



Red Rocks Community College
Student Government
Bylaws

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- I. Bill of Rights
- II. The Student Government
- III. Purposes of the Student Government
- IV. Membership of the Student Body
- V. Student Government Membership
- VI. Election of Officers
 - A. Candidates
 1. Candidates must meet all eligibility requirements as outlined in Article VII of the Constitution.
 2. Candidates must be a current member or be sworn in as a member on Election Day.
 3. All candidates' Letters of Intent and Letters of recommendation will be made available to members one week prior to the election.
 - B. Election
 1. Officer elections will be held at the first meeting of April in the spring semester.
 2. On Election Day, each candidate will have no more than seven minutes to speak on their own behalf. Candidate order and time allocation will be decided by the officers.
 3. Votes will be cast by ballot vote.
 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.
 5. The ballots for each position will be handed out on a single piece of paper listing each candidate. Voters will select only one by filling in the bubble. Ballots are to be saved by the Primary Advisor for the remainder of the school year.

6. The Primary Advisor will be the Election Commissioner and is responsible for counting ballots. A second party employed by the college but not a Student Government member will be present to confirm the ballot count.
 7. In the event of a tie, there will be a run-off between the top candidates. 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, they will face disciplinary action by the Director of Student Life and may be removed as the Primary Advisor of RRSG.

VII. Officers and Members of the Student Government

- A. The President will:
1. Attend and preside over RRSG official meetings.
 2. Attend weekly officer meetings to discuss issues relating to RRSG and the student body.
 3. Serve as liaison between RRSG, the student body, the Office of Student Life, and the administration.
 4. Officers are to assign an appropriate RRSG member to mentor NEW members
 5. Guide and motivate executive officers and members.
 6. Establish and distribute a weekly agenda with input from officers and the Primary Advisor prior to each official meeting.
 7. Administer the Affirmation of Office to new members.
 8. Serve as the officer spokesperson/representative for RRSG.
 9. Be responsible for sending information to officers, members, and the Primary Advisor.
- B. The Vice President will:
1. Attend RRSG official meetings and weekly officer meetings to discuss issues relating to RRSG and the student body.

2. Serve as a liaison and resource to campus clubs and organizations within and outside of club roundtable.
 3. Collaborate with the Coordinator of Student Activities on club activities.
 4. Organize meetings with club leaders as outlined in Article XVII of the Constitution.
 5. Assist the President in the performance of all duties.
 6. Preside over RRSB official meetings in the absence of the President.
 7. Handle all correspondence involved with disciplining members.
 8. Assume the role and responsibilities of the President in the event they are unable to fulfill their term of office.
- C. The Public Relations Officer will:
1. Attend RRSB official meetings and 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. Respond to student inquiries by phone, mail, or e-mail.
 - c. Handle all correspondence with guest speakers.
 3. Publicize activities and events.
 4. Maintain a social media presence for RRSB.
 5. Preside over RRSB official meetings in the absence of the President, Vice President.
- D. The Secretary will:
1. Attend RRSB official meetings and weekly officer meetings to discuss issues relating to RRSB and the student body.
 2. Take notes and record vote tallies 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. Keep a record of RRSB spending for budget purposes.
 5. Distribute the minutes prior to the start of each meeting.
 6. Update and safely store documentation with an agreed medium for RRSB throughout the ongoing term.
 - a. A copy of the weekly minutes
 - b. A copy of each official meeting agenda
 - c. Any other supporting documents related to RRSB business

7. Add a new member to the RRCC Student Government Microsoft Teams group 1 week before they are sworn in. In addition, the secretary will keep track of current members and remove those who are no longer part of SG.
 8. Serve as RRSg Parliamentarian using Robert's Rules of Order.
 9. Preside over RRSg official meetings in the absence of the President, Vice President, and Public Relations Officer.
- E. In the event officers are unable to meet their duties and the chain of command cannot complete their duties the advisor will decide the appropriate course of action with input from officers.
- F. Members will:
1. Attend official 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 RRSg.
 5. Abstain from voting on any matters pertaining to a campus club or organization of which they are 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. Read and understand the Constitution and Bylaws.
 8. Abstain from voting if they could potentially benefit directly from funding.
 9. Adhere to the RRCC Student Code of Conduct.
- VIII. Compensation for Student Government Members
- IX. Advisors to the Student Government
- X. Student Government Meetings
- A. Agenda
1. Call to Order
 2. Introductions
 3. Swear in Members.
 4. (If there's ELT Let them Present)
 5. Officer Updates
 6. Committee Reports
 7. Old Business
 8. Ongoing Business
 9. (Guest Presentation)
 10. New Business

11. Reminders and Announcements
 12. 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 RRSB will be determined by majority vote, unless otherwise stated in the Constitution.
 2. Voting Options
 - a. Yes.
 - b. No.
 - c. Abstain.
 - d. If a tie occurs, the motion fails
 3. Forms of Voting
 - a. Raising of Hands.
 - b. Verbal Vote.
 - c. Ballot vote. Ballots are only used when the majority requests it and for officer elections.
 - d. Roll call.
 4. If the president initially abstains from voting they may choose to vote if it would change the outcome.
 5. The chair will announce the results of the vote to the body.
- D. All proposals for agenda items must be written and submitted to the President or Primary Advisor three days prior to the meeting.
- E. Visitors are welcome and allowed to participate in discussions but are not able to vote.
- XI. Absences and Tardiness
- A. Absences/Tardiness Exemptions to Article XI may be made under exceptional circumstances and only by the RRSB Primary Advisor.
- B. Appeal Process
1. Any member who missed the maximum number of meetings allowed will be notified by letter and via student email, 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 meeting, but must inform the Vice President and Primary Advisor if they wish 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.

XII. Resignation and Vacancies

XIII. Reinstatement

XIV. Discipline

A. Hearing Format

1. 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.
2. The Primary Advisor will chair the meeting.
3. The meeting will be closed.
4. The party in question has the right to personally address the person leveling the charges and to address said charges.
5. The party in question shall not be compelled to testify against him/herself.
6. All parties involved have the right to produce evidence and witnesses.
7. 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.
8. Transcripts and/or electronic media of the hearing shall be kept on file by the Primary Advisor for the remainder of the academic year.
9. Confidentiality will be maintained at all times. Information may be made public only with written consent of the parties involved.

B. Post Hearing Format

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

C. Appeals Process

1. Any member of RRSg placed on disciplinary action shall have the right to appeal.

2. 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.
 3. If an appeal is filed, an Appellate Board shall be created consisting of three Student Services staff members.
 4. All transcripts of the hearing and other paperwork shall be made available to the Appellate Board.
 5. Decisions of the Appellate Board shall be final.
 6. Appellant shall receive written notification of the Board's decision within five working days of the date the decision is made.
- 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. No member may be the chair of more than one committee at a time.
 - C. The chair is responsible for completing an attendance sheet and delivering it to the Primary Advisor after each meeting.
- XVI. Campus Clubs
- XVII. Club Round Table
- XVIII. Student Government Committee Representation
- XIX. Student Government Financial Authority
- 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.

XX. Campus Referendum

Campus referenda 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.

XXI. Interim Summer Board

- A. President is required to attend all meetings during the interim Summer Board per month

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.