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

Bylaws

Article I-Purpose

The bylaws shall be the working rules and regulations of the TSC 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 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.
- The President shall report to the SGA all pertinent and relevant information in monthly meeting with the TSC College President or appropriate Vice President.
- Will meet with the SGA advisor and Executive Board at least monthly.
- Call all special meetings.
- 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.
- Shall represent the student body of the TSC Trinidad 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.
- Maintains the order and pace of SGA meetings
- 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 five events per semester
- Will be paid accordingly outlined by Article VII in the SGA Bylaws.

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.
- Shall chair all SGA related committees.
- Shall serve as the SGA parliamentarian.
- Assist club representatives in preparing Fundraising Request and Matching Funds paperwork
- Assist with any campus improvement projects or special considerations presented by students that may use the student fee monies
- Be responsible for establishing and maintaining SGA property inventories.
- Vice President shall report to the SGA all pertinent and relevant information in monthly meeting with the TSC College President or appropriate Vice President.
- Will meet with the SGA advisor and Executive Board at least monthly
- 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 five events per semester
- Will be paid accordingly outlined by Article VII in the SGA Bylaws

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

- Responsible for maintenance of all SGA and Student life marketing.
- Review programming for the term with SGA advisor at the beginning and end of each semester.
- Create a timeline of events in summer with other SGA members as needed with SGA Advisor.
- Maintain a weekly activity boards and displays around campus.
- Post Weekly Event reminders in the SGA Group chats.

- Coordinate publicity for all SGA activities.
- Keep record of SGA members event attendance and sign in sheets. Work with SGA Secretary to keep records in order.
- Assist Student Life Office 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 advisor or SGA President.
- Will volunteer to assist the SGA or SGA advisor with a minimum of five events per semester
- Will meet with the SGA advisor and Executive Board at least monthly
- Will be paid accordingly outlined by Article VII in the SGA Bylaws.

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

- Serve as a voice for the TSC student body at the state level.
- Attend all SSAC required meetings (via in person, phone or poly com).
- Attend yearly conference held by SSAC for all Colorado Community Colleges SGA's if budget allows for attendance.
- Give an overview of all SSAC meetings during scheduled SGA meetings.
- Communicated with SGA about additional opportunities though 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 five events per semester.
- Will meet with the SGA advisor and Executive Board at least monthly
- Will be paid accordingly outlined by Article VII in the SGA Bylaws unless payment is provided though the SSAC position by CCCS or a CCCS Fee.

E. The duties of the Lead Trojan Ambassador

- Commit to serve in the role as the Trojan Ambassador for the full academic yea
- Must have, or be able to obtain professional attire
- Participate with on going leadership, public speaking and etiquette training
- Visit with prospective students and assist with campus tours and recruiting events throughout the year
- Set up a visit to present to their high school, or high school equivalency program about their experiences with Trinidad State
- Attend Alumni Events
- Assist with special events hosted on campus i.e. sporting events, marketing campaigns, New Student Orientation, Achievement Awards and other special events
- Assist President's office as needed
- Be responsible for all SGA public relations
- Recruit additional student leaders to join ambassadors
- Communicate via email to Trinidad State Recruiting department and College President's office bi-weekly to discuss any potential interactions, events or visit this position can assist with.
- 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 five events per semester
- Will meet with the SGA advisor and Executive Board at least monthly
- Will be paid accordingly outlined by Article VII in the SGA Bylaws.

F. The duties of the Secretary shall be to:

- Responsible for all agendas, minutes, and bills. Agendas and previous meeting minutes must be saved and emailed to the SGA Advisor and SGA members at least 24 hours before the next meeting.
- Keep an electronic file of all recordings and a hard copy filed must turn in an electronic copy

of all items at the end of each semester to SGA advisor.
- Present a typed copy of previous meeting's minutes at all SGA meetings.
- Attend to all written correspondence as deemed necessary.
- Shall record attendance at all SGA meetings and calculate quorum every meeting.
- Give monthly update on number of tasks completed by SGA members
- Abide by the attendance and other guidelines set forth by the SGA constitution and bylaws.
- Will volunteer to assist the SGA or SGA advisor with a minimum of five events per semester
- Will fill other duties as assigned by the advisor or SGA President.
- Will meet with the SGA advisor and Executive Board at least monthly
- Will be paid accordingly outlined by Article VIII in the SGA Bylaws

G. The duties of each student 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 three events per semester.
- One of the three events should include being active within the area the SGA Department Representative is the voice of
    - Athletic Representatives will be responsible for planning and participating in at least one half time event or Mascot related event in support of another team
    - Academic Representative will be responsible planning and participating an event related to the academic area they represent or helping with event per the Vice President of Academic Affairs request
    - *Event plans should be presented to SGA by the last meeting in September for the Fall Semester, and the last meeting of February for the Spring Semester.*
    - *Events must be completed by the second week of November for the Fall semester and the second week of April for the spring semester.*
- Will fill other duties as assigned by the advisor or SGA President.
- Will be paid accordingly outlined by Article VII in the SGA Bylaws.

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
- STEM Representative
- Men's Cross Country & Track Representative
- Women's Cross Country & Track Representative

I. Annual Clubs recognized by SGA with active participation (will need to be approved annually to receive support and funding from SGA)
- PTK- Phi Theta Kappa (Beta Kappa Mu) Representative
- Nursing Level 1 Club Representative
- Nursing Level 2 Club Representative
- 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 Assistant Director of Student Life & Engagement will be the designated SGA advisor.
- In case of Assistant Director of Student Life & Engagement vacancy, Vice President of Student Services will appoint a TSC staff or faculty to serve in this capacity.
- Attends all SGA meetings or will send representative.
- Meets with Executive Board weekly
- 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.
- Perform grade checks periodically throughout the semester

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 three events per semester. Five events for Executive Board members.
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; expect 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 and noted in SGA Minutes. Any additional unexcused absence will result in expulsion from the SGA and no payment will be received. 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 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. Unless a motion to add and discuss is made by a voting member.
- **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

- **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, SGA Vice President, or online though the SGA web link. 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 summit 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, TSC 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. Requests for funding individual SGA Bill expenses must be submitted and approved the first meeting in November for the Fall Semester and the first meeting in April for the Spring Semester

J. 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.

K. 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.

L. 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.

M. 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 TSC Trinidad 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.

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

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

Bylaws

Section 1: Eligible Members of SGA with 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 can 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) If budget allows the extra compensate at an equal rate for all those who would be eligible.
Section 6: To be eligible for compensation all SGA members must be within good standing with the college at all times. Student leaders shall not be present within any conduct violations or have any academic alerts.

- **A.** If an SGA student leader is involved with a conduct case or issued an academic alert warning they will be given a written warning for the first offense form the SGA advisor and deducted $25.00 of pay from their final pay.
- **B.** A second offense will the SGA Leader will not be eligible to attend any student events for 2 weeks and deducted a total of $50.00 of pay from their final pay.
- **C.** A third offense will result removal from their SGA position for the remainder of the semester. Any payment would be calculated by the number of meetings attended and events completed.

Section 7: To be eligible for compensation all SGA members must be actively enrolled in 6 credits or more and actively have a 2.0 GPA in all courses.

- **A.** If an SGA student leader is not activity enrolled in 6 or more credits, per the constitution the student would no longer be eligible for an SGA position. Any payment would be calculated by the number of meetings attended and events completed.
- **B.** If an SGA Leader does not actively have a 2.0 GPA when grade checks are requested by the SGA advisor, will be given a written warning from the SGA advisor, they will not be eligible to attend any student events or SGA events and meetings for 2 weeks and deducted a total of $50.00 of pay from their final pay.
- **C.** If there is no improvement in the SGA Leaders academic standing to have an active 2.0 gpa or higher, this will result removal from their SGA position for the remainder of the semester. Any payment would be calculated by the number of meetings attended and events completed, including previous penitently deductions.

Article VIII-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 IX: 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.

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

Bylaws

Reviewed by Executive Board Signatures

President of the Student Body _____

Vice President of the Student Body _____

Vice President of Programming _____

State Student Advisory Council Representative _____

Lead Trojan Ambassador _____

Secretary _____