



**BYLAWS TO THE CONSTITUTION OF THE
SALT LAKE COMMUNITY COLLEGE
STUDENT ASSOCIATION**
Ratified December 9, 2022

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 SLCCSA. It is structured to correlate with the same articles and sections in the Constitution.

ARTICLE I

SECTION I: RIGHTS OF SLCCSA MEMBERSHIP

- (A) The qualifications for becoming a candidate for SLCCSA Office can be found in Article II Section I, Sub Section B: 1 in the SLCCSA Constitution.
- (B) The Thayne Center for Student Life, Leadership, & Community Engagement (Thayne Center) position agreement can be obtained through Thayne Center staff members who advise SLCCSA.

SECTION III: STUDENT RIGHTS

- (A) An Executive Session is defined as a session closed to the general student population. Two thirds of the voting body have to vote to close the meeting.
 - 1. A meeting would be closed to discuss personnel matters to protect the individual involved.
 - 2. A record of what was discussed will be taken, if able to, per College policies and procedures.
 - 3. Any voting must take place after the meeting is re-opened.
 - 4. Any Executive Session must meet the guidelines set forth by the Utah Open and Public Meetings Act.

ARTICLE II

SECTION I: EXECUTIVE COUNCIL

- (A) Duties of the Executive Council (EC)
 - 1. Serves as the Executive Branch of SLCCSA.
 - 2. Recommends legislation to the Student Senate.
 - 3. Establishes committees to assist in legislative and administrative functions of SLCCSA.
 - 4. Approves allocation of Student Activities monies distributed from the Student Fee Board.
 - 5. Recommends issues to be researched concerning student welfare.
 - 6. Assists the SLCCSA President in their college-wide and state-wide duties.
 - 7. Serves as voting members of the Executive Council, attending meetings weekly.
 - 8. Attends monthly President Calls with members of SLCC Executive Cabinet.
 - 9. Represents students at select college events including Student Forums, Truth in Tuition, Convocation, SLCC 360, and Commencement.
 - 10. Upholds and effectively implements the guidelines, policies, and procedures provided by the SLCCSA Constitution and Bylaws, Thayne Center, and SLCC Student Code.
 - 11. Teaches, guides and models exemplary behavior for other student leaders.
 - 12. Approves requests for student representatives on college committees.
 - 13. Calls Joint Sessions as needed.
 - 14. Upholds the reputation of the Thayne Center office.
 - 15. And other duties that are deemed necessary.
- (B) Executive Council agreement:
 - 1. All Executive Council members sign and abide by a position agreement. The agreement is binding, and if broken the member may be subject to any or all of the following:
 - i. Asked to resign their position.
 - ii. Required to pay back any financial assistance or payments received in relation to the unfulfilled duties.
 - iii. Called before a Due Process Committee as defined in Article VI, Section IV in the SLCCSA Constitution.

- iv. Not allowed to hold or run for any other position within SLCCSA or the Thayne Center.

(C) The Thayne Center agrees to:

1. Pay resident tuition for up to 12 – 18 credit hours for both Fall and Spring semesters (lab or outside class fees and certificate classes are not covered). When possible and in accordance with state and institutional policies, an EC member who is ineligible for a resident tuition waiver, may receive other compensation equaling the amount of an in-state resident tuition.
2. Pay as a part-time employee, if all responsibilities have been met and hours have been submitted.
3. Pay for some expenses incurred in implementation of position as approved by the Director of the Thayne Center (e.g. parking pass, business cards, nametags, etc.)

(D) Training of new Executive Council officers

1. Thayne Center staff identify dates and times for training of Executive Council members, which will occur in the summer beginning their term.
2. Thayne Center staff identify dates and times for training Student Senators and Equity & Diversity Board members.

SECTION II: SLCCSA PRESIDENT

(A) Duties of the SLCCSA President

1. Serves as executive officer of SLCCSA.
2. Serves as a member of the SLCC Board of Trustees.
3. Serves as a fee-paying member of the Utah Student Association (USA).
4. Calls and conducts SLCCSA President's Calls with members of the SLCC Executive Cabinet.
5. Calls and presides at meetings of the Executive Council.
6. Seeks consensus in all major decisions made by the Executive Council, respecting the fact that each member of the Executive Council is elected to represent student stakeholders.
7. Meets with SLCCSA Vice Presidents to align and support programs and initiatives.
8. Oversees administrative responsibilities and project delegation to 1 – 2 Executive Assistants.
9. Serves as the ex-officio member of all Thayne Center committees and represents Salt Lake Community College on several boards on and off campus.
10. Participates as a voting member of the Student Fee Board, Student Standards Committee, and Student Center Advisory Committee.
11. Serves as a member of committees as requested by the President of the College or designee.
12. Holds approval and veto power on legislation received from the Student Association. Any legislation that remains unsigned after 15 days will become effective.
13. Writes and submits a monthly Board of Trustees Report.
14. Represents students during Commencement including providing a speech.

SECTION III: SLCCSA VICE PRESIDENT FOR ACADEMIC PATHWAYS

(A) Duties of the SLCCSA Vice President for Academic Pathways

1. Calls and conducts weekly meetings of the Student Senate.
2. Meet with the SLCCSA President to align and support programs and initiatives.
3. Serves as a non-voting member of the Faculty Senate, serving as the official liaison between the Faculty Senate and SLCCSA Executive Council.
4. Manages and coordinates Student Senators, assigning representatives to Academic Pathways.
5. Facilitates the training for Senators including: listening to and talking with SLCC students, researching solutions to academic issues, addressing student concerns, understanding the college's academic structure, representing the organization on

committees, communicating effectively with SLCC officials, problem solving, developing initiatives, legislation, and understanding the constitution and bylaws.

6. Creates standing and/or ad hoc committees for the Student Senate.
7. Attends and represents students in assigned committees.
8. Serves as the SLCCSA President upon the President's absence.
9. Accepts responsibility for any additional duties that may be assigned by the SLCCSA President.
10. Serves as a non-voting chair on the Election Committee (unless they are running).

SECTION VI: VICE PRESIDENT FOR EQUITY & DIVERSITY

(A) Duties of the Vice President for Equity & Diversity

1. Calls and conducts weekly meetings of the Equity & Diversity Board.
2. Meet with the SLCCSA President to align and support programs and initiatives.
3. Serves as a non-voting member on the Multicultural Student Council, serving as the official liaison between the Multicultural Student Council and SLCCSA Executive Council.
4. Manages and coordinates Equity & Diversity board members.
5. Facilitates training for board members including: listening to and talking with SLCC students, researching solutions to co-curricular student issues, addressing student concerns, understanding the college's organizational structures, representing the organization on committees, communicating effectively with SLCC officials, problem solving, developing initiatives, legislation, and understanding the constitution and bylaws.
6. Facilitates the training of board members about equity and diversity. Such training must be done by qualified individuals. The VP of Equity and Diversity plans these training sessions, but does not teach.
7. Creates standing and/or ad hoc committees for the Equity & Diversity Board.
8. Accepts responsibility for any additional duties that may be assigned by the SLCCSA President.
9. Completes other duties as assigned

SECTION VII: CREATION OF ADDITIONAL VICE PRESIDENT POSITIONS

- (A) As other vice president positions are added to the Constitution, their duties and responsibilities will be recorded within this section.

ARTICLE III

SECTION 1: SLCCSA BOARDS

- (A) All meetings of the SLCCSA Boards are open to students except for Executive Sessions of the Executive Council and Student Senate.

SECTION III: PRESIDENT'S BOARD

- (A) The President's Board supports the Student Association President and the Executive Council in serving SLCCSA and the College Community.
- (B) Liaison between the SLCCSA President and the Executive Council and board members.
- (C) Organizes committee assignments, coordinates visitors to Executive Council meetings.

SECTION IV: EQUITY & DIVERSITY BOARD

- (A) The Equity & Diversity Board advocates for students in their co-curricular activities to gain input, raise awareness, and advocate for social change.
- (B) Equity & Diversity Board members are under the direction and collaborate with the Vice President for Equity & Diversity.

SECTION VI: STUDENT SENATE

- (A) Student senators are advocates for the students of SLCC and are here to help address, solve issues, and concerns of the student body.
- (B) Organization of the Student Senate is outlined within the Thayne Center governing documents

SECTION VII: QUALIFICATIONS FOR SLCCSA BOARD MEMBERS

- (A) Executive Council members are outlined in the Constitution, Article II, Section I, B, 2
- (B) Student Senators & Board Members:
 - 1. Must maintain a 2.0 semester/term and cumulative GPA
 - 2. Must earn at least 9 credit hours during each Fall and Spring Semesters
 - 3. Must earn at least 2.0 semester/term and cumulative GPA to be eligible for a full compensation

ARTICLE IV

SECTION I: FINANCES & BUDGET

- (A) Indexes serving the SLCC Student Association may be set up as needed by the Director of the Thayne Center with support from the Executive Council.
- (B) The Director of the Thayne Center oversees all budgets and closing accounts at the end of the fiscal year.

SECTION II: PRIZES, GIFTS & SERVICES

- (A) Executive Council members and Board Members are ineligible to receive any monies, prizes, gifts, or services that are donated or purchased for giveaways at events hosted by SLCCSA.
- (B) This excludes perishable food items and items given to all participants during programs.

ARTICLE V

SECTION I: ELECTION & APPOINTMENT OF EXECUTIVE COUNCIL

- (A) Election of the Executive Council positions
 - 1. The Elections Process will be conducted by the Vice President for Academic Pathways and the Election Committee.
 - 2. In the event that the current Vice President for Academic Pathways runs for future office, the next chair of the committee will be as listed in the order of Executive Council succession or designated by the SLCCSA President.
 - 3. Candidates must meet all Executive Council member requirements.
 - 4. Candidates may run either as individuals or as a pair.
 - 5. Candidates who run unopposed must receive more than 50% of the total votes.
 - 6. All rules and procedures are distributed annually by Thayne Center staff in an elections packet and through on-going information sessions.
 - 7. An appointment process will be used in the event that the Executive Council roles are not officially filed for, candidates fail to receive support from a majority vote, the candidates do not meet qualifications, or the candidates are disqualified.
 - a. The appointment for these positions will be posted and remain open during the elections period to advertise for position availability and advertise that the position will be filled through an interview process.
- (B) Appointment of vacant Executive Council positions
 - 1. Positions will remain posted until filled. This procedure will be used until the outgoing Executive Council's term ends. After this point, please refer to the SLCCSA Bylaws, Article V, Section 2.
 - 2. Candidates must meet all Executive Council Officer requirements.
 - 3. The Executive Council shall notify the student body by posting/advertising the open position for 10 business days prior to the application deadline.
 - 4. All other rules and procedures are distributed as needed by Thayne Center staff in a packet

and through information sessions.

SECTION II: SUCCESSION

- (A) The line of emergency succession for the SLCCSA Executive Council is as follows:
 1. SLCCSA President
 2. Executive Vice President
 3. Vice President for Equity & Diversity
- (D) In the special case that both the SLCCSA President and Vice President for Academic Pathways positions become vacant, the Vice President for Equity & Diversity will take the place of the SLCCSA President and the Senate Pro Tempore will take the place of the Vice President for Academic Pathways.

SECTION III: TERMS OF OFFICE – ADDITIONAL ITEMS

- (A) Each Executive Council member will solicit candidates through advertisement and word of mouth to serve on theirs or other boards. An application and interview process is used to select the necessary number of students to serve.
- (B) In the event an Executive Council Member, Student Senator, or Board Member is dismissed because of violation of the SLCC Student Code of Rights & Responsibilities, SLCCSA Constitution, Bylaws, or board member agreement, the student cannot serve on another board. In any other case, students who resign may be selected to serve on other boards by the application and process.
- (C) In the event an Executive Council Member, Student Senator, or Board Member chooses to be reassigned from one board to serve on another for personal reasons, they may be selected to serve on another board of choice by an application and interview process.
- (D) In the event an Executive Council Member, Student Senator, or Board Member is dismissed, cannot serve, or resigns the interview process will be repeated as needed, to fill the position.
- (E) Members of SLCCSA Executive Council may not hold another leadership/involvement position because of conflict of interest and priority issues. Examples may include an EC member who is elected Club President – both positions may never be held simultaneously.

SECTION IV: COMPENSATION

- (A) Executive Council members are paid part-time employees of the College and will be paid a bi-monthly salary as decided by the Thayne Center Director. This is based upon completion of required duties and obligations, and for times specified on the agreement. Payment will be docked when all requirements are not met.
- (B) Executive Council will be eligible to receive compensation after completion of set responsibilities beginning with Summer Term and continuing through Fall and Spring Semester.
- (C) Executive Council, Student Senators, and Board Members may receive a tuition waiver during Fall and Spring semester. Tuition waiver recipients may receive summer stipends, depending on the position they hold, if they are active during that time, and if they fulfill their responsibilities.
- (D) All members of SLCCSA who resign, are asked to leave, or do not meet their requirements may be held liable to pay back any form of compensation for unfulfilled obligations of their agreement. In the case of Executive Council misconduct or malfeasance, this decision is made by the Due Process Committee.
- (E) In order to receive a tuition waiver, the student must be eligible to receive a tuition waiver as per Financial Aid requirement, if a waiver is offered. When possible, the value of this tuition waiver is equivalent to the rate of in-state tuition.
- (F) Student's ineligible to receive an in-state tuition waiver may be eligible for compensation based on guidelines outlined in their SLCCSA Agreement.
- (G) In order to receive any compensation, the student must be qualified to work in the State of Utah, as per Financial Aid requirements.

SECTION VI: OFFICE HOURS FOR SLCCSA MEMBERS

(A) Fall and Spring Semester Office Hours:

1. Executive Council members must post and declare their weekly office hours (*minimum of 15 per week*).
2. Student Senators and Board Members must make known their weekly office hours to their Executive Council Member and Thayne Center Advisor (*minimum of 6 per week*).
3. Office hours must be served from 8:00 a.m. to 4:30 p.m., Monday through Friday in alignment with the Thayne Center's operational hours.

ARTICLE VI

SECTION II: CONSTITUTION INTERPRETATION COMMITTEE

- (A) The Constitution Interpretation Committee will consist of two senators appointed by the Vice President for Academic Pathways, two Board Members appointed by the Vice President for Equity & Diversity, and a non-voting Thayne Center Advisor. Additional members included as needed.
- (B) The Vice President for Academic Pathways will chair this committee and only have a vote in the event of a tie.
- (C) Duties and Responsibilities:
1. Respond to questions or concerns brought up by any student(s) in regard to the SLCCSA Constitution and/or Bylaws
 2. Recommend changes to the Constitution & Bylaws Amendments Committee
 3. Manage a neutral and impartial process.

SECTION III: CONSTITUTION & BYLAWS AMENDMENTS COMMITTEE

- (A) The Constitution Interpretation Committee will consist of two senators appointed by the Vice President for Academic Pathways, two Board Members appointed by the Vice President for Equity & Diversity, and a non-voting Thayne Center Advisor. Additional members included as needed.
- (B) Duties and Responsibilities:
1. Discuss, draft, plan, and promote any and all Constitution and/or Bylaw changes.
 2. Validate the required votes of 5 percent of the members of SLCCSA.
 3. Advertise proposed Constitution changes at least 10 days prior to the voting date by at least two means of communication.
 4. Manage a neutral and impartial process.
- (C) At the conclusion of the amendments process a Joint Session will be called.
- (D) Petitions & Amendments to the Constitution
1. All petitions for amendments to the Constitution and/or Bylaws must first be registered with the Director of the Thayne Center, by the members of SLCCSA circulating the petition. This registration will include a printed copy of the proposed petition and amendments, the name and S number of the student(s) 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 student(s) belonging to SLCCSA.
 2. The petition process, the process required by the Constitution and the actual Constitutional ratification must all take place within the same academic year they are initiated.
 3. Executive Council, Student Senators, and Board Members proposing Constitutional amendments will follow the procedures outlined in the Constitution.
 4. Constitutional amendments may consist of an addition, deletion, or revision.
 5. Amendments to the Constitution must be drafted, researched for legality, and presented at a Joint Session by members of the Constitution & Bylaws Amendments Committee
 6. Ratification of the proposed amendments will require 2/3 approval of the members of the Joint Session.
 7. This process must all take place within the same academic year the amendment(s) is initiated.

(E) Petitions & Amendments to the Bylaws

1. This Constitution shall be accompanied by a set of Bylaws that shall further delineate the policies, procedures, rules, requirements, power, and responsibilities of the SLCCSA student body and SLCCSA officers. The SLCCSA Bylaws shall not contradict this Constitution and this Constitution shall override the Bylaws whenever discrepancies arise.
2. Amendments to the Bylaws must be presented and approved in Joint Session.
3. Any proposed amendments to the Bylaws must be posted publicly and distributed to all members of Joint Session 10 days before Joint Session is held.
4. Ratification of the Proposed Amendment to the Bylaws will require a 2/3 approval of those in attendance in Joint Session.

SECTION IV: JOINT SESSION

- (A) A Joint Session is a meeting held for the purposes of approving changes to the SLCCSA Constitution and/or Bylaws and creation of new Executive Council positions. This meeting will be open to the public and SLCCSA students wanting to provide feedback during the meeting must be recognized by the chair.
- (B) This committee will be comprised of all Executive Council, Student Senators, and Equity & Diversity Board members. At least 2/3 of these positions must be present to be considered in quorum. A non-voting Thayne Center Advisor will also serve on the committee.
1. All designated will be voting members of this committee.
 2. Changes to the SLCCSA Constitution and/or Bylaws must receive majority support (50%) of Joint Session attendees to be enacted.
 3. The SLCCSA President will serve as the chair of this meeting.
- (C) Duties and Responsibilities:
1. Review all changes to the Constitution and/or Bylaws or new Executive Council position prior to the meeting.
 2. Manage a neutral and impartial process.
 3. Provide constructive feedback to changes proposed.
 4. Ask clarifying questions of changes.
- (D) Any members of the Constitution & Bylaws Amendments Committee not chosen to sit on the Joint Session must be present to provide feedback and answer any questions as needed.
- (E) Joint Session agendas must be posted at least 10 business days in advance of the meeting.

ARTICLE VII

SECTION I: PROBATION

- (A) Academic Probation
1. If any student leader's grades drops below a 2.0 GPA either semester or cumulative, or they did not earn the expected credits they will be dismissed immediately from their position.
 2. Students may be eligible for one semester of probation, provided they:
 - a. Meet with their Thayne Center Advisor within 10 days of their notice to discuss extenuating circumstances which led to their unsuccessful academic performance.
 - b. Provide a written document within 10 days of their notice describing an academic improvement plan to be successful during the subsequent academic semester.
 - c. Adhere to the plan throughout the subsequent academic semester.
 3. Any student who is on academic probation and does not earn at least a 2.0 GPA for semester and cumulative GPA, or expected credit hours the subsequent semester, will be removed from their position, and ineligible to apply for another position until minimum qualifications to apply are met.
- (B) Behavioral Probation
1. If an Executive Council member, Student Senator, or Board Member has not met the requirements to maintain office hours or behavioral expectations, the EC or board member may be placed on probation. If a student wants to appeal their probation, it will be reviewed

based on their extenuating circumstances.

- (C) 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.
- (D) Due process will be followed in all matters concerning the discipline of the Executive Council. This includes a right to a fair closed meeting with Due Process Committee conducted in a competent manner. Essential elements of procedural due process include:
 - 1. Adequate notice of the charges or basis of action, (within five business days).
 - 2. An impartial decision maker, (i.e., Due Process Committee).
 - 3. An opportunity to make an oral presentation to Due Process Committee.
 - 4. An opportunity to present evidence or witnesses to Due Process Committee.
 - 5. A chance to confront and cross-examine witnesses or evidence used against them.
 - 6. The right to have a representative present the individual's case to the Due Process Committee.
 - 7. A decision based on the record with a statement of reasons for the decision by Due Process Committee.
- (E) The Due Process Committee shall have five (5) business days to respond to any grievance in writing.
- (F) If the student is not satisfied with the decision made by the Due Process Committee, they may re-appeal their claim in writing to the Associate Vice President of Student Success (AVP).

SECTION II: DUE PROCESS FOR SLCCSA EXECUTIVE COUNCIL

- (A) The Due Process Committee will be convened when a complaint or charge of malfeasance is brought forward from a person or group outside or within SLCCSA, requiring due process. The necessary steps are outlined below in conjunction with the Thayne Center governing documents, Student Code of Rights and Responsibilities, and SLCC Policies.
- (B) Types of issues would include malfeasance, conduct unbecoming of an Executive Council member, and unfulfilled responsibilities. The necessary steps to take are outlined in the Thayne Center governing documents and Student Code of Rights and Responsibilities
 - 1. Examples of malfeasance shall include, but are not limited to: Incompetence, negligence, misappropriation of funds including misuse or personal use of SLCCSA funds, violations of the Constitution, engaging in conduct that violates the Student Code of Rights & Responsibilities, flagrant misuse of one's position, malfeasance, and discrimination on the basis of gender identity, race, color, religion, age, national origin, disability, veteran's status or sexual orientation, etc.
- (C) The Due Process Committee shall be comprised of 6 student leaders and one Student Affairs Staff Member as a non-voting member advisor to the group, all members will be selected by the Thayne Center Director.
 - 1. Two Executive Council Members, unless all of EC is being called before the Due Process Committee
 - 2. Two Student Senators, unless all of Student Senate is being called before the Due Process Committee.
 - 3. Two Equity & Diversity Board Members who are not associated with anyone being called before the Due Process Committee.
 - 4. The staff advisor to the group should be selected from the Thayne Center staff, unless the Director of the Thayne Center deems otherwise.
- (D) Enacting Due Process
 - 1. Written complaint given to the Director of the Thayne Center
 - 2. If the Director finds there are extenuating circumstances, they will call the Due Process Committee to hold a hearing.
 - 3. The Due Process Committee has 5 business days to hold a special hearing.

4. The SLCCSA Due Process Committee is chaired by the committee elected member.
5. It is the job of the committee to review all documents of the process to discover reasons for the complaint.
6. The Due Process Committee informs the Executive Council member of the meeting and invites them to present their case and bring any witnesses.
7. The Executive Council members has the right to present their side and so will their witnesses, although only for a reasonable time set by the committee. After the Executive Council members presents, the committee will hear another side of the complaint.
8. After hearing both sides, if needed, the committee will discuss the information provided and vote on it.
9. The Due Process Committee needs a 2/3 majority of a vote to make its decision.
10. The Executive Council member will be apprised of the committee's decision within 48 hours in written and/or electronic means.

(E) Appealing a Due Process Hearing Decision

1. The appellant or the accuser may appeal the Due Process Committee's decision within five days.
2. The decision needs to be appealed in writing to the Associate Vice President for Student Success (AVP).
3. The AVP will make a decision after a preponderance of evidence and inform the appellants of their decision within five days.
4. The decision of the AVP is final.

(F) Possible Due Process Sanctions

1. A written reprimand.
2. Censure.
3. Obligation to make restitution or reimbursement with liability for all monies paid and spent on the behalf of the guilty party.
4. Forfeiture of stipend/compensation for current semester or term.
5. Impeachment/removal from office.
6. Recommendations for expulsion from school and/or criminal action.