDGET**

The SSAC budget will be developed by the Budget Committee and submitted to the Chancellor in accordance with BP 4-25.

## **ARTICLE VIII: REIMBURSEMENT OF REPRESENTATIVES**

In accordance with BP 4-25, which states that “The Board recognizes the need to adequately fund the activities of the State Student Advisory Council,” the cost of travel expenses for SSAC Representatives to attend SSAC meetings and events shall be funded through the CCCS Budget process. SSAC members travel expenses to and from meetings shall be reimbursed from the system at the State rate.

## **ARTICLE IX: GOVERNANCE**

### **SECTION 1: STUDENT CODE OF CONDUCT & GOVERNING DOCUMENTS**

As students of the Colorado Community College System, the conduct of SSAC Representatives shall be governed by the CCCS Common Student Code of Conduct.

SSAC Representatives shall fulfill the duties of their position in compliance with the C.R.S. 23-60-104, BP 4-25, SSAC Bylaws, and CCCS Common Student Code of Conduct.

### **SECTION 2: CENSURE AND/OR REMOVAL OF REPRESENTATIVES**

#### ***SECTION 2.1: REMOVAL FOR FAILURE TO MEET ELIGIBILITY REQUIREMENTS.***

An SSAC representative shall automatically be removed if they cease to meet the eligibility requirements contained in Article III, Section 2 unless their College President and/or designee approve modification to these eligibility requirements in writing. The SSAC Representative who fails to meet eligibility requirements shall be notified of the automatic removal in writing, including the specific eligibility requirements that were not met.

#### ***SECTION 2.2: CENSURE AND/OR REMOVAL FOR CAUSE***

SSAC Representatives may be censured and/or removed from SSAC for:

- A. Violations of the CCCS Common Student Code of Conduct.

- B. Non-compliance with the responsibilities of office as outlined in these bylaws; and
- C. Absence from three (3) or more meetings of SSAC in an academic semester.

**SECTION 2.3: INITIATION OF CENSURE AND/OR REMOVAL PROCESS AND FINAL DETERMINATION**

The censure and/or removal process may be initiated by any member of SSAC through the submission of a written request to the SSAC Advisor. Any such requests shall be submitted in the form of a report and shall include:

- A. Name of SSAC Representative in question
- B. Reason for request
- C. Supporting evidence – which may include past SSAC meeting minutes and attendance records

At the discretion of the Associate Vice Chancellor for Student Affairs, the SSAC Representative for whom censure or removal for cause is requested may be directed to cease participation with regard to their SSAC responsibilities pending review and issuance of a final decision.

Written requests for censure and/or removal will be reviewed within ten (10) business days by the CCCS Associate Vice Chancellor for Student Affairs in collaboration with the SSAC Advisor, the Director of Student Life and College President for the college of the SSAC Representative in question (“Reviewing Body”).

The Reviewing Body shall, within ten (10) business days from submission of the request, issue a written decision to the SSAC Chair regarding whether the SSAC Representative in question shall be censured or removed and the justification for the decision based on these Bylaws, the CCCS Common Student Code of Conduct; CCCS Board Policies, and/or CCCS Chancellor’s Procedures. The Reviewing Body may reasonably extend this 10-day business day deadline if unforeseen circumstances arise.

Within five (5) business days after receipt of a decision to censure or remove, the subject SSAC Representative may appeal the decision in writing to the Associate Vice Chancellor for Student Affairs or designee. If no appeal is filed, the decision of the Reviewing Body is deemed final and binding.

If an appeal is filed, the Associate Vice Chancellor for Student Affairs or designee shall review the appeal and issue a final binding decision within five (5) business days unless a reasonable extension of time is required.

The Reviewing Body shall immediately notify the SSAC Representative in writing of the final and binding decision. The Reviewing Body shall also notify the SSAC Chair of whether or not there was a decision to censure or remove for purposes of notifying all SSAC members at the regularly scheduled meeting.

**ARTICLE XI: AMENDMENTS TO BYLAWS**

- A. Bylaw amendments may be initiated by any member of SSAC.
- B. All revisions other than to correct spelling and punctuation errors must be approved by SSAC.
- C. Amendments shall be developed, reviewed and approved through the formation of a Special Committee for Bylaw Revisions.
- D. Amendments approved by the Special Committee for Bylaw Revisions must be reviewed and approved by the CCCS Legal Department.
- E. Upon approval from legal, bylaw revisions shall be electronically communicated to SSAC, and shall be voted on at the next regular meeting.

Updated June 2019

- F. A two-thirds majority vote by SSAC pursuant to quorum is required to amend the bylaws.
- G. Amendments must comply with C.R.S. 23-60-104 and with SBCCOE Board Policies and Chancellor's Procedures.
- H. These bylaws, when adopted by SSAC and approved by the Chancellor on behalf of SBCCOE, supersede any previous bylaws.