



*Red Rocks Student*

# *Government Bylaws*

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## **ARTICLE VI          Election of Officers**

### **A.        Candidates**

1.        Candidates must meet all eligibility requirements as listed in the Constitution.
2.        Candidates must be a current member or be sworn in as a member on Election Day.
3.        All candidates' Letter of Intent will be available to members before the election.

### **B.        Election**

1.        Officer elections will be held at the fourth business meeting of the fall semester.
2.        On Election Day, each candidate will have two minutes to speak on his/her own behalf.
3.        Votes will be cast by secret ballot.
4.        The election will follow an eliminative process:
  - a.        The Primary Advisor will write all candidates' names on the board.
  - b.        Each position will be voted for separately, in the order of President, Vice President, Public Relations Officer, and Secretary.
  - c.        The Primary Advisor will ask which of the candidates would like to run for President. A ballot will be given to all members, who will then cast their vote.
  - d.        Once a winner is declared, the process will start again for the next position, and will continue until all positions are filled.
  - e.        At no time during the elections will the actual numbers be announced; only the winner's name.
  - f.        Any vacant offices that are not filled on Election Day will be handled on a case-by-case basis by the Primary Advisor.
4.        The ballots for each position will be a separate color and will be saved by the Primary Advisor for the remainder of the school year.
5.        The Primary Advisor will be the Election Commissioner and is responsible for counting ballots. If the Primary Advisor cannot attend, a suitable replacement will be found.
6.        In the event of a tie, there will be a run-off between the top candidates.
  - a.        If the vote remains tied, the chair of the meeting will abstain from voting, and a second vote will be held.

### **C.        Recount**

1.        Any member may request a recount of the election results by submitting a written request for an official recount to the Director of Student Life before one full week has passed.
2.        The Director of Student Life will recount the ballots in the presence of the Election Commissioner and the member requesting the recount.
3.        There will be only one recount allowed per officer per election.

4. If there is evidence of tampering, a new election will occur at the next meeting.
5. Any member caught tampering with the ballots may face disciplinary action.
6. If the Election Commissioner is caught tampering with the ballots, he/she will face disciplinary action by the Director of Student Life and may be removed as the Primary Advisor of RRSO.

## **ARTICLE VII      Officers of RRSO**

### **A.      The President will:**

1.      Attend and preside over RRSO business meetings.
2.      Attend weekly officer meetings to discuss issues relating to RRSO and the student body.
3.      Serve as liaison between RRSO, the student body, the Office of Student Life, and the administration.
4.      Staff the Organizations Office 5-8 hours per week, depending on other RRSO-related business/activities.
5.      Keep record of RRSO spending for budget purposes.
6.      Guide and motivate executive officers and members.
7.      Establish a weekly agenda with input from officers and the Primary Advisor.
8.      Administer the Affirmation of Office to new members.
9.      Serve as the officer spokesperson/representative for RRSO.
10.     Be responsible for sending information to officers, members, and the Primary Advisor.
11.     Abstain from voting if he/she could potentially benefit directly from funding.
12.     Adhere to the RRCC Student Code of Conduct.

### **B.      The Vice President will:**

1.      Attend weekly officer meetings to discuss issues relating to RRSO and the student body.
2.      Serve as liaison and resource to campus clubs and organizations.
3.      Collaborate with the Coordinator of Student Activities on club activities.
4.      Organize meetings with club presidents and advisors as stated in the Constitution.
5.      Staff the Organizations Office 5-8 hours per week, depending on other RRSO-related business/activities.
6.      Assist the President in the performance of all duties.
7.      Preside over RRSO business meetings in the absence of the President.
8.      Handle all correspondence involved with disciplining members.
9.      Assume the role and responsibilities of the President in the event he/she is unable to fulfill his/her term of office.
10.     Abstain from voting if he/she could potentially benefit directly from funding.
11.     Adhere to the RRCC Student Code of Conduct.

### **C.      The Public Relations Officer will:**

1. Attend weekly officer meetings to discuss issues relating to RRSB and the student body.
2. Serve as the liaison between RRSB and the student body:
  - a. Gather data based on student feedback.
  - b. Staff the Organizations Office 3-5 hours per week, depending on other RRSB-related business/activities.
  - c. Respond to student inquiries by phone, mail, or e-mail.
  - d. Handle all correspondence with guest speakers.
3. Publicize activities and events:
  - a. Submit summary of meetings and activities to the Student Publications Office.
  - b. Provide report of RRSB expenditures to the Student Publications Office to release to students.
  - c. Update the RRSB bulletin board/showcase.
  - d. Pursue creative avenues to “get the word out”.
  - e. Recruit new members.
4. Abstain from voting if he/she could possibly benefit directly from funding.
5. Adhere to the RRCC Student Code of Conduct.

D. The Secretary will:

1. Attend weekly officer meetings to discuss issues relating to RRSB and the student body.
2. Take notes during each meeting and construct them into the Official Minutes.
3. Track official attendance for each meeting and notify executive officers of attendance violations and membership eligibility.
4. Copy and distribute the weekly agenda and minutes prior to the start of each meeting.
5. Staff the Organizations Office 3-5 hours per week, depending on other RRSB related business/activities.
6. Update the RRSB Notebook to preserve group history.
7. Serve as RRSB Parliamentarian using Robert’s Rules of Order.
8. Preside over the meeting in the absence of the President, Vice President, and Public Relations Officer.
9. Abstain from voting if he/she could potentially benefit directly from funding.
10. Adhere to the RRCC Student Code of Conduct.

E. Members will:

1. Attend business meetings.
2. Represent the student body of RRCC.
3. Gather student opinions and ideas on relevant campus issues.
4. Vote on all motions placed before RRSB.
5. Abstain from voting on any matters pertaining to a campus club or organization of which he/she is a member, or other matters that represent a conflict of interest.

6. Be a member of at least one committee each semester not to exceed more than three committees at any given time. This includes college councils, boards, committees, and RRSG ad-hoc committees.
7. Maintain an e-mail account for correspondence.
8. Wear name tag while attending RRSG-related events on and off campus.
9. Read and understand the Constitution and Bylaws.
10. Abstain from voting if he/she could potentially benefit directly from funding.
11. Adhere to the RRCC Student Code of Conduct.

## **ARTICLE X            Student Government Meetings**

### **A.     Agenda**

1. Call to Order.
2. Introductions.
3. Swearing in New Members.
4. Old Business.
5. Committee Reports.
6. New Business.
7. Reminders and Announcements.
8. Adjournment.

### **B.     Motions**

1. Proposal brought to the floor.
2. Motion.
3. Second of motion.
4. Discussion.
5. Vote.
6. Results of vote announced.

### **C.     Voting**

1. All proposals brought before RRSG will be determined by majority vote, unless otherwise stated in the Constitution.
2. Voting Options
  - a. Yes.
  - b. No.
  - c. Abstain.
    - (1) Abstentions are not counted as either affirmative or negative votes.
  - d. If a tie occurs, the motion fails.
3. Forms of Voting
  - a. Raising of Hands.
  - b. Verbal Vote.
  - c. Ballot.
    - (1) Ballots are only used when the majority requests it and for officer elections.

- d. Roll call.
- 4. Tally of Votes
  - a. The President will tally the votes and the Secretary will record them in the minutes.
- D. Proposals
  - 1. All proposals must be written and submitted to the President or Primary Advisor three days prior to the meeting.
- E. External Funding
  - 1. External funding (funding requests that do not originate from RRSG)
    - a. The proposal must directly benefit a large majority of the student body.
    - b. RRSG cannot approve funding to directly supplement instruction.
    - c. RRSG may put additional requirements or stipulations on any funding request.
    - d. All requests must have a specific budget.
    - e. Funds may not be used for travel, conference fees, and/or professional development.
    - f. All requests for funding external to RRSG will be voted on in the next meeting.
- F. Visitors
  - 1. Visitors are welcome and allowed to participate in discussions but are not able to vote.

## **ARTICLE XI Absences and Tardiness**

- A. Absences/Tardiness
  - 1. Absences and/or tardiness may be excused by the Primary Advisor under the following conditions (but are not limited to):
    - a. Illness, including surgery.
    - b. Family emergencies.
    - c. Deaths, funerals.
    - d. Unavoidable delay.
    - e. Conflicts with work schedules.

(1) Only two absences per semester may be excused for this reason.
- B. Appeal Process
  - 1. Any member who missed the maximum number of meetings allowed will be notified, by letter, by the Vice President, within a week of the latest absence and will be removed from RRSG.

2. The member may appeal such removal during the next official business meeting, but must inform the Vice President or Primary Advisor if he/she wishes to do so.
3. The meeting will be closed before the appeal process starts.
4. A member can only appeal once per term of office.

## **ARTICLE XIV      Discipline**

### **A.      Hearing Process**

#### **1.      Hearing Format**

- a. Upon receipt of charges, the party in question may submit a written response acknowledging the charges to the Primary Advisor before the complaint has been presented to the membership.
- b. The Primary Advisor will chair the meeting.
- c. The meeting will be closed.
- d. The party in question has the right to personally address the person leveling the charges and to address said charges.
- e. The party in question shall not be compelled to testify against him/herself.
- f. All parties involved have the right to produce evidence and witnesses.
- g. The members will reach a verdict, by majority vote, and by secret ballot of the members attending, stating what, if any, disciplinary action will be taken.
- h. Transcripts and/or electronic media of the hearing shall be kept on file by the Primary Advisor for the remainder of the academic year.
- i. Confidentiality will be maintained at all times. Information may be made public only with written consent of the parties involved.

#### **3.      Post Hearing Format**

- a. Formal statement of censure, impeachment, or removal from RRSB shall be written.
- b. Impeachment shall not necessarily bar the defendant from remaining a member of RRSB.
- c. Formal statement of censure, impeachment, or removal from RRSB shall be delivered, either in person or by mail, within five working days of the hearing decision.

#### **4.      Appeals Process**

- a. Any member of RRSB placed on disciplinary action shall have the right to appeal.
- b. Appeals must be filed, in writing, to the Primary Advisor or President within five working days of receipt of notice of decision. If no appeal is filed, the final decision of the hearing becomes effective immediately.
- c. If an appeal is filed, an Appellate Board shall be created consisting of three Student Services staff members.



- d. All transcripts of the hearing and other paperwork shall be made available to the Appellate Board.
- e. Decisions of the Appellate Board shall be final.
- f. Appellant shall receive written notification of the Board's decision within five working days of the date the decision is made.

**ARTICLE XV Student Government Committees**

- A. The committee chair is appointed or elected by the committee members. If, after two weeks, there is no appointed chair, the President will appoint one.
- B. Committees will report back to RRSB every other official business meeting.
- C. No member may be the chair of more than one committee at a time.
- D. Committees must consist of at least three members.
- E. The chair is responsible for completing an attendance sheet and delivering it to the Primary Advisor after each meeting.

**XIX. Student Government Financial Authority**

- E.
  - 2. External funding (funding requests that do not originate from RRSB)
    - a. The proposal must directly benefit a large majority of the student body.
    - b. RRSB cannot approve funding to directly supplement instruction.
    - c. RRSB may put additional requirements or stipulations on any funding request.
    - d. All requests must have a specific budget.
    - e. Funds may not be used for travel, conference fees, and/or professional development.
    - f. All requests for funding external to RRSB will be voted on in the next meeting.

**ARTICLE XX Campus Referendum**

- A. Campus referendums may be held in the event of
  - a. Proposed changes to the Constitution.
  - b. Funding that exceeds \$10,000.
  - c. Student Bonds.
  - d. Any other issue in accordance with the Constitution.

**ARTICLE XXII Amendments**

- A. Amendments to these bylaws may be initiated by a majority vote of RRSB membership.
- B. Before voting on changes to these bylaws, there must be a two week waiting period and publicity must be posted informing students of the changes.
- C. Amendments shall become part of these bylaws upon a consenting 2/3rds vote of members and in accordance with RRCC policy.

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