

*WELCOME TO*  
*AS&F STUDENT GOVERNMENT*  
*2010-2011*

**Executive:**

**President:** Lisa Chirieleison

**VP of Internal Affairs:** Pualani Jeffries

**VP of External Affairs:** Kenny Scally

**VP of Finance:** Craig Salmon

**Chief Justice:** Amber Harlan

**Faculty Advisors:** Mick Daniel

**Faculty Advisor:** Ken Marquez

**AS&F Program Assistant:** Jeni Carter

**Senators:**

**Senator at Large:**

Jared Polster

Matthew Martinez

**Senator from the School of Arts & Letters**

Kathleen Wilson

Brenda Chavez

**Senator from the School of Business**

Christina Chavez

**Senator from the School of Math, Science and**

**Technology**

Reyna Reyes

Jason Nottingham

Benjamin Naas

**Senator from the School of Education**

Madison Hill

**Non-Traditional Senator**

Christopher Jowers

**Senator from the School of Graduate Studies**

Garrett Pearson

Matt Adams

**Faculty Senator**

Beth Bonnstetter

**Club Representatives:**

**ACDA**

Julia Nicholas

**ACME**

Liz Brownlow

**ADAMS ATOMS**

Tyler Christensen

**ART LEAGUE**

Barbi Taylor

**Cheer**

Jiovanni Coleman/Celeste Limon

**CIRCLE K**

Andrea Livingston

**DIVERSITY & MULTICULTURAL**

Rachel Raguindin

**Golf Club**

Matthew Leach

**HPPE**

Michael Sallee

**JACMA**

Matthew Ortega

**MENC**

Garrett Losack

**MODEL UN**

Irma Sandoval

**NEWMAN CLUB**

Joe Kelso

**PARNASO**

Miguel Chaparro

**PBL**

Hope Rheingans

**POKER CLUB**

Reekah Miller

**PSI CHI**

Lindsey Seybold

**PSYCHOLOGY CLUB**

Jacque Archuleta

**SCI/FI**

David Hargis

**Semillas de la Tierra**

Vanessa Barela

**Sprit Squad**

Lindsey Nelson

**TRI BETA**

Casey Penland

## **Executive Board Job Descriptions & Duties: An Overview**

### **President:**

- Preside over all meetings of the AS&F Government
- Appoints Finance, Secretary, AS&F Faculty Advisors, AS&F Justices
- Serves on committees
- Appoints committees
- Liaison between ASC and community
- Training and orientation of AS&F Government
- Supervised by Dean of Student Affairs
- Required to attend all meetings
- 10 office hours per week over at least 3 days
- Day to day operations including: answering phones, returning emails in a timely fashion, being available for walk-in student concerns or questions, maintaining cleanliness and organization of office, delegate follow through of AS&F bills passed, researching training and growth opportunities for staff, preparing and organizing leadership strategies for meetings.

### **VP of Internal:**

- Overseeing and coordinating of officially established committees
- Assist the President, and assume president's responsibilities in his/her absence
- Is a voting member in the case of a tie
- Required to attend all meetings
- 6 hours per week over at least 3 days
- Leading the Public Relations Committee
- Day to day operations including: answering phones, returning emails in a timely fashion, being available for walk-in student concerns or questions, maintaining cleanliness and organization of office, maintaining club records and other pertinent information, researching marketing and branding campaigns for Public Relations Committee (as well as keeping Portal, website, and Facebook information current.)

### **VP of External Affairs:**

- Attend all Associated Students of Colorado meetings
- Liaison between ASC student body, AS&F, and any Colorado Higher Education Student Organization of which AS&F is a member.
- Serve on Faculty Senate
- Serve on any committees or organizations and attend any other meetings deemed necessary by AS&F
- Required to attend all meetings
- 6 hours per week over at least 3 days
- Day to day operations including: answering phones, returning emails in a timely fashion, being available for walk-in student concerns or questions, maintaining cleanliness and organization of office, researching and maintaining current information for students regarding Colorado Higher Education Student Organization and Board of Trustees.

## **Executive Board Job Descriptions & Duties: An Overview**

### **VP of Finance:**

- Responsible for the maintenance of all ledgers of money
- Act as treasurer for AS&F
- Responsible for all financial transactions through AS&F
- Keep record of all receipts and disbursements
- Submit a budget to the President of AS&F one per month
- Responsible for vetting bills that are turned in prior to voting meetings
- Required to attend all meetings
- 6 hours per week over at least 3 days
- Day to day operations including: answering phones, returning emails in a timely fashion, being available for walk-in student concerns or questions, maintaining cleanliness and organization of office, ensuring that all budget information is current and recorded in a central location, vetting all bills as quickly as possible to ensure clubs have time to make changes.

### **Executive Secretary:**

- Record all activity during AS&F meetings
- Publish and distribute the minutes from every meeting at least one business day prior to the following meeting of AS&F
- Correspond to all other members of AS&F Government and other parties as deemed necessary
- Record and document any files pertaining to AS&F activities, including, but not limited to, bills, minutes, and announcements
- Required to attend all meetings
- 6 hours per week over at least 3 days
- Day to day operations including: answering phones, returning emails in a timely fashion, being available for walk-in student concerns or questions, maintaining cleanliness and organization of office, retrieving mail from Richardson box at least once per week, maintaining all AS&F records in a central location as well as soft copies.

### **Chief Justice:**

- Fulfill secretary responsibilities in the case of his/her absence
- Jurisdiction on any disputes arising from interpretations of the AS&F Constitution and Bylaws
- Required to attend all meetings
- 6 hours per week over at least 3 days
- Day to day operations including: answering phones, returning emails in a timely fashion, being available for walk-in student concerns or questions, maintaining cleanliness and organization of office, maintaining judicial records in a central location as well as soft copies (including updated constitution and bylaws packets.)

## **Duties, Job Description, and Expectations: *An Overview***

### **Senators**

- Maintain at least a 2.5 GPA
- Attend all AS&F Government meetings
- May introduce new legislation by sponsoring a bill, and presenting the bill at an AS&F meeting
- To act as a liaison between the Adams State community, the senator's individual school, and the AS&F Senate
- To act in good faith for the better of the entire Adams State College community
- To maintain a professional/respective language and behavior throughout AS&F Senate meetings

### **Representatives**

- Maintain at least a 2.5 GPA
- Attend all AS&F Government meetings
- May introduce new legislation by sponsoring a bill, and presenting the bill at an AS&F meeting
- To act as a liaison between the Adams State community, the representative's individual club or organization, and the AS&F Senate
- To act in good faith for the better of the entire Adams State College community
- To maintain a professional/respective language and behavior throughout AS&F Senate meetings

Most Commonly used Procedures (AS&F) *Robert's Rule's of Order*

*Saying*

*When do I use this?*

Point of Information

Asking the speaker for more information

Point of Order

Infraction of the rules  
Improper decorum in speaking  
Must be raised immediately after infraction

Postpone to a certain time

State the time the motion or agenda should be resumed

Limit Debate

Closing debate at a certain time  
Limiting debate to a certain time

Extend Debate

Applies only to the immediately pending question  
Extends until a certain time or a certain period of time

Parliamentary Inquiry

Inquire as to the correct motion  
To accomplish a desired result  
Raise a Point of Order



# Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 <sup>ND</sup> ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the question <b>on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 <b>Refer</b> to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

# Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

**Incidental Motions** - no order of precedence. Arise incidentally and decided immediately.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§23 Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
§24 Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I <b>object to the consideration</b> of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None
§33 Parliamentary law question	<b>Parliamentary inquiry</b>	Yes (if urgent)	No	No	No	None
§33 Request for information	<b>Point of information</b>	Yes (if urgent)	No	No	No	None

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to <b>rescind/ amend something previously adopted</b> ...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to <b>reconsider</b> the vote ...	No	Yes	Varies	No	Majority



## Funding Allocation & Point system: *How does it work?*

- AS&F funded clubs will be eligible for up to seventy percent (70%) of their program budget, and shall be responsible for at least thirty percent (30%).
- The amount of funding that clubs shall be eligible for will be calculated using a point system. The point system will grant points for various campus events. The events are laid out as follows:
  - A. Homecoming events:
    - a. Medicine Show: 20 points
    - b. Parade: 20 points
    - c. All other homecoming events: 5 points each
  - B. Community Service:
    - a. ASC Cares Day: fall semester- 10 points, spring semester- 15 points
    - b. All other community service: 5 points each.
  - C. Other campus events: 3 points
    - a. Any club sponsored event outside of regularly scheduled meetings and events that involve and invite the campus and local communities. This includes, but is not limited to, attendance at the fall/spring club recognition events and guest speakers the club or organization brings to campus. In order to receive points, AS&F Government must approve the event.
- AS&F funded clubs and organizations must fundraise however much necessary in order to match their percentage to receive funding.
- Clubs will not lose points at any time during the budget year. Points may be gained throughout the entire budget year.

*Forms and other information are available at the AS&F Senate webpage.*

### Quarterlies

- 4 per school year
- 2 per semester
- Act as an opportunity for clubs to request funding
- All bills must be turned into Senate up to 1 week before the quarterly.

### Point System

- 70 points available
- Points can be obtained through community service, participation in homecoming events, etc.
- Point system available in new bylaws.

### Points vs. Funding

- The 70 points directly corresponds to the maximum funding of the Senate, 70%.
- All other points directly correspond the matching percentage, 30 points=30% funding.

**Adams State College**  
**Associated Students and Faculty Constitution**

**Preamble:**

In order to establish an active body founded on the premises of shared governance and peer guidance, we, the students and faculty, do ordain and establish this Constitution of the Associated Students and Faculty at Adams State College of Colorado. References to all members of the Associated Students and Faculty have been made in the generic sense and are designated to apply to all persons in the AS&F Government, regardless of race, color, creed, sex, or national origin.

**Article I. Name**

**Section 1.** The name of this organization shall be "The Associated Students and Faculty of Adams State College of Colorado," herein referred to as AS&F.

**Article II. Membership**

**Section 1.** Membership shall consist of all faculty, administrators, and students, along with any ASC classified staff, adjunct faculty and part-time staff; who elect to pay AS&F dues.

**Section 2.** Members of the AS&F shall not be discriminated against on the basis of their color, creed, religion, sex, sexual orientation, disability, marital status, national origin or age.

**Section 3.** Membership in the AS&F shall entitle a person to vote in any election conducted by the AS&F and to be admitted to all regularly, scheduled college events at free or reduced admission.

**Section 4.** The spouses, domestic partners, and children of members of AS&F shall be admitted free of charge, or charged the same as AS&F members, to any regularly scheduled college event.

**Section 5.** The fees collected from the AS&F members, in conjunction with the college service fees, shall be set in accordance with the official action of the Board of Trustees of Adams State College and the AS&F Government.

**Section 6.** Members of AS&F shall meet the qualifications prescribed by the Bylaws of AS&F. In addition, AS&F Officials shall meet all of the requirements for their position at the time of their election or appointment and throughout their term in office as defined by the Bylaws.

**Section 7.** AS&F Government vacancies may be filled according to the Bylaws.

**Section 8.** AS&F shall have the power to provide compensation for its members as outlined in the Bylaws.

### **Article III. Structure**

**Section 1.** AS&F shall be composed of an Executive Branch, consisting of the President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, and Secretary; a Legislative Branch, consisting of the Senate and its committees; and a Judicial Branch.

**Section 2.** AS&F shall have the authority to create Bylaws to carry out its duties and responsibilities under the Constitution.

**Section 3.** AS&F may initiate impeachment proceedings against any AS&F Official, as defined in the Bylaws.

### **Article IV. The Executive Branch**

**Section 1.** The Executive Branch shall consist of the AS&F President, AS&F Vice President of Internal Affairs, AS&F Vice President of External Affairs, AS&F Vice President of Finance, and Executive Secretary.

#### **Section 2. Qualifications for Executive Branch Officers:**

**Section 2a.** Officers shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0 scale, by the time they petition for the ballot. A cumulative scholastic grade point average of 2.5 must be maintained throughout the entire term to retain the executive position.

**Section 2b.** The AS&F President, and all other Executive Branch members, shall:

- Be a junior, senior, graduate student, administrator, exempt faculty member, or a faculty member during his/her term in office,
- Have served two semesters on the AS&F Government. Transfer students wishing to run for the office of AS&F President must show service on an equivalent organization.
- Have completed and passed 60 credit hours or the equivalent amount of work prior to the time they petition for the ballot.

#### **Section 3. Duties of AS&F President:**

**Section 3a.** The AS&F President shall preside over all meetings of the AS&F Government. Other executive members shall be ex-officio members of the AS&F Government. Executive Officers shall not be voting members of the AS&F Government, with the exception of the Vice President of Internal Affairs.

**Section 3b.** The President shall have the power to approve or veto any legislation or motion passed by the AS&F Senate. The President must veto immediately. The Senate can override a veto by the President with a two-thirds (2/3) affirmative vote.

**Section 3c.** The President shall appoint, subject to Senate approval, the AS&F Vice President of Finance whose duties are outlined in the Bylaws.

**Section 3d.** The President shall appoint, subject to Senate approval, an Executive Secretary.

**Section 3e.** The President shall appoint, subject to Senate approval, up to two AS&F Government Faculty Advisors, whose duties are outlined in Article III of the AS&F Bylaws.

**Section 3f.** The President shall appoint, subject to Senate Approval, three (3) AS&F Justices, whose duties are outlined in Article IV, Section 4.

**Section 3g.** The President shall serve as a member of any committee as deemed necessary by the AS&F Government. The President shall appoint students to serve on official committees of the College, requested by the President of the College or by the AS&F Government, with majority approval of the Senate.

**Section 3h.** The President shall serve as liaison between ASC and the community of Alamosa regarding AS&F Government issues.

**Section 3i.** The President of AS&F or an appointed representative shall be responsible for the orientation of the AS&F Government.

**Section 3j.** The President of AS&F shall be supervised by the Adams State College Dean of Student Affairs.

#### **Section 4. Duties of Vice President of Internal Affairs**

**Section 4a.** The AS&F Vice President of Internal Affairs shall be responsible for overseeing and coordinating the actions of all officially established standing committees or any ad hoc committees, and shall report to the Executive Officers on committee activities.

**Section 4b.** The Vice President of Internal Affairs shall assist the President in the conduct of his/her duties and, in the absence of the President, shall assume his/her duties and responsibilities.

**Section 4c.** The Vice President of Internal Affairs shall chair the Presidents Council. This Council is made of the presidents, or their appointed representatives, of all ASC organizations.

**Section 4d.** The Vice President of Internal Affairs shall only be a voting member of the AS&F Government in the case of a tie on any motion, resolution or appointment.

#### **Section 5. Duties of the Vice President of External Affairs**

**Section 5a.** The AS&F Vice President of External Affairs shall attend all Associated Students of Colorado meetings.

**Section 5b.** The Vice President of External Affairs shall also serve as the liaison between the ASC student body, AS&F and any Colorado Higher Education Student Organization of which AS&F is a member. He/She shall be responsible for following all duties that do not conflict with the constitution of AS&F, set forth in any Colorado Higher Education Student Organization bylaws. He/She shall also be responsible for any duties set forth by the AS&F Government.

**Section 5c.** The Vice President of External Affairs, or an appointed representative, shall serve on Faculty Senate.

**Section 5d.** The Vice President of External Affairs shall serve on any committees or organizations and attend any other meetings deemed necessary by AS&F Government.

### **Section 6. Duties of the Vice President of Finance**

**Section 6a.** The AS&F Vice President of Finance shall be appointed by the AS&F President.

**Section 6b.** The Vice President of Finance shall serve as the AS&F treasurer and shall be responsible for the maintenance of all ledgers of money allocated by the AS&F Government.

**Section 6c.** The Vice President of Finance shall be a junior, senior or Graduate Student with a proven competence in math, including a minimum requirement of a passing grade in an Adams State Certified general education math course or any higher math class.

**Section 6d.** All financial transactions with AS&F funds shall be through the AS&F Vice President of Finance, who shall in turn be responsible to the AS&F President, the AS&F Government, and the Business Manager of the College for financial statements of expenditures.

**Section 6e.** The AS&F Vice President of Finance and the Business Manager of Adams State College shall be responsible for all AS&F funds. They shall keep a permanent record of all receipts and disbursements. They shall submit a budget to the President of the AS&F once each month. The Business Manager shall collect fees and other income; pay all bills, by check, upon receipt of a voucher; and be responsible for publication of all financial statements.

### **Section 7. Duties of the Executive Secretary.**

**Section 7a.** The Executive Secretary shall record all activity during AS&F meetings. In the event that the Executive Secretary is not able to attend a meeting, one of the Justices shall take his/her place. This shall be on a volunteer basis between the Justices. If there is only one Justice, that Justice shall perform the Secretarial duties.

**Section 7b.** The Executive Secretary shall publish and distribute the minutes from every meeting at least one business day prior to the following meeting of the AS&F Government.

**Section 7c.** The Executive Secretary shall correspond between members of AS&F Government and all other parties as deemed necessary.

**Section 7d.** The Executive Secretary shall record and document any necessary files pertaining to AS&F Government activities, including but not limited to: bills, minutes, and announcements.

## **Article V. The Legislative Branch**

**Section 1-** The legislative branch shall consist of the AS&F Senate. Senators and Club Representatives shall have voting power in all matters.

The membership of the AS&F Legislative Branch shall consist of:

Four (4) Senators at Large

Three (3) Senators from the School of Arts & Letters

Three (3) Senators from the School of Business

Three (3) Senators from the School of Math, Science & Technology

Three (3) Senators from the School of Education

Three (3) Freshmen Senators

Three (3) Faculty Senators, who shall in no case, be the AS&F advisors.

Two (2) Non-Traditional Student Senators

Two (2) Senators from the School of Graduate Studies

One (1) Senator from the Student Athletic Advisory Committee

One (1) Senator from Grizzly Activity Board

One (1) Senator from Student Media

One (1) Student Trustee

One (1) Club Representative from each active, funded club; this does not include active AS&F Government Members.

## **Section 2. Qualifications for election or appointment of Senators:**

**Section 2a.** All Senators shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0 scale, through and including the semester previous to election. The Freshman Senators shall have attained cumulative high school grade point averages of 2.0 on a 4.0 scale. Cumulative grade point averages of 2.0 must be maintained to retain Senate seats.

## **Section 3. Student Trustee**

**Section 3a.** The Student Trustee must be a Colorado resident for at least three (3) years and must be an undergraduate student.

**Section 3b.** The Student Trustee must attend all Board of Trustees meetings and report to AS&F Government all necessary information. The report shall be conducted in the form of a portfolio kept by the Student Trustee. If the Student Trustee is unable to attend a Board of Trustees meeting the AS&F President shall appoint a replacement.

**Section 3c.** The Student Trustee shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0 scale, through and including the semester previous to election.

**Section 3d.** If the Student Trustee position is ever vacated, it must immediately be filled.

## **Section 4. Qualifications and Requirements for Active, Funded Club Representatives**

**Section 4a.** Any active member of a club that receives funding is eligible to be the AS&F Club Representative. All representatives shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0.

**Section 4b.** Club Representatives shall be elected by the club members. The representative is to attend all AS&F Government meetings.

## **Section 5. Meetings**

**Section 5a.** The AS&F Government shall meet twice a month. In the months in which the quarterly meetings are held (September, November, February, and April), the meetings shall be held for two consecutive weeks. Meetings shall be held on Mondays at 6pm at a designated location. All AS&F meetings shall be open to the public and must be announced via the Academic Calendar, Adams State Portal, campus newspaper, or campus radio station.

**Section 5b.** Special meetings of the AS&F Government shall be held whenever called by the President of the AS&F Government. Also, when the President is presented a petition from a majority of the voting members of the AS&F Government, a special meeting must be called.

**Section 5c.** A quorum is necessary for an AS&F Government meeting to be held. A quorum of any meeting of the AS&F Government shall be declared when a majority (50%+1) of the current Legislative Branch is present.

**Section 5d.** The AS&F Government shall be responsible for initiating and establishing any legislation that has been deemed necessary and proper under the AS&F Constitution, Adams State College Policy, and/or local, state and federal laws.

**Section 5e.** All meetings of the AS&F Government shall be governed in accordance with Adams State College AS&F Government Governing Policies, except as otherwise provided in the AS&F Constitution.

**Section 6.** AS&F Senators and Club Representatives may introduce new legislation by sponsoring a bill, which shall be presented at an AS&F Government meeting.

**Section 6a.** Unless provided for in the Constitution of the AS&F, majority vote of the members voting is sufficient for the adoption of any motion, resolution, or appointment.

**Section 7.** In budgetary matters a two-thirds (2/3) majority vote of the Legislative members present is required.

**Section 7a.** In any voting item, a senator may abstain, or vote yea or nay. The end result of the vote shall be the yeas against the nays, with abstentions excluded from the total votes.

**Section 8.** If the bill is passed, it shall then be submitted to the AS&F President for approval.

**Section 8a.** If the bill is approved by the AS&F President, it shall become law. If it is vetoed by the AS&F President, it shall not become law. The AS&F President must veto immediately.

**Section 8b.** The AS&F Legislative Branch may override a Presidential veto with a two-thirds majority vote of Senate members. If a veto is overridden and passed by the AS&F Senate with a two-thirds majority, it shall become law.

**Section 9.** The Standing Committees of the AS&F Government shall be the Student Investigative Committee, the Public Relations Committee, the Academic Committee, the Budget Committee, and the Lobbying/Coordinating Committee. The Standing Committees shall be under the direction of the AS&F Vice President of Internal Affairs and run in accordance with the Bylaws.

## **Article VI. The Judicial Branch**

**Section 1.** The Judicial Branch shall consist of the AS&F Court. The appointed membership of the AS&F Court shall be three (3) Justices, who shall be appointed by the AS&F President, subject to AS&F Government approval. A Chief Justice shall be chosen from among the three Justices by appointment by the President, subject to AS&F Government approval. The President shall consider seniority and tenure of office in making this appointment.

**Section 2.** Qualifications for Justices: All Justices shall have attained a cumulative scholastic grade point average of not lower than 2.5 on a 4.0 scale, through and including the semester previous to their appointment. Cumulative grade point averages of 2.0 must be maintained to retain Court seats.

**Section 2a.** Justices shall not occupy any position on AS&F Government, and shall be nonbiased in all their decisions.

**Section 3.** Terms of Office. Three Justices shall be appointed at the last AS&F Government meeting of the spring semester.

**Section 4.** Duties of the Court: The Court shall have jurisdiction on any disputes arising from interpretations of the AS&F Constitution and Bylaws, from resolutions enacted by the Senate, and from action taken by any branch of AS&F, subject to the specific jurisdiction set forth by the AS&F Government.

**Section 4a.** The AS&F Court shall have jurisdiction on any disputes between student organizations as well as disputes between students and student organizations.

**Section 5.** Access to the Court: any member of AS&F may bring a public complaint before the court. After hearing the complaint, the Court shall evaluate the complaint to establish whether the complaint constitutes grounds for AS&F Government action. If the Court determines that the complaint would constitute grounds for AS&F Government action the Chief Justice shall relay copies of the complaint, Court evaluation and recommendation to the AS&F President and the AS&F Government in that order. The AS&F Government shall resolve the matter according to its authority. The name of the individual bringing forth the complaint shall be public record.

**Section 5a.** If the complaint involves a call for impeachment, the Court shall follow the procedure according to the Bylaws.

**Section 6.** Resignations and Vacancies: Any Justice wishing to resign shall give two (2) weeks advanced written notice of such to the AS&F President and the AS&F Government.

**Section 6a.** In the event that a Justice is unable to fulfill the requirements of office, the Vacancy shall be filled by appointment by the President, subject to Senate approval, within ten (10) school days from the day the office is vacated.



**Section 7.** Removal: A Justice may be removed by a 2/3-majority vote of the AS&F Senate. If a Justice is removed, the position shall be filled by Presidential appointment, subject to Senate Approval.

#### **Article VII. Amendments**

**Section 1.** Amendments to this Constitution may be proposed by either a written petition, signed by at least fifteen (15) percent of the members of AS&F, or by a two-thirds (2/3) vote of the AS&F Senate.

**Section 2.** Proposed amendments to this Constitution will not be effective until adopted by a two-thirds (2/3) vote of the AS&F Senate. This vote shall occur after publication of the proposed amendment(s) in two (2) consecutive issues of the campus newspaper.

#### **Article VIII. Referendums**

**Section 1.** Referendums may be initiated either by a written petition, signed by at least fifteen (15) percent of the members of AS&F, or by majority vote of the AS&F Senate.

**Section 2.** The full ballot and any background material necessary must be published in the campus newspaper for two (2) consecutive issues prior to the taking of a student ballot.

#### **Article IX. Bylaws**

**Section 1.** The AS&F Government shall have the authority to create necessary Bylaws. Bylaws must be approved by two-thirds (2/3) majority vote of AS&F and not be in conflict with any section of this Constitution.

**Section 2.** Bylaws shall be consecutively numbered as approved and printed.

Adams State College

## **Associated Students and Faculty Bylaws**

### **Article I. AS&F Meeting Policies and Procedures**

#### **Section 1: Attendance**

**Section 1a.** All senators, club representatives and executive board members are required to attend all meetings. Unless otherwise provided, only two excused absences will be tolerated from the AS&F meetings and one from committee meetings. Leaving the AS&F meeting early or coming late to the meeting twice during a semester will be counted as one unexcused absence. Any further unexcused absence shall result in a hearing before the Judicial branch in which the individual will be required to explain his/her reasons for being absent. This hearing may result in the removal from AS&F Government.

**Section 1b.** An excused absence will be given only if the reason is valid. Valid reasons should be as specific as possible. Examples of valid reasons may include, but are not limited to, the following:

1. Personal emergencies
2. Family related emergencies
3. Emergency work obligations

**Section 1c.** This policy applies to all AS&F Government branches. Excuses shall be submitted to the President and Judicial branch in written form two business days before the meeting.

**Section 1d.** If the member cannot submit a reason for an absence before two business days, he/she must make every reasonable attempt to inform the President and Judicial branch before the scheduled meeting. If the reason for an absence is determined invalid or if these procedures are not followed by the absentee, the absence will count as an unexcused absence.

**Section 1e.** Positions with office hours will only be allowed one unexcused meeting. Any further unexcused absences will result in a hearing before the AS&F Court, resulting in possible removal from office.

**Section 1f.** When the officers need to reschedule office hours or run an office errand, notification must be posted on the AS&F office door.

#### **Section 2. Legislation**

**Section 2a.** Bills are a type of legislation that must be passed by the AS&F Government.

**Section 2b.** Bills may be authored by any member of AS&F that pays dues but can only be sponsored by a Senator. The same person cannot both author and sponsor the same bill.

**Section 2c.** Bills of AS&F must be in compliance with the Associated Students and Faculty Constitution, Bylaws, and previous Bills passed by AS&F.

**Section 2d.** The numbering system for a bill is as follows: ASF, standing for Associated Students (and) Faculty, followed by the last two numbers of the years in which the fall and spring semesters will occur, followed by the sequential number that the bill falls under for that year. For example: the fourth bill to come before AS&F Government in the 2009-2010 school year would be labeled ASF091004.

**Section 2e.** If a bill is tabled or struck from the agenda it will retain its label for identification at another meeting.

### **Section 3: Preparation**

**Section 3a. Student Concerns** A student concern is any item that is not on the agenda and needs to be addressed by the AS&F Government. Items that do not involve 75% of AS&F shall not be raised in the general meeting; instead they shall be dealt with outside the meeting via committees, the phone, electronic and ground mail and personal meetings. All participants shall come to the meetings with proposals and not problems. The AS&F meeting is not a place for specific planning. It is the place for reporting and minimal organizing. The proper procedure to follow before bringing an issue to the AS&F Government is as follows:

- A. Talk to everyone involved in this particular issue.
- B. Bring the concern to the appropriate committee to have the concern resolved at the committee level.

If a concern must be brought before the AS&F Government, it shall be addressed in the following order:

- A. State the concern
- B. Report what steps have been taken to investigate and resolve the concern.
- C. Propose what further steps the AS&F Government should take and which committee should handle the concern.

**Section 3b. Action Items** Action items are items that are on the agenda. All participants in the general meeting shall prepare beforehand. Agenda minutes, notes, and handouts shall be prepared and ready before the meeting starts. Any agenda item shall be given to the secretary one week before the meeting. Presentations shall be limited to ten minutes, and any discussion on any bill or motion shall be limited to ten minutes as well. There will be no time allotted within a meeting for review of minutes, bills, agendas, etc., that have been distributed at least one business day before the meeting. The proper procedure to follow before bringing an issue to the AS&F Government is as follows:

- A. Read the bill(s) in its entirety.
- B. If you have any questions, contact the author, sponsor, or organizational contact.

**Section 3c. Attire** All meeting attendants shall come dressed in AS&F Government uniform/shirts according to the dress code specified for that year.

### **Section 4: Meeting Conduct**

**Section 4a.** Meeting shall follow basic parliamentary procedure as written in the Adams State College AS&F Government Governing Policies, unless otherwise outlined in the constitution or bylaws. All discussion shall be kept non-personal. Scheduling committee meetings during the general meeting is not permitted. If needed, the committees may meet after the general meeting to schedule an appropriate time for the committee to meet. Presentations shall be limited to ten minutes. Before bringing issues to the attention of the AS&F Government, participants shall ask themselves these following questions:

- A. Does this need to be addressed now?
- B. Is what I am saying/asking going to make a difference?
- C. Has it been stated/asked already?
- D. Can it be stated/asked outside of the meeting?
- E. Does it affect 75% of the AS&F?

### **Section 5. Agendas**

**Section 5a.** Unless there are any discrepancies with the agenda, it is automatically approved. Motions to change the agenda require a two-thirds vote in favor of those present and voting.

**Section 5b.** The format of all agendas when published is:

1. Title, including name of the body,
2. Date,
3. Order of business, including: call to order, roll call, approval of minutes, approval of agenda, executive reports, committee reports, old business, new business, student concerns, announcements, and adjournment

### **Section 6. Minutes**

**Section 6a.** AS&F minutes will adhere to the following format:

1. Title, including the name of the body,
2. Date,
3. Attendance: those present and those absent,
4. Order of business, including: time meeting was called to order, resultant tallies of all motions and business items, a synopsis of all notable points of debate , as well as any new business in addition to the published agenda.

### **Section 7. Bills**

**Section 7a.** All AS&F bills will adhere to the following format:

1. Sponsorship Bill. This will be numbered as outlined in Article I Section 2d of the Bylaws.
2. Title. A title shall be given to the bill that describes the subject matter of the bill.
3. Sections that list the author, sponsor, origin and purpose of the bill, and organizational contact including name, email, and phone number.

4. The account number of the club or organization if the bill is monetary.
5. Description of the event and/or why the bill is being presented.
6. Additional information that may be necessary and not in the description.
7. Implementation. This states exactly what will happen if the bill is passed.
8. Vote count. Number of yeas, nays, and abstentions in the final vote. The section that states the meaning of the vote should be completed as well.
9. Approval/Disapproval by the AS&F President. This includes the signature of the President approving/disapproving the bill.

### **Section 8. Point of Information**

None of the policies regarding AS&F Government meetings are in any way meant to limit the issues covered by the AS&F or covered during the AS&F meetings. The policies are only meant to help AS&F handle concerns properly and efficiently. Please raise and solicit issues and concerns in a professional and respectful manner.

## **Article II. Executive Branch**

### **Section 1. Executive Branch**

**Section 1a.** The Executive Branch shall consist of the AS&F President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Chief Justice and the Executive Secretary. The AS&F President shall be the chair of the Executive Branch. The Executive Branch is responsible for developing goals and policies to present to AS&F Government. These policies are to include, but are not limited to, budgetary matters, meeting dates and times, and constitutional changes. This branch shall meet once a week at the discretion of the AS&F President.

### **Section 2. Office Hours**

**Section 2a.** The President shall be responsible for keeping AS&F office hours of a minimum of ten (10) hours per week, to be distributed over a minimum of a three (3) day period.

**Section 2b.** The Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Executive Secretary and Chief Justice shall be responsible for keeping AS&F office hours a minimum of six (6) hours per week, to be distributed over a minimum of a three (3) day period.

**Section 2c.** The office hours for every member shall be posted each semester according to the members' academic schedules. The official office hour schedule shall be posted no later than the Add/Drop date. Seventy-five percent (75%) of the total office hours shall be completed between regular business hours of eight to five (8am-5pm) Monday through Friday.

**Section 2d.** It is highly recommended that the President spend the summer months on campus. If the President is able to spend the summer on campus, he/she shall complete the same amount of hours as required during the regular school year.

### **Section 3. Salary**

**Section 3a.** The AS&F President shall receive a salary of \$75.00/week, not counting vacations, for a twelve month period. If the President is not on campus and only maintains regular contact with the Dean of Student Affairs during the summer, the President shall receive no salary for the months of June, July, and August.

**Section 3b.** The Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Executive Secretary and Chief Justice shall each receive a salary of \$50.00/week, excluding vacation months of June, July and August.

### **Article III. AS&F Advisor**

#### **Section 1.**

There shall be two Government Advisors for AS&F. The Dean of Student Affairs shall be one advisor, accompanied by another Government Advisor who shall be selected annually by the AS&F Government contingent upon approval from the President of the College. The Faculty Advisor can be any member of ASC faculty, staff, or administration who elects to pay AS&F dues.

**Section 1a.** The Dean of Student Affairs shall be responsible for monitoring the duties of the paid officers of the AS&F Government with the authority to penalize those officers who do not fulfill their duties by refusing to authorize payment for that week's salary.

### **Article IV. AS&F Judicial Branch**

#### **Section 1. Duties.**

**Section 1a.** The Judicial Branch shall carry out duties outlined in the AS&F Constitution.

**Section 1b.** The Chief Justice/designated Justice shall be responsible for calling all judicial meetings and notifying the other Justices of such meeting.

**Section 1c.** The Chief Justice shall report, in writing to the AS&F Government of any bill, amendment or judicial action that the AS&F Court has reviewed or executed during AS&F Meetings.

**Section 1d.** The Chief Justice shall act as a member of the Executive Branch. See Article II Sections 2 and 3 for office hour and salary information.

**Section 1e.** The AS&F Court shall recall cases, bills or unconstitutional decisions if new information is presented that may have been significant in making a different decision. The AS&F Court has the power to

nullify such decisions without the approval of the AS&F Government. However, such decisions must be reported to the AS&F Government for immediate consideration.

**Section 1f.** The Chief Justice shall assign duties to AS&F Justices as required to achieve tasks in a timely fashion. One of the Justices, upon appointment by the Chief Justice, shall act as the Parliamentarian during AS&F Government meetings. This Justice must be familiar with all AS&F Government policies and procedures.

**Section 1g.** The Chief Justice shall review club constitutions to determine if they follow the AS&F Constitution and Bylaws. He/She shall then approve or disapprove the constitution and submit the decision to the Vice President of Internal Affairs.

## **Section 2. AS&F & Student Appeals**

**Section 2a.** The AS&F Justices may be requested to offer input/student representation regarding student appeals to the Office of Student Affairs and Office of Housing and Residence Life.

## **Section 3. AS&F Cases/Hearings**

**Section 3a.** Case numbers shall be formatted as the “ASFC year. number” beginning with 01 in the number they were received (e.g. ASFC 2003.01 is the first case in 2003).

**Section 3b.** The Chief Justice is responsible for setting meeting times for hearings. All parties and the AS&F President must be notified in writing of the hearing and time and location. All hearings must be made public except when issues of confidential nature are to be discussed. Confidentiality is to be maintained to the extent provided for by law.

**Section 3c.** Possible sanctions/recommendations available to the ASFC include, but are not limited to:

1. Apology.
2. Recommendation for removal from on campus housing, room or building.
3. Recommendation for suspension of AS&F member in lieu of impeachments.
4. Nullification of an unconstitutional bill/supplemental, or any other unconstitutional decisions made by the AS&F Government. This nullification must occur before the bill is activated/transfer of funds is made.
5. Written and documented reprimand.
6. Recommendation for the rejection or acceptance of a constitution.
7. Recommendation for the rejection or acceptance of a bill.

The ASFC is not limited to sanctions/recommendations listed above.

## **Section 4. Meetings, Absences and Other Duties.**

**Section 4a.** In the case of schedule conflicts or resignation of the Chief Justice, the AS&F President will appoint a Justice to act as the Interim Chief Justice until the President appoints a replacement.

**Section 4b.** All Justices, including the Chief Justice, must maintain an active portfolio of bills, cases and other documents of legislative importance.

**Section 4c.** The accumulation of more than two unexcused absences in an academic semester constitutes grounds for dismissal by the AS&F President. Dismissal may be conducted by resignation of the Justice or removal by the AS&F President subject to Government approval.

**Section 4d.** Excuses for missing meetings and hearings may include participation in school events, class, illness, health or family related emergencies and travel.

**Section 4e.** Absences shall be determined by the Executive branch as excused or unexcused. This applies to the AS&F Court and the AS&F Government.

## **Article V. AS&F Committees**

### **Section 1. General rules and guidelines for committees.**

**Section 1a.** Agendas may be typed and distributed to all members of the committee or tasks may be explained during the meeting. Task sheets are to be given to the appropriate committees. Upon completion, the task sheets are to be given to the secretary. Only one unexcused absence from committee meetings will be tolerated. More than one unexcused absence may result in removal from AS&F Government. Committees are to be aggressive, organized, and thorough. Committees should take initiative when dealing with their issues and not wait for tasks to be delegated to them. If an AS&F Government member outside of a committee brings a concern to that committee, the AS&F Government member is to help the committee properly address the concern.

**Section 1b.** Committees shall consist of four (4) Government members, with the exception of the Budget Committee which shall consist of five (5) Government members, one of which must be a Faculty member or non-freshman senator.

**Section 1c.** The chairperson for the Academic Committee, Budget Committee, , and Investigative Committee shall be appointed by the President. The chairperson for the Public Relations Committee shall be the Vice President of Internal Affairs. The chair of the Lobbying Committee shall be the Vice President of External Affairs.

**Section 1d.** Committees are required to meet at least bimonthly at a time agreed upon by the majority of the committee members. The chair shall conduct all meetings and report the results to the AS&F Government in the form of a committee report.

**Section 1e.** All meetings shall be open to the public. All actions of the committee shall be a matter of public record.

**Section 1f.** All committee members are subject to current AS&F attendance policies.

**Section 1g.** The purpose and any other information specific for each committee is outlined in the specific committee section.



## **Section 2. Academic Committee**

**Section 2a.** This body shall be called the Academic Committee of the Associated Students and Faculty Government.

### **Section 2b. Purpose**

The Purpose of this committee shall be to assist and make recommendations to maintain, update, and revise the academic standards at Adams State College to the AS&F Government or AS&F President.

The purpose of this committee shall be to deal with current trends and circumstances that may arise concerning the college's position regarding higher education. These include:

- A. Changes to the drop/add date
- B. Additions and/or deletions to the general education requirements
- C. New standards that may affect the admissions process at ASC
- D. Changes in the Academic requirements prior to the completion of an undergraduate degree
- E. Job descriptions for students employed by ASC
- F. Other issues as deemed fit by the AS&F Government

Delegates of this committee shall attend the Curriculum Review Committee, Academic Affairs Council, and the Academic Instructional Technology meetings.

## **Section 3. Budget Committee**

### **Section 3a. Purpose**

The purpose of this committee shall be to make recommendations on any budgetary or financial matters as directed by the AS&F Government or the AS&F President using the budget policies set forth by the Executive Branch.

The committee shall plan, organize, and facilitate Annual Budget Hearings.

This committee shall also handle all Supplemental Budget Requests, and present a recommendation to the AS&F Government in the form of a committee report.

The Budget Committee shall also review campus wide financial issues and bring such concerns to the AS&F Government when appropriate. This includes reviewing student fee allocations to all organizations on campus.

### **Section 3b. General Conduct and Meetings**

At least once a year in the spring, the Budget Committee will meet with representatives of the administration to discuss relative shares of student fees each entity will receive. In the subsequent fall, the committee will meet with said representatives of the administration to determine that the percentage allocations agreed upon in the previous spring were, in fact, implemented.

A delegate of this committee will attend the Budget Development Committee meetings.

### **Section 3c. Processing Budgets – Timelines**

Budget requests must be turned in at a time designated by the Budget Committee in order that each member has sufficient time to:

- A. Review each request
- B. Contact the persons who submitted the requests
- C. Formulate recommendations

The Budget Committee is responsible for recommending deadlines for these requests to the AS&F Government. In no case may a requisition deadline be less than one week prior to the next scheduled official AS&F Government meeting.

### **Section 3d. Reviewing Requests**

During review of budget requests the Budget committee shall:

- A. Check math calculations
- B. Review for compliance with state fiscal rules and AS&F Government policies
- C. Check to ensure the club/organization has deposited their required contribution into their club account
- D. Check to ensure all mileage, meal and lodging figures are correct
- E. The Budget Committee will meet with clubs and organizations to clarify any questions regarding their budget requests. Upon completion of the review process, the Budget Committee shall make a recommendation to the AS&F Government.

### **Section 3e. Policies**

#### **Budget Request Policies**

The Budget Committee will not recommend funding for the following:

- A. AS&F Club/Organization Fundraising costs, that will result in the club receiving monetary profit
- B. Exclusionary organizations
- C. Tangible items that individuals may keep after leaving the club/organization (uniforms, books, etc.)
- D. Individual memberships that do not benefit the organization, but only the individual
- E. Costs in excess of established guidelines
- F. Late submitted requests
- G. AS&F Government reserves the right to repeal any funds approved, but not yet spent, in Annuals or Supplementals
- H. Any person, corporation or community not under the absolute control of the state of Colorado, nor to any denominational or sectarian institution or association

#### **Travel Rates**

The AS&F Senate will approve \$60 for a hotel per night per room (quad occupancy). AS&F Senate will follow the travel a per diem guidelines outlined by the State of Colorado.

### **Funding Rates**

AS&F will fund up to fifty percent (50%) of the registration fees for conferences, programs or seminars. Each club/organization is eligible for one-half of the total. AS&F Government is permitted to approve up to a maximum of \$650.00 for a speaker, comedian, or special guests for events. There may be special cases subject to AS&F Government's discretion. The required amount for having a guest must be explained explicitly in written documentation. The AS&F Government reserves the right to approve or disapprove any suggested amount/funding for any speaker, comedian, or special guests.

### **Follow-up Report**

- A. Follow-up reports shall be submitted within thirty (30) days of the scheduled and approved AS&F event.
- B. If follow-up reports are not submitted by the deadline, the Budget Committee will send out reminder notices.
- C. Failure of a club/organization to submit follow-up reports may jeopardize future funding.
- D. Follow-up reports will be checked for accuracy, and any unused funds will be transferred back into the AS&F contingency account.

No member of the Budget Committee shall meet with an individual or entity about budgetary matters outside the AS&F Government without the committee's consent.

### **Section 4- Investigative Committee**

**Section 4a.** This body shall officially be called the Investigative Committee of the Associated Students and Faculty Government.

#### **Section 4b. Purpose**

The Investigative Committee shall do the groundwork on student grievances after they have been accepted by the AS&F Government. Grievances can be brought forth by, but is not limited to, students, faculty, administration, AS&F Senators, and the AS&F President. The grievances brought forth must pertain to student concerns. After investigation, the committee shall bring its results to the AS&F Government which will act as the Grievance Committee to decide what course of action may be taken.

### **Section 5 – Lobby/Coordinating Committee**

**Section 5a.** The body shall officially be called the Lobby/Coordinating Committee of the Associated Students and Faculty Government.

#### **Section 5b. Purpose**

The Lobby/Coordinating Committee shall coordinate all lobbying efforts on and off campus with regard to actions taken by the AS&F Government. The issues concerning the Lobby/Coordinating Committee

include, but are not limited to, legislation, Colorado Students Association, actions taken by the Ad hoc Legislative Action Team, and issues brought forth by the Vice President for External Affairs who represents student concerns to the Colorado Commission of Higher Education for Adams State College.

**Section 5c.** Committee members shall be prepared to attend Associated Students of Colorado and Board of Trustees meetings.

### **Section 6 – Public Relations Committee**

**Section 6a.** This body shall officially be called the Public Relations Committee of the Associated Students and Faculty Government.

#### **Section 6b. Purpose**

The Public Relations Committee shall be responsible for providing and establishing awareness of all AS&F Government sponsored activities. This committee shall also organize any event that the AS&F deem fit. This committee shall work with AS&F Government recognized clubs through the President’s Council, and sponsor two major AS&F/Club activities.

#### **Section 6c. Duties of Members**

At the beginning of the semester, the Public Relations Committee Chair shall appoint committee members to the positions of President’s Council Secretary and Media Manager.

- The chair of this committee shall be responsible for overseeing the activities of the committee members, and shall coordinate all Public Relations Committee activities.
- The chair of this committee shall also be the chair of the President’s Council.
- The appointed President’s Council Secretary shall be responsible for taking minutes at the President’s Council meetings.
- The Media Manager shall be responsible for all press releases concerning AS&F Government sponsored activities. These releases must be in form of a written submission and distributed to the news media on campus, and local media when applicable. This person shall also coordinate advertising in any other form for AS&F sponsored events.
- Other duties shall be assigned to committee members when necessary.

### **Article VI –Election Commission**

**Section 1:** The Election Commission should function as independently as possible from both the Government and candidates for the Government. The Election Commission’s primary duties include, but are not limited to, referencing the AS&F Constitution and Bylaws to ensure that all candidates meet the position qualifications, supervising the balloting process-validating petitions, preparing ballots, providing impartial workers to man the balloting tables, tabulating votes and cross-checking results against the voter rolls, and reporting the results to the AS&F Government. The Election Commission shall determine all election dates and appoint AS&F members to run the election booth.

**Section 2:** The Election Commission should also work proactively and creatively to encourage more students to run for office and to increase voter turnout, for which purposes funding may be supplied by the AS&F Government.

## **Article VII – Elections**

**Section 1:** Students wishing to run for an elective office must pick up an election packet(s) in the AS&F office and return the completed packet(s) to the AS&F Office by 5:00 p.m on the Friday preceding the election ballot approval. Platform issues may be turned in with the petitions as well. The petitions will then be approved/disapproved by the Dean of Student Affairs. An applicant is not considered a candidate until the AS&F Government approves the official ballot. The Election Commission will then make arrangements with the campus newspaper to have the candidates' platform issues published in the campus newspaper prior to the election.

**Section 2:** If there is a vacant position and a write-in candidate received five or more votes and is eligible, then the write-in candidate may fill the position, after obtaining the petition necessary for that position.

**Section 2a:** If a write-in candidate received more votes than a posted candidate and is eligible, then the write-in candidate may fill the position over a posted candidate.

**Section 3.** Students and faculty who wish their names to be on the ballot for the office of AS&F President, AS&F Vice President of Internal Affairs or AS&F Vice President of External Affairs shall circulate petitions and secure not less than one hundred (100) signatures of AS&F members. Students or faculty members who wish their names on the ballot for the office of Senator shall circulate petitions and secure not less than fifty (50) signatures from AS&F members. Freshman students who wish their names on the ballot for Freshman Senator shall circulate petitions and secure not less than fifty (50) signatures from AS&F members.

**Section 3a.** The AS&F Election Commission [consisting of two(2) nonbiased, non AS&F Government individuals appointed by the Office of Student Affairs, and all members of the AS&F Judicial Branch, shall determine all election dates. All election dates must be announced in at least two of the following media sources: campus newspaper, Academic Calendar, campus radio station, or Adams State Portal for two (2) consecutive weeks prior to the election, which in the case of the General Election must be held in the spring semester. The election for the Freshman Senators must take place no later than the sixth (6) week of the fall semester.

**Section 3b.** Elections of the Executive Branch shall take place in April. However, the term of the Executive members shall not commence until May 1. Petitions for all elective offices are due in the AS&F office by 5:00pm the Friday preceding the AS&F Government meeting for candidacy approval.

**Section 3c.** All candidates must follow the rules and procedures outlines in the election packet. The election packet shall be revised by the Election Commission on a yearly basis.

**Section 4.** With the exception of Freshman Senators and Officers, all AS&F Senators shall be chosen in a general election held in April for two consecutive class days. All members of the AS&F Government shall be elected by a plurality vote of those eligible voters casting their ballots in the general election. In the case of a tie vote, a runoff election will be held to determine the winner.

**Section 4a.** Voting for officers and senators shall be done by secret ballot. Ballot boxes shall be operated and maintained in a manner prescribed by the AS&F Election Commission.

**Section 4b.** The election commission shall immediately release the tabulation of the votes. The number of votes garnered by each candidate must be made public record.

### **Section 5. Election of Club Representatives**

**Section 5a.** Club Representative Elections shall be held within the individual clubs. The elections shall be held in April and regulated by the club officers and advisor. The club advisor is responsible for counting the votes and turning them in to the AS&F Election Commission.

**Section 6.** Ballots for all elections shall be approved by a majority vote of the AS&F Government at the last regularly scheduled meeting prior to the election.

**Section 7.** Vacancies on the AS&F Government shall be filled by appointment by the President of AS&F pending confirmation of the AS&F Government. In order to be appointed, the candidate must obtain however many signatures that is required for candidacy for that position.

**Section 7a.** If a candidate for appointment is a brand new member to AS&F Government, they must sit in on two meetings prior to their appointment. The third meeting will include the appointment of the new member. If a candidate for appointment has been on AS&F government for at least one semester in the past, they do not need to attend any meetings prior to their appointment.

**Section 7b.** Should the office of President of AS&F be vacated, the Vice President of Internal Affairs shall assume the presidency for the remainder of the term. All other vacancies, including that of Vice President, must be filled by special election or by presidential appointment subject to AS&F Government approval.

**Section 7c.** In the event that an executive position is vacated, it is the President's duty to find a replacement. If there are no eligible AS&F Government members, or no eligible members are willing to fill the vacant position, the President, upon consultation with the Government Advisors, shall appoint a qualified candidate to fill the position.

### **Article VIII. Impeachment and Removal of AS&F Members**

### **Section 1. Impeachment.**

**Section 1a.** Any elected or appointed member of AS&F Government may be impeached for not performing his/her duties satisfactorily, properly, or at all, according to the AS&F Constitution and Bylaws. These may include, but are not limited to: more than two unexcused absences in a semester, nonperformance of assigned duties, or behavior detrimental to the functioning of the AS&F Government. The AS&F Government, upon its own initiative or upon recommendation of the AS&F Executive Council or Judicial Court, may seek to impeach any member of the AS&F Executive Council or Government.

**Section 1b.** The procedure for impeachment of any member of Government is as follows:

1. A petition signed by one- third (1/3) of the members of AS&F Government shall be submitted to the AS&F Court. An AS&F member may also be brought up for impeachment by the Executive Board if they do not follow the guidelines listed in Bylaws Article IX Section 1a in the form of a written letter.
2. All removal processes must be initiated through the AS&F Court.
3. In the case of malfeasance that is known by only one or a few AS&F members, a written complaint may be filed with the AS&F Court. The author of the written complaint shall remain anonymous.
4. All petitions and letters shall be reviewed by the AS&F Court, which shall have the authority to evaluate whether the charges would constitute grounds for Government action.
5. If the AS&F Court finds that the complaint would constitute grounds for removal, the Chief Justice shall relay copies of the complaint and evaluation to the person in question at least three (3) days prior to the reading of the complaint and evaluation in an AS&F Government meeting.
6. In an open meeting, the AS&F President shall read the complaint and the AS&F Court evaluation to the AS&F Government.
7. The person in question shall have the opportunity to respond to the complaint and to further questions and discussion by the AS&F Government.
8. The AS&F Government will be given the opportunity to vote for removal. The vote shall be by secret ballot and two-thirds (2/3) majority vote of the AS&F Government, excluding the member in question, shall be required for impeachment.
9. In the event that the AS&F President is the subject of impeachment proceedings, the AS&F Vice President of Internal Affairs shall perform the duties of the President during the impeachment process.

### **Section 2. Removal**

**Section 2a.** The procedure for removal of a member of AS&F Government is as follows:

1. The person in question will come before the Judicial Court on a date and time agreed upon by the court and the person in question.
2. The Judicial Court will present the grievances to the person in question.

3. The person in question shall have an opportunity to present his/her case and an attempt to justify why they should retain his/her position.
4. The Judicial Court will then convene privately to make the official decision as to whether the member will be removed from Government or not. A majority vote will be grounds for removal. In the event that there are not an odd number of members of the court, the President of AS&F Government shall serve on the court for the duration of the hearing.
5. The possible punishments are as follows:
  - a. Immediate removal from his/her position.
  - b. Barring compensation of the member permanently or for a certain amount time, to be determined by the court.
  - c. The person in question is found guilty but no punishment is deemed necessary.

**Section 2b.** Conflict of Interest: If a member of the court has a conflict of interest, or feels that he/she is prejudiced to the outcome of the removal, he/she will recuse himself/herself. If there is an insufficient number of voting members in the court, the President will become a temporary member of the court.

**Section 2c.** Immediate removal of any member of the AS&F Government shall occur if the member does not maintain the required cumulative grade point average for their position, or if they fail to follow the attendance policies outlined in Bylaws Article I Section 1a. After the first unexcused absence the member shall meet with the Judicial Board to receive a warning. After the documented meeting, if the member has another unexcused absence, they shall be immediately removed from their position. When a member's grade point average falls below the requirement they shall have a hearing within five business days with the Judicial Board and Government Advisors. The outcome of the hearing may result in the immediate removal of the member from office, or the member being put on probation until a grade change is completed.

## **Article X. AS&F Recognized Clubs and Organizations**

**Section 1.** An AS&F funded club or organization is a student organization that is created to promote interest in an idea or activity and promotes community on campus and in the community. An AS&F funded club or organization is eligible to receive funds from AS&F Government as outline in Bylaws Article X Section 5. AS&F funded clubs or organizations are required to have a Club Representative on the AS&F Government. If there is not a Club Representative, the club will not be considered a funded club.

**Section 1a.** Active Club: An active club has been approved by AS&F through a bill, retained a minimum of five members, a club advisor, current constitution and accumulates at least 10 points in activities each budgetary year.

**Section 1b.** Inactive club: An inactive club has not submitted any record of participation in any AS&F recognized activity or event for one calendar year.



**Section 1c:** In order to meet the required percentage match for funding a club or organization may collect funds by means including but not limited to dues, fundraisers and donations.

**Section 1d.** Community Service: A community service is defined as an activity approved by the AS&F Vice President of Internal Affairs and must be signed by the club advisor before the documentation of community service is turned in. In order to be recognized as an acceptable community service, at least 40% of all active club members must participate in the activity.

**Section 1e.** Active club member: All active members of an AS&F recognized club must pay AS&F dues if they are participating in a club event funded by AS&F. Active members are defined as members who participate in the majority of community service, fundraisers, and meetings, pay dues (if applicable), and wish to have active status in the club.

**Section 2.** Benefits of being an AS&F recognized club or organization are as follows:

1. Eligible to receive a budget.
2. May request money from the AS&F Government
3. Receive formal recognition from the AS&F Government

### **Section 3. Club and Organization Categories**

**Section 3a.** Upon the request for club recognition the Vice President of Internal Affairs and Chief Justice of AS&F shall determine the category under which a club shall fall based on their Constitution and application packet.

**Section 3b.** Social Club or Organization: The purpose of an ASC Social Club is to gain personal knowledge, experience, entertainment, and/or enrichment for all club members. This may include but is not limited to activities such as conferences, trips, tournaments, events, and performances.

**Section 3c.** Academic Club or Organization: The purpose of an ASC Academic Club is to advance knowledge and gain educational benefit from interaction and participation for each member in the club. Each academic club must be affiliated with either a national chapter or an ASC recognized department or major. If members of the club are receiving college credit for participation in the club that club will be considered an Academic Club.

**Section 3d.** Recreational Sport: Recreational Sports Clubs must be recognized and approved by the ASC Coordinator of Club Sports and Intramurals and operate under the auspices of the Student Life and Recreation Department.

**Section 3e.** Service Club: The purpose of an ASC Service Club is to provide a direct benefit to the campus and/or local community with no monetary gain for the club, its members, or ASC.

#### **Section 4. AS&F Non-funded Recognized Clubs or Organizations**

**Section 4a.** Definition: An AS&F nonfunded club or organization is a student organization that is created to promote interest in an idea or activity and promotes community on campus and in the community, but does not receive any funds from the AS&F Government.

**Section 4b.** AS&F non-funded clubs or organizations shall be categorized in the same manner as funded organizations, as defined in Bylaws Article X Section 3.

**Section 4c.** An AS&F non-funded club or organization is considered active when it has been approved by the AS&F Government by a bill, has a current constitution, a minimum of five members, club advisor, and accumulates at least 10 points in activities each budgetary year.

**Section 4d.** AS&F non-funded clubs or organizations may only ask for up to 40% of their total program cost, and they are responsible for at least 60%.

#### **Section 5. Funding System for AS&F Funded Clubs and Organizations**

**Section 5a.** AS&F funded clubs will be eligible for up to seventy percent (70%) of their program budget, and shall be responsible for at least thirty percent (30%).

**Section 5b.** The amount of funding that clubs shall be eligible for will be calculated using a point system. The point system will grant points for various campus events. The events are laid out as follows:

- A. Homecoming events:
  - a. Medicine Show: 20 points
  - b. Parade: 20 points
  - c. All other homecoming events: 5 points each
- B. Community Service:
  - a. ASC Cares Day: fall semester- 10 points, spring semester- 15 points
  - b. All other community service: 5 points each.
- C. Other campus events: 3 points
  - a. Any club sponsored event outside of regularly scheduled meetings and events that involve and invite the campus and local communities. This includes, but is not limited to, attendance at the fall/spring club recognition events and guest speakers the club or organization brings to campus. In order to receive points, AS&F Government must approve the event.

**Section 5c.** AS&F funded clubs and organizations must fundraise however much necessary in order to match their percentage to receive funding.

**Section 5d.** Clubs will not lose points at any time during the budget year. Points may be gained throughout the entire budget year.

#### **Article XI. Non-AS&F Recognized Organizations**

**Section 1:** Definition: A non-AS&F Recognized Organization is any organization that does not fall under Article X Section 1.

**Section 2.** Funding. AS&F shall fund non-AS&F Funded Organizations 40% of their requested program cost and the organization is responsible for 60%.

## **Article XII. AS&F Budget**

### **Section 1. Types of Budgets**

**Section 1a.** The Operating Budget contains the funds required for AS&F to function. This includes line items that are allocated funds each year, money for the AS&F retreat, money for updating the AS&F technology and/or office, and any other funds necessary for AS&F to function.

**Section 1b.** The Contingency Budget contains the funds that AS&F allocates to the recognized and/or nonrecognized organizations.

**Section 1c.** Any request for money from the Operating Budget, if it not an item specifically listed in the line items, must be in the form of a bill.

### **Section 2. Allocating Funds**

**Section 2a.** AS&F Government will allocate funds four times during the school year. This will occur during the first AS&F meeting in September, November, February, and April. The contingency budget allocated to AS&F by the ASC Business office will be divided into fifths, with one fifth of the funds to be distributed to organizations at each quarterly meeting. The final fifth shall be used as a supplemental (see Bylaws Article XII Section 3. If there is any money left over during a quarterly meeting, it will be added to the amount allocated at the following quarterly meeting.

**Section 2b.** There will be two meetings on two consecutive Mondays at each period. The first meeting will consist of all proposals for organizations requesting funds. During the second meeting AS&F Government will decide how much money shall be allocated to each organization.

**Section 2c.** Budget proposals for the quarterly meetings are due three weeks before the meeting, in order to give time for the budget committee and Judicial Branch to determine the proposal's constitutionality.

**Section 2d.** When allocating funds AS&F Government shall consider the following criteria as well as any other information deemed necessary:

- A. Extent of organization involvement in community service
- B. Percent of funds that have currently been raised
- C. Extent of involvement in AS&F required activities

### **Section 3. Supplementals**

**Section 3a.** One fifth (1/5) of the annual Contingency Budget shall be used for supplemental funds.

**Section 3b.** A supplemental can be filed for:

- A. Unexpected guest speakers
- B. Conferences/programs not foreseen at the previous quarterly, and scheduled before the next quarterly

**Section 3c.** Programs filed for supplemental requests cannot be programs that had funds allocated for in the previous quarterly.

**Section 3d.** The maximum amount of funds that can be requested from the AS&F Government during supplemental is five hundred dollars (\$500).

**Section 3e.** Supplemental proposals are due three weeks prior to the meeting the club or organization wishes to request funds.

#### **Section 4. Budget Year**

**Section 4a.** The budget year for allocating funds shall begin at the end of each September quarterly. Club points will drop back to zero at the end of each September quarterly. Clubs will be able to acquire points from the end of one September quarterly, through the next September quarterly.

#### **Article XIII. Commencement**

**Section 1:** The highest-ranking graduating member of the AS&F Government (Ranking: President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, Executive Secretary, Chief Justice, Senators, Club Representatives, Justices, and the Student Trustee) shall give the student greeting at the commencement. If there is no Executive Board member graduating, then the graduating Senator or Justice who has served AS&F Government the longest shall be given the option of giving the greeting at the commencement.

**Section 1a.** It is not mandatory than an individual speak at graduation. If the highest-ranking graduating member does not wish to speak at the commencement, the opportunity shall be given to the next highest-ranking member, and so forth.

**Section 1b:** In the event that no member of the Government is available to speak, AS&F Government shall select an appropriate replacement that will be graduating during that commencement. (Alternatives may include: President's Council, Grizzly Activity Board, Housing & Residence Life, FIG Mentors, etc.)

**Section 2:** Seven non-graduating members of the AS&F Government shall carry banners leading in graduates from each school (Arts & Letters, Business, Education, Science Mathematics & Technology, Masters) and the Administration.

**Section 2a:** Senators should be majoring in the school they are representing.

## Tips to Effectively Starting or Reorganizing a Club Structure

### Define the mission and goal for the club

- Forget the fancy words; say what you mean, mean what you say.
  - A good mission statement can help clarify in your group's mind what the long term goal is and help communicate that to others.

### Create the structure you need

- Most groups starting out don't necessarily need a mini-government in place. Many groups just start with a few lighter weight processes:
  - Officers: usually there's a president (the leader), vice president (2nd in command and often leader of several important initiatives), treasurer (who handles the funds), secretary (who takes care of meeting minutes, next steps, etc.). Depending upon your group's need, you may also institute a publicity officer, webmaster, historian, etc.
  - Define the roles, especially who has the right to decide what.
  - Meetings: usually a periodic meeting or event helps to keep things going in the group and to increase activity. It's also a great way for group members to help participate in events and to get to know each other better and share information.

### Run Effective Meetings

- Define and publish an agenda; use this to stay on track throughout the meeting.
- The meeting needs to have a purpose and participants may need to prepare in advance.
- Have a desired outcome for the meeting (e.g. get agreement on a particular initiative, or brainstorm and come up with 3 ideas for next year's events).
- Understand who needs to be there and what the roles are for the participants.
- Start the meeting on-time.
- Track the "minutes" of the meeting - what was discussed and in particular, any conclusions that were made and any items to be tabled for a future discussion.
- When you finish the meeting make sure you capture what the "action items" are. What is the next step - who does what, and by when and who is responsible for following up?
- Many groups start off with a kick-off meeting to discuss the club and how it will operate. This should be your first meeting.
- The best run meeting is one in which members will come back for another. Icebreakers, team building, and leadership activities are a great way to help members feel they are welcome and a part of the group.

### Get the nuts and bolts down

Every club has a basic set of operations that help it operate more efficiently. There's nothing more frustrating for leaders and members to be in a poorly run group. Membership, and more importantly, participation will begin to sag as a result. Here are a couple of basics:

- Keep an updated roster
- Creating and maintaining an email group will save much time and effort in contacting all members
- Make use of free advertising sources (Facebook, Portal, etc.)
- Ask for, and actively listen to critiques and feedback about your group.
- Keep the group informed on as much updated information as possible, an included member is much more likely to be an active member.
- Look at the big picture: Who are you catering to? What is your group's main purpose? Are you fulfilling your goals and mission? Are members active? Are there cliques that need to be included into the team? Is our group where we expected it to be, doing what we expected it to do? If not, let's look at where to go from here.

Article Source: [http://EzineArticles.com/?expert=Andrew\\_Yang](http://EzineArticles.com/?expert=Andrew_Yang)

## **Semester Planning Student Leader Training and the beauty of a nicely compiled list**

Part of the semester planning 'round these parts is to conduct a student leader training for all of our new, incoming club and Student Government (SGA) officers. We talk about things like communication, team building, conflict management, member recruitment and retention...ya know, all the million dollar words in student affairs. Most years, our group of student leaders consists mostly of returners with some newbies thrown in for fun – the returners naturally mentor the newcomers and everything is hunky dory. Last year, we got a group of nearly ALL newbies with only one or two returners interspersed. It was a long, but very rewarding year, and at the end of it, as if they were scripted, they all gushed about how much fun they had and how much they'd learned. They were free with the compliments to the office staff and our advising skills, but they also reflected on how much they didn't know coming in that just wasn't covered under the umbrella of million dollar training topics. As student leaders are so apt to do, this particular group pooled all of their genius, sarcasm and new-found expertise, and imparted insight onto us for inclusion into all future upcoming student leader training sessions.

I would now like to share their list with you because 1, it makes me laugh, but 2, because these are little things we, as SA pros, don't always stop and think about, but could make or break a student leader's experience.

### **Top 25 (22) things I wish someone would have told me about being a student leader...**

*As compiled by the Spring 2010 Burlington County College SGA and Club Officers*

1. It is a lot of work, but don't forget to have a good time!
2. Being a student leader is a large time commitment – it will be worth it in the end. The more you give, the more you get back.
3. You need a lot of dress clothes for meetings and events.
4. There is a lot of paperwork to be done.
5. You will meet tons of great people.
6. You are given so many opportunities and rewards – academically, personally and professionally.
7. The advisors are awesome resources and awesome people. They want to see you succeed. Do not make any of them angry with you.
8. Network and build relationships! Recruit EVERYONE! “The more the merrier” really applies to being involved with Student Activities and the people you meet will become your friends.
9. You will learn WAY more than you originally thought.
10. Get yourself organized from the get-go. Use your club's office space to help! The best way to do this is to keep your club space clean!
11. Find a balance between being a student leader and class/family/work/friends/etc...
12. BE CREATIVE and don't be afraid to try new things.
13. Give yourself way more time to plan things than you think you'll need – you'll need it.
14. There are people out there who want to join your club but don't know about it yet – Tell them!
15. If you have a small club or inactive members, don't underestimate a good co-sponsorship opportunity. You can't do it alone – teamwork is imperative!
16. You will grow as a person.
17. Update your bulletin board often!
18. Market your meetings and events in ALL locations, and remember that fliers are not the end-all-be-all of advertising.
19. Don't take it all on yourself and never be afraid to ask for help!
20. Don't doubt yourself or change your plans because a few people disagree.
21. Check your personal drama at the door.
22. Take the time to reflect on your experiences so you can do it even better the next time around.

*Adrienne Dahms is a student activities specialist at Burlington County College, Pemberton, New Jersey.*