

# BYLAWS

## Student Advisory Committee To The Auraria Board of Directors

November 1999

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### ARTICLE 1

#### **General Provisions; Purposes; Responsibilities**

- 1.1 Establishment. The Student Advisory Committee to the Auraria Board of Directors (“SACAB”) was established, and operates, pursuant to 23-70-102(c) (I), 9 C.R.S. (1988 Repl. Vol.), which provides that:
- An advisory committee of six (6) members who are full time students shall be elected, two (2) from each of the student bodies of each of the three (3) schools governed by the Auraria Board; and it shall elect one (1) of its members to fill the remaining office on the Auraria Board to serve for one (1) term beginning July 1<sup>st</sup>. Said elected office shall be advisory, without the right to vote. The elected member of the Board shall have resided in the state of Colorado no less than three (3) years prior to his/her election.
- 1.2 Purpose. SACAB shall represent the interests of the students of the Community College of Denver (“CCD”), Metropolitan State College of Denver (“MSCD”), and the University of Colorado at Denver (“UCD”) (collectively, CCD, MSCD, and UCD shall be referred to as the “Constituent Institutions”) to the Board of Directors of the Auraria Higher Education Center (the “Auraria Board”) on matters pertaining to the Auraria Higher Education Center (“AHEC”) and all facilities and programs of AHEC and/or the Auraria Board which are funded with the proceeds of tax-exempt or other bonds or evidences of indebtedness which are issued by the Auraria Board (collectively, the “Bond Funded Facilities”) including, without limitation, the following facilities:
- a. The Tivoli Student Union
  - b. The Auraria Book Center
  - c. The Mercantile restaurant (notwithstanding the fact that such facility was not funded with the proceeds of bonds)
  - d. The Auraria Child Care Center
  - e. The AHEC recreation and events center; and

- f. The Dispersed vending lounges, snack bars and food outlets (notwithstanding the fact that some of such facilities were not funded with the proceeds of bonds).

1.3 Duties. The Duties of SACAB shall include the following:

- a. As representatives of all the students of the Constituent Institutions, considering and investigating any matter relating to planning, development, operation, and organization of AHEC.
- a. As representatives of all of the students of the Constituent Institutions, advising, making recommendations to, and formulating proposals for action by, the Auraria Board regarding any matter relating to planning, development, operation and organization of AHEC.
- b. Advising, making recommendations to, and formulating proposals for action by, the Auraria Board regarding financial and operating matters pertaining to the Bond funded facilities.
- c. Reviewing the financial statements of the bond funded facilities which are provided to SACAB by the Division Director for Administrative and Business Services of AHEC.
- d. Reviewing and making suggestions to the Auraria Board regarding the existing and proposed policies and procedures which relate to the Bond funded facilities.
- e. Ensuring that all policies and procedures which relate to the Bond Funded facilities are available to all users of the bond funded facilities.
- f. Investigating and making recommendations to the Auraria Board regarding all consumer concerns related to the operation of the Auraria Campus of the Bond Funded Facilities.
- g. As representatives of all of the students of the Constituent Institutions, providing student input to the staff of AHEC charged with operating the Bond funded Facilities.
- h. Advising the Auraria Board in its development of short term and long term fiscal objectives and service policies for the Bond funded facilities.
- i. Pursuant to procedures adopted by AHEC and the Auraria Board, participating in the selection process of candidates for:
  - a. Professional staff at the Auraria Book Center.
  - b. Professional Staff at the AHEC student union
  - c. Contractors to provide products and/or services for the AHEC union
  - d. Contractors to provide products and/or services for the dispersed vending lounges, snack bars, and food outlets located on the Auraria campus.

- j. Assisting the staff of AHEC, in a spirit of cooperation, to maximize the effectiveness and quality of the Bond funded facilities.
- k. Establishing subcommittees and task forces as necessary to accomplish the above listed duties.
- l. Communicating to the Auraria Board all recommendations from SACAB, its subcommittees and task forces, and all committees composed solely of students, faculty, and staff of AHEC or the constituent Institutions on which students of any or all of the Constituent Institutions have voting representation.
- m. Causing its members to report to the student government of the Constituent Institution which each such member of SACAB represents, no less frequently than monthly, regarding (1) the activities of SACAB and the Auraria Board, and (2) actions being considered by SACAB and Auraria Board.
- n. Performing other such duties as are delegated or assigned to it, from time to time, by the Auraria Board.

## **ARTICLE 2** **Membership**

- 2.1 Eligibility for Membership. All members of SACAB must meet the following eligibility requirements:
- a. Be enrolled as a full-time student at one of the Constituent Institutions. Full-time status, at any specific time, shall be defined by that Constituent Institution. A person shall not lose his or her status as a full-time student by virtue of not being enrolled for the minimum number of credit hours during the summer semester so long as such person had full-time status during the immediately preceding non-summer semester.
  - b. Be eligible to hold any office in SACAB.
  - c. Have been a resident of the State of Colorado for at least three (3) consecutive years prior to his/her election to membership in SACAB.
  - d. All SACAB members must have a 2.5 cumulative grade point average at the time of taking office. If a SACAB member's cumulative grade point average falls below 2.5 while in office, they shall be granted a one semester probation period. If they fail to reach a 2.5 cumulative grade point average by the end of said probation period, they will be required to vacate their seat on SACAB and will be replaced by an appointee from their respected institution's student government and shall be approved by SACAB.

- 2.2 Number of Members. The membership of SACAB shall consist of six (6) persons. Two (2) of the members of SACAB shall be full-time students at CCD (the “CCD Representative”), two (2) of the members of SACAB shall be full-time students at MSCD (the “MSCD Representatives”), and two (2) of the members of SACAB shall be full-time students at UCD (the “UCD Representatives”).
- 2.3 Election of Members. The CCD Representatives, the MSCD Representatives and the UCD Representatives (collectively, the “Members”) shall be elected in annual elections run by CCD, MSCD and UCD. The following procedures shall apply to any such elections:
- a. SACAB members shall be elected by their respective institutions in accordance with each institution’s election policies and procedures. In the instance that CCD, MSCD and/or UCD does not have elections, then SACAB will hold its own elections in accordance with the SACAB election and Article 2.3.
  - b. In the event that any or all institutions do not hold elections, then SACAB shall schedule elections each year to be held prior to July 1 of such year.
  - c. No later than thirty (30) days prior to the date scheduled for any such elections, eligible students desiring to run for the positions to be elected at such election (the “Nominees” shall deliver to SACAB nominating petitions. Such nominating petitions, with shall be on forms prepared by SACAB and made available no less than thirty (30) days prior to the date that such petitions must be delivered to SACAB. Such petitions shall require that each Nominee certify, under penalty of perjury, that he or she meets the eligibility requirements set forth in Section 2.1 and must include the signatures of no less than twenty-five (25) students who are then currently enrolled at the Constituent Institution for which such Nominee wishes to be the representative.
  - d. Upon receipt of all nomination petitions, SACAB shall verify that each Nominee meets the eligibility requirements set forth in Section 2.1 and that the signatures submitted with each petition are valid and meet the requirements of Subsection 2.3(b). Any Nominee who, in the determination of SACAB, does not meet the eligibility requirements set forth in Section 2.1 or whose petition does not contain the required number of valid signatures which meet the requirements of Subsection 2.3(b) shall be disqualified from running in the election, subject to appeal to the Director of Student Auxiliaries of AHEC.
  - e. No later than ten (10) days prior to the date of each elections, SACAB shall prepare ballots for the election which list all of the Nominees for each positions to be elected at such election who have not been disqualified pursuant to Subsection 2.3(c).
  - f. The election shall be conducted at one or more polling places, as determined by SACAB, on the campus of AHEC on a day when classes at all of the Constituent Institutions are regularly in session. The polling places shall be open at least from

- 7:00 a.m. through 7:00 p.m. on the election date. SACAB shall arrange, at its own cost and expenses, for no less than two election judges, who are not affiliated with any of the Constituent Institutions, to be present at each polling place at all hours that such polling places are open. Such election judges shall be responsible for attempts to vote, ensuring that ballots are properly turned out to the election judges, safeguarding such ballots and delivering such ballots to the election canvassers described in Section 2.3(f) promptly after the polling place to which such judges are assigned closes.
- g. Promptly after the polling places close, the election judges shall deliver the ballots to SACAB's offices. SACAB shall arrange, at its own cost and expense, for one or more election canvassers to be present at its offices to receive such ballots and count them. Such election canvassers may be the election judges provided for in Section 2.3(e). Any interested party may be present at SACAB's office to observe the counting of the ballots by the canvassers.
  - h. The results of elections for Members shall be (i) posted by SACAB in the Tivoli Student Union and (ii) sent in writing to the Executive Vice President for Administration of AHEC (the "EVPA"), The Executive Council of AHEC and the Auraria Board.
  - i. Any disputes which arise regarding any election held by SACAB shall be submitted to the Auraria Board by the aggrieved party or parties, and the decision of the Auraria Board as to how such dispute shall be resolved shall be final and not subject to appeal.
  - j. SACAB shall, at its own cost and expense, promote to the students of the Constituent Institutions the availability of nomination petitions and the date when any election for members is to be held in an attempt to obtain as broad participation as possible of persons who are Nominees and students at the Constituent Institutions who vote in the elections.

2.4 Term of Office. The term of office of each Member shall commence on the July 1 following his or her election, provided, however, that if a Member is elected to fill the unexpired term of a Member who has resigned or been removed from membership on SACAB, such Member's term shall commence on the date of his or her election. All terms of office shall expire on the first June 30 following the commencement of such term of office, provided that the term of any Member shall continue beyond June 30 until such time as his or her successor has been duly elected pursuant to Section 2.3.

2.5 Resignation. Any member may resign his or her membership in SACAB at any time by giving written notice to the Chairperson of SACAB, the EVPA and to either (i) ASCCD if the resigning Member is a CCD Representative, (ii) ASMSCD if the resigning Member is an MSCD Representative, or (iii) ASUCD if the resigning Member is a UCD Representative. Such resignation shall take effect at the time specified in such notice and,

unless otherwise specified in such notice, the acceptance of such resignation shall not be necessary to make it effective.

- 2.6 Removal by SACAB. Any Member may be removed by the affirmative vote of a majority of the other Members then in office (not counting the Member concerning whose removal of the vote pertains) in the following circumstances:
- a. Malfeasance and/or inability or refusal to perform the duties of a Member;
  - b. Unexcused absence from any three (3) meetings of SACAB (or any committees, subcommittees or task forces of SACAB of which such Member is a member) in an academic semester. The Chairperson shall notify any Member in writing following his or her second unexcused absence from any such meeting in any academic semester.
- Prior to any vote being taken by SACAB to remove a Member pursuant to this Section 2.6, the affected Member shall have the right to present evidence in his or her behalf. The affected Member shall not have the right to vote on his or her removal.
- 2.7 Other Removal Provisions. Any Member shall automatically be removed upon his or her ceasing to meet the eligibility requirements for being a Member contained in Section 2.1.
- 2.8 Vacancies. The unexpired term of any Member which becomes vacant as a result of the resignation, death or removal of a Member shall be filled by SACAB in accordance with the following procedures. In the event of any such vacancy, the Chairperson shall immediately notify either ASCCD, ASMSCD or ASUCD, as appropriate, of such vacancy. The vacancy shall be filled by the respective student government and/ or administration in the event that there is no government, the recommendation shall then be voted upon by SACAB and will be accepted by a majority vote. In the case of a tie, the chair will vote. If the respective student government and/ or administration fail to appoint the representative within 21 days then SACAB shall advertise the position and move to fill such vacancy. All application must meet the criteria for SACAB membership as described in Article 2.1.
- 2.9 Administrative Representatives. Each of the Constituent Institutions and AHEC shall have the right to appoint one (1) Administrative Representative to SACAB. The Administrative Representatives shall have no voting rights. The authority to appoint and remove the Administrative Representatives shall be vested in the President of the Constituent Institution and in the EVPA with respect to an Administrative Representative appointed by AHEC, or by the designee of such person, whose appointment or removal of an Administrative Representative shall be effective upon such person's providing to SACAB written notice of such appointment or removal. All Administrative Representatives are permitted and urged to attend all meetings of SACAB and its committees, subcommittees and task forces.
- 2.10 Regular Meetings. SACAB shall hold regular meetings according to a schedule to be determined by the Members from time to time, without the requirement for any other

notice of such regular meetings. The schedule for regular meetings shall be posted in the office maintained by SACAB. Auraria Board of Directors meeting will be viewed as a regular SACAB meeting and attendance by all SACAB members shall be in accordance with SACAB attendance policy.

- 2.11 Special Meetings. Special meetings of SACAB may be held at any time on the call of the Chairperson or at the request in writing of any three (3) Members. Notice of the call of any special meeting shall be provided to Members, the EVPA and the Administrative Representatives by telephone no less than 48 hours prior to the time at which the meeting is to be held. Notice and required attendance at a special meeting may be waived by any Member, the EVPA, or any Administrative Representative either before or after the meeting. Attendance of a Member, the EVPA (or their designee), or an Administrative Representative at a special meeting shall constitute a waiver of notice of such meeting.
- 2.12 Quorum and Manner of Acting. Four (4) Members shall constitute a Quorum for the transaction of business at any meeting of SACAB, except that if there are less than six (6) Members by any reasons of vacancies, three (3) Members shall constitute a quorum. The act of a majority of the Members present at a meeting at which a quorum is present (but no less than three members) shall be the act of SACAB unless the act of a greater number is required by these Bylaws. No proxies will be recognized.
- 2.13 Conduct of Meetings. All meetings of SACAB and its committees, subcommittees and task forces will be open to the public, subject to SACAB's right to conduct executive sessions as provided in 24-6-401 et seq., 10A C.R.S. (1998 Repl. Vol.). All meetings shall be conducted in conformance with the most current edition of Robert's Rules of Order.

## **ARTICLE 3**

### **Officers**

- 3.1 Designation, Election and Term of Office. The officers of SACAB shall consist of a Chairperson, Vice Chairperson and Student Representative to the Auraria Board, and such other officers as SACAB may authorize. The officers shall be elected annually from among the Members by majority vote of the Members at the First regular meeting of SACAB of each new academic term. Promptly after such results are certified, the results of elections for officers shall be sent in writing to ASCCD, ASMCD, ASUCD, the EVPA and the Chairperson of the Auraria Board. No Member may hold more than one office. The Members elected to the offices of Chairperson and Student Representative to the Auraria Board must be Members elected from the student bodies of each Constituent Institution. The office of Student Representative to the Auraria Board shall rotate on a yearly basis among the Members elected from the student bodies of each Constituent Institution, so that every three years the Student Representative to the Auraria Board is a CCD Representative, every three years the Student Representative to the Auraria Board is a UCD Representative. The restrictions contained in the immediately preceding two sentences can be overridden at any time by the Members by the affirmative votes of all the Members then in office.

3.2 The Chairperson. The Chairperson shall preside at all meetings of SACAB and shall, in addition to the other duties specified in these Bylaws, have the following specific duties and responsibilities:

- a. Coordinating discussions, motions and agenda items at SACAB meetings.
- b. Maintaining communications between SACAB and the Auraria Campus community.
- c. Supervising any personnel or staff which are employed by, or on behalf of, SACAB.
- d. Ensuring SACAB representation on all relevant committees and boards.
- e. Notifying the Members of any attendance problems encountered with any committee, subcommittee or task force members.
- f. Reporting on his or her activities at each SACAB meeting.
- g. Performing such other duties as may be delegated to him or her by the Members.

3.3 The Vice Chairperson. The Vice-Chairperson shall assume all duties of the Chairperson in the event of his or her absence and shall, in addition to the other duties specified in these Bylaws, have the following specifies duties and responsibilities:

- a. Assisting the Chairperson in the performance of his or her duties.
- b. Reporting on his or her activities at each SACAB meeting.
- a. Performing such other duties as maybe be delegated to him or her by the Chairperson of the Members.

3.4 The Student Representative to the Auraria Board. The Student Representative to the Auraria Board shall, in addition to the other duties specified in these Bylaws, have the following specific duties and responsibilities:

- a. Maintaining communications between SACAB and the Auraria Board.
- b. Attending all meetings of the Auraria Board and all relevant committee and subcommittee meetings.
- c. Representing the opinions and interests of SACAB to the Auraria Board and the staff of AHEC.
- d. Reporting on his or her activities at each SACAB meeting.

- e. Performing such other duties as may be delegated to him or her by the Chairperson or the Members.
- 3.5 Resignation. Any officer may resign his or her office any time by giving written notice to the chairperson or, if the officer resigning is the Chairperson, to the Vice Chairperson. Such resignation shall take effect at the time specified in such notice and, unless otherwise specified in such notice, the acceptance of such resignation shall not be necessary to make it effective.
- 3.6 Removal. Any of the officers designated in Section 3.1 may be removed by the Members, whenever in their judgments the best interests of SACAB would be served thereby, by the affirmatives vote of two-thirds (2/3) of all the members then in office.
- 3.7 Vacancies. Any vacancy in office because of death, resignation, removal, disqualification or any other cause, shall be filled by the Members in the same manner that the officers are elected pursuant to Section 3.1.

## **ARTICLE 4**

### **Committees**

- 4.1 Appointment to Committees. SACAB shall have the authority to appoint students to any SACAB standing committee, subcommittee and/or SACAB ad-hoc committee.
- 4.2 Designation of Standing Committees. SACAB shall have five (5) standing committees:
  - a. The Food Service Advisory Committee;
  - b. The Book Center Advisory Committee;
  - c. The Student Union Advisory Board;
  - d. The Auraria Child Care Center Advisory Committee; and
  - e. The Auraria Events Center Policy Advisory Committee.

The membership of each standing committee shall be as described below with respect to each such committee, provided that all members of such standing committees (other than the ex-officio members and the Chairperson of each such standing committee) shall be appointed by SACAB with the recommendations from ASCCD, ASMSCD and ASUCD in equal numbers when possible.

- 4.3 Chairperson of Standing Committees. The Chairperson of each standing committee shall be appointed by the affirmative vote of a majority of the Members, provided that the Chairperson of SACAB may appoint an interim Chairperson for any standing committee

that does not have a Chairperson to serve pending appointment of a Chairperson by the Members.

The Chairperson of each standing committee shall be responsible for the activities of the committee and will report on the activities of such committee at each SACAB meeting.

- 4.4 Meetings of Standing Committees. All standing committees shall meet no less than twice each month during any regular academic term. The Chairperson of each standing committee shall prepare, and submit to the Chairperson of SACAB, a schedule of meetings of the committee for each academic semester by the third week of such semester and shall be responsible for publicizing such meeting schedule, and any change in such meeting schedules.
- 4.5 Quorum and Manner of Acting. The Chairperson of a standing committee shall have no vote on any matter before the committee. A majority of the voting members of a standing committee shall constitute quorum for the transaction of business at any meeting of a standing committee. The act of a majority of the voting members present at a meeting of a standing committee at which a quorum is present shall be the act of the committee. All actions of a standing committee are advisory only and shall have no effect unless approved by the Members. In the event of a tie vote by a standing committee, the issue will be placed on the agenda of the next meeting of the Members.
- 4.6 The Food Service Advisory Committee ("FSAC"). The FSAC shall be responsible for advising SACAB on contracts and food related leases in the Tivoli Student Union, and recommending to SACAB policies and procedures related to all food services and student lounges on the Auraria Campus. Voting members shall consist of one student appointee from each of the Constituent Institutions. The Director of the Student Union and/or the tier designees shall be ex-officio members of FSAC without vote. Holders of contracts to provide food services to the Auraria Campus or AHED shall be required to attend meetings of FSAC as determined by FSAC.
- 4.7 The Book Center Advisory Committee ("BCAC"). The BCAC shall be responsible for recommending to SACAB policies and procedures related to the operation of the Auraria Book Center. Voting members shall consist of one student appointee from each of the Constituent Institutions. The Director of the Auraria Book Center, and/or their designees and a member of the Faculty Advisory Committee to the Auraria Board shall be ex-officio members of CAB without vote.
- 4.8 The Student Union Advisory Board ("SUCAB"). The SUAB shall be responsible for written and revising the Student Union Guide, recommending to SUAB the allocations of space in the Student Union for students clubs and organizations, working with the Director of the Student Union to determine policies and procedures related to the operation of the Student Union, and advising SACAB on non-food related leases in the Tivoli Student Union. Voting members shall consist of one student appointee from each of the Constituent Institutions. The Director of the Student Union and/or the Assistant Director of the Student Union shall be an ex-officio member of SUAB without vote.

- 4.9 The Auraria Child Care Center Advisory Committee (“ACCAC”). The ACCAC shall be responsible for overseeing the operations and policies of the Auraria Child Care Center in an advisory capacity. Voting members shall consist of one appointee from each of the Constituent Institutions and one student parent from each of the Constituent Institutions. The Director of the Auraria Child Care Center, or their designee, shall be an ex-officio member of ACCA without vote.
- 4.10 The Auraria Events Center Policy Advisory Committee (“AECPCAC”). The AECPCAC shall be responsible for overseeing the operations and policies off the Auraria Recreation and Events Center in an advisory capacity and assisting in the development of policies and procedures which assure the highest standards of operations as required by the Constituent Institutions and AHED in their efforts to prove programmatic excellence to their students, staff and faculty. Voting members hall consist of one appointee form each of the constituent Institutions. The Director of the Office of Facilities Use shall be an ex-officio member of AECPCAC without vote.
- 4.11 Other Committees, Subcommittees and Task Forces. The Members, by resolution duly adopted, may appoint other committees, subcommittees and task forces to perform such tasks as are provided in such resolutions. The members of such committees, subcommittees, and task forces shall be as provided in the resolution establishing them, provided that the voting membership of all ad-hoc subcommittees shall be Members and that al actions of such committees, subcommittees or task forces shall be advisory only and shall have no effect unless approved by the Members.
- 4.12 Delegates to Other Campus Committees. SACAB will appoint delegates to represent SACAB on any Auraria Campus committee. The delegates so appointed shall attend all SACAB meetings to report on the activities of such committees.

## **ARTICLE 5**

### **Miscellaneous Provisions**

- 5.1 Superseding Clause. These Bylaws supersede any previous versions of the Bylaws of SACAB.
- 5.2 Affirmative Action. In acknowledging the mission and goals of the Auraria Campus community, richness and diversity is encourage and expected regarding membership in SACAB and in it’s committees, subcommittees and task foresee. This diversity should be reflected in terms of race, religion, age, gender, culture, physical ability, language, nationally, sexual orientation and life style.
- 5.3 Severability. If any provision of these Bylaws shall be held to be unenforceable for any reason, its unenforceability shall not affect the remainder of these Bylaws, which shall remain in full force and effect and enforceable in accordance with their terms.

## **ARTICLE 6** **Amendments**

The Bylaws may be altered, amended or replaced, and new and other Bylaws may be made and adopted, at any time and from time to time, by the affirmative vote of a majority of the members of the Auraria Board present at a meeting of the Auraria Board at which a quorum is present.

Approved:            Student Advisory Committee to the Auraria Board  
                                 September 21, 1999

                                 Auraria Board of Directors,  
                                 November 8, 1999