

***COLORADO MESA UNIVERSITY***  
***Associated Student Government Bylaws***

*Amended 2006, 2008-2013, 2014, March 2015, May 2017, April 2018, May 2019, September 2020, 2021-2022,  
Amended May 2022, November 2023*

**ARTICLE I:** *Qualifications of Associated Student Government Members*

1. Active members in the Associated Student Government shall:
  - a. Be a full-time Colorado Mesa University student as defined by the Registrar's Office, with the exception of:
    - i. The Graduate Student Senator, Senator for Students of Varying Abilities, WCCC Campus Senator, and Montrose Campus Senator, who shall be required to enroll in at least 6 (six) credits of class per semester.
  - b. Maintain an institutional grade point average of 2.0.
  - c. Not be on academic probation or suspension.
  - d. Be in good standing with the registrar's office.

**ARTICLE II:** *Executive Branch*

All members of the Executive Branch shall be sworn in by the Student Supreme Court to the Associated Student Government in order to begin the duties their position requires.

**Section A:** *President*

1. The President shall:
  - a. Maintain at least 20 (twenty) office hours per week.
  - b. Shall receive a stipend as outlined in the Compensation section of the Associated Student Government Bylaws, which shall only be determined every biennial year.
  - c. Manage all aspects of the Associated Student Government.
  - d. Serve as ex-officio within all realms of the Associated Student Government unless otherwise specified.
  - e. Supervise all executive branch office hours and tasks.
  - f. Have ultimate oversight authority over all student fee funded organizations.
  - g. Create a job description write-up to be delivered to the next term's President.
  - h. May veto any legislation that requires their signature.
  - i. Mandate an Executive Order whenever they deem necessary.
    - i. An Executive Order shall be defined as any proclamation concerning the students of Colorado Mesa University.
    - ii. The President will notify the Student Senate of any Executive Orders within 24 (twenty-four) hours and at the next official General Assembly meeting.
    - iii. An Executive Order shall be binding and reversible only through a counter measure by the Student Senate to override the decision with a 2/3 (two-thirds) affirmative vote of quorum of the Student Senate.
  - j. Meet with the Presidential Cabinet in order to discuss pertinent student issues at their pleasure.
    - i. The Presidential Cabinet shall consist of the following representatives:
      1. Greek Life Representative
      2. Student Organization Leaders
    - ii. The President has the power to include any additional non-voting individuals or voices as they see fit.
  - k. Be responsible for all student fee allocations and fee funded budgets.
  - l. Manage the Associated Student Government budget with the Chief Financial Officer.

- m. Appoint student representatives to the following positions with a 2/3 (two-thirds) affirmative vote of quorum of the Student Senate:
  - i. Director of External Affairs
  - ii. Chief Financial Officer
  - iii. Chief of Staff
  - iv. Press Secretary
  - v. Judiciary Seats
    - 1. In the event of a Student Supreme Court Justice vacancy, the President shall appoint a replacement Student Supreme Court Justice.
    - 2. In the event of the vacancy of a Chief Justice, the President shall appoint a current Student Supreme Court Justice to Chief Justice. In the event that both Student Supreme Court Justices decline, the appointment of any other individual can take place.
  - vi. All faculty and administrative representative positions. These positions are the duty of the President but if any of these roles are not filled by the President, they shall be expected to appoint a representative to take their place.
    - 1. Faculty Senate Student Representative
    - 2. Undergraduate Curriculum Committee Student Representative
    - 3. Graduate Curriculum Committee Student Representative
    - 4. WCCC Curriculum Committee Student Representative
    - 5. Library Advisory Committee Student Representative
    - 6. Distance Learning Committee Student Representative
    - 7. Honors and Naming Committee Student Representative
    - 8. Art Selection Committee Student Representative
- 2. Presidential Succession:
  - a. In case of the removal of the President from office or their resignation, the Vice President shall become President.
- 3. Operating Budget
  - a. The Student Senate shall approve all appropriations of funds exceeding \$100 (one hundred dollars).
  - b. The Student Senate shall approve all contractual agreements prior to the President's signing.
  - c. The President shall sign all contractual agreements approved by the Student Senate.
  - d. The President and Vice President shall hold co-signature authority with the Chief Financial Officer of all funds.
  - e. Contract and/or expenditure approval by the Student Senate affecting any subsequent year's operating budget shall require a 2/3 (two-thirds) affirmative vote of quorum of the Student Senate.
- 4. Presidential Discretionary Fund
  - a. A discretionary fund of \$1,000 (one thousand dollars) shall be at the disposal of the President to be used to the benefit of the Colorado Mesa University student body. The President shall notify the Student Senate at the next General Assembly meeting of any expenditure from the discretionary fund.
  - b. Any allocations from the fund shall be in the format of an Executive Order.

**Section B: Vice President**

- 1. The Vice President shall:
  - a. Maintain at least 15 (fifteen) office hours per week.
  - b. Shall receive a stipend as outlined in the Compensation section of the Associated Student Government Bylaws, which shall only be determined every biennial year.
  - c. Be elected in conjunction with the President.
  - d. Be second in command to the President.

- e. Write up the weekly agenda for the official General Assembly meeting.
    - i. This agenda should be emailed to Senators with all business attached 24 (twenty-four) hours prior to the General Assembly meeting of the Student Senate.
    - ii. Any amendments to the agenda or bills should be made prior to 12:00 pm (twelve post meridian) on the day of the General Assembly meeting.
  - f. Assist the President in carrying out the duties of the Executive Branch.
  - g. Serve as the President's primary liaison regarding the procedural oversight of all student fee funded organizations.
  - h. Run the General Assembly meetings of the Student Senate according to Robert's Rules of Order as the presiding officer over the Senate.
  - i. Execute student elections in accordance with the Associated Student Government Constitution, subsequent Articles of the Bylaws, and all supporting documents.
  - j. Refer to the Student Supreme Court for consideration:
    - i. When any well-founded Constitutional or Bylaw violations are made by members of the Student Senate.
    - ii. When a grievance is brought forward.
  - k. Chair of the Election Committee
    - i. Should the Vice President be running for a position on the ballot themselves, then the Senate Leader shall Chair the Committee.
    - ii. Follow the Associated Student Government Election Rules and Regulations.
  - l. Chair of the Internal Committee
    - i. The Internal Committee must maintain all current organization documents.
  - m. Maintain communication with the Student Senate.
  - n. Shall co-chair the Fee Review Committee with the CFO
  - o. Issue a Joint Resolution with the Senate Leader to determine the best meeting time for the organizations' General Assembly meeting.
    - i. Should the agreed upon meeting time need to change due to extenuating circumstances, a temporary time change may be determined by the Vice President and Senate Leader in a signed agreement, overseen by the President and Chief Justice.
  - p. Serve as the presiding officer over the Senate and shall cast the deciding vote in the event that the Student Senate is tied on any given matter.
  - q. Serve in those capacities deemed necessary and appropriate by the President.
  - r. Create a job description write-up to be delivered to the next term's Vice President.
2. Vacancy:
- a. Should there be a vacancy in the office of the Vice President, the President shall nominate a Vice President who shall take office upon confirmation by a 2/3 (two-thirds) affirmative vote of quorum of the Student Senate.

**Section C: *The Student Trustee***

- 1. The Student Trustee Shall:
  - a. Maintain at least 5 (five) office hours per week.
  - b. Shall receive a stipend as outlined in the Compensation section of the Associated Student Government Bylaws, which shall only be determined every biennial year.
  - c. Begin their duties for one year starting July 1.
  - d. Attend all Board of Trustee meetings and any other events as requested by the Students of Colorado Mesa University, the Associated Student Government, and the Colorado Mesa University President's Office.

- i. The Student Trustee shall represent the students of Colorado Mesa University as ex-officio member of the Board of Trustees at all events stated above.
        - e. Read all House of Appropriations minutes.
        - f. Run the first meeting in order to elect Speaker of the House of Representatives.
        - g. Appoint House Representatives in the case of empty seats by a two-thirds vote.
        - h. Run the House of Representatives meeting in case of the absence of the House Speaker.
        - i. Attend all Associated Student Government meetings.
        - j. Work alongside the Associated Student Government President regarding all issues pertaining to the students of Colorado Mesa University.
        - k. Chair conference committees and shall cast a vote only in the event of a tie.
        - l. Report to the Student Senate at the request of any Senator or Executive.
        - m. Prepare a typed written monthly report to be submitted to the Associated Student Government President.
        - n. Coincide with responsibilities outlined in the Trustees Policy Manual.
2. Vacancy:
  - a. Should a vacancy occur, the position shall be filled by a Special Election. The newly elected Student Trustee shall fulfill the remainder of the unexpired term.

**Section D: *Presidentially Appointed Executive Seats***

1. Appointments shall:
  - a. Be appointed by the Associated Student Government President with the approval of a 2/3 (two-thirds) affirmative vote of quorum of the Student Senate.
  - b. Serve a 1 (one) year term following their appointment and confirmation which shall expire upon the last Associated Student Government Student Senate meeting of the academic year.
2. The Director of External Affairs shall:
  - a. Maintain at least 10 (ten) office hours per week.
  - b. Shall receive a stipend as outlined in the Compensation section of the Associated Student Government Bylaws, which shall only be determined every biennial year.
  - c. Organize the Student Memorial/Remembrance Day event.
  - d. Organize Maverick Awards.
  - e. Organize a Safety Day event each semester.
  - f. Organize all Associated Student Government sponsored external events/functions.
  - g. Assume the responsibility of recording minutes during the regularly scheduled meeting of the Student Senate and House of Appropriations meetings in the absence of the Associated Student Government Chief of Staff and Press Secretary.
  - h. Update and maintain the official Associated Student Government Presidential Plaque and all other awards presented by the Associated Student Government.
  - i. Serve as ex-officio member of the Student Senate.
  - j. Perform all other duties necessary and appropriate to the office, as determined by the Associated Student Government President.
  - k. Create a job description write-up to be delivered to the next term's Director of External Affairs.
3. The Chief Financial Officer shall:
  - a. Work differentiating office hours and will be paid differing stipend amounts, determined by the duties and roles required in biennial and non-biennial years.
    - i. The Chief Financial Officer shall maintain at least 10 (ten) office hours per biennial year.
    - ii. The CFO shall maintain at least 6 (six) office hours per non-biennial years.
    - iii. Stipends for biennial and non-biennial years shall be specified under Compensation.

- b. Shall co-chair the Fee Review Committee with the Vice President
  - c. Serve as a member on the Associated Student Government Executive Board.
  - d. Ensure that all expenditure requests from clubs and organizations, maintained by Associated Student Government student fee funded budgets, are presented at the next House of Appropriations meeting.
    - i. If discrepancies or questions lie within the requests, the Chief Financial Officer shall meet with those requesting the funds in a timely matter, prior to the House of Appropriations meeting.
  - e. Meet with the Club Advisory Board Director throughout the year in order to:
    - i. Manage the Club Advisory Board budget alongside the Club Advisory Board Director.
    - ii. Maintain communication with the Club Advisory Board regarding any possible policy changes stemming from the Associated Student Government Student Senate.
  - f. Prepare a budget resolution with the Associated Student Government President at the beginning of each semester to be presented to the Student Senate.
  - g. Prepare the Associated Student Government's Biennial Budget to be presented to the Student Senate during the Biennial Allocation Process.
  - h. Present to the House of Appropriations and Associated Student Government Student Senate all pertinent budgets.
  - i. Create spending reports for future review by the Senate and/or Historical Documents Committee
  - j. Assume the responsibility of recording minutes during Associated Student Government General Assembly meetings in the absence of the Chief of Staff, Press Secretary, and Director of External Affairs.
  - k. Create a job description write-up to be delivered to the next term's Chief Financial Officer.
4. The Presidential Chief of Staff shall:
- a. Maintain at least 5 (five) office hours per week.
  - b. Shall receive a stipend as outlined in the Compensation section of the Associated Student Government Bylaws, which shall only be determined every biennial year.
  - c. Record minutes at all Associated Student Government General Assembly and House of Appropriations meetings.
  - d. Distribute the HAC minutes via email to the Student Senate within 36 (thirty-six) hours of the HAC meeting, or by noon the day of the Associated Student Government General Assembly Meeting, along with storage on the R-drive.
  - e. Record and distribute the minutes via email within 48 (forty-eight) hours of the meeting to the Student Senate whom must approve them at each subsequent meeting.
  - f. Maintain the Student Senate's official correspondence and the official roll call.
  - g. Maintain documentation of specific vote counts of bills submitted to the General Assembly.
  - h. Work with the Press Secretary to ensure that the minutes, bills, and agenda are posted on the Associated Student Government website and sponsored social media outlets in PDF format.
  - i. Record and publish the minutes of any Student Supreme Court hearing.
  - j. Ensure that all meetings are recorded and posted to a platform that is accessible to the students of Colorado Mesa University.
  - k. Maintain a file of all documents and reports and compile the official end-of-year record of the Associated Student Government.
  - l. Convert all Associated Student Government historical documents and correspondence to a digital media format.
  - m. Perform all other duties necessary and appropriate to the office, as determined by the Associated Student Government President.
5. The Press Secretary shall:

- a. Maintain at least five (5) office hours per week.
  - b. Receive a stipend as outlined in the Compensation section of the Associated Student Government Bylaws, which shall only be determined every biennial year.
  - c. Serve as ex-officio member of the Student Senate
  - d. Create and maintain social networking sites in order to foster better communication between the Student Body and the Associated Student Government
  - e. Maintain the Associated Student Government email.
  - f. Maintain the Associated Student Government website.
  - g. Publish documents and contact information to a public forum.
  - h. Be responsible for a weekly press release to the Criterion and any other media outlets.
  - i. Be in charge of public relations for the Associated Student Government in regards to all activities and events.
  - j. Handle all media exposure and inquiries for any events the Associated Student Government is directly related to.
  - k. Work with the Chief of Staff to ensure that the minutes, bills, and agendas are posted on the Associated Student Government website and sponsored social media outlets in PDF format.
6. The Montrose Governor shall:
- a. Be a student and a part of the Colorado mesa University Montrose Campus
  - b. Maintain at least five (5) office hours per week at the Colorado Mesa University Montrose Campus
  - c. Have a standing meeting with the Montrose Director
  - d. Attend all executive meetings
  - e. Foster communication between the Montrose student body and the Grand Junction student body
  - f. Maintain the Montrose Associated Student Government email
  - g. Communicate with the Associated Student Government Montrose Senator

**Section E: Executive Membership**

1. Refrain from presenting expenditure requests for clubs or organizations of which they are a member, or any other student group on campus regardless of their personal interest in the group.
  - a. Executives may present expenditure requests if they are the only member receiving funds. The Executive may be yielded to during discussion for points of clarification.
  - b. Executives may present expenditure requests that are coming directly from the Associated Student Government Operating Budget. The Executive may be yielded to during discussion for points of clarification.

**Section F: Vacancy in Both Offices of the President and Vice President**

1. If, by resignation, removal from office, inability, or failure to qualify, there is neither a President nor a Vice President to discharge the powers and duties of the office of President, then the Associated Student Government Senate Leader shall act as President upon their resignation as Senate Leader and membership of the Student Senate.
2. If, the Senate Leader fails to qualify as Acting President, then the officer of the Associated Student Government who is highest in the following succession: Student Trustee, Director of External Affairs, Chief Financial Officer, Chief of Staff, shall act as the President upon their resignation from their current Executive position as long as they are not under disability to discharge the powers and duties of the President's office.

3. An individual acting as President under this section shall continue to do so until the expiration of the current Presidential term.
4. During the period that any individual acts as President, their compensation shall be at the rate defined in the Associated Student Government Bylaws.

**ARTICLE III:** *Compensation*

1. The President shall:
  - a. Receive a compensation equal to \$5,000 per academic year.
2. The Vice President shall:
  - a. Receive a compensation equal to \$4,000 per academic year.
3. The Student Trustee shall:
  - a. Receive a compensation equal to \$1,500 per academic year.
4. The Director of External Affairs shall:
  - a. Receive a compensation equal to \$2,000 per academic year.
5. The Chief Financial Officer shall:
  - a. Receive a compensation equal to \$3,000 per academic year.
6. The Chief of Staff shall:
  - a. Receive a compensation equal to \$1,500 per academic year.
7. The Senate Leader shall:
  - a. Receive a compensation equal to \$1,200 per academic year.
8. The Speaker of the House shall:
  - a. Receive a compensation equal to \$1,200 per academic year.
9. The Press Secretary shall:
  - a. Receive a compensation equal to \$1,000 per academic year.

**ARTICLE IV:** *Legislative Branch*

**Section A:** *House Representatives*

1. House Representatives shall:
  - a. Attend all House of Representatives meetings.
    - i. All Representatives shall not have more than 1 (one) unexcused absences per semester from meetings.
    - ii. All Representatives shall not have more than 2 (two) excused absences per semester from meetings.
    - iii. Exceptions may be made in the case of an emergency at the discretion of the Speaker whom shall inform the House of his/her decision at the following meeting.
    - iv. If the House of Representatives finds that the Speaker is excessively excusing any Representative(s), then they may overturn the exception with a 2/3 (two-thirds) affirmative vote of quorum of the House of Representatives.
2. Be responsible for having knowledge of all governing documents. House of Representatives must also know and follow the established procedures of the Associated Student Government.
3. All Representatives must attend a mandatory training sessions created by the Speaker.
4. Perform all duties necessary and appropriate to the office as determined by the Speaker of the Associated Student Government. Refrain from presenting expenditure requests for/with clubs or organizations of which they are a member of.

**Section B:** *Senators*

1. Senators shall:
  - a. Attend all Student Senate meetings.
    - i. All Senators shall not have more than 1 (one) unexcused absences per semester from Senate meetings.
    - ii. All Senators shall not have more than 2 (two) excused absences per semester from Senate meetings.
    - iii. Exceptions may be made in the case of an emergency at the discretion of the Senate Leader whom shall inform the Senate of their decision at the following meeting.
    - iv. If the Student Senate finds that the Senate Leader is excessively excusing any Senator(s), then they may overturn the exception with a 2/3 (two-thirds) affirmative vote of quorum of the Student Senate.
  - b. Maintain at least 2 (two) office hours per week.
  - c. Serve on at least 2 (two) Student Senate committees.
  - d. Serve on special Student Senate committees when appointed by the Senate Leader.
  - e. Be responsible in having knowledge of all governing documents. Student Senators must also know and follow the established procedures of the Associated Student Government.
    - i. Senators must attend a mandatory Senate training created by the Senate Leader.
  - f. Perform all duties necessary and appropriate to the office:
    - i. When a club approaches the Associated Student Government for representation, the appropriate senator shall be assigned by the Senate Leader.
    - ii. After being informed of Budget Commission requests, senators shall contact the appropriate individual and offer assistance in the process as well as presentation.
  - g. Refrain from presenting expenditure requests for/with clubs or organizations of which they are a member of.
  - h. Senators are required to meet with their respective Department Heads once per semester of the academic year.
  - i. Senators are required to meet with their respective Departments through one of the following ways:
    - a. Meet with their Department Heads once per month of the academic year.
    - b. Meet with their Student Representatives for their Department once per month of the academic year. Each Panel of Student Representatives shall be comprised of:
      - i. At least three students of different concentrations within each department
      - ii. These students shall be selected on a volunteer basis through an email sent by the Department Head
    - c. The following senators will meet as a board with the Student Life Director, who will act as a liaison for their represented departments:
      - i. Graduate Senator
      - ii. At-Large Senator
      - iii. Senator for Students of Varying Abilities
      - iv. Non-Traditional Senator
    - d. The senators for Montrose and Western Colorado Community College shall:
      - i. Set a meeting with their campus executives a minimum of once per semester
    - e. The Minority Student Senator shall attend Cultural Inclusion Council (CIC) executive meetings
  - j. Create a job description write-up to be delivered to the next term's senators.
  - k. The senators for Montrose and Western Colorado Community College shall:
    - a. Set a meeting with their campus executives a minimum of once per semester.
    - b. Work with the Senate Leader to schedule off-campus GA meetings

- l. The Minority Student Senator shall attend Cultural Inclusion Council (CIC) executive meetings
- m. The following senators will meet as a board with the Student Life Director, who will act as a liaison for their represented departments:
  - a. Graduate Senator
  - b. At-Large Senator
  - c. Senator for Students of Varying Abilities
  - d. Non-Traditional Senator
2. Senate seats that shall represent specific populations of the student body:
  - a. At-Large Senator
  - b. Non-Traditional Senator
  - c. Minority Student Senator
  - d. Montrose Campus Senator
  - e. Senator for Students of Varying Abilities
  - f. Western Colorado Community College Senator
3. Senate seats shall represent the majors listed under each department:
  - a. Art and Design Senator
    - i. Animation, Film, Motion Design, Art, Graphic Design, and Studio Art
  - b. Biological Sciences Senator
    - i. Biological and Forensic Sciences
  - c. Business Senator
    - i. Accounting, Business Administration, Computer Information Systems, Construction Management, Decision Support Systems, Economics, Energy Management/Landman, Hospitality Management, Human Resource Management, Entrepreneurship, Insurance, and Managerial Informatics.
  - d. Computer Science and Engineering Senator
    - i. Civil Engineering, Computer/Electrical Engineering, Computer Science, Construction Management, Cyber Security, Mechanical Engineering, and Mechanical Engineering Technology, Web Application Development
  - e. Graduate Senator
  - f. Health Sciences Senator
    - i. Health Information Technology Systems, Medical Laboratory Technician, Nursing, Radiologic Technology, and Surgical Technology
  - g. Kinesiology Senator
    - i. Athletic Training, Exercise Science, Kinesiology, Personal Training, and Sport Management
  - h. Language, Literature and Mass Communications Senator
    - i. Classical Studies, English, Mass Communication, Philosophy, and Spanish
  - i. Mathematics and Statistics Senator
    - i. Mathematics, Applied Mathematics, Actuarial Science, and Statistics
  - j. Music Senator
    - i. Jazz Studies, Liberal Arts-Music, Music Education (K-12), Music Performance, Music with Elective Studies in Business
  - k. Physical and Environmental Sciences Senator
    - i. Chemistry, Environmental Science and Technology, Geosciences, Geographic Information Science and Technology, Physics, Sustainability Practices, and Watershed Science
  - l. Social and Behavioral Sciences Senator
    - i. Addiction Studies, Archaeology, Criminal Justice, Cultural Resource Management, Emergency Management and Disaster Planning, Forensic Anthropology, Forensic

- Investigation, History, International Studies, Political Science, Psychology, Public Administration/Safety, Social Work, Sociology, and Women's and Gender Studies
- m. Teacher Education Senator
    - i. Education, Teacher Licensure (Elementary, K-12, Secondary), Post-baccalaureate Initial Teacher Licensure
  - n. Theatre Arts Senator
    - i. Dance, Speech, Communication, and Theatre Arts
  - o. All programs and seats listed above shall reflect the departments and majors listed on the Colorado Mesa University website.
  - p. All programs not listed above including, but not limited to, minors and associate degrees fall under the department heading for each Senator.

**Section C: House Speaker and Senate Leader**

- 1. The Speaker of the House:
  - a. Cast his/her vote last in the roll call.
  - b. Be elected by the House of Representatives through a plurality vote of quorum at the first official meeting.
    - a. Each Representative seeking the Speaker of the House of Representatives role shall:
      - i. Present themselves to the House, followed by questions from the members.
      - ii. The House will enter deliberation, with the candidates out of the room.
      - iii. Voting shall consist of a paper ballot. A Representative must achieve a plurality vote to be confirmed.
    - b. A House of Representatives member not seeking the Speaker of House of Representatives Role will preside until the Speaker of the House of Representatives is confirmed by the House of Representatives.
    - c. In the event of a Speaker of the House of Representatives vacancy, a member of the House of Representatives not seeking the Speaker will preside until the Speaker is confirmed by the House of Representatives.
  - c. Perform all duties required by the Associated Student Government Constitution, subsequent section of the bylaws, and all other supporting documents.
  - d. Maintain at least 5 (five) office hours per week.
  - e. Appoint a Chairman Pro Tempore to any House of Representatives member the Speaker of the House deems fit in the event they cannot make a meeting.
  - f. Be responsible for running House of Representatives meetings and shall be responsible for the general maintenance of the House of Representatives.
  - g. Serve a 1 (one) year term, following his/her appointment and confirmation. This term shall expire upon the last Associated Student Government House of Representatives meeting of the academic year.
  - h. Act as a liaison to the Associated Student Government Executive Branch, Student Senate, and House of Representatives.
  - i. Be the official spokesman for the House of Representatives on any matter before the Executive Branch, Student Senate, and/or the Student Supreme Court.
  - j. Create training sessions for the Representatives. This training will include:
    - a. Educating Representatives on Robert's Rules of Order.
    - b. Roles and responsibilities of a Representative.
    - c. Educating Representatives on the Constitution and all other supporting documents.

- k. Ensure that all Representatives are educated, informed, and fluent on all processes within the Associated Student Government and its supporting documents.
  - l. Be responsible for enforcing all statutes in the Associated Student Government Constitution and Bylaws pertaining to the roles and responsibilities of individual Representatives.
  - m. Be responsible for drafting bills and selecting the sponsoring Representative(s).
  - n. Work with the Chief Financial Officer of the Associated Student Government to ensure every budget of a club or organization is presented to the House of Representatives during fiscal bills.
  - o. Meet with clubs before bills are presented to the House of Representatives if any questions about what they are requesting from the Associated Student Government.
  - p. Attend Senate General Assembly meetings to report what the House of Representatives passed
2. The Senate Leader shall:
- a. Maintain at least 5 (five) office hours per week.
  - b. Receive a stipend as outlined in the Compensation section of the Associated Student Government Bylaws, which shall only be determined every biennial year.
  - c. Represent the Student Senate on all matters before the Student Supreme Court.
  - d. Act as a liaison between the Executive Branch and the Legislative Branch of the Associated Student Government.
  - e. Chair the Senate Leadership Committee.
  - f. Be the official spokesman for the Student Senate on any matter before the Executive Branch and/or the Student Supreme Court.
  - g. Fill, by appointment, any Senatorial vacancies pending confirmation by a 2/3 (two-thirds) affirmative vote of quorum of the Student Senate.
  - h. Appoint two senators for each conference committee as needed.
  - i. Organize all Associated Student Government internal events/functions.
    - a. Team building events.
    - b. Coordinate Montrose and Western Colorado Community College meeting with the appropriate senator.
  - j. Create the Senate training for new Senators. This training will include:
    - a. Educating Senators on Robert's Rules of Order.
    - b. Roles and responsibilities of a Senator.
    - c. Educating Senators on the Constitution and all other supporting documents.
  - k. Ensure that all Senators are educated, informed, and fluent on all processes within the Associated Student Government and its supporting documents.
  - l. Be responsible for enforcing all statutes in the Associated Student Government Constitution and Bylaws pertaining to roles and responsibilities of individual Senators.
  - m. Be responsible for drafting bills and selecting the sponsoring Senator(s) for each bill 24 (twenty-four) hours before the Student Senate meeting.
    - a. When a bill comes from the Budget Commission, inform the pending sponsoring Senator of the bill and contact information for the request.
  - n. Maintain communication with the Club Advisory Board Director and Manager of Student Life to ensure that all clubs who seek representation can obtain it.
  - o. Assign the appropriate Senator to a club who seeks representation.
  - p. Create non-standing sub-committees of the Student Senate deemed necessary.
  - q. Appoint a Senator to chair non-standing sub-committees.
  - r. Appoint Senators to standing and non-standing sub-committees of the Student Senate.
  - s. Have the discretion to excuse any Legislative member from a designated duty based on need.
  - t. Create a job description write-up to be delivered to the next term's Senate Leader.

**Section D: *Standing Committees***

1. Budget Commission
  - a. Shall be chaired by the Chief Financial Officer
  - b. Held prior to the House of Appropriations meeting each week to discuss each request from both the House and Senate
  - c. The members shall include; Vice President and/or President, Chief Financial Officer, Senate Leader, and Speaker of the House
  - d. Open meetings to any member of the Associated Student Government
2. Election Committee shall:
  - a. Be chaired by the Associated Student Government Vice President.
    - i. In the event that the Vice President is running for an executive position within the Associated Student Government for the upcoming term, the Senate Leader shall serve as the Election Committee Chair.
    - ii. In the event that the Senate Leader is also running for an executive position within the Associated Student Government for the upcoming term, the President shall appoint a current member of the Associated Student Government with the approval of a 2/3 (two-thirds) affirmative vote of quorum of the Student Senate to serve as the Election Committee Chair.
  - b. Abide by the Associated Student Government Election Rules and Regulations.
3. External Affairs Committee shall:
  - a. Be chaired by the Director of External Affairs.
  - b. Plan and host all Associated Student Government constitutionally mandated events and all additional events.
  - c. Prepare graduation packages for graduating Senate members.
4. Fee Review Committee shall:
  - a. Be dual chaired by the Chief Financial Officer and Associated Student Government Vice President.
  - b. Be charged with ensuring that all allocated fees were spent appropriately.
  - c. Review with clubs and organizations who have received funding to evaluate the student benefit and fiscal impact.
5. Historical Documents Committee shall:
  - a. Be chaired by a senator elected by 2/3 vote of quorum
  - b. Be responsible for maintaining and organizing all historical records of legislative bills and requests
  - c. Shall keep a running log of the history of requests and grants for each club
6. House of Appropriations shall:
  - a. Be chaired by the Speaker of the House.
  - b. Be primarily responsible for all matters related to student fee assessment, allocation, and oversight.
  - c. Abide by the Fee Allocation and Assessment Article of the Associated Student Government Bylaws in conjunction with the House of Appropriations Bylaws.
7. Internal Committee shall:
  - a. Be chaired by the Associated Student Government Vice President.
  - b. Be primarily responsible for all matters related to the oversight of the Associated Student Government documents and all other student life organizations' documents.
8. Judiciary Committee shall:
  - a. Be chaired by the Senate Leader
  - b. Meet only when necessary to approve Supreme court Justices appointed by the President.

- c. Be established with 5 (five) members from the Student Senate.
  - d. Comply with Article IV of the Standing Rules of the Senate.
  - e. Refer judicial appointments to the Student Senate for a confirming vote.
9. Senate Leadership Committee shall:
- a. Be chaired by the Senate Leader
  - b. Have 4 (four) other Senators appointed by the Senate Leader.
  - c. Be responsible for a legislative timeline throughout the year.
  - d. Discuss pertinent student issues.
  - e. Discuss all committee work being accomplished by the Student Senate.
  - f. Meet with the Vice President at the discretion of the Senate Leader

### **Section E: House and Senate Membership**

1. All members of the Legislative Branch shall be sworn into the Associated Student Government by a Student Supreme Court Justice in order to begin the duties their position requires.

### **ARTICLE V: Bill Writing Requirements**

#### **Section A: Disclosure**

1. All expenditure requests from student-controlled funds shall contain full disclosure of all costs, and all costs shall be itemized. If any line item costs less than predicted, the excess funds shall be returned to the budget that the funds were originally allocated from.
2. The Associated Student Government reserves the right to deny funding requests to clubs and organizations that fail to disclose all costs.

### **ARTICLE VI: Resolutions**

1. Senate Resolutions
  - a. A Senate Resolution shall be a statement exclusively presented by the Legislative Branch of the Associated Student Government.
  - b. The Student Senate shall consider all Resolutions brought forward to an official meeting of the Student Senate and must be sponsored by at least one current Senator.
  - c. The Resolution must be passed by a 2/3 (two-thirds) affirmative vote of quorum at an official meeting of the Student Senate.
  - d. The Senate Leader may omit their signature from the Senate Resolution and shall inform the Senate of the decision at the next General Assembly Meeting. The Senate may override the omission with a 2/3 (two-thirds) majority vote.
2. Joint Resolutions
  - a. A Joint Resolution shall be a statement presented by the Legislative and Executive Branches of the Associated Student Government.
  - b. The Student Senate shall consider all Resolutions brought forward to an official meeting of the Student Senate by at least one current Senator and Executive.
  - c. The Resolution must be passed by a 2/3 (two-thirds) affirmative vote of the Senate of quorum at an official meeting of the Student Senate.
  - d. The President may veto a Joint Resolution, or a Senate Leader may omit their signature, and they shall inform the Student Senate of the decision at the next General Assembly Meeting. The Senate may override that veto or omission with a 2/3 (two-thirds) majority vote.
3. Budget Resolutions

- a. A budget resolution shall be prepared by the Chief Financial Officer and the Associated Student Government President at the beginning of each fiscal school year.
- b. Budget Resolutions shall contain expected expenditure projections of all Associated Student Government controlled fee funded budgets.
- c. The Student Senate shall consider all budget resolutions presented on the floor.
- d. The Resolution must be passed by a 2/3 (two-thirds) affirmative vote of quorum at an official meeting of the Student Senate.
- e. The President may veto the resolution and shall inform the Student Senate of the decision at the next General Assembly meeting. The Student Senate may override that veto with a 2/3 (two-thirds) majority vote.

## **ARTICLE VII: *Judicial Branch***

### **Section A: *Judicial Responsibilities***

1. The Student Supreme Court shall:
  - a. Adjudicate any and all inquiries of constitutionality brought forward by any member of the Associated Student Government or the student body.
    - i. Any exercise of constitutional interpretation by the court must be recorded in written form and available to the general student body in order to constitute an official ruling of the Student Supreme Court.
  - b. Consider and respond to any grievances issued by and/or against the Associated Student Government, fee funded student life organizations regarding:
    - i. Improper oversight by the Associated Student Government or any of its branches excluding the Judicial Branch.
    - ii. Violation of the Associated Student Government Constitution and Bylaws.
    - iii. Funding for all Colorado Mesa University fee funded organizations.
    - iv. Violation of that particular organization's or fee funded board's constitution.
  - c. Consider all legitimate impeachment referrals against any member of the Associated Student Government, fee funded student life organizations issued by any student of Colorado Mesa University.
  - d. Verify the academic qualifications of all Associated Student Government members at the beginning of each semester.
  - e. Verify all signatures for recalls, referendums, or constitutional amendments.
  - f. Investigate any credible grievances of fraud (election or otherwise) upon request by any student of Colorado Mesa University.
  - g. Prepare a typewritten monthly report of activities to be placed in the year-end report.

### **Section B: *Grievances***

1. Any and all grievances, with relation to all fee funded organizations, shall be referred to the Student Supreme Court. Grievances may include, but are not limited to:
  - a. Adherence to the Associated Student Government Constitution and Bylaws.
  - b. All Colorado Mesa University fee funded organizations.
  - c. Adherence to all fee funded organizations' operating procedures.

### **Section C: *Judicial Policies***

1. Grievances shall be prepared in writing or digitally and directed to the Student Supreme Court by the Associated Student Government's Student Senate. Any grievance should be submitted within 7 (seven) working days after the event takes place, although the time may be extended at the discretion of the Student Supreme Court.
2. All grievances shall be presented to the accused student in written or digital form. A time shall be set for a hearing, no less than 5 (five) nor more than 15 (fifteen) business days after the student has been notified. Maximum time limits for scheduling a hearing may be extended at the discretion of the Student Supreme Court.
3. The Student Supreme Court shall conduct an investigative hearing and shall find the accused charged as innocent or guilty. If found guilty, the Student Supreme Court shall reserve the right to procure that punishment deemed appropriate to the violation, as outlined in Sanctions.
4. There shall be a single verbatim record of all hearings before the Student Supreme Court typed by the Chief of Staff. The record shall be the property of Colorado Mesa University.
5. No student may be found to have violated the Associated Student Government Constitution and/or Bylaws solely because the student failed to appear before the Student Supreme Court. In all cases, the evidence in support of the grievances shall be presented and considered.
6. A hearing will be rescheduled for the first missed appearance. In the case of a second missed appearance, the hearing will continue, a determination will be made, and sanction(s) imposed if the student in question is found in violation of the Associated Student Government Constitution and/or Bylaws.

**Section D: *Judicial Procedures***

1. Admission of any uninvolved person to a hearing shall be at the discretion of the Student Supreme Court.
2. In hearings involving more than one accused student, the Student Supreme Court may permit the hearings concerning each student to be conducted separately.
3. The plaintiff and the accused have the right to be assisted by any advisor they choose at their own expense. The advisor may be an attorney figure. The plaintiff and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before the Student Supreme Court.
4. The plaintiff, the accused, and the Student Supreme Court shall have the privilege of presenting witnesses, subject to the discretion of the Student Supreme Court.
5. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Student Supreme Court.
6. The plaintiff shall present their case first, followed by the accused. Once the evidence has been presented, closing remarks shall be allowed.
7. All procedural questions and disputes are subject to the final decision of the Student Supreme Court.
8. After the hearing, the Student Supreme Court shall determine by majority vote whether the student has violated each section of the Associated Student Government Constitution and/or Bylaws, which the student is charged with violating.
9. The Student Supreme Court's determination shall be made on the basis of whether it is clear and convincing that the accused student violated the Associated Student Government Constitution and/or Bylaws.
10. The Student Supreme Court shall either determine a sentence for each individual grievance, or determine an overall sentence for all grievances against the accused.

**Section E: *Sanctions***

1. The following sanctions may be imposed upon any student found to have violated the Associated Student Government Constitution and/or Bylaws:

- a. Warning—A written notice to the student after guilt has been determined that a violation has occurred.
- b. Probation—A written reprimand for violation of the Associated Student Government Constitution and/or Bylaws. Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period.
- c. Loss of Privileges—Denial of specified privileges for a designated period of time.
- d. Deactivation—Loss of all privileges, including recognition, for a definite period of time.
- e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Suspension from Office—Separation of the student from the office for a definite period of time, after which the student is eligible to return contingent upon an affirmative recommendation from the Student Supreme Court.
- g. Expulsion from Office—Permanent separation of the student from the office.

**Section F:** *Judicial Membership*

1. Membership of the Judicial Branch shall be outlined in the Associated Student Government Constitution, subsequent Articles of the Bylaws, and all supporting documents.
2. Members of the Judicial Branch shall serve an indefinite term. Term will end upon the member's graduation, resignation, or removal from office.
3. All members of the Judicial Branch shall be sworn in by a Student Supreme Court Justice to the Associated Student Government in order to begin the duties their position requires.

**ARTICLE VIII:** *Elections*

**Section A:** *Rules*

1. The election procedures shall be found in the Colorado Mesa University Associated Student Government Election Rules and Regulations and all supporting documents.
2. The Associated Student Government Election Rules and Regulations shall be referred to in all Associated Student Government Elections and gives all governing power to the Associated Student Government for the implementation of all rules and regulations within the Colorado Mesa University Associated Student Government election process.

**Section B:** *Special Elections*

1. Special elections may be initiated by the Associated Student Government or by the student body using the Referendum Processes.
2. The Associated Student Government shall convene for the purposes of conducting a special election within 3 (three) weeks upon receiving the required documents for a referendum.
3. Special elections shall be conducted with the same responsibilities and expectations as outlined under General Elections in the Associated Student Government Constitution, subsequent Articles of the Bylaws, and all supporting documents.

**ARTICLE IX:** *House of Appropriations and Assessment*

**Section A:** *House of Appropriations*

1. The House of Appropriations Bylaws have established the standard at which the House of Appropriations of the Associated Student Government shall be conducted.
2. The fee allocation and assessment process shall also be in compliance with Colorado Mesa University's plan for student fees.

**Section B:** *Senate Approval of Expenditure Requests*

1. The Student Senate shall consider all expenditure bills passed by the House of Appropriations in accordance with the House of Appropriations Bylaws at the following General Assembly meeting.
  - a. If an expenditure bill cannot be passed with a majority vote by the Student Senate, it shall be considered failed.
  - b. In accordance with Robert's Rules, as enforced by the Vice President, the Student Senate may amend expenditure bills during General Assembly meetings with a majority vote.
  - c. If a bill is amended by the Student Senate, it must be sent within 5 (five) business days to a Conference Committee for consideration. The committee shall be comprised of:
    - i. The Student Trustee, who shall be the chair and cast a vote in the event of a tie.
    - ii. 2 (two) Senators, chosen by the Senate Leader.
    - iii. 2 (two) House of Appropriations members, that are not Senate members, unless the exclusively House of Appropriations members are not available, chosen by the Speaker of the House.
  - d. Upon passage of a Conference Committee Resolution, by a 3/4 (three-fourths) or 3/5 (three-fifths) majority vote and a signature by the President, that resolution shall become binding.
  - e. The President may veto a Conference Committee Resolution and shall inform the Student Senate of the decision at the next General Assembly meeting. The Student Senate may override that veto with a 2/3 (two-thirds) affirmative vote of quorum.

**ARTICLE X:** *Mandatory Student Government Annual Initiatives*

**Section A:** *Memorial Service*

1. The Associated Student Government External Affairs Committee shall conduct a memorial service once a year to honor the students of Colorado Mesa University that have lost their lives in an all-inclusive remembrance ceremony. The memorial shall be open to the public and shall include invitations to those families that have been impacted.
2. It will be the duty of the Associated Student Government External Affairs Committee to run the event with supervision by the President and Vice President of the Associated Student Government.

**Section B:** *Recognition Cords*

1. Requirements for recipients of the Associated Student Government Honor Cords:
  - a. Recipients shall have served the student body in the General Assembly or as an Executive member for a minimum of 2 (two) years, exceptions are at the discretion of Senate Leader.
  - b. Recipients shall have fulfilled all requirements of their position.
  - c. Recipients shall not have been impeached, removed, or expelled from office at any point during their time in office.
  - d. Recipients are not required to be in office the year of graduation in order to be eligible for cords.

**Section C:** *Maverick Awards*

1. Maverick Awards shall be held annually during the Spring Semester after spring break.
2. The Director of External Affairs shall be responsible for the event under the supervision of the President and Vice President.
  - a. The Director of External Affairs shall be responsible for the selection of the Maverick Award Selection Committee.
  - b. Maverick Awards shall be conducted as a professional ceremony.
3. The categories for this award shall include:
  - a. Student Awards:
    - i. Maverick of the Year:
      - A. The Colorado Mesa University Maverick of the Year award seeks to recognize overall achievement and is the most prestigious award offered. It is expected that the student receiving the award will demonstrate excellence in leadership, scholarship, and service to the University and to the Community.
    - ii. Student Leader of the Year:
      - A. The Colorado Mesa University Student Leader of the Year award will be given to a student that has exemplified tremendous leadership qualities at Colorado Mesa University.
    - iii. Club Leader of the Year:
      - A. The Colorado Mesa University Club Leader of the Year award will be given to a student that has exemplified leadership qualities within a registered club while holding an officer position.
    - iv. Club Member of the Year:
      - A. The Colorado Mesa University Club Member of the Year award will be given to a student that has exemplified leadership qualities within a registered club while not holding an officer position.
    - v. Club of the Year:
      - A. The Colorado Mesa University Club of the Year award will be given to a registered club that has demonstrated proactive campus involvement, engaged in activities to benefit Colorado Mesa University students, produced notable campus, local, or national achievement and recognition; and provides positive contributions to the university and/or the community.
    - vi. Organization Leader of the Year:
      - A. The Colorado Mesa University Organization Leader of the Year award will be given to a student that has exemplified leadership qualities within a fee funded organization while holding an officer or executive position.
    - vii. Organization of the Year:
      - A. The Organization of the Year award will go to a fee funded organization that has demonstrated proactive campus involvement, engaged in activities to benefit Colorado Mesa University students, produced notable campus, local, or national achievement and recognition; and provides positive contributions to the university and/or the community.
    - viii. Student Athlete of the Year:
      - A. The Colorado Mesa University Student Athlete of the Year will be awarded to a Colorado Mesa University student athlete who has exhibited tremendous scholastic achievement in the classroom as well as outstanding leadership and athletic contributions to Colorado Mesa University both on and off the field.

- ix. Sports Team of the Year:
  - A. The Colorado Mesa University Sports Team of the Year award will be given to a registered team at Colorado Mesa University that has portrayed qualities above and beyond expectations including, but not limited to, teamwork, academics, and sportsmanship both on and off the field.
- x. Humanitarian of the Year:
  - A. The Colorado Mesa University Student Humanitarian of the Year award will be given to a student who has gone above and beyond the call of duty to improve the quality of life for fellow Colorado Mesa University students. If a student received any form of compensation for their efforts they are not eligible for this award, unless the student volunteered additional time.
- xi. Department of the Year
  - A. The Colorado Mesa University Department of the Year award will be given to any academic or non-academic department that has contributed to Colorado Mesa University's mission to a personal approach to offer opportunities for students to grow intellectually, professionally, personally, and encouraging academic excellence, creative activities, diversity, and critical thinking
- b. Non-Student Awards:
  - i. Club Advisor of the Year:
    - A. The Colorado Mesa University Club Advisor of the Year Award will be awarded to the advisor of a registered club that has provided exemplary direction to the students of their club.
  - ii. Organization Advisor of the Year:
    - A. The Colorado Mesa University Organization Advisor of the Year award will be awarded to the advisor of a fee-funded organization that has provided exemplary direction to the students of their club.
  - iii. Academic Advisor of the Year:
    - A. The Colorado Mesa University Academic Advisor of the Year award will be presented to an academic advisor that has gone above and beyond the call of duty to provide students direction in their academic, personal, and professional development.
  - iv. Faculty Member of the Year:
    - A. The Colorado Mesa University Faculty Member of the Year award is designed to recognize and honor a faculty member who has exhibited expertise in the classroom along with warmth and enthusiasm, enhancing the quality of life for students at Colorado Mesa University.
  - v. Staff Member of the Year:
    - A. The Colorado Mesa University Staff Member of the Year award will be given to an employee of Colorado Mesa University that has demonstrated a positive attitude while having positive interactions with both students and co-workers.
  - vi. Alumni of the Year:
    - A. The Colorado Mesa University Alumni of the Year award will be given to a Colorado Mesa University alum that has exhibited tremendous support and dedication to the continued growth and success of Colorado Mesa University.
  - vii. Grand Valley Leader of the Year:

- A. The Grand Valley Leader of the Year award will be given to a member of the Grand Valley community who has exhibited tremendous leadership in the area through volunteerism, organization, business etc. in support of Colorado Mesa University's vision, value, and mission.
4. Any changes to the categories of awards shall be approved by a 2/3 (two-thirds) majority vote of the Associated Student Government Senate.

**Section D:** *Maverick Awards Selection Process*

1. The Director of External shall provide the Student Senate with submission sheets for each award, as well as work with the Press Secretary to provide the general student population with sheets at their discretion. Each Student Senator must submit nominations.
2. Upon receipt of all submissions from the Student Senate at a date by the Director of External, the Director shall organize all submissions.
3. Three (3) five (5) person committees shall be formed at the discretion of the Director of External to pick the top three Nominees for each award. The groupings for the Awards are as followed:
  - a. Organization Advisor of the Year, Organization Leader of the Year, Organization Member of the Year, Maverick of the Year, and Humanitarian of the Year.
  - b. Sports Team of the Year, Club Advisor of the Year, Club Member of the Year, Club Leader of the Year, Club of the Year, Student Leader of the Year, Athlete of the Year.
  - c. Academic Advisor of the Year, Department of the Year, Faculty Member of the Year, Staff Member of the Year, Alumni of the Year, and Grand Valley Leader of the Year.
4. Upon receipt of the top three nominees, the Director of External shall forthwith conduct a ballot made available to the Student Body of Colorado Mesa University to vote on the winner for each award.