

Trinidad State Junior College (TSJC)-Valley Campus
Student Government Association (SGA)

Bylaws

Article I-Purpose

The bylaws shall be the working rules and regulations of the TSJC SGA student SGA. They shall also serve to define the specific duties of each SGA position. Neither these bylaws nor any subsequent amendments or additions shall be in conflict with the Student Government Association Constitution.

Article II-Duties of Executive Officers and Representatives

Section 1: Duties of voting members of the SGA SGA-Executive Officers and Representatives

A. The duties of the President of the Student Body shall be to:

- The President shall serve as a non-voting member of the SGA.
- Preside over all Student Government meetings.
- Meet with TSJC President every two weeks
- The President shall report to SGA all pertinent and relevant information discussed at the TSJC President's Cabinet meeting.
- Call all special meetings.
- Sign all financial documents of the organization.
- Attend to all SGA financial correspondence.
- The President shall hold a seat on appropriate campus committees.
- The President oversees the filling of any vacant Executive Board Positions while following the outlined process in the SGA Constitution Article IV Section 6.
- Will meet with the SGA advisor weekly.
- Work with the Student Body Vice President, Treasurer and SGA advisor to establish an annual budget, which should happen one week after the census date of each semester.
- Shall represent the student body of the TSJC Valley Campus at all public and private activities when called upon by the administration and/or SGA advisor.
- Shall coordinate all SGA related business via email during the summer semester as needed.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the SGA advisor
- Will volunteer to assist the SGA or SGA advisor with a minimum of three events per semester
- Set and post a minimum of three office hours per week in the Student Government Office.
- Will be paid accordingly outlined by Article VII in the SGA Constitution.

B. The duties of the Vice President of the Student body shall be to:

- Succeed the President should the President for any reason be unable to carry out the Presidential duties.
- Meet with the college president every two weeks
- Shall chair all SGA related committees.
- Shall serve as the SGA parliamentarian.
- Shall record all attendance for all SGA events.
- Be responsible for establishing and maintaining SGA property inventories.
- Work with SGA President, Treasurer and SGA advisor on budgets and expenditures.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Will volunteer to assist the SGA or SGA advisor with a minimum of three events per semester
- Set and post a minimum of three office hours per week in the Student Government Office.
- Will be paid accordingly outlined by Article VII in the SGA Constitution.

C. The duties of the Vice President of Programming shall be to:

- Responsible for maintenance of all SGA controlled bulletin boards.
- Review programming for the term with SGA advisor at the beginning of each semester.

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- Maintain a monthly activity board and campus marketing for events.
- Coordinate publicity for all SGA activities.
- Assist Student Life Office as needed.
- Be responsible for all SGA public relations.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Will volunteer to assist the SGA or SGA advisor with a minimum of three events per semester
- Set and post a minimum of three office hours per week in the Student Government Office.
- Will be paid accordingly outlined by Article VII in the SGA Constitution.

D. The duties of the State Student Advisory Council Representative (SSAC):

- Serve as a voice for the TSJC student body at the state level.
- Attend all SSAC required (monthly) meetings (via in person, phone or poly com).
- Attend yearly conference held by SSAC for all Colorado Community Colleges SGA's.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Give an overview of all SSAC meetings during scheduled SGA meetings.
- Communicated with SGA about additional opportunities through SSAC.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Will volunteer to assist the SGA or SGA advisor with a minimum of three events per semester
- Set and post a minimum of three office hours per week in the Student Government Office.
- Will be paid accordingly outlined by Article VII in the SGA Constitution.

E. The duties of the Treasurer shall be to:

- Maintain a current and accurate account of all delegated funds related to SGA activities.
- Prepare and present a monthly budget report at regular SGA meetings.
- Assist club representatives in preparing Fundraising Request and Matching Funds paperwork.
- Assist will any campus improvement projects or special considerations presented by students that may use the student fee monies.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Will volunteer to assist the SGA or SGA advisor with a minimum of three events per semester.
- Set and post a minimum of three office hours per week in the Student Government Office.
- Will be paid accordingly outlined by Article VII in the SGA Constitution.

F. The duties of the Secretary shall be to:

- Responsible for all agendas, minutes, and bills. Agendas and previous meeting minutes must be saved to the V: Drive and emailed to the SGA Advisor and SGA members **24** hours before the next meeting.
- Keep an electronic file of all recordings on the network's V: drive, and a hard copy filed in the SGA office.
- Present a typed copy of previous meeting's minutes at all SGA meetings.
- Shall record attendance at all SGA meetings and calculate quorum.
- Attend to all written correspondence as deemed necessary.
- Shall record attendance at all SGA meetings and calculate quorum.
- Attend to all written correspondence as deemed necessary.
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will fill other duties as assigned by the advisor or SGA President.
- Will volunteer to assist the SGA or SGA advisor with a minimum of three events per semester.
- Set and post a minimum of three office hours per week in the Student Government Office.

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- Will be paid accordingly outlined by Article VII in the SGA Constitution.
- G.** The duties of each Club Representative and Department Representative will be to:
- Serve as liaison between SGA and their respective organizations.
 - Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
 - Complete SGA paperwork for any funding request related to their area they representative or additional expenses
 - Will volunteer to assist the SGA or SGA advisor with a minimum of two events per semester.
 - Will fill other duties as assigned by the advisor or SGA President.
 - Will be paid accordingly outlined by Article VII in the SGA Constitution.
- H.** Department Representative include:
- Associates of Science Representative
 - Associates of Arts Representative
 - Associates of General Studies Representative
 - Associates of Applied Science Representative
 - Career and Technical Education Representative
 - Student Life Representative
 - Women's Cross Country/Track and Field Representative
 - Men's Cross Country/Track and Field Representative
- I.** Annual Clubs recognized by SGA with active participation (will need to be approved annually)
- Nursing Level 2
 - Nursing Level 1
 - PTK- Phi Theta Kappa (Beta Kappa Mu)
 - PBL- Phi Beta Lambda
 - Additional clubs may seek SGA membership as long as they are in compliance with the SGA Constitution and Bylaws

Article III-Duties of the SGA Advisor

Section 1: The duties of the SGA Advisor shall be to:

- The advisor shall not be a voting member of SGA.
- The Coordinator of Student Life/Engagement will be the designated SGA advisor.
- In case of Coordinator of Student Life/Engagement position vacancy, the Vice President of Student Services will appoint a TSJC faculty or staff to serve in this capacity.
- Attends all SGA meetings or will send representative.
- Secure space for all related SGA meetings and activities.
- Ensures policies and procedures of college and as stated in the SGA Constitution and Bylaws are followed; in collaboration with student leaders.
- Signs off on funding approved by the SGA.
- Oversees budgetary matters of the SGA and Student Life.
- Offers guidance and feedback to executive board and student leaders.
- Offers trainings, workshops etc. for student leadership and club involvement.
- Conflict resolution as needed.
- Oversee the legal and ethical obligations of the SGA.

Article IV- Attendance policy

Section 1: All members of the SGA are expected to be active participants and present at all SGA meetings and activities.

Section 2: All members/member organizations of the SGA are required to volunteer to assist the SGA or SGA advisor with a minimum of two events per semester. Three events for Executive Board members.

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Section 3: To meet quorum 2/3 of the SGA (not counting the SGA President) must be physically present. If quorum is not met, the meeting can still proceed; except SGA cannot not vote on bills, fundraiser request, or any other proposals.

Section 4: If a member is faced with an emergency and is unable to find a proxy for themselves, the SGA Secretary or Advisor must be notified via e-mail, text or phone call at least one hour prior to scheduled meeting or event. Valid excuses for an excused absence include 1)Personal Emergency 2)Family Emergency 3)Work Emergency Obligation 4)School Emergency. The term emergency means an event that could not have been reasonably been expected prior.

Section 5: A member will receive an excused absence on condition that they follow up with an Executive Member regarding past minutes and agenda items within 24 hours of the following the next meeting.

Section 6: Any member that accrues two unexcused absences within a semester will receive a written warning from the SGA President or advisor. Any additional unexcused absence will result in expulsion from the SGA. All absences are unexcused unless deemed an emergency as outlined in Article IV Section 3.

Section 7: If the designated club representative is unable to attend the meeting, the designated alternate representative may be sent in place as a proxy for the original identify club representative. Unless otherwise authorized by the SGA. Only one student will be identify at the beginning of each semester to be the Representative however, a member of the club, or program must be present at meetings to participate in voting and so forth.

Section 8: Any expelled member can appeal this decision by following the appeal procedure outlined in Article IX of the SGA Constitution.

Section 9: Any recognized organization that has had their student representative expelled from the SGA, must appoint a new representative within one week of written notification of the dismissal of the Representative. An extension of an additional week may be granted with the authorization of the voting SGA. Any additional infractions of the attendance policy by the newly appointed Representative will result in loss of club recognition and forfeiture of all SGA club funding. If the organization fails to replace the representative, the club will be dropped from the SGA, the club will forfeit all SGA club monies and the club must petition to be recognized as a new organization.

Article V-Finances

Section 1: All finances shall be handled in accordance with the established fiscal procedure in effect for the college.

Section 2: Funds shall be used for the operation of the organization as directed by 2/3 of the voting SGA.

Section 3: In the event of loss of student club/organization recognition, any SGA allotted funds remaining in the organization's campus account shall be forfeited for that semester and back to SGA account and any further funding from SGA will cease.

Section 4: In order to receive funding from the SGA, a recognized club/organization must:

- A. Must have a club member serve as Club Representative for the SGA who must adhere to the attendance policy as outlined in Article IV of the SGA bylaws, as well as the SGA recognized club funding procedures outlined in Article V Section 5 of the SGA bylaws.
- B. All requests for SGA assistance will be signed by SGA Representative and club advisor and will be proposed in writing and presented to the SGA by the a club representative at least two weeks prior to the event, unless otherwise approved by SGA and advisor.
- C. In addition, the Secretary must place the proposal on the agenda and assign a coinciding bill number to the minutes, the agenda and the new proposal at least 24 hours before the SGA meeting.
- D. All monies will be voted upon by a majority vote of the SGA.
- E. Student Club Fundraisers must be approved by SGA to ensure the club are representing TJSC respectfully and are aligning with SGA's mission.

Section 5: SGA Recognized Clubs Funding, Spending and Matching System

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- A. Each recognized club shall have access to a start-up fund of \$100 once per academic year at the time of recognition, provided funds are available. The purpose of these monies is to allow students a fund to begin fundraising, and exploring ways to become a sustainable organization.
- B. Start-up funds are not automatically awarded to clubs. To access start-up funds, clubs must complete appropriate SGA paperwork obtained from the SGA Advisor, Treasurer or SGA Office. This intended to ensure clubs are using funding that aligns with their club's goals and mission.
- C. In addition to the \$100 start-up funds, SGA recognized clubs may request an Matching Funds with maximum of up to \$500 per semester based on meeting guidelines outline in the Bylaws and Constitution.
- D. SGA will not have approved any Matching Funds, for any club over \$500.00, any semester unless special circumstances apply which will be discussed and approved by 2/3 vote of SGA.
- E. Clubs must submit a completed an SGA Bill outlining the purpose of the needed expenses, a Matching Funds Request Sheet that includes a detailed record of revenue and expenses, and submit at least two weeks prior two spending for voting.
- F. In order for SGA to consider approval of a Matching Funds Request of \$500.00 or less, the club must raise at least 60% of what they are asking funds for and SGA will match the remaining 40% of the cost up to \$500.00 per semester.
 - i. *Example: XYZ Club needs \$100 total -XYZ Club must raise \$60.00 (60%) and show documentation that this money has been raised appropriately accordingly to CCCS, TSJC and SGA guidelines*
 - ii. *Fill out an SGA Bill outlining the purpose of the expenses*
 - iii. *Complete a Matching Funds Request to verify how the money will be spent or transfer to the club*
 - iv. *SGA Paperwork will need to be submitted at least two weeks prior of initial spending*
 - v. *If approved, SGA will give \$40.00 (40%) of the \$100.00 total goal, and will have an opportunity to ask for an additional \$400.00 later in the semester pending the appropriate deadlines.*
- G. Any club expenses shall be approved by SGA prior to spending to ensure funds are directly related to the club's constitution and goals
- H. Requests for SGA club spending (Fundraising Request and Matching Funds) as well as Club Recognition paperwork must be submitted by the first meeting in November for the Fall Semester and the first meeting in April for the Spring Semester
- I. All monies for the Fall or Spring semesters that are not requested by outlined dates within the SGA Bylaws will reminded allocated to the general SGA budget per academic semester.
- J. A request or letter of intent may be submitted prior to the last week October or March to insure the club has access to remaining funds for the fall and spring semester.
- K. Club may petition to fundraise during the summer with spring money by the April deadline, however any money raised will go towards the clubs Fall budget.
- L. For food related expenses the funds must be approved by SGA following an Official Functions Form to be filled out by the Club Advisor or SGA Advisor and signed off by the College President within 2 weeks of the event.

Article VI- SGA Chartered Clubs and Organizations

Section 1: Criteria for chartered clubs and organizations

- A. Membership criteria to all clubs and organizations on the TSJC Valley Campus must be on file with the Student Government this will include a Constitution that follows guidelines and examples provided by SGA.
- B. To be a recognized club or organization, there must be two active student members and one staff or faculty advisor.

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C. To receive recognition, all organizations must fill out the Club Recognition Form and be placed on the agenda for an SGA meeting to be voted into active status in a timely manner according to the SGA Bylaws.

D. The Club Recognition Form must be submitted alongside the Club Constitution and kept on file in the SGA office.

Section 2: Disciplinary action

A. The SGA shall have the power to place on probation or suspend any member organization, which fails to carry out the responsibilities to the college or the SGA.

B. Any organization that is placed on probation or suspension will be notified in writing by the SGA within 24 hours of said action.

C. Any organization placed on probation or suspension may appeal such action by following Article IX of the SGA Constitution.

Section 3: Chartered organizations that have been granted recognition by the SGA will have the following privileges:

A. The right to hold meetings in the Student Life Space or Student Government Office. In addition, using other campus areas that have been approved through the room reservation process of the college.

B. The right to program student activities on campus.

C. The privilege of conducting fundraising campaigns on campus.

D. The right to request funds from the SGA.

Article VII-SGA Compensation

Section 1: Eligible Members of SGA will be compensated on a monthly rate, yet full pay will be given at the end of Fall and Spring semester as outline in the SGA Constitution and Bylaws.

Section 2: Executive board will be paid at a rate of \$100 per month for their contributions and duties

Section 3: All Representatives will be paid at a rate of \$50 per month for their contributions

Section 4: To be eligible for compensation all SGA members must complete their required events for the semester and meet the attendance policy for meetings.

Section 5: To compensate additional work, all SGA members have the opportunity to receive an additional \$25 per committee or additional event, up to a maximum of \$50 per member, per semester. (Vice president will be exempt for additional committee work, as they are required to attend and chair all committees)

Article VII-Solicitation

Section 1: Solicitation by students or groups for selling merchandise or services or to obtain contributions on campus or off campus by recognized college organizations is subject to authorization.

Section 2: Proceeds from sales must be used towards fulfilling the purpose of the soliciting organization.

Section 3: Solicitations by individuals or non-college groups are prohibited, except through the established college sales outlets; and/or as approved by the administration of the college.

Section 4: Any chartered organization or individual student must schedule with the Student Life Office, any activity or project to be held on campus.

Article VIII: Rules of Procedure

Section 1: Robert's Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert's Rules of Order conflict with this Constitution, this constitution takes priority.

Section 2: To maintain active status, the organization agrees to abide by those rules and procedures, including financial regulations which pertain to all student organizations.