



Bylaws to the Constitution of the Salt Lake Community College Student Association

Ratified: February 6, 2009

These Bylaws support the Constitution of the Salt Lake Community College Student Association (SLCCSA), clarifies items within the Constitution and outlines processes and procedures for Student Life and Leadership (SLL).

ARTICLE I

Oath of Office

The outgoing SLCCSA President will administer the oath of office to all new Executive Council officers. The SLCCSA President or the Executive Vice President will administer the oath to the newly appointed Student Senators.

I, _____, (state your name) *do solemnly swear to uphold the Constitution and Bylaws of the Salt Lake Community College Student Association, promote the welfare of the student body and execute my duties to the best of my ability.*

ARTICLE II

SECTION I: EXECUTIVE COUNCIL

A. Duties of the SLCCSA Executive Council Officers

- a. Serves as the Executive Branch of the SLCCSA.
- b. Recommends legislation to the Student Senate.
- c. Establishes committees to assist in legislative and administrative functions of SLCCSA.
- d. Allocates all Student Activities monies from the Student Fee Board.
- e. Recommends issues to be researched concerning student welfare.
- f. Approves all new student organizations.
- g. Advises and assists the SLCCSA President in his/her College-wide and State-wide duties.
- h. Selects students to serve on college committees.
- i. Calls Joint Sessions as needed.
- j. Upholds the reputation of the Student Life and Leadership office.
- k. Writes and submits a monthly Board of Trustees Report.
- l. Executive Council meetings are mandatory and scheduled weekly.
- m. Participates in one service opportunity per Fall & Spring semester as an individual or with a group; as approved by the President's Cabinet Service Chair.
- n. Promotes student/public attendance to all Executive Council Meetings, post agenda 24 hours prior to meeting and minutes within 48 hours proceeding meeting at Redwood, Jordan & South.
- o. All public meetings of Student Life & Leadership will be recorded in minutes.

B. Executive Council Agreement - Duties & Expectations:

I understand that to properly execute my office as a member of the Salt Lake Community College Student Association Executive Council, my main duty is to represent the students of the College. I understand that I must abide by the following statements or I may be asked to resign my position. If asked to resign or if released from my

office, I may be liable for any monies paid to or for me during my term of office. I will also follow all SLCC, Student Life and Leadership policies and procedures and the Student Code of Conduct.

C. The Executive Council Officer Will Maintain:

- a. Minimum 2.5 cumulative and semester/term GPA in order to keep position, waiver and compensation.
- b. Earn 12 and no more than 15 credit hours (without prior approval) during both Fall & Spring Semester.
- c. A passing grade in every class.

D. In the event that an Executive Council Officer drops below in either of the two above levels, SLCC may:

- a. Ask the Executive Council member to resign their position.
- b. Require the officer to pay back a portion or all financial assistance or monies received.

E. The Executive Council Officer Agrees To, But Not Limited To The Following:

- a. Attend ALL trainings, board retreats, leadership conferences, etc. pending budget approval.
- b. Attend ALL conferences pertaining to the position, pending budget approval.
- c. Attend ALL classes including workshops and seminars as scheduled.
- d. Attend ALL meetings, including, but not limited to: Executive Council, board meetings, college wide committee meetings, organization meetings, etc.
- e. Attend Executive Council meetings and actively participate in discussions.
- f. Not miss more than two meetings with prior notice to the advisor or the Director of Student Life & Leadership.
- g. Perform at least 10 hours a week in training and learning my new position after the swearing in ceremony up to Graduation, Monday through Friday between 8 a.m. and 5 p.m.
- h. Perform at least 10 hours a week in my office responsibilities during summer until the first part of August, these hours will be from Monday through Thursday, between 8 a.m. and 3 p.m. must be posted in the office where you are located.
- i. Perform 25 hours a week in office responsibilities from August until May. Attend board meetings, classes, board/office sponsored events and activities, address position duties, and especially work with students. Hours will be from Monday through Friday, between 8 a.m. and 5 p.m. with the majority between 8 a.m. and 3 p.m.
- j. Keep a weekly log of meetings, phone calls, board items, assignments, tracking all my office hours by clocking in and out daily on a time card and have them approved by my advisor weekly.
- k. Answer all voice mails, phone calls and email within a 24 hour period.
- l. Attend and participate on all College and, if necessary, State committees as assigned.
- m. Understand Executive Council positions are interactive and expected to participate in all assignments.
- n. Meet weekly with my advisor and daily interaction via phone or email.
- o. Make the best use of my time by setting priorities and being organized.
- p. Plan and utilize agendas during weekly board meetings, make meetings interactive and encourage everyone to participate.
- q. Will not receive any prizes at any time or at any event sponsored with Student Fees.
- r. Will not have any outside job that begins before 6 p.m. or interferes with any of my duties and responsibilities, and does not intrude or conflict with any weekend or evening conferences, retreats, activities, or events.
- s. Be liable for personal monies accumulated during my term of office (*phone calls, faxes, copies, printing, etc.*)
- t. Understand not to serve in any other College leadership position outside my Executive Council responsibilities during my term of office.
- u. Complete mid-term grade check both Fall and Spring semester by deadline.
- v. Authorize the Student Life & Leadership staff to verify my eligibility.
- w. Meet with an Academic Advisor prior to the beginning of Fall semester.
- x. Not be paid for Fall Break, December Break, Spring Break, Personal Vacation and any other Holidays when the College is closed.
- y. Understand if financial assistance is received from another source (i.e. Government, State or Departmental) additional financial assistance may not be received.
- z. Other duties and responsibilities as assigned.

F. In the event that any part of the requirements listed above are not fulfilled, the Student Life and Leadership Director will do one or more the following:

- a. Dock pay on probation and withhold.
- b. Place any payment or financial assistance paid by SLL.
- c. Ask to resign position.
- d. Require to pay back any financial assistance or payments received in relation to the unfulfilled duties.
- e. Call a Standard Review Board.
- f. Not allow the EC member to hold or run for any other position within Student Life & Leadership.

G. Student Life & Leadership Agrees To:

- a. Pay resident tuition and fees for up to 15 credit hours for both fall and spring semesters (*lab fees, certificate classes are not eligible*).
- b. Pay as a part-time employee as outlined in the SLCCSA Constitution of full-time tuition and fees as a sitting Executive Council Officer, if all obligations of the prior contract are met.
- c. Pay up to \$1000 as a stipend for Summer Semester.
- d. Pay twice monthly if all responsibilities have been met with exception of times discussed above.
- e. Pay for expenses incurred in implementation of position if approved by the Director of Student Life.

H. Training New Executive Council Officers

Executive Council Officers are required to continue training the newly elected officers until the end of April.

SECTION II: SLCCSA PRESIDENT

A. Duties of the SLCCSA President

- a. Serves as a member of committees as requested by the President of the College or designee.
- b. Serves as a fee-paying member of the Utah Council of Student Body Presidents (UCSP) and the Utah Student Association (USA) as approved by the current Executive Council.
- c. Vetoes any legislation received from the Executive Vice President within seven days. Any legislation that remains unsigned after fifteen days will become effective.
- d. Calls and presides at meetings of the Executive Council.
- e. Calls and conducts meetings with the SLCCSA President's Cabinet.
- f. Authorizes Policies & Procedures for President's Cabinet as long as it upholds the Constitution and Bylaws, and SLL Policies and Procedures.

SECTION III: SLCCSA EXECUTIVE VICE PRESIDENT

A. Duties of the SLCCSA Executive Vice President

- a. Calls and conducts meetings of the Student Senate.
- b. Creates Senate standing and/or ad hoc committees with support of the Senate as deemed necessary.
- c. Appoints Senators to committees as deemed necessary.
- d. Facilitates the training of senators to handle their positions including: Parliamentary procedures, proper committee work, addressing College officials, problem solving, writing resolutions and understanding the constitution and bylaws.
- e. Serves as a non-voting chair on the Elections committee each year during Fall and Spring Semester.
- f. Serves as the official liaison between the Executive Council and the Student Senate.
- g. Serves as a voting member of the Faculty Senate.
- h. Meets weekly with Committee and Regional Chairs.

SECTION IV: CLUBS & ORGANIZATIONS VICE PRESIDENT

A. Duties of the Clubs & Organizations Vice President

- a. Serves as chair of the Salt Lake Community College Inter-Club Assembly (SLCCICA).
- b. Recognizes reviews and presents new student organizations to the SLCCICA and the Executive Council.
- c. Recognizes reviews and presents Funds Request to the SLCCICA.
- d. Authorizes changes to the Clubs & Organizations Policies and Procedures Manual as long as it upholds the Constitution and Bylaws, as well as the SLL Policies and Procedures. Upon changes the Clubs & Organizations Vice President will present the Clubs & Organizations Policy & Procedures Manual to the Executive Council for informational purposes.
- e. Conducts weekly meetings with board members and advisor.
- f. Plans at least one SLCCICA meeting during the Summer Semester.
- g. Represents and serves on various special need/focus groups and committees at the College.

SECTION V: FINE ARTS & LECTURES VICE PRESIDENT

A. Duties of the Fine Arts & Lectures Vice President

- a. Programs monthly performing arts, and lectures and current events for all SLCC audiences.
- b. Conducts weekly meetings with board members and advisor.
- c. Supports other student organizations in planning and presenting performing arts and lectures in a manner the Vice President deems fit.
- d. The Fine Arts and Lectures Vice President should plan at least one event for the Summer Semester.
- e. Participates on other committees as assigned.

SECTION VI: TAYLORSVILLE REDWOOD ACTIVITIES VICE PRESIDENT

A. Duties of the Taylorsville Redwood Activities Vice President

- a. Takes responsibility for and serves students at Taylorsville Redwood and Meadowbrook Campuses (*until a College change deems a new alignment*).
- b. Orchestrates one day and one evening activity for the Taylorsville Redwood campus and one activity at each satellite campus monthly, as well as one family activity during Fall and Spring Semester and one activity at each campus per Summer Semester.
- c. Conducts weekly meetings with board members and advisor.
- d. Participates on other committees as assigned.
- e. The majority of classes must be taken within the Taylorsville Redwood region/campus.
- f. Co-Chair of the Campus Life Coordinating Committee, overseeing the planning and evaluation of activities.

SECTION VII: JORDAN REGION VICE PRESIDENT

A. Duties of the Jordan Region Vice President

- a. Takes responsibility for and serves students at Sandy, Miller, and Jordan Campuses (*until a College change deems a new alignment*).
- b. Coordinates with Regional Senate Chair and regional senators addressing student welfare.
- c. Works closely with Site Facilitator and other directors or deans to meet student needs within their region.
- d. Attend scheduling committee and student services staff meetings for the Jordan and Sandy Campuses.
- e. Orchestrates one day and one evening activity for the Jordan campus and one activity at each satellite campus monthly, as well as one family activity during Fall and Spring Semester and plan one activity at each campus per Summer Semester.

- f. Conducts weekly meetings with board members, Advisor, and Regional Senate Chair to discuss student welfare and overall programs.
- g. The majority of classes must be taken within the Jordan region/campus.

SECTION VIII: SOUTH CITY REGION VICE PRESIDENT

A. Duties of the South City Region Vice President

- a. Takes responsibility for and serves students at Library Square, Airport and South City Campuses (*until a College change deems a new alignment*).
- b. Coordinates with Regional Senate Committee addressing student welfare.
- c. Works closely with Site Facilitator and other directors or deans to meet student needs within their region.
- d. Attends the scheduling committee and student services staff meetings for the South City Campus.
- e. Orchestrates one day and one evening activity for the South City campus and one activity at each satellite campus monthly, monthly family activity during Fall and Spring Semester and plan one activity at each campus per Summer Semester.
- f. Conducts weekly meetings with board members, Advisor, and Regional Senate Chair to discuss student welfare and overall programs.
- g. The majority of classes must be taken within the South region/campus.

SECTION IX: PUBLIC RELATIONS VICE PRESIDENT

A. Duties of the Public Relations Vice President

- a. Markets SLCCSA, its works and accomplishments to all members of the SLCC community.
- b. Conducts weekly meetings with board members and advisor.
- c. Acts as the official spokesperson of SLCCSA and liaison to the media.
- d. Manages the Student Life & Leadership webpage.
- e. Maintains updated calendar of events.
- f. Promotes student/public attendance to all SLCCSA programs.
- g. Ensures quality of print, video, and any other SLCCSA advertising.
- h. Chairs Plasma Screen Content Committee.
- i. Participates on other committees as assigned.
- j. Co-Chair of the Campus Life Coordinating Committee, overseeing the establishment and maintenance of the SLCCSA master calendar.

ARTICLE III

SECTION I: SLCCSA STUDENT SENATE

- A. All senators will be required to know and understand parliamentary procedures.
- B. Ad hoc committees may be formed anytime by the Executive Vice President as needed.
- C. Ad hoc committee chairs will be chosen by the Senate President.
- D. The Senate will re-apportion itself by the end of Summer Term, consisting of 1 senator per 1,000 students with a cap of eight senators per region. The apportionment will be based upon head count (not Full Time Equivalent (FTE)).
- E. Senate will hold at least four Senate meetings during Summer Term.
- F. Senators are strongly encouraged to take a majority of their classes in their assigned region.
- G. Senators meet with Region Vice Presidents to discuss issues that may pertain to that region, as needed.

SECTION II: STUDENT SENATE SELECTION PROCESS

Positions on the Student Senate will be filled according to the following guidelines:

- A. Applications for Student Senate are accepted all year long and kept on file until vacancies occur.
 - B. When a vacancy occurs, the Executive Vice President, or designee from the Selections Committee will contact all of the applicants to verify their availability and desire to be a Senate member.
 - C. All applicants who still desire to be a member of the Student Senate will be scheduled for a selection interview; applicants who are no longer interested in Senate will be notified that their application will be destroyed and they must reapply for a Senate position if they become interested again in the future.
 - D. The Senate Selection Committee* will meet at the specified time for the purpose of senate interviews. Each member of the committee will formulate their vote based on the strength of the applicant's interview and application.
 - E. During the next Senate meeting a separate vote on each application to confirm the applicant as a new Senator.
 - F. Each new Senator must achieve a 2/3 majority vote in order to be received into the body.
- * *With the exception of any senator who may be reapplying.*

SECTION III: SENATE SELECTION COMMITTEE

- A. **The Senate Selection Committee shall consist of:**
 - a. Executive Vice President as chair (*non-voting member in case of a tie vote*)
 - b. Senate Pro Tempore
 - c. Executive Council member
 - d. Two Student Senators
 - e. President's Cabinet member
 - f. One Student-At-Large
 - g. An Advisor (*serve as an ex-officio, non-voting member*)
- B. Each committee member will be notified that they need to attend the entire selection process. If they cannot, it is that committee member's responsibility to send a representative in their stead, who has an equal position.
- C. If anyone on the Senate Selection Committee has any type of conflict of interest with any applicants, they will not be allowed to participate in the process and will be replaced by the Chair at their discretion. If the Chair has a conflict, then the Senate Pro Tempore will chair the process.

SECTION IV: SENATE INTERVIEWS AND VOTING

- A. Interviews will be conducted one applicant at a time according to the following guidelines in order to determine if an application is "favorable," or "unfavorable."
- B. Applications will be read and discussed; the applicant will enter the room for the interview session. Each applicant will be asked the same core questions, specified beforehand by the selection committee, follow-up questions may be asked if necessary. The applicant will then be excused from the room and the committee will discuss the interview.
- C. Voting will take place after all of the interviews have been concluded. Each member of the selection committee will be given one "favorable" vote for each available senate *position* (*E.g. if there are 3 vacancies, committee members are instructed to vote for their "top 3" applicants, if they cannot find a majority of favorable votes, the committee may ask to re-open the search*).
- D. Votes will be cast in the following manner: Ballots will be distributed by the Chair and each voting member will be instructed to write the first and last name of the candidates they find most favorable. All voting members have one vote (name) per open senate seat and may not exceed that.
- E. Votes will be tallied in the following manner: Ballots will be collected by the Chair and tallied by the Chair and the advisor present. The applications of the Senate candidates, who received the most favorable votes, will be taken back to the Senate for confirmation. In the event of a tie, where two or more senate candidates have the same number of favorable votes, a second vote will be taken by ballot and each committee member will be given one vote to decide the most favorable.
- F. After the selection process, the Executive Vice President is responsible for contacting the newly selected applicants and also contacting the interviewees who were not selected. Applications for individuals who were NOT selected by the committee will be put back on file until the next time selections are necessary. Senate Selections will be held once a semester, or as deemed necessary.

SECTION V: INTER CLUB ASSEMBLY

A. Membership

- a. Members of SLCCICA include Clubs & Organizations Board, and SLCC student clubs and organizations officers. (*Club advisors are non-voting members of the SLCCICA*)

B. Salt Lake Community College Inter Club Assembly Composition

- a. The SLCCICA is composed of the club presidents from active clubs at SLCC.
- b. The chair of the SLCCICA is the Clubs and Organizations Vice President.

C. Assembly Meetings

- a. The SLCCICA will abide by SLCCSA Constitution, Bylaws and Student Code of Conduct.
- b. The SLCCICA will hold a monthly meeting during Fall and Spring Semesters.
- c. In order to vote on any financial proposal, a majority of chartered clubs must be present.
- d. The SLCCICA will be responsible for the manner of which the meeting is run and unless otherwise decided will follow an adjusted parliamentary procedure.
- e. The SLCCICA will discuss matters concerning new club proposals, merit money, and chartering. If there are any issues regarding protocol and/or concerns they are also to be presented.

See Student Life & leadership Clubs & Organizations Policies & Procedure Manual for additional information

SECTION V: INTER CLUB ASSEMBLY

A. Membership

- a. Members of SLCCICA include Clubs & Organizations Board, and SLCC student clubs and organizations officers. (*Club advisors are non-voting members of the SLCCICA*)

B. Salt Lake Community College Inter Club Assembly Composition

- a. The SLCCICA is composed of the club presidents from active clubs at SLCC.
- b. The chair of the SLCCICA is the Clubs and Organizations Vice President.

C. Assembly Meetings

- a. The SLCCICA will abide by SLCCSA Constitution, Bylaws and Student Code of Conduct.
- b. The SLCCICA will hold a monthly meeting during Fall and Spring Semesters.
- c. In order to vote on any financial proposal, a majority of chartered clubs must be present.
- d. The SLCCICA will be responsible for the manner of which the meeting is run and unless otherwise decided will follow an adjusted parliamentary procedure.
- e. The SLCCICA will discuss matters concerning new club proposals, merit money, and chartering. If there are any issues regarding protocol and/or concerns they are also to be presented.

See Student Life & leadership Clubs & Organizations Policies & Procedure Manual for additional information

ARTICLE IV

SECTION I: FINANCES & BUDGETS

A. Student Fees are divided into the following budgets:

- | | |
|-------------------------|--|
| Cheerleading | Director of Student Life & Leadership |
| Clubs and Organizations | Clubs and Organizations Vice President |

Clubs Operations	Clubs and Organizations Vice President
Competition Sports	Director of Student Life & Leadership
Conferences	Director of Student Life & Leadership
Fine Arts & Lectures Operations	Fine Arts & Lectures Vice President
Jordan Region	Jordan Region Vice President
Office Support	Director of Student Life & Leadership
President	SLCCSA President
President's Cabinet	SLCCSA President
Public Relations	Public Relations Vice President
Taylorville Redwood Activities Board	Taylorville Redwood Activities Vice President
Operations	Director of Student Life & Leadership
Senate	Executive Vice President
SL&L Scholarships	Director of Student Life & Leadership
South City Region	South City Region Vice President
Staff Development	Director of Student Life & Leadership
Technology Support	Director of Student Life & Leadership

- B. Accounts may be set up as needed by the Director of Student Life with support from the Executive Council.
- C. The yearly budget will be finalized by the third Tuesday in June. All posting must be done prior to this date.
- D. The Director of Student Life & Leadership advises all budgets.

SECTION II: PRIZES, GIFTS & SERVICES

- A. Members of Student Life and Leadership are ineligible to receive any monies, prizes, gifts or services that are donated or purchased for giveaways at their events. This excludes perishable food items, SLL Leadership Conferences, or organized club or organization events. Executive Council Members are ineligible to receive any type of prizes at any Student Life & Leadership function.

ARTICLE V

SECTION I: EXECUTIVE COUNCIL SELECTION/APPOINTMENT PROCESS

A. Election of the President and Executive Vice President

- a. The elections process will be conducted by the Executive Vice President, the Elections Appeals Committee and the Elections Logistic committee (Student Senate).
- b. In the event that the Executive Vice President runs for office, the Senate Pro Tempore becomes Elections Chair. In the event that the Senate Pro Tempore runs for office the order of succession will be as listed as in order of Executive Council succession.
- c. Candidates may run either as individuals or as a pair
- d. Candidates that run unopposed must receive more than 50 percent of the votes cast of the student body in their favor. If the unopposed candidates do not receive over 50 percent of the vote cast, the positions will be appointed by the Executive Council and confirmed by a Joint Session.
- e. Candidates may spend up to (to be determined) total personal and donated monies to run.
- f. All candidates must meet all Executive Council Officer requirements.
- g. All rules and procedures are outlined in the Elections/Appointment Rules.

B. Selection of Vice Presidential Positions

- a. The appointment process will be conducted by the Executive Vice President, the Elections Appeals Committee and the Elections Logistic Committee (Student Senate).
- b. In the event that the Executive Vice President runs for office, the Senate Pro Tempore becomes Elections Chair. In the event that the Senate Pro Tempore runs for office the order of succession will be as listed as in order of Executive Council succession
- c. All candidates must meet all Executive Council Officer requirements

- d. All rules and procedures are outlined in the Election/Appointment Rules.

D. Elections Review Committee shall consist of:

- a. Executive Vice President as chair
- b. 1 Student Life & Leadership Advisor (*voting member only in case of a tie vote*)
- c. 1 Faculty Member
- d. 1 Administration Member
- e. 3 Students-At-Large

E. Elections Review Committee

- a. The Elections Review Committee will meet daily to discuss any appeals, election concerns, or other topics that need to be addressed concerning the candidates.
- b. An abstention vote will follow Roberts Rules of Order and will count as a “negative vote.”
- c. If a member of the Elections Review Committee cannot attend the meeting, the Advisor will vote if needed.
- d. The Students-At-Large must be 2 or more in attendance in order to call for a vote.
- e. The Executive Vice President will chair the Elections Review Committee.
- f. Alleged infractions should be brought before the Review Committee in written form and within 24 hours of infraction.
- g. Candidates may submit to the Director of Student Life & Leadership for appeal of the Review Board’s decision. All decisions by the Director are final.

F. Elections Logistic Committee

- a. The Elections Logistics Committee will consist of the Student Senate. The logistics will consist of the publicity and promotion of the elections and candidates, the set-up and tear down of all election voting locations. The Elections Logistic Committee will be available to answer, help and support all candidates.
- b. All members must serve for the entire process, unless unforeseen circumstances or conflict of interests arise.

G. Candidate Criteria

The following are criteria each candidate must understand and adhere to in order to run for the President or Executive Vice President position. Dates are changed each year. All other guidelines are found in the SLCCSA Elections Rules.

- a. Read and understand the obligations, responsibilities and rules in the election packet and in the SLCCSA Constitution, Bylaws and SLCCSA Policies and Procedures.
- b. Read and understand the Executive Council Contract and agree to all terms stated in the contract.
- c. Have at least a 2.5 cumulative and semester GPA and be registered with and earn 9 credit hours during the semester of the election/appointment as defined in the SLCCSA Constitution.
- d. Understand the campaign rules and will participate in a fair and honest election process as well as abiding to the SLCC Student Code of Conduct.
- e. Understand there may be a change in campaign rules and/or dates up to the time of the Mandatory Meeting.
- f. Understand the appeal process, the duties of Elections Review Committee and that the Director of Student Life & Leadership decision is final.
- g. Attend the mandatory elections/appointment meeting (TBD). Understand, if elected, training will be (TBD) and assuming all responsibilities will begin (TBD). Officially sworn into office (TBD).

The following are criteria each candidate must understand and adhere to in order to run for a Vice President position. Dates are changed each year. All other guidelines are found in the SLCCSA Election/Appointment Rules.

- a. Read and understand the obligations, responsibilities and rules in the election packet and in the SLCCSA Constitution, Bylaws and SLCCSA Policies and Procedures.
- b. Read and understand the Executive Council Contract and agree to all terms stated in the contract.
- c. Have at least a 2.5 cumulative and semester GPA and be registered with and earn 9 credit hours during the semester of the election/appointment as defined in the SLCCSA Constitution.

- d. Understand the campaign rules and will participate in a fair and honest election process as well as abiding to the SLCC Student Code of Conduct.
- e. Understand there may be a change in election/appointment rules and/or dates up to the time of the Mandatory Meeting.
- f. Understand the appeal process, the duties of Elections/Appointment Review Committee and that the Director of Student Life & Leadership decision is final.
- g. Attend the mandatory appointment/elections meeting (TBD). Understand, if selected, training will be (TBD) and assuming all responsibilities will begin (TBD). Officially sworn into office (TBD).

SECTION II: SUCCESSION & REPLACEMENT OF EXECUTIVE OFFICERS

- A. Any vacancies in Executive Council are to be filled from a group of qualified* applicants. The remaining members of the Executive Council and an equal amount of Senators (randomly selected) will interview and select replacement(s) from this group of applicants. The Executive Council member who chairs has no vote; succession of chairs will be:
 - a. SLCCSA President
 - b. Executive Vice President
 - c. Clubs and Organizations Vice President
 - d. Fine Arts & Lectures Vice President
 - e. Taylorsville Redwood Activities Vice President
 - f. Jordan Region Vice President
 - g. South City Region Vice President
 - h. Public Relations Vice President

 - B. Executive Council positions shall be advertised for 10 school days prior to interviews.
- * *must meet the same criteria as any Executive Council candidate.*

SECTION III: TERMS OF OFFICE - BOARD APPOINTMENT PROCESS

Chair and Board Member compensation for Spring and Fall Semesters are outlined in the SLCCSA Constitution.

- A. All chairs and boards members will report directly to their respective Executive Council member. Each Executive Council member will advertise and accept applications and select the necessary amount of students to serve on that board for one year.
- B. In the event a chair or board member is dismissed in violation of the SLCC Student Code of Conduct, SLCCSA Constitution, Bylaws or board member agreement the student cannot serve on another board. In any other case, students dismissed may be selected to serve on another board by the appointment process.
- C. In the event a chair or board member chooses to be reassigned from one board to serve on another for personal reasons, he/she may be selected to serve on another board of choice by the appointment process.
- D. In the event a chair or board member is dismissed, cannot serve, or resigns from the board the appointment process will be repeated, if needed.

SECTION IV: COMPENSATION

Chair and Board Member compensation for Spring and Fall Semesters are outlined in SLCCSA Constitution.

- A. Chair positions may receive up to 20 percent of full-time tuition for summer term for their stipend, if the recommended hours and board requirements are completed.
- B. Board members (*not committee members*) may receive up to 15 percent of full-time tuition and fees for summer term for their stipend, if recommended hours and board requirements are completed.
- C. Board members will be evaluated for their stipend using criteria set up in interviews. Stipends will be determined during the last personal interview with their respective Executive Council member.
- D. Student Life & Leadership members, who are Presidential Scholarship Recipients, will not receive any other compensation with the exception of Summer Semester stipends.

- E. Executive Council officers (*either elected or appointed*) who resigns or is asked to leave before the completion of their term of office, is liable for the scholarship and stipend rendered unto them, subject to Standards Review Board.
- F. Executive Council members will be eligible to receive set compensation as a new member of the Executive Council beginning with summer term and extending through Spring Semester.

SECTION V: ACADEMIC PROBATION

- A. If a student has not met the requirements to maintain their leadership position with Student Life & Leadership they can appeal for probation status to the Director of Student Life & Leadership. The appeal will be reviewed based on, but not limited to the following exceptions: lingering illness with medical documentation, disclosed documented disability issues reviewed in conjunction with the Disability Resource Center (DRC), issues related to a lingering documented student grievance, other extenuating circumstances such as death, divorce, etc. that have impaired or disrupted academic progress.
- B. The probation may be denied or granted for a reasonable amount of time as deemed necessary to appropriately remedy the stated issues related to the appeal. This will not exceed more than one semester/term in length.
- C. The Director of Student Life & Leadership will investigate the student’s petition for validity within 10 days and may seek additional documentation before calling a Review Board.
- D. The Review Board will consist of one faculty member, appropriate Student Service personnel, one Student Life & Leadership board member, and 2 students at large. All Review Board members will be required to sign a confidentiality agreement before the process begins.
- E. If a review is granted, the student will be notified of his/her opportunity to appear before the board.
- F. Students may submit to the Director of Student Life & Leadership for appeal of the Review Board’s decision. All decisions by the Director are final.
- G. Due to privacy issues related to each of the above scenarios, the appeal process will follow all Institutional, State and Federal laws and guidelines related to privacy. The outcome of the appeal and any necessary information will be made known to the appropriate student officer, advisor and office staff that have a vested interest in the outcome. All documentation will remain confidential.

SECTION VI: DISCIPLINARY DETAILS

- A. Due process will be followed in all matters concerning the discipline of Student Life & Leadership members. This includes a right to a fair, and upon request, public meeting with the disciplinary authority conducted in a competent manner. Individuals will be guaranteed the right to be present and given the opportunity to present their views at the meeting and all appeals.

See the Student Life and Leadership Policies and Procedures Manual for Due Process Procedures.

SECTION VII: OFFICE HOURS FOR SLCC STUDENT LIFE & LEADERSHIP

A. Fall and Spring Semester Office Hours:

- a. Executive Council members must make known their weekly office hours (*minimum 25 for Vice Presidents, 29 for President*).
- b. Senators must schedule with the Executive Vice President their office hours each day (*minimum of five per week*).
- c. Chairs positions must make their daily office hours known (*minimum of 10 per week*)
- d. Board members must make known their five weekly office hours with their Executive Council Member.
- e. Office hours must be done from 8 a.m. to 8 p.m., with the majority served from 8 a.m. to 4 p.m., Monday through Friday.

B. Summer Term Office Hours

- a. Executive Council members are required to be at each Executive Council meeting with the exception of two excused absences requiring prior approval from the SLCCSA President and are responsible for ten office hours per week.

- b. Executive Council members will be allowed vacation time of ten non-paid days during the summer.
- c. Scheduled office hours will be performed each day Monday through Friday between 8 a.m. and 4 p.m. for all Executive Council, Chair positions (four hours per week), and Board members (two hours per week).

SECTION VIII: MORGAN PRESIDENTIAL LEADERSHIP SCHOLARSHIP RECIPIENTS

A. Fall and Spring Semester Office Hours

- a. Scholarship recipients, who are elected/appointed members of Executive Council, will forego their Presidential Scholarship.
- b. All scholarship recipients are required to put in a minimum of 10 office hours per week. These must be between 8 a.m. – 8 p.m. with the majority during 8 a.m. to 4 p.m. and make these hours known to their respective Executive Council Member.
- c. Each recipient will be required to participate in one service opportunity a semester arranged by the President’s Cabinet Service Chair.

B. Summer Term Office Hours

- a. Scholarship recipients during summer will not receive scholarship monies, but are eligible for stipends if all required criteria is met.
- b. Scholarship recipients must put in a minimum of two office hours, unless in a cabinet position, per week from 8 a.m. to 4 p.m. Monday through Friday.

ARTICLE VI

SECTION II: CONSTITUTIONAL AMENDMENTS

A. Petitions & Amendments

All petitions for amendments to the Constitution must first be registered with the Director of Student Life and Leadership by the members of the SLCCSA circulating the petition. This registration will include a printed copy of the proposed petition and amendments, the name and student ID number of the person sponsoring the change, and the date this petition will start circulating among the student body. The circulation, involvement, and petitioning must be done only by students belonging to the Salt Lake Community College Student Association (SLCCSA). The petitioning process, the process required by the Constitution and the actual Constitutional election must all take place within the current semester or term. Executive Council and Senators proposing Constitutional amendments will follow the procedures outlined in the SLCCSA Constitution (Article VI, Section II.).

B. Constitutional Changes Committee

- a. This committee will be called together when half of the required signatures are obtained or as deemed necessary by 2/3 vote of a Joint Session.
- b. The Constitutional changes committee will consist of:
 - Two members of the SLCCSA Senate appointed by the Executive Vice President
 - Two members of Executive Council appointed by SLCCSA President
 - Executive Vice President – serves as chair

C. Duties and Responsibilities:

- a. Plan and promote any and all constitutional changes
- b. Count and validate the required signatures of 5percent of the members of the SLCCSA.
- c. Review locations of polls and polling hours
- d. Manage a neutral and impartial process
- e. Advertise proposed constitutional changes at least two weeks prior to the voting date by at least two means of communication
- f. Oversee polls and the counting of ballots

- g. Responsible to the Executive Council for actions during the voting process

SECTION III: AMENDMENTS TO BYLAWS

- A. The SLCCSA President will Chair this Joint Session.

SECTION IV: DEFINITION OF JOINT SESSION

- A. Joint Session is a meeting held as deemed necessary by the SLCCSA President and/or by a 2/3 vote of the Executive Council between the Executive Council and members of Student Life & Leadership for the purposes of ratifying changes to the SLCCSA Constitution and Bylaws, confirm appointed Executive Council positions or address issues and concerns pertaining to Student Life & Leadership.
- B. Board members attending Joint Session will be appointed at the discretion of their respective Executive Council member to be their voice.
- C. Additional Joint Sessions may be called by a petition of 20 percent of the Student Life & Leadership Office.
- D. Joint Sessions must be posted at least 10 school days in advance.
- E. Joint Session members are defined in SLCCSA Constitution (Article II, Section 1, D.5)