



The Student Government Association
of
Aims Community College

Bylaws
2013 – 2014

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Revised: May 2013

Student Government Association

Bylaws

Article I. Representative Authority

The Student Government Association (SGA) Executive Council Members, under the authority of the Associated Students of Aims Community College (ASACC), shall officially represent the student body of Aims Community College in all concerns.

Article II. Membership

Section 2.01 Membership Structure

The membership of the SGA shall consist of the following structure:

- a. **Executive Council** - President of ASACC/SGA, Vice President of Campus Life, Vice President of Academic Affairs, Vice President of Public Relations, and Vice President of Student Development
- b. **General Membership** - All enrolled students (student fee paying students) at Aims Community College are considered General Members of SGA
- c. **Special Membership** - The SGA advisor(s) and/or designee(s)

Section 2.02 Voting Membership

- a. Voting membership of the Executive Council shall consist solely of the Vice Presidents. The President/ Chairperson shall have the tie breaking vote.
- b. The President/Chairperson will be granted voting privileges when a Vice President vacancy exists on the Executive Council. If a tie exists under this condition, the motion will die for lack of support.

Section 2.03 Non-Voting Membership

Non-voting membership of the SGA shall consist of General Membership not holding positions on the Executive Council.

Section 2.04 Special Membership

Special membership shall be granted to the Advisor(s) of the SGA for the purpose of special representation on an ongoing basis and shall maintain an ex officio position with the SGA, in respect to membership privileges.

Article III. Rights of Members

All students at Aims Community College shall be entitled to equal rights, privileges, and sanctions set forth under the ASACC Constitution; the ASACC and SGA Bylaws; and the ASACC, SGA, and College Policies and Procedures.

Article IV. Accountability of Members

SGA Executive Council Members must meet the criteria set forth under the ASACC Constitution and Bylaws, and the SGA Bylaws. Violations will result in sanctions that may include removal from office. Accountability of each SGA Executive Council Member will be held to the highest standards of civility and behavior and are subject to a Zero Tolerance Policy for actions on and off campus.

Section 4.01 Responsibilities

All Executive Council Members shall:

- a. Uphold the ASACC Constitution, the ASACC and SGA Bylaws, Policies, and Procedures.
- b. Be eligible to join any recognized student club/organization at Aims Community College but shall be ineligible to hold an official or advisory position in any club/organization.
- c. Function in an open and available capacity as a resources person to all members of the student body.
- d. Make themselves available to serve on any committee at Aims Community College, as situations necessitate.
- e. Fulfill the obligations and responsibilities of their respective position while maintaining an open, informed, and responsible relationship with other members of SGA, SPEC, and the students at Aims Community College; the staff, faculty, administration at Aims Community College; the Board of Trustees of Aims Community College; and the communities of Weld County and other service areas, ensuring positive communication between the afore mentioned entities.
- f. Be responsible for all other duties and assignments per specific SGA Executive Council Member's position description.
- g. Be held accountable for maintaining a specific Grade Point Average and credit hours completion per semester.

Section 4.02 Expectations

- a. Attend 80% of all SGA Board(s) meetings punctually and regularly.
- b. Attend all leadership training retreats and workshops, and planning workshops and/or work sessions.
- c. Attend or support all SGA, SPEC, and ASACC events and functions.
- d. Give assistance to other Executive Council Members when needed to advance the mission of the SGA and ASACC.
- e. Maintain required enrollment status at Aims Community College during the academic year. Executive Council Members must maintain 9 credit hours.
- f. Executive Council Members must maintain a 2.5 GPA, per semester.
- g. Executive Council Members must maintain a minimum of 10 contact/office hours per week during Student Life Office hours, in the Associated Students' Office. Hours must be

- met on a daily basis and members may need to allocate additional hours as needed to complete activities, programs, or events relating to specific job responsibilities.
- h. Work not more than 25 hours per week outside of SGA responsibilities.
 - i. Plan, organize, and implement programs as described under specific job requirements.
 - j. Meet with the SGA advisor, weekly.
 - k. Create and maintain complete files for all activities, programs, and functions associated with specific position.
 - l. Review, evaluate, and report to the Board(s), on activities upon completion.
 - m. Actively recruit committee/team members.
 - n. Be responsible for promoting SGA, General Assembly of Student Organizations and ASACC activities, and creating a positive public image for the student organizations and the College.
 - o. SGA Executive Council Members shall not hold office in an on-campus club or organization.
 - p. Executive Council Members will conduct themselves in accordance with all SGA, ASACC, and Aims Community College's Policies and Procedures.
 - q. Perform other assignments as assigned by the Director of Student Life/SGA Advisor and/or his/her designee.
 - r. Contribute to the decision-making process by participating in discussions at official meetings and work sessions.

Section 4.03 Statement of Performance

Student body representatives consisting of Executive Council Members of the Student Government Association are expected to embody ideals that promote an atmosphere for learning and an environment of civility and as such behavior as a student and student leader will embrace civility awareness. Civility of representatives will extend to on-campus and off-campus behavior, at official and unofficial events, in the classroom and out of the classroom, and in all daily actions. Representative's actions are a reflection on ASACC/SGA and Aims Community College and as such are expected to be role models for the students at Aims Community College and model citizens in the surrounding communities.

Representatives are expected to adhere, at a minimum to the performance objectives outlined below:

- a. As student government representatives, you will be responsible when entrusted with information or any sensitive material.
- b. During all activities you will embrace truth and sincerity.
- c. You will be respectful and congenial in all interactions.
- d. You have a moral responsibility to pursue the right course of action in any situation, therefore benefiting yourself and everyone around you.
- e. You will honor everyone's right to be involved, his or her ideas/opinions, and their personal freedoms.
- f. Your willingness to converse with others will benefit the relationships between the SGA and the students, faculty, staff, and administrators at Aims Community College.
- g. By setting a higher standard for the Student Government Association, you will demonstrate the integrity of the points outlined in this Statement.
- h. You accept the responsibility to abide by this statement on and off campus in all your affairs and you accept the terms of this statement to the extent that should it be violated, as an individual or group, you are subject to relinquishing your position on the Executive Council of the Student Government Association at Aims Community College.

Article V. Term of Office

Section 5.01 Full Term Executive Council Members

The term of office for the SGA Executive Council Members shall be from the first day of Fall Semester through the last day of class of the Spring Semester following selection. A term of office may not exceed one academic year.

Section 5.02 Partial Term Executive Council Members

The term of office for SGA Executive Council Members selected during the academic year shall be from the Monday following selection/appointment through the last day of class of the Spring Semester following selection/appointment.

Section 5.03 Term Limits

Aims Community College is a two-year institution of higher education; therefore Executive Council Members of SGA are limited to the number of terms they may serve on the SGA Board.

- a. Executive Council Members cannot serve more than two terms, consecutive or otherwise, on the SGA Board. A term, for the purpose of term limit determination is defined as serving more than two-thirds of a full term.
- b. The position of President is classified as a terminal position; therefore any student serving in this position is not eligible to serve on the SGA after one term. A term is defined as serving any length of time during an academic year.

Section 5.04 Position Evaluation

The SGA Advisor will conduct an oral or obtain a self-evaluation for all SGA Executive Council Members prior to the end each semester, followed by a formal position evaluation for the Executive Council not later than the third week of Spring Semester to ensure all members have met their responsibilities and requirements.

- a. **Formal** position evaluation of Spring Semester performance, for returning Executive Council Members will be conducted prior to the selection process for the next academic year and both Fall Semester and Spring Semester evaluations will be made available to the Selection Committee.
- b. **Evaluations** reflecting less than an acceptable performance rating will be submitted to the SGA President for formal action and must be accompanied by a recommendation from the Advisor.

Article VI. Selection Procedures

It shall be the responsibility of the Director of Student Life, or his/her designee serving in an ex-officio capacity to plan, organize, implement, and provide input for the selection process of the SGA Executive Council Members, as set forth under Article II of the ASACC Bylaws.

Article VII. Meetings

Meetings of the SGA Executive Council shall be open to the public. Meetings dealing with personnel or legal issues may be closed.

Section 7.01 Official Meetings

Official meetings of the SGA Executive Council shall each be held at least one time per month, during fall and spring semesters and are required to have an agenda with official minutes recording the proceedings. Official meetings scheduled at the same time as a major College or ASACC event or during finals weeks shall be optional, as determined by the SGA Executive Council or Advisor. Official meetings are required meetings for all Executive Council Members.

Section 7.02 Unofficial Meetings

Unofficial meetings are defined as scheduled work sessions, training sessions, or informal meetings to communicate ideas, strategies, and topics relevant to the well-being of the SGA and students at Aims Community College. Attendance at unofficial meetings may be required depending on content or vote of the SGA Executive Council.

Section 7.03 ASACC Meeting

All SGA Executive Members are required to attend ASACC meeting. The ASACC Board shall determine the frequency, time, and place of all meetings. ASACC meeting are defined in the ASACC Bylaws, Article XII.

Section 7.04 Special Meetings

The President of the SGA shall call a Special Meeting of the SGA Executive Council, by a petition of at least five (5) percent of the General Membership or by a majority vote of quorum of the SGA Executive Council. Special Meetings shall be held within five (5) regularly scheduled class days following the SGA President's receipt of the petition or vote. The President or Advisor of SGA shall also have the authority of call a special meeting of the Executive Council when a situation warrants immediate attention. Special meetings will follow the same guidelines as official meetings and are required meetings for the SGA Executive Council.

Section 7.05 Public Notice of Meetings

- a. Public notice of official meetings shall be posted at least 48 hours prior to the meeting.
- b. Public notice of special meetings shall be posted at least 24 hours prior to the meeting.
- c. No public notice is required for unofficial meetings.

Section 7.06 Quorum

A quorum shall be defined as two-thirds of the filled Board positions on the SGA Executive Council. The President/Chairperson shall be considered as part of quorum.

Section 7.07 Rules of Procedure

Every Executive Council Member shall have the right to attend SGA meetings, to be recognized by the Chairperson, and participate in all deliberations. Exceptions to the afore mentioned privileges can be modified if a Voting Member or Advisor motions for special a consideration suspending these privileges for reasons of performance; conduct; violation of College, ASACC,

or SGA Policies and Procedures, the ASACC Constitution, or the ASACC or SGA Bylaws; arrested and/or convicted for violating any local, state, federal laws; or for unbecoming a student leader at Aims Community College. With a 2/3 majority vote of quorum, these privileges will be suspended and the identified Member will be asked to leave the meeting, for the Board to openly discuss the issue(s) at hand. The Board may also call an Executive Session at this time, excusing any guests from the discussions. During Special Sessions, the excused party will not be allowed to vote on matters pertaining to his/her membership or rulings related to the allegations. She/he will be provided an opportunity to present his/her arguments to the Board. A voting member, by submitting a signed statement, may allow another voting member to use his or her vote by proxy.

Section 7.08 Parliamentary Authority

Robert's Rules of Order, Revised, shall be used for questions not contained in the SGA Bylaws, Policies, and Procedures. A modified version of Robert's Rules of Order, Revised may be used by the SGA Executive Council with a majority vote.

Section 7.09 Presides over Meetings

In the absence of the SGA President during a SGA meeting, the order of those to preside after the President is Vice President of Academic Affairs, Vice President of Public Relations, Vice President of Student Development, and President of Campus Life.

Section 7.10 Attendance at Meetings

All SGA Executive Council Members are required to attend a minimum of 80% of all official meetings to include SGA Executive Council Meetings and ASACC Board Meetings. Some unofficial meetings may be required as specified by the Advisor.

- a. **Exceptions** will be considered for those Council Members who are taking courses that conflict with the regularly scheduled meetings. The courses must be required for the degree program and only offered at the time conflicting with the meeting. In order for exceptions to be made, the Council Member must submit a letter to the SGA President and Advisor no later than one week after the semester begins. Council Members not attending meetings due to class conflicts are required to submit comments on upcoming business and issues, and a report of committee participation. All reports will be submitted in a typed format and will become an attachment to the meeting minutes.
- b. **Absences:** Any Executive Council member may be excused from a meeting when extenuating circumstances exist, such as inclement weather, illness or prior approval has been granted by the Executive Council. This type of absence will not count against the Council members' required attendance.

Section 7.11 Membership Voting

- a. Voting membership of the Executive Council shall consist solely of the Vice Presidents. The President/ Chairperson shall have the tie breaking vote.
- b. The President/ Chairperson will be granted voting privileges when a Vice President vacancy exists on the Executive Council. If a tie exists under this condition, the motion will die for lack of support.
- c. Executive Council member may submit an electronic vote on an action item at an official meeting if the absence meets the conditions of approved absences as stated under Ssection 7.10b, the absentee vote must be submitted prior to the official meeting of the Executive Council is called to order.

Article VIII. Vacancies

Positions on the SGA Executive Council shall be declared vacant when any member is impeachment, removed from office, granted a leave of absence, or resigns.

Section 8.01 Impeachment

The only charges that can be brought against a SGA Executive Council Member are that s/he has violated the ASACC Constitution; the ASACC or SGA Bylaws, the ASACC/SGA Policies and Procedures; College Policies and Procedures; is no longer fulfilling the job requirements per Expectations and Responsibilities Agreement; or has violated local, state, or federal laws. Impeachment proceedings may be initiated against any Member of the SGA Executive Council upon the SGA Executive Council receiving a formal, written accusation from an Executive Council Member, or by a petition signed by at least five (5) percent of the General Membership of SGA. The SGA Executive Council shall have the sole responsibility of enforcing the impeachment.

Section 8.02 Removal

The Advisor shall have the authority to remove a SGA Executive Council Member for violating, disregarding, or breaching the ASACC Constitution, the ASACC or SGA Bylaws, ASACC and SGA Policies and Procedures, the Expectations and Responsibilities Agreement, Statement of Performance, or Aims Community College policies or procedures. The Advisor also has the right to remove an Executive Council Member through the evaluation process.

Section 8.03 Leave of Absence

The SGA Executive Council, upon a majority vote of quorum, may grant a Member a temporary leave of absence for up to eight (8) weeks contingent upon a contractual agreement between the requesting Member and the SGA Executive Council. Any Member who is granted a leave of absence will relinquish their right to compensation for the duration of their absence.

Section 8.04 Resignation

An Executive Council Member may at any time submit a letter of resignation to the SGA President, with a copy submitted to the SGA Advisor. The letter of resignation shall be submitted to the SGA Executive Council at the first official meeting following receipt of the letter of resignation.

Section 8.05 Time Frame for Filling Vacancies

Upon the declaration of a vacancy or a leave of absence, the President of SGA shall have two (2) weeks to recommend leaving the position vacant, filling the position with a temporary appointment, or filling the position with a permanent Council Member. The President's recommendation shall be officially presented to the Executive Council at the first official meeting following the initial two (2) week period.

Section 8.06 Filling Vacancies

The SGA, upon a majority vote of quorum, shall fill all vacancies of the SGA Executive Council, as prescribed under Article VII of the ASACC Bylaws.

Section 8.07 Leaving Position Vacant

The SGA, upon a majority vote of quorum, may leave a position vacant. The SGA Advisor(s) will recommend/delegate job responsibilities for the vacated position to other Executive Council Members.

Section 8.08 Temporary Appointment

The SGA, upon a majority vote of quorum, may fill a vacant position with a temporary Executive Council Member. A temporary Executive Council Member will be defined as a member intending to fill a vacant position for not more than 15 academic weeks or until a permanent replacement is found. An Executive Council Member or Advisor(s) to the SGA Executive Council can submit the names of temporary members to the Council.

Article IX. Compensation

The purpose of compensation for the Executive Council Members is to provide an equal, reasonable, and adaptable compensation for the term served; to improve the reliability of the Executive Council by allowing for limited outside employment; and to ensure equal opportunity to individuals who might otherwise be unable to serve because of the need for compensation. Compensation will begin Fall Semester following the spring selection process.

Section 9.01 Stipend

The stipend for the current year shall be addressed in Addendum C of the SGA Bylaws.

Article X. Status (Academic and Non-Academic)

Members of the Executive Council are required to maintain an appropriate academic status. The status will be verified at the end of each semester by the advisor. Failure to meet these conditions will result in a suspension of the Executive Council Member.

Section 10.01 Grades

SGA Executive Council Members must maintain a Grade Point Average (GPA) of 2.5 each semester.

Section 10.02 Enrollment Status

All SGA Executive Council Members must maintain required enrollment status. Executive Council Members are required to complete a minimum of nine (9) credit hours per semester.

Section 10.03 Probation for Academic Cause

- a. If a member of SGA Executive Council drops below the minimum term G.P.A. of 2.5 or enrollment status of 9 semester hours, the member will be placed on probation for one

semester. If a SGA member does not achieve the required term G.P.A. of 2.5 at the end of the probationary period, they will be placed on suspension. Suspension results in termination from current position for the remainder of the academic year with no opportunity of returning as a member of the SGA Executive Council for the remainder of that academic year.

- b. If a member of SGA Executive Council semester G.P.A. is below a 2.0, the member will be placed on suspension.
- c. If the member of SGA Executive Council who is on probation maintains the minimum G.P.A. of 2.5 and enrollment status of 9 semester hours for one semester, the probation status will be lifted and the member will be considered to be in good standing with the SGA Executive Council.

Section 10.04 Suspension for Academic Cause

Any Executive Council Member not maintaining minimum academic status, a 2.0 term G.P.A., will be placed on suspension, resulting in removal from the Council and loss of all rights and privileges associated with board positions. Any individual suspend for academic stratus reasons may reapply after one semester, if the GPA requirement can be met. A suspended individual cannot be appointed to fill a vacancy during the term the suspension occurred.

- a. **Suspension Appeal** - An individual suspended from the Executive Council for an academic status violation may submit an appeal to the Director of Student Life. Appeals must be made within one (1) week of notification (5 school days) of suspension. The Director of Student Life must render a decision within 48 hours (2 school days) of appeal submission. Only appeals based on situations that were beyond the control of the individual will be considered. A ruling in support of the sanction or a ruling overriding the sanction will be final; no further appeals can be made.

Section 10.05 Suspension for Non-Academic Cause

Any violation to the SGA Constitution or Bylaws by an Executive Council Member could result in sanctions ranging from a reprimand to removal from office. Sanctions can be initiated by Council Members or Advisor(s) and must be passed by a majority vote of the Executive Council of SGA.

- a. **Suspension Appeal** – Non-academic sanction may be appealed to the Director of Student Life. Appeals must be made within one (1) week of notification (5 school days) of suspension. The Director of Student Life must render a decision within 48 hours (2 school days) of appeal submission. A ruling in support of the sanction or a ruling overriding the sanction will be final; no further appeals can be made.

Article XI. Workshops

SGA Executive Council Members will be provided training on policies, procedures, leadership, and topics relating to their responsibilities to assist them with the preparation in becoming a student leader at Aims Community College. All SGA Executive Council Members are required to attend all workshops, retreats, and training sessions. Excused absences may be granted to individuals involving circumstances beyond their control. All requests must be made at least one week prior to the training session.

Article XII. Clubs/Organization

Per Article I of the Student Government Association Bylaws and Article II, Section 3 of the ASACC Constitution, the Student Government Association Executive Council shall have the sole responsibility for recognizing Student Clubs and Organizations. Policies and procedures for clubs and Organizations are identified in Addendum A.

Article XIII. General Assembly of Student Organizations (GASO)

The General Assembly of Student Organizations (GASO), under the authority of the Student Government Association (SGA) and Associated Students of Aims Community College (ASACC), shall be a forum for the presentation of club activities and other matters pertaining to the student body. GASO is a recommending body only, whose recommendations are passed to the SGA Executive Council for consideration. Their policies and procedures are identified in Addendum A.

Article XIV. Advisor

Aims Community College shall employ a qualified individual(s) to work with the SGA and ASACC as an advisor.

Section 14.01 Selection of Advisor

Selection of the Advisor for the SGA and the ASACC shall be the responsibility of Aims Community College in conjunction with the SGA and the ASACC.

Section 14.02 Qualifications of Advisor

Aims Community College will determine the qualifications for the Advisor(s) in consultation with the SGA and the ASACC.

Section 14.03 Responsibilities of Advisor

The responsibilities of the Advisor(s) for the SGA shall include:

- a. Assisting in an advisory capacity, the operation and viability of the SGA and its' organizations, services, and committees
- b. Attending and participating, as an active advisor at all official meetings and SGA sponsored events/activities; establishing a prominent role at the beginning of the year, decreasing once the Board(s) are self-governing; acting as an administrative liaison to the SGA and Aims Community College
- c. Ensuring that all Executive Council Members have an adequate understanding of the applicable Bylaws, Policies and Procedures
- d. Facilitating the resolution of issues, including but not limited to personal and professional issues which will be presented to or within the SGA Board(s)
- e. Assisting the SGA President in personnel decisions related to the selection and appointment of members, their evaluations, and interpersonal relations
- f. Meeting regularly with Executive Council Members
- g. Instituting, with the assistance of the SGA President, all scheduled retreats, in-service training, and/or planning sessions as deemed necessary by the Advisor
- h. Fulfilling all other duties and responsibilities as required by Aims Community College pertaining to this position

Article XV. Amendments

Amendments to the SGA Bylaws must be passed by a two-thirds majority vote of the Executive Council of SGA. A quorum must be presented at the time of voting and all amendments must be presented at least (1) one official meeting prior to voting.

Amendment Procedure:

- a. The policies set forth by SGA for student clubs/organizations and General Assembly of Student Organizations (GASO) are listed in Addendum A of these Bylaws.
- b. Addendum A may be added to by a simple majority vote, but requires a two-thirds vote to change existing policies.
- c. If amendments to the SGA Bylaws are made, the amendments will be placed in Addendum E until such time as the annual Bylaw review is conducted. The amendments should be removed from the Policies Addendum E at this time and appropriately applied to the Bylaws.
- d. All policies and amendments placed in the Addendum E shall be in force and effect as of the date approved and are subject to the appropriate rules regarding them.
- e. It shall be the duty of the Student Government Vice President of Public Relations to maintain a current copy of the addendum in the current year Official SGA Notebook. Updates to the addendum shall be made within 72 hours of the approved change.

Addendum A: Student Clubs/Organizations

Section I	Clubs/Organizations
Section II.	Club Policies
Section III.	General Assembly of Student Organizations Policies

Section I. Clubs/Organizations

Per Article I of the Student Government Association Bylaws and Article II, Section 3 of the ASACC Constitution, the Student Government Association Executive Council shall have the sole responsibility for recognizing student clubs and organizations.

By virtue of the authority granted the Executive Council of SGA, the following procedures have been established with this document and Aims Community College Student Club & Organization Handbook.

A. Authority

1. The Executive Council of the Student Government Association shall be responsible for setting policy.
2. The authority to exercise the policy and define procedure shall be vested in the Coordinator of Co-Curricular Programs or at the discretion of the Director of Student Life.

B. Recognition

1. Any club or organization seeking recognition shall fill out the Student Organization Recognition Packet. This packet may be obtained from the Coordinator of Co-Curricular Programs.
2. A club or organization may complete the "Intent to File Form"; this form shall give the club\organization the right to receive funding by attending the General Assembly of Clubs and Organizations (GASO) meetings and participating in activities prior to official recognition. The club\organization shall have 30 days from the filing of this form to submit a completed application for recognition. Failure to properly file a completed application prior to the expiration of this form shall result in the forfeiture of any funds gained and any qualifying factors for continued recognition will be voided. Additionally a club\organization will be ineligible to receive any funding until such time as an application for recognition is approved.
3. The Coordinator of Co-Curricular Programs shall have the responsibility to ensure the recognition paperwork is properly filled out prior to submitting it to the Executive Council for consideration.
4. The Executive Council shall examine the application for recognition and after deliberation shall approve or deny.
5. The Director of Student Life has the authority to modify these terms on a case by case basis, if necessary and shall have final authority on any appeals.

C. Codes of Conduct

All officers and members of clubs\organizations shall conduct themselves in accordance with all College, ASACC, and SGA codes of conduct and specifically Article VII of the SGA Bylaws. These codes of conduct shall extend to all functions, on or off campus.

D. Student Clubs/Organizations Disciplinary Review Procedure

Complaints about improprieties, misconduct, violations of College or ASACC policies or procedures, or local, state, or federal laws by student clubs/organizations will be submitted to the Director of Student Life, to determine the validity of the allegation. It shall be the responsibility of this individual to conduct meetings with all parties concerned to include club advisor(s), club officers, club members involved in the incident, and the originator of the allegation. If the Director determines the allegation(s) to be valid, the allegation(s) will be presented to the SGA at their next scheduled board meeting. SGA will have two (2) weeks to convene a formal hearing to determine the extent of the allegation(s) and if necessary establish sanctions. Sanctions imposed can range from an informal reprimand to disbandment of the student club/organization. If SGA determines that the allegation(s) is unfounded or not severe enough for sanctions, they may render a decision of “Unimpeachable” and no further action will be taken.

E. Adjudication Procedure for Student Clubs/Organizations

1. If a formal hearing is warranted, the following procedures apply for disciplinary cases involving a student organization:
 - a. Hearing Board- The hearing board will be the members of the Student Government Association.
 - b. Quorum- 2/3 of filled positions (voting members) must be present to constitute quorum. President/Chairperson shall be considered as part of quorum.
 - c. Notice of Hearing- President/Chairperson of SGA will notify the Advisor of SGA and the club advisor of the date, time and place of the hearing at least 5 school days before the hearing is scheduled. The notice must include a statement of allegations of policy violations and information regarding the student organization’s rights in the hearing.
 - d. Absence of the Accused Organization- The accused student organization may choose to not be present at the hearing. The student organization may choose instead to submit a written presentation of its case. If the student organization chooses not to be present, the student organization waives the right to question witnesses.
 - e. Witnesses: The representative officer of the accused student organization, the complainant, and the Director of Student Life or his/her designee may invite persons who have information relevant to the accusation to present testimony at the hearing. The SGA Executive Council may also limit the testimony of character witnesses to the sanctioning phase of the hearing. The names of the witnesses and written disclosure of the main points of their testimony must be submitted to the Director of Student Life a minimum of 24 hours before

the hearing. Each party shall be responsible for insuring the presence of his/her witnesses at the hearing. A written statement in lieu of appearance by a witness will be accepted if it is signed and an Aims ID number is provided for verification purposes. Witnesses invited by either party can only be present during the hearing when giving testimony.

2. After the formal hearing is complete and all sides have presented testimony, the SGA Executive Council will determine if further action is required. The SGA Executive Council will notify the Director of Student Life as to their decision by the next scheduled SGA meeting. If a formal action is required after a formal hearing, the following procedures will be initiated and upheld.

Any violation of policies and procedure could result in one of the following sanctions as determined by the SGA Executive Council:

- a. Reprimand- If an investigation determines a violation did occur but was not blatant, the SGA can choose a reprimand that consists of notifying the club that caution should be used in the future to prevent additional violations.
- b. Probation- Violations may result in a probationary period for the remainder of the academic year and the following academic year. The student organization must comply with all policies and procedures during the probationary period. Failure to comply with the policies and procedures may result in club suspension.
- c. Suspension- If violations result in sanctions of suspension (as determined by the Executive Council) the organization will lose all current funds and their recognition will be suspended for the remainder of the academic year and the following academic year. After the suspension period, the student organization may apply for recognition. The organization will be eligible to receive startup funding. The startup funding must be paid back to the Executive Council before other funding awards will be given. The startup funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.
- d. Disbandment- If a violation is excessive and warrants extreme measures, SGA has the authority to disband the student club/organization. Disbandment will include sequestering all club funds, documents, and materials the club/organization has acquired during its existence. This sanction may also be extended to the club advisor(s), club officers, or club members responsible for the sanction to the extent that these individuals cannot serve an advisor or club officer for any club or organization at Aims Community College, as determined by SGA, for a period of time not to exceed five years.

F. Funding

The allotment of ASACC funds for Clubs\Organizations shall be solely vested in the Executive Council of the Student Government Association.

1. A schedule of these allotments shall be made annually and revised as stated in Addendum B to these Bylaws.
2. This addendum shall only need a simple majority vote to be modified.
3. The approval of the annual allotments shall be made prior to the first day of classes of the fall term.
4. The Executive Council shall have the right to modify and adjust these allotments throughout the year, as needed with a two-thirds vote.

Section II. Club Policies

Policies set forth for student clubs and organizations shall be listed in the Aims Student Clubs & Organizations Handbook.

1. At any meeting, event, or project in which club participation is compensated a club representative(s) must attend 80% of the set time in order to qualify as having participated.
2. A club must provide a minimum of three (3) members at any SGA/ASACC funded event or project to qualify as having participated. This does not apply to meetings except as otherwise noted.
3. A club is required to co-sponsor (1) SGA or SPEC project and conduct (1) off-campus volunteer project in order to maintain recognition status. Any club organized prior to February 1st of the academic year that fails to fulfill these two requirements will forfeit ASACC\SGA funding acquired for that year.
4. SGA funded volunteer projects do not qualify as the club required off-campus volunteer project. A club may co-sponsor an SGA volunteer project, thus gaining the off-campus credit.
5. To be a co-sponsor of the volunteer project, the interested club is expected to contribute to all aspects of organization and implementation of the project. Funding for the project will be a shared venture, negotiated with SGA. The project request needs to be approved by the Vice President of Student Development, who will review the project on behalf of the SGA. An interested club must ensure that all aspects of the event comply with SGA and College policies and procedures.
6. Should a club co-sponsor an off-campus volunteer project the event will not count as a co-sponsored SGA or SPEC event, but will count as the off-campus volunteer requirement and will be eligible for any funding associated with SGA organized volunteer projects.
7. To fulfill the off-campus volunteer project requirement a club must present their proposed event plan to the Coordinator of Co-Curricular Programs six (6) weeks prior to the event. The SGA will have two (2) weeks to review the request. An after-action report will need to be filed with the Coordinator of Co-Curricular Programs following the project before credit will be given for the requirement.

8. To co-sponsor an SGA or SPEC event the interested club must contact the appropriate representative for the proposed event. The representative will outline their needs and set the requirements of the club. The representative must fill out a compliance statement after the event certifying that the club participated and performed the assigned tasks to their satisfaction before credit for the event will be granted.
9. New clubs\organizations are required to attend a training session as a requirement for recognition each year. The Advisor and President of each club will be required to attend. The curriculum shall be determined by the Coordinator of Co-Curricular Programs.
10. At any SGA funded event participants are not allowed to conduct any business or activities other than those prescribed by ASACC. This includes but is not limited to fund raising activities.
11. The Student Organization Handbook and Student Organization Advisor Handbook are extensions of SGA's policies and procedures as such will be adhered to by all student organizations and held accountable for lack of compliance.
12. Any club member or advisor may be reimbursed for approved expenses incurred to advance the mission of the club. An individual cannot financially profit from being involved in a club activity or sale. Individuals include current members, past members, advisors, and non-members.
13. In order for a student club/organization to hold an official meeting an advisor must be present.
14. An advisor or approved college employee must be in attendance at all club functions, on campus and off campus.

A club has the right to appeal any of the tenants laid out in these policies. The SGA Executive Council will hear and make decisions on an appeal. A second and final appeal may be made to the Director of Student Life.

Section III. General Assembly of Student Organizations

A. Representative Authority

The General Assembly of Student Organizations (GASO), under the authority of the Student Government Association (SGA) and Associated Students of Aims Community College (ASACC), shall be a forum for the presentation of club activities and other matters pertaining to the student body. The General Assembly of Student Organizations is a recommending body only, whose recommendations are passed to the SGA Executive Council for consideration.

B. Policies and Procedures

1. The Chairperson of the General Assembly of Student Organizations, the Vice President of Student Development, shall post agendas 48 hours prior to any meeting of the General Assembly of Student Organizations.
2. The position of Secretary will be filled by an active member of a recognized student club or organization.
3. Approved minutes must be publicly available within (48) hours of being approved.

Addendum B: Club Funding

(Funding will be determined by the incoming Executive Council prior to Fall Semester)

The Student Government Association provides up to \$1930 direct funding to Recognized Student Organization(s) (hereafter "Organization(s)") in the following three (3) ways:

- a. Benchmark Funding (Up to \$1050):
 1. Organizations are eligible to receive benchmark funds for attending General Assembly of Student Organizations meetings.
 2. Benchmark funds are automatically transferred to the organizations account when the benchmark is achieved.
 3. Benchmark funding will be dispersed to recognized clubs for participation in the General Assembly of Student Organizations' meetings, in the amount of \$150.00 per meeting attended.
- b. Co-Sponsored Events (Up to \$300):
 1. Each organization is required to co-sponsor one (1) SGA or SPEC event as a condition for recognition.
 2. Each Organization is encouraged to co-sponsor as many additional events as they desire.
 3. SGA will co-sponsor up to three (3) events at \$100 per event.
 4. Co-sponsor funding will be automatically transferred to the Organization within two weeks of the completion of the event.
- c. Advisor Points (Up to \$180):
 1. Each Organization's advisor has the opportunity to earn additional funds for their sponsored Organization.
 2. The criteria are delineated in the Advisor Handbook.

Each criterion completed earns the Organization \$10.

*Any recognized organization needing seed monies may request up to \$150 (one time per year) with the understanding that the seed money will be paid back by attending **one** General Assembly of Student Organizations meeting.

Addendum C: Stipend

The Stipend for the 2013-2014 academic year shall be set at \$300 a month for 9 months, beginning August 2013 and running until April 2014.

Addendum D: Position Descriptions

President

Associated Students of Aims Community College **Student Government Association**

DESIRABLE QUALIFICATIONS:

At least (1) semester of experience in a leadership role on a SGA Board or other leadership experience relevant to small groups or student governments and experience in conducting meetings according to Robert's Rules of Order, Revised.

JOB DESCRIPTION:

The President serves as the Chief Executive Officer for the Associated Students of Aims Community College and the Student Government Association, represents the students at Aims to the College Trustees, Aims Foundation Board, administration, faculty, and staff as well as entities outside the college community, and acts as the liaison for the student needs on the Loveland and Ft. Lupton campuses. This is a term limited position.

Responsibilities include the following:

1. The President serves as the liaison between the student body and Aims Community College
 - a. Chair the Executive Council of SGA and the ASACC Board
 - b. Maintain communication with the Student Life Office, students, staff, faculty and administration at Aims Community College
 - c. Keep informed of SGA activities and projects, and share that information with the appropriate college and community personnel
 - d. Establish ad hoc committees, as needed to investigate or complete SGA projects or activities
 - e. Serve as the student representative to the Aims Community College Board of Trustees
 - f. Serves as the student representative to the Aims Foundation Board
 - g. Serve as a voting member of the Student Fee Review Committee
 - h. Coordinate with the SGA advisor student representation on all College committees
 - i. Maintain communication with the senior management team, faculty senate representatives, support staff officers
 - j. Coordinate representation for the students at the Ft. Lupton and Loveland campuses.
2. Preside over all SGA and ASACC meetings
 - a. Set the format for the agenda
 - b. Prepares meeting agendas and post them at least 48 hours (two business days) prior to meetings
 - c. Call special meetings when necessary
 - d. Address all motions and proposals presented to the Board(s) and responds in writing to the originator with a copy to the SGA advisor for his/her file within (1) week of final action
 - e. Maintain parliamentary procedure according to Robert's Rules of Order, Revised
3. Enforce SGA and ASACC policies and procedures
4. Represent students on the All Campus Academic Committee (ACAC)
5. Maintain open lines of communication with ASACC/SGA members

6. Assist the advisor with planning and implementing leadership retreats, and workshops for SGA and ASACC members
7. Review with the advisor agenda items, proposals, motions, and issues related to SGA and ASACC meetings
8. Assist with recruiting efforts for current year General Assembly of Student Organization members
9. Assist with recruiting efforts for ASACC members for the next academic year
10. Serve on SGA, ASACC, college and/or community committees as assigned
11. Be an active proponent for students on SGA and ASACC
12. Represent the student point of view on college and community committees
13. Support all SGA, ASACC, and college policies and procedures
14. Establish position goals and objectives
15. Meet weekly with the SGA advisor
16. Perform other duties as assigned

06-2013

Vice President of Academic Affairs **Student Government Association**

JOB DESCRIPTION:

The Vice President of Academic Affairs serves on the SGA Executive Council; serves as the student contact for the Academic Deans; represents students on college related academic committees; is a voting member of ASACC; coordinates student sponsored academic initiatives to complement the academic community at Aims; serves as Treasurer for SGA/ASACC; co-chair the Student Fee Review Committee; and represents students on college related finance committees.

Responsibilities include the following:

1. Establish a communication link with all Academic Deans, for expressing student concerns and/or providing student input on academic issues
2. Serve as a student resource to academic committees
3. Coordinate student sponsored academic initiatives
4. Establish ad hoc committees to address student academic issues
5. Identify student academic issues through appropriate data collection methods
6. Represent students on the All College Action Committee (ACAC)
7. Serves as SGA and ASACC Treasurer, to include but not limited to tracking and auditing expenditures
8. Audit ASACC and SPEC activities for compliance and effectiveness
9. Chair the Student Compensation Committee
 - a. Establish membership for the committee, consisting of the two (2) additional SGA member, two (2) SPEC members, and an advisor
 - b. Convene committee during spring semester
 - c. Review projected budget for available funding
 - d. Submit committee's recommendation to the ASACC Board
10. Co-Chair Student Fee Review Committee
 - a. Meet with the Director of Student Life to review current student fee funding and determine if modifications should be considered

- b. Report to SGA Executive Council findings of review
- c. Co-chair with the Director of Student Life and/or his/her designee, if further actions are taken
- 11. Work with advisor(s) to establish budgetary needs for ASACC, SGA, and SPEC
- 12. Assist with recruiting efforts for current year General Assembly of Student Organization members
- 13. Assist with recruiting efforts for ASACC members for the next academic year
- 14. Serve on SGA, ASACC, college and/or community committees as assigned
- 15. Be an active proponent for students on SGA and ASACC
- 16. Represent the student point of view on college and community committees
- 17. Support all SGA, ASACC, and college policies and procedures
- 18. Establish position goals and objectives
- 19. Meet weekly with the SGA advisor
- 20. Perform other duties as assigned

06-2013

Vice President of Campus Life **Student Government Association**

JOB DESCRIPTION:

The Vice President of Campus Life serves on the SGA Executive Council; represent students on college related maintenance and development committees; is a voting member of ASACC; coordinates student sponsored campus improvement and beautification projects; serve as liaison to the SPEC; and coordinates health awareness programs.

Responsibilities include the following:

- 1. Coordinate student initiated Green Project initiatives at Aims Community College
 - a. Evaluate college campuses to determine extending environmental concerns
 - b. Identify project(s) for current year
 - c. Survey students and college employees to determine existing issues relating to environmental issues
 - d. Research local, regional, and national organizations to assist with creating meaningful environmental projects and programs
- 2. Develop and coordinate health awareness programs in conjunction, as relating to SGA initiatives, with the Peer Education Council
- 3. Serve as liaison to the Student Peer Education Council (SPEC)
- 4. Provide input and feedback on issues related to safety, lighting, parking, buildings, classrooms, or other components encompassing the physical environment of the campuses
- 5. Serve on college related maintenance and development committees
- 6. Serve as the student contact for recycling and campus beautification efforts
- 7. Establishes ad hoc committees when necessary
- 8. Assist with recruiting efforts for current year General Assembly of Student Organization members
- 9. Assist with recruiting efforts for ASACC members for the next academic year
- 10. Serve on SGA, ASACC, college and/or community committees as assigned
- 11. Be an active proponent for students on SGA and ASACC
- 12. Represent the student point of view on college and community committees

13. Support all SGA, ASACC, and college policies and procedures
14. Establish position goals and objectives
15. Meet weekly with the SGA advisor
16. Perform other duties as assigned

06-2013

Vice President of Public Relations **Student Government Association**

JOB DESCRIPTION:

The Vice President of Public Relations serves on the SGA Executive Council; represents students on college related communication and marketing committees; serves as historian; is a voting member of ASACC; serves as the secretary for ASACC and SGA; chairperson for SGA Executive Council recruitment committee, By-law Committee, and ASACC Compensation Committee; coordinate submissions to college and student publications; and is responsible for conducting open forums for student input during the academic year.

Responsibilities include the following:

1. Serve as secretary for SGA and ASACC
 - a. Take notes for minutes during all official meetings of SGA and ASACC
 - b. Formalize minutes into an appropriate format
 - c. Complete minutes within 72 hours of meetings, providing the draft copy to the chairperson and advisor
 - d. Make corrections to approved minutes before submitting them to the President and Director of Student Life for signatures
 - e. Maintain current minutes notebook
 - f. Maintain current Policies Addendum
 - g. Post approved ASACC and SGA minutes within 72 hours of approval
 - h. Post approved policy changes and amendments to the Policies Addendum E within 72 hours of approval and leave for the remainder of the academic year
2. Chair the ASACC Recruitment Committee (Executive Council)
 - a. Establish membership for the committee, consisting of at least one (1) additional SGA member, (1) SPEC members, and the SGA advisor
 - b. Establish a marketing campaign for Executive Council members in the event of an office vacancy
 - c. Establish the annual recruiting campaign for SGA, for the next academic year
 - d. Work with the advisor for SGA in meeting deadline and selection criteria
3. Serve as Historian for ASACC and SGA
4. Serve on community committees/teams/councils as directed
5. Chair SGA Bylaws Committee
 - a. Establish membership for the committee, consisting of at least one (1) additional SGA member, (1) SPEC member, and the SGA advisor
 - b. Review the general Bylaws and make recommendations prior the fourth week of spring semester
 - c. Convene the Bylaws Committee at the request of the Executive Council

- d. Review all job descriptions and submit revisions to the Executive Council prior to the fourth week of spring semester
- 6. Coordinate monthly article submissions by SGA members to college and student publications
- 7. Assist in maintaining the ASACC and SGA web sites
- 8. Coordinate all SGA marketing and advertising campaigns
- 9. Establishes ad hoc committees when necessary
- 10. Assist with recruiting efforts for current year General Assembly of Student Organization members
- 11. Serve on SGA, ASACC, college and/or community committees as assigned
- 12. Be an active proponent for students on SGA and ASACC
- 13. Represent the student point of view on college and community committees
- 14. Support all SGA, ASACC, and college policies and procedures
- 15. Establish position goals and objectives
- 16. Meet weekly with the SGA advisor
- 17. Perform other duties as assigned

06-2013

Vice President of Student Development **Student Government Association**

JOB DESCRIPTION:

The Vice President of Student Development serves on the SGA Executive Council and General Assembly of Student Organizations; is a voting member of ASACC; serves as parliamentarian; develop diversity awareness programs, special population awareness programs, volunteer and service learning programs; chairperson of GASO and the SGA Recruitment Committee.

Responsibilities include the following:

- 1. Develop Volunteer and Service Learning programs
 - a. Evaluate prior year volunteer and service learning program with an emphasis on objectives and outcomes
 - b. Identify monthly community involvement programs
 - c. Initiate student involvement programs
 - d. Develop student organization community involvement opportunities
- 2. Chair GASO (General Assembly of Student Organizations)
 - a. Conduct GASO meeting
 - b. Identify a GASO member as a scribe to maintain official records of meetings
 - c. Work with advisors to meet objectives
- 3. Chair the SGA Recruitment Committee
 - a. Establish membership of committee, consisting of one (1) additional SGA member, one (1) GASO members, and an advisor
 - b. Establish a recruiting plan comprised on marketing and advertising strategies
 - c. Review selection guidelines
 - d. Submit recommendations to Executive Council
- 4. Develop special population programs to include but not limited to ADA compliance, specific needs for special populations, and awareness programs

5. Develop diversity programs and initiatives sponsored by SGA, in conjunction with college and community initiatives
6. Serve as Parliamentarian for SGA and ASACC
7. Student contact for student organizations
8. Serve as liaison to the Coordinator of Student Organizations
9. Establishes ad hoc committees when necessary
10. Assist with recruiting efforts for ASACC members for the next academic year
11. Serve on SGA, ASACC, college and/or community committees as assigned
12. Be an active proponent for students on SGA and ASACC
13. Represent the student point of view on college and community committees
14. Support all SGA, ASACC, and college policies and procedures
15. Establish position goals and objectives
16. Meet weekly with the SGA advisor
17. Perform other duties as assigned

06-2013

Addendum E:
Approved Amendments, Current Year