



**BYLAWS TO THE
CONSTITUTION OF THE SALT
LAKE COMMUNITY COLLEGE
STUDENT ASSOCIATION**

Ratified May 3, 2019

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) academic and behavior agreement can be obtained through Thayne Center staff members who oversee the SLCCSA Boards.

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. Allocates SLCCSA monies from the Student Fee Board
 - 5. Recommends issues to be researched concerning student welfare
 - 6. Approves all new student clubs and organizations
 - 7. Advises and assists the SLCCSA President in their College-wide and state-wide duties
 - 8. Promotes inclusivity and diversity among all SLCC students
 - 9. Selects, approves, and assigns students to serve on college committees
 - 10. Upholds the reputation of the Thayne Center
 - 11. Holds weekly Executive Council meetings
 - 12. Promotes student/public attendance to all Executive Council Meetings
 - 13. Posts Executive Council meeting agendas 24 hours prior to meeting and minutes within 48 hours proceeding meetings at Jordan, South City, and Taylorsville campuses and on Campus Groups
 - 14. Ensures all public meetings of SLCCSA are recorded
 - 15. Represents and serves on various focus groups and committees at the College
 - 16. Conducts weekly meetings with board members and advisor(s)
 - 17. Seeks consensus in matters that may commit the College or the Student Association in any manner
 - 18. Calls Joint Sessions as needed.

(B) Executive Council agreement:

1. All Executive Council members will sign and abide by a yearly 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. Executive Council Officers are required to train newly selected officers from the time of their appointment until Commencement.
2. Thayne Center staff will identify dates and times for training of Executive Council members, which will occur in the summer beginning their term.

SECTION II: SLCCSA PRESIDENT

(A) Duties of the SLCCSA President

1. Serves as a member of committees as requested by the President of the College or designee.
2. Serves as Chairperson of the Executive Council and shall have no vote, unless the Executive Council is equally divided.
3. Serves as a full member of the SLCC Board of Trustees and the Student Fee Committee.
4. Serves as a fee-paying member of the Utah Student Association (USA) as approved by the current Executive Council.
5. Reports monthly to the Board of Trustees
6. Accountable to the Executive Council and the Student Association and before committing the College or the Student Association to any endeavor will bring it to the Executive Council for consensus.
7. Signs and approves, or vetoes any legislation received from the Student Senate via the Executive Vice President within seven days. Any legislation that remains unsigned after seven days will become effective.
8. Authorizes policies and procedures for Executive Council as long as it upholds the Constitution and Bylaws, and Thayne Center governing documents.
9. Facilitates Executive Council training on the Constitution and Bylaws in tandem with the Executive Vice President.
10. Completes other duties as assigned.

SECTION III: SLCCSA EXECUTIVE VICE PRESIDENT

(A) Duties of the SLCCSA Executive Vice President

1. Serves as the official liaison between the Student Senate and the Executive Council.
2. Serves as the President and Chairperson of the Student Senate and shall have no vote, unless the Senate is equally divided.
3. Serves as a liaison between the Faculty Senate and the Executive Council.

4. Serves as chair of the Elections/Selection Committee, when appropriate.
5. Serves as acting President in the SLCCSA President's absence.
6. The Executive Vice President shall have the power to create committees as needed (hereto known as Ad hoc Committees) within the Student Senate as deemed necessary and assumes responsibility for such additional duties as may be assigned by the SLCCSA President.
7. 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.
8. Facilitates Executive Council training on the Constitution and Bylaws in tandem with the SLCCSA President.
9. Meets regularly with Committees and Senators as requested/necessary.
10. Completes other duties as assigned.

SECTION IV: VICE PRESIDENT FOR CLUBS & ORGANIZATIONS

(A) Duties of the Vice President for Clubs & Organizations

1. Serves as chair of the SLCCSA Inter-Club Council (ICC) and shall have no vote, unless the ICC is equally divided.
2. Recognizes, reviews, and presents new student organizations to the ICC and the Executive Council.
3. Recognizes, reviews, and presents Funds Request to the ICC.
4. Will provide orientation changes to all new club presidents and advisors.
5. Authorizes changes to the Clubs & Organizations Manual as long as it upholds the Constitution and Bylaws, Thayne Center governing documents, and the Procedures of the College.
6. The Vice President for Clubs & Organizations will present changes of the Clubs & Organizations Manual to the Executive Council for informational purposes.
7. Completes other duties as assigned.

SECTION V: REGIONAL VICE PRESIDENTS

(A) Duties of the Regional Vice Presidents

1. Plans initiatives and programs in accordance with the programming model as part of the Thayne Center governing documents
2. The majority of classes should be taken within the region. Exceptions to this must be approved by their Thayne Center Advisor.
3. Completes other duties as assigned.

(B) Duties of the Central Region Vice President

1. Take responsibility for and serve the interests of students at Taylorsville Redwood and West Valley Center campuses (until a College change deems a new alignment, in which changes will happen without a Joint Session).

(C) Duties of the North Region Vice President

1. Takes responsibility for and serve the interests of students at South City, Library Square, Airport, and Westpointe Center campuses (until a College change deems a new alignment, in which changes will happen without a Joint Session).
2. Works closely with Regional Student Services Director and other administrators to meet student needs within their region.
3. Attends schedulingcommittee and Student Services staff meetings for the South City Campus.

(D) Duties of the South Region Vice President

1. Take responsibility for and serve the interests of students at Jordan, Miller, and Herriman campuses (until a College change deems a new alignment, in which changes will happen without a Joint Session).
2. Works closely with Regional Student Services Director and other administrators to meet

student needs within their region.

3. Attends the scheduling committee and Student Services staff meetings for both campuses.

SECTION VI: VICE PRESIDENT FOR EQUITY & DIVERSITY

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

1. Liaison between the student body, Division of Student Affairs (DOSA), and Executive Council
2. Holds weekly meetings with the Equity and Diversity board
3. Holds consistent meetings with the Chief Diversity Officer
4. Serve as a member of the Multicultural Student Council
 - a. Attending regular meetings
5. Receives input from the student population regarding DOSA
6. Raises Awareness for the student population with DOSA
7. Advocates for the student population
8. Identifies 1-3 student issues based on input from the SLCC student body and leads out on developing initiatives to address those issues
 - a. Align goals and initiatives with Student Body President goals and initiatives Serves on college committees as assigned by the SLCC Student Body President Executive Assistant
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 AND ORGANIZATIONS

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

SECTION 2: CLUBS AND ORGANIZATIONS

- (A) Salt Lake Community College Student Association Inter-Club Council (ICC).

1. *Membership*
 - a. The chair of the ICC is the Vice President for Clubs & Organizations
 - b. The ICC is composed of the club presidents from active clubs at SLCC or designee, including the Clubs & Organizations Board. Club advisors are non-voting members of the ICC.
2. *Council Meetings*
 - a. The ICC will abide by the SLCCSA Constitution, Bylaws, Student Code of Rights & Responsibilities, Clubs & Organizations Manual, and the Thayne Center governing documents
 - b. The ICC will hold monthly meetings during Fall and Spring semesters, and as needed during the summer.
 - c. In order to vote on any financial proposal, a majority of active clubs must be present.
 - d. The ICC will be responsible for the manner of which a meeting is run and, unless otherwise decided, will follow modified parliamentary procedures.
 - e. The ICC will discuss matters concerning new club proposals, one-time funding, and club policies. Issues regarding protocol and/or other concerns will be presented in session.
3. *Clubs & Organizations Board*
 - a. The Clubs Board is under the direction of the Vice President for Clubs & Organizations to support, serve, and train the Clubs & Organizations of SLCC.

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.

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 V: REGIONAL BOARDS

- (A) Regional Board members are under the direction of their Regional Vice President.
- (B) Members of these boards advocate for the students who attend classes at the campuses within their region. Boards plan, promote, implement, and evaluate educational, and social programs and initiatives for members of their regional area and also all of SLCCSA.
- (C) These boards include the Central Region, North Region, and South Region.

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) Subcommittee Chairs:
 - 1. Must maintain a 2.5 semester/term and cumulative GPA
 - 2. Must earn at least 12 credit hours during each Fall and Spring Semesters
 - 3. Must earn at least 3.0 semester/term and cumulative GPA to be eligible for a full compensation
- (C) Morgan Presidential Scholarship Recipients:
 - 1. Must maintain a 3.0 semester/term and cumulative GPA
 - 2. Must earn at least 12 credit hours during each Fall and Spring Semesters
- (D) Board members:
 - 1. Must maintain a 2.5 semester/term and cumulative GPA
 - 2. Must earn at least 9 credit hours during each Fall and Spring Semesters

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, Thayne Center hosted conferences, or organized club or organization events.

ARTICLE V

SECTION I: SELECTION OF EXECUTIVE COUNCIL

- (A) These 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.
- (B) Election of the President and Executive Vice President

1. The Elections Process will be conducted by the Executive Vice President, the Election Grievance Committee, and the Elections Logistics Committee.
2. In the event that the current Executive Vice President 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 may run either as individuals or as a pair.
4. Candidates who run unopposed must receive more than 50% of the total votes.
5. Candidates must meet all Executive Council member requirements.
6. All rules and procedures are distributed annually by Thayne Center staff in an elections packet and through on-going information sessions.
7. An application process will be used in the event that the President and/or Executive Vice President roles are not officially filed for, candidates fail to receive a popular vote of the student body, the candidates do not meet qualifications, or the candidates are disqualified.
 - a. The application 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.

(C) Selection of Vice-Presidential Positions

1. Candidates must meet all Executive Council Officer requirements.
2. All other rules and procedures are distributed annually by Thayne Center staff in a selections packet and through information sessions.

(D) Selection of the Vice President for Clubs & Organizations Position

1. The Vice President for Clubs & Organizations is elected by the ICC
2. If a candidate running unopposed does not receive more than 50% of the vote, the position will be appointed by the incoming Appointment Committee.
3. Candidates must meet two requirements to be eligible:
 - i. Be nominated by a club.
 - ii. Be an active member of an active club or a member of the Clubs Board during the Fall Semester prior to running.
4. All other rules and procedures are outlined in the Election/Selections Guidelines Packet.

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 Clubs & Organizations
4. Vice President for Equity & Diversity
5. A Regional Vice President based on current FTE numbers.

(B) In the special case that both the SLCCSA President and Executive Vice President positions become vacant, the Vice President for Clubs & Organizations will take the place of the SLCCSA President and the Senate Pro Tempore will take the place of the Executive Vice President.

(C) The Vice President for Clubs & Organizations must be elected by the same manner as outlined in Article V, Section 1, D. Unless the Vice President for Clubs & Organizations has to be appointed then a Joint Session will be held to approve new Executive Council Member.

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 interview process is used to select the necessary number of students to serve.

(B) In the event a director, chair, 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 appointment or interview process.

- (C) In the event a director, chair, 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 interview process.
- (D) In the event a director, chair, or board member is dismissed, cannot serve, or resigns from the board the interview process will be repeated as needed, to fill the position,
- (E) Members of SLCCSA holding a leadership position (Executive Council director, or chair) 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, or a chair who wants to play on the soccer team—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 officers who resign or are asked to leave before the completion of their term of office, are liable for the scholarship, stipend, and any other monies rendered unto them, and are subject to the decision(s) of the Due Process Committee
- (D) Student leaders will be evaluated for compensation using criteria set up in their agreements. Compensation will be determined during the end of semester/term personal interview with their respective Executive Council member and advisor.
- (E) Morgan Presidential Scholarship Recipients may receive summer stipends, depending on the position they hold, if they are active during that time, and if they fulfill their responsibilities.
- (F) All members of SLCCSA who do not meet their requirements may be held liable to pay back any form of compensation for unfulfilled obligations of their agreement.
- (G) In order to receive an in-state tuition waiver, the student must prove legal presence in Utah, and be eligible to receive an in-state tuition waiver as per Financial Aid requirement, if a waiver is offered.
- (H) Student's not eligible to receive an in-state tuition waiver may be eligible for compensation based on guidelines outlined in their SLCCSA Agreement.
- (I) 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. Director and chair positions must make known their daily office hours to their Executive Council Member.
 3. Board members must make known their daily office hours to their Executive Council Member (*minimum of three - six per week*).
 4. Office hours must be done with the majority served from 8:00 a.m. to 4:30 p.m., Monday through Friday.

SECTION VIII: MORGAN PRESIDENTIAL LEADERSHIP SCHOLARSHIP RECIPIENTS

- (A) Scholarship recipients are chosen each Spring Semester and the Financial Aid Office accepts completed applications by the deadline. Each applicant will be interviewed in the official scholarship interview process.
 1. Criteria
 - a. Freshman standing, first time student
 - b. Leadership involvement (i.e., community, school, church)
 - c. Two-year commitment of involvement in SLCCSA

- d. Maintain a 3.0 GPA, 12 credit hours first semester, 12-15 after, if approved.
 - e. If a recipient takes a leave of absence, the student must have finished their first year (Fall and Spring semesters), and give the Thayne Center a letter of notice, in order to receive the additional year of scholarship when returning.
 - f. If a scholarship recipient who is serving in a chair position does not make grades, they may not resign from the scholarship and just keep the chair position. Instead, when they lose the scholarship, the chair position vacated is open and available to any eligible applicant, and the student may re-apply if the requirements are met
2. Compensation
- a. They may receive up to a full resident tuition waiver and student fees for Fall and Spring semesters
 - b. A \$100 Fall and \$100 Spring semester book allowance
 - c. Summer stipend, if hours and responsibilities are fulfilled
 - d. Scholarship recipients who are elected/appointed members of Executive Council, will forego their Presidential Scholarship during their term of office. However, if at the end of their term of office they are eligible they may finish the time left on their scholarship
3. Office Hours
- a. All scholarship recipients are required to put in a minimum of 10 office hours per week during Fall and Spring semesters. These must be with the majority between 8:00 a.m. to 5:00 p.m. These hours must be made known to their respective Executive Council Member.
 - b. Scholarship recipients must put in a minimum of three office hours per week from 8 a.m. to 4 p.m. Monday through Friday during Summer Term. If a recipient is serving in a chair position, the hours are five per week.
 - c. Office hours will vary due to sponsored events, activities, trainings, meetings, conferences, and retreats.

ARTICLE VI

SECTION II: CONSTITUTION INTERPRETATION STANDING COMMITTEE

- (A) The Constitution Interpretation Standing Committee will consist of two senators appointed by the Executive Vice President, two Executive Council members appointed by the SLCCSA President, the Executive Vice President, and a non-voting Thayne Center Advisor.
- (B) The Executive Vice President will chair this committee and only have a vote in the event of a tie.
- (C) Additional members included as needed.
- (D) 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 & Bylaws Amendments Committee will consist of two senators appointed by the Executive Vice President, two Executive Council members appointed by the SLCCSA President, the Executive Vice President, and a non-voting Thayne Center Advisor.
- 1. Duties and Responsibilities:
 - a. Discuss, draft, plan, and promote any and all Constitution and/or Bylaw changes.
 - b. Validate the required votes of 5 percent of the members of SLCCSA.
 - c. Manage a neutral and impartial process.
 - d. Advertise proposed Constitution changes at least two weeks prior to the voting date by

at least two means of communication.

(B) At the conclusion of the amendments process a Joint Session will be called.

(C) 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 the 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 petitioning 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 and Student Senators 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.
8. Any member of SLCCSA may pursue a change in the Constitution as outlined in the SLCCSA Bylaws.

(D) 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 seven 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 Executive Council, Thayne Center Advisors, and two board members chosen by their Executive Council member must be identified at least 10 business days prior to the scheduled meeting.

1. All designated board members and Executive Council will be voting members of this committee.
2. Thayne Center Advisors will be non-voting members
3. The Executive Vice 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 credit they will be dismissed immediately from their position.
2. If a student leader's grades fall between a 2.0 and 2.49 GPA, either semester or cumulative GPA, they are eligible to go on probation, provided they meet with their advisor to discuss why they fell below the expected academic standard within two weeks of their notice, and provide a written document describing their plan to successfully be removed from probation.
3. Any student who is on academic probation and does not earn at least a 2.5 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.
4. Any student who is a recipient of the Morgan Presidential Scholarship must maintain a 3.0 GPA for semester and cumulative GPA. They may apply for probation if their semester or cumulative GPA is between a 2.99 and 2.5. If their GPA falls below at 2.5 then they will be dismissed immediately from their position

(B) Behavioral Probation

1. If a member of the Executive Council or SLCCSA chair/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 make a petition for probation, their petition 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 Student Association leadership. 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 Assistant Vice President of Student Success.

SECTION II: DUE PROCESS FOR SLCCSA MEMBERS

- (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 a SLCCSA student leader, unfulfilled responsibilities, and elections/selections/appointed grievances appeals. 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 Assistant Vice President of Student Life:
1. Two EC 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 SLCCSA 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 Assistant Vice President of Student Life 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 five 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 complainant of the meeting and invites them to present their case and bring any witnesses.
 7. The complainant has the right to present their side and so will their witnesses, although only for a reasonable time set by the committee. After the complainant 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 ballot vote to make a decision. A record including documentation and voting record will be kept for four years.
 10. The complainant will be apprised of the committee's decision within 48 hours in written and 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 Assistant Vice President of Student Life (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.

5. There will be a record of the voting kept within the case file.

(F) Possible Due Process Sanctions

1. Sanctions include but are not limited to the following:

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