Student Advisory Committee to the Auraria Board of Directors

BYLAWS

Amended May __, 2025

SECTION 1: Establishment, Purpose, and Duties.

1.01 Establishment. The Committee is established, and operates, pursuant to Colorado Revised Statute § 23-70-102(1)(c).

1.02 Purpose. The Committee shall represent the students at the Community College of Denver ("CCD"), Metropolitan State University of Denver ("MSU Denver"), and the University of Colorado Denver ("CU Denver") (collectively, the "Constituent Institutions") to the Board of Directors of the Auraria Campus (the "Auraria Board") on matters pertaining to the Auraria Campus and facilities and programs of Auraria Campus and/or the Auraria Board including the following facilities:

a. The Tivoli Student Union
b. The Dispersed vending lounges, snack bars and food outlets, and;
c. All projects, policies, spaces, and partnerships related to the student experience.

1.03 Duties. The Committee shall endeavor to advise the Auraria Board on all issues likely to impact the students of the Constituent Institutions and to raise with the Auraria Board all major student concerns that relate to the Auraria Campus, including policies, student fees, transportation, campus security, shared campus resources, and development. This includes:

a. Considering, investigating, advising on, making recommendations, and formulating proposals for action to the Auraria Board regarding any matter relating to planning, development, operation and organization of the Auraria Campus.
b. Pursuant to procedures adopted by AHEC and the Auraria Board, participating in the selection process of candidates for:
    i. contractors to provide products and/or services for the Tivoli Student Union; and
    ii. contractors to provide products and/or services for the dispersed vending lounges, snack bars and food outlets located on the Auraria Campus.
c. Establishing subcommittees and task forces as necessary to accomplish the duties listed above.
d. The Committee is responsible for gathering student feedback and opinions on matters related to student concerns and matters that the Committee is advising the Auraria Board on. This includes tabling, hosting and attending Town Hall events, distributing and analyzing surveys, and through public comment at Committee meetings.
e. The Committee is responsible for discussing matters that the Committee is advising the Auraria Board on, including hearing updates from the Auraria Board Student Representative, engaging in discussions regarding how the Student Representative should advise the Board, and bringing matters that should be addressed by the Auraria Board to the attention of the Student Representative.
f. The Committee is responsible for providing a report-back to the Auraria Board one week prior to each Board meeting, detailing what the Committee has worked on for the past month and if any support is needed from the Board.

g. The Committee shall be responsible for meeting with members of the Auraria Board to gain insight into matters being discussed and to maintain open communication with Board members.
h. The Chair and Auraria Board representative will meet with both chairs of the Faculty Advisory Committee to the Auraria Board (FACAB), at minimum twice per semester (in September, November, February, and April) to collaborate with them on matters related to student concerns.

SECTION 2: Membership

2.01 General Membership. There shall be six members who are full-time students. Full-time status, at any specific time, shall be defined by that Constituent Institution. A person shall not lose their 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

a. Two members shall be elected from the student body of CCD, two shall be elected from the student body of MSU Denver, and two shall be elected from the student body of CU Denver.
b. Members shall be elected by their respective institutions in accordance with each institution's election policies and procedures.
c. Members shall serve a term of one-year, subject to re-election.
d. In the event of a vacancy, the student governing body of the institution with the vacancy shall appoint a student to fill the vacancy for the remainder of the term.

In acknowledging the mission and goals of the Auraria Campus community, a variety of perspectives and lived experiences are encouraged and expected regarding membership in the Committee and its subcommittees.

Membership shall be granted without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition, creed, ancestry, national origin, marital status, genetic information, military status, or any other protected status in accordance with applicable law.

2.02 Term of Office. The term of office of each Member shall commence on the 1st day of July following their election. All terms of office shall expire on the first June 30 following the commencement of this term of office.

2.03 Resignation. Any Member may resign their membership in SACAB at any time by giving written notice to the Chairperson of SACAB, the SACAB advisor and to their respective Student Government Association. 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.

2.04 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), after notice and an opportunity to be heard, 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. During the roll call of each meeting, the Chairperson shall designate for the record whether an absent Member is excused or unexcused. Determinations as to what qualifies as an excused absence shall be left to the judgment of the Chairperson. If a Member

disagrees with the determination of the Chairperson as it relates to attendance, said member shall call a vote of SACAB on the matter prior to the approval of the minutes for the meeting in question.

c. The Chairperson shall notify any Member in writing following their second unexcused absence from any such meeting in any academic semester.
d. Tardy is defined as arriving late or leaving early by more than 10 minutes. If a member is tardy two times, this counts as one unexcused absence.
e. If a member is removed from office because of malfeasance or misconduct as outlined in this section 2.04, they are ineligible to hold a position in SACAB for one (1) year.

Prior to any vote being taken by SACAB to remove a Member pursuant to this Section 2.04, the affected Member shall have the right to present evidence on their behalf. The affected Member shall not have the right to vote on their removal.

2.05 Other Removal Provisions. Any Member shall automatically be removed upon their ceasing to meet the eligibility requirements for being a Member contained in Section 2.1.

2.06 Officers. There shall be a Chairperson, Vice Chairperson, and Student Representative to the Auraria Board.

a. Officers shall be elected annually by majority vote of the general membership at the first regular meeting of SACAB of each new academic term.
b. No member may hold more than one office.
c. In addition to such duties as may be delegated to them by the general membership, officers have the following duties.
d. 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:
    i. Creating and distributing meeting agendas
    ii. Coordinating discussions, motions and agenda items at SACAB meetings.
    iii. Ensuring SACAB representation on all relevant committees and boards.
    iv. Notifying the Members of any attendance problems encountered with any committee, subcommittee or task force members.
    v. Reporting on his or her activities at each SACAB meeting.
    vi. Additionally, the Chairperson shall be responsible for maintaining a committee handbook.

1. The Chairperson must have served SACAB for at least one semester prior to the member's election. If there are no students elected that meet these requirements who accept the position, then a student will be elected from among the current representatives. The elected student will then complete additional training overseen by the Committee advisor.

2. The Vice-Chairperson. The Vice-Chairperson shall assume all duties of the Chairperson in the event of their 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 their duties.
    b. Performing such other duties as may be delegated to them by the Chairperson.

3. The Student Representative to the Auraria Board. The Student Representative to the Auraria Board 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. This representative will send a monthly report back to the Auraria Board at least one week prior to that month's Auraria Board meeting.
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 Auraria Campus. If the Student Representative receives relevant Auraria Board materials before the SACAB meeting prior to the monthly Auraria Board meeting, these materials must be brought to SACAB for discussion and possible approval or disapproval of policies.
d. Reporting on their activities at each SACAB meeting.
e. Performing such other duties as may be delegated to him or her by the Chairperson or the Members.

4. The elected member must be in good academic standing with their respective institution and must have served at least one semester as a Committee representative prior to their election. If there are no students elected that meet these requirements, then a student will be elected from among the current representatives. The elected student will then complete additional training overseen by the Committee advisor to ensure adequate representation. If the Student Representative to the Auraria Board cannot attend the Auraria Board meeting, a designee shall be sent.

2.07 **Advisors.** Each of the Constituent Institutions and Auraria Campus may appoint one non-voting advisors to the Committee. The Administrative Advisors shall have no voting rights. The authority to appoint and remove the Administrative Representatives shall be vested in each institution. All Administrative Advisors are permitted and urged to attend all meetings of SACAB and its committees, subcommittees and task forces. The Committee retains the right to request a new advisor be appointed.

2.08 **Staff Secretary.** The Committee will pay a non-voting student staff secretary from their funds to support operations.
a. The secretary shall be responsible for taking meeting minutes and sending them to the Chair.
b. The secretary will perform other duties as requested to assist the Committee in carrying out their duties, such as posting meeting times, tabling, and facilitating other forms of communication.

SECTION 3: Meetings

3.01 **Regular Meetings**. The Committee shall hold regular meetings at least bi-weekly during the Fall and Spring Semesters, according to a schedule to be determined by the general membership during their first meeting.

3.02 **Special Meetings.** Special meetings of the Committee may be held at any time at the request of the chairperson or any two members. Notice of any special meeting shall be provided to Members, and the Administrative Representatives by email no less than 48 hours prior to the time at which the meeting is to be held.

3.03 **Notice of meetings.** The time and place of all meetings shall be announced on the Committee's website and public notice board, with an agenda, no less than 24 hours prior to the noticed meeting.

3.04 **Schedule**. The schedule for regular meetings shall be posted in the office maintained by SACAB.

3.05 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. No proxies will be recognized.

3.06 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 C.R.S. §§ 24-6-401, et seq. All meetings shall be conducted in conformance with the most current edition of Robert's Rules of Order.

3.07 Minutes. Minutes of each meeting shall be prepared and presented to the Committee for its approval at the following meeting by the secretary.

SECTION 4: Advisory Subcommittees

4.01 Appointment to Subcommittees. SACAB shall have the authority to appoint students to any SACAB standing committee, subcommittee and/or SACAB ad-hoc committee. Each standing subcommittee is responsible for maintaining its' own bylaws.

4.02 Standing Subcommittees. SACAB shall have six (3) standing subcommittees:

a. Policy Subcommittee
b. The Auraria Sustainable Campus Program Advisory Subcommittee
c. The Student Affairs Subcommittee

Standing subcommittees may be activated by SACAB at any time by a majority vote of the membership. Activation of a standing subcommittee shall be determined by the needs of the campus community.

The membership of each standing subcommittee is described below, provided that all members (other than the ex-officio members and the Chairperson) shall be appointed by SACAB with the recommendations from the SGAs, in equal numbers when possible.

4.03 Chairperson of Standing Subcommittees. The Chairperson of each standing subcommittee, with the exception of the Policy Subcommittee, 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 subcommittee that does not have a Chairperson to serve pending appointment by the Members.

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

4.04 Policy Subcommittee. The policy subcommittee reviews policies proposed by the Auraria Campus to the Auraria Board and recommends positions on each policy to the full Committee.

a. There shall be a minimum of six members on the policy subcommittee (two from each institution) including the chairperson.
b. The chairperson shall be the Student Representative to the Auraria Board.
c. Subcommittee members shall be appointed by the Committee through a vote and are not limited to Committee members.

4.05 Other Standing Subcommittees. The Committee has two other standing advisory subcommittees:

a. The Auraria Sustainable Campus Program Advisory Subcommittee identifies and recommends student priorities for the Program, working with the full Committee to provide the campus with outreach and education relating to sustainability.
    i. The Subcommittee chair will serve as the chair to the ASCP student advisory committee as designated in the Subcommittee bylaws.
b. The Student Affairs Subcommittee advises the full Committee on all issues related to the Tivoli Student Union, campus food services, campus student lounges, and the Auraria Campus Bookstore.

4.04 Ad-hoc Subcommittees. The Committee may create ad-hoc advisory subcommittees in its discretion by majority vote of the general membership.

4.05 Ad-hoc Subcommittee Membership and Meetings.

a. The Committee may appoint its members to subcommittees and may request non-members to join subcommittees.
b. Chairperson for each subcommittee shall be elected by majority vote of the Committee's general membership. The subcommittee Chairperson has the following duties:
    i. Responsibility for the activities of the subcommittee.
    ii. Set and run meetings of the subcommittee.
    iii. Report on the activities of the subcommittee to the full Committee.

4.06 Delegates to Other Campus Committees. SACAB may appoint delegates to represent SACAB on any Auraria Campus committee related to the student experience. The delegates so appointed shall attend all SACAB meetings to report on the activities of such committees.

SECION 5: Amendments

5.01 Committee Action. The Committee may recommend that these Bylaws be changed to the Auraria Board at any time upon majority vote of the Committee's general membership.

5.02 Board Action. These Bylaws may only be changed by the majority vote of the Auraria Board.

5.03 Review. These Bylaws shall be reviewed by the Committee every three years after the previous review.

Approved: OBJ

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Chairperson
Student Advisory Committee to the Auraria Board
This 3rd day of March, 2023

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Chairperson
Auraria Higher Education Center Board of Directors,
This 17th day of May, 2023