

**University of Colorado Student Union
Council of Colleges and Schools
Bylaws**

**As established by 66CCSB#5, Jan. 2007
As amended by 67CCSB#14, Oct. 2007
As amended by 70CCSB#27, April 16, 2009
As amended by 71CCSB#06, September 3, 2009**

The Council of Colleges and Schools of the University of Colorado Student Union shall primarily serve as a funding board that shall primarily hear requests for funding of campus events and travel by student groups that are primarily affiliated with or have a majority of membership from within a particular school of the University of Colorado.

Article I: Jurisdiction of the Council

Section 1: The Council of Colleges and Schools (hereby referred to as CCS or “the Council”) shall carry out the duties assigned to it by the Constitution of the University of Colorado Student Union.

Section 2: The Legislative Council Bylaws and mandates, the UCSU Constitution, and the Student Fee Regulations shall supersede the authority of CCS as established in these Bylaws.

Section 3: Robert’s Rules of Order shall serve as the final reference in legislative matters when they are not addressed in these Bylaws, Legislative Council directives, or the UCSU Constitution.

Article II: Membership and General Procedures of the Council

Section 1: Each college and school of the University of Colorado shall be granted one membership to the Council as per the Constitution of the University of Colorado Student Union.

- a. The members of the Council are the College of Architecture and Planning, the College of Arts and Sciences, the Leeds School of Business, the School of Education, the College of Engineering and Applied Science, the Graduate School, the School of Journalism and Mass Communication, the Law School, and the College of Music.
- b. The number of Senators chosen to represent that membership shall be no more than two.
- c. Each CCS Senator shall be elected in accordance with procedures established in that Senator’s individual constituency.
- d. Each CCS Senator shall be required to serve at least one hour of their stipulated office hours in the service of the Council. The time and location of this hour shall be reported to the CCS Chair within three weeks of the first CCS meeting of the legislative session. It shall be the Chair’s duty to report these hours

to the Student Organization Funding Office. Said time shall be utilized to respond to student group needs and to better facilitate the ability to write bills in a timely manner.

Section 2: CCS shall conduct business through regular meetings.

- a. CCS shall meet once a week during the Fall and Spring semesters and twice a month during the Summer session. CCS will not meet during official University breaks.
- b. Officers may choose not to hold a meeting if Council does not have any business to hear.
- c. Quorum must be established in order for a meeting to occur. Quorum consists of five member-schools being present at the designated meeting time.
- d. In the event of their absence, Senators may submit a paper proxy dictating their vote or they may give their vote to a present Senator, but these proxies will not count toward quorum. A Senator may also send a designated individual as their substitute in order to vote on their behalf. These physical proxies will count toward quorum. Senators must notify the Chair of their intention to proxy and to specify which form this proxy shall take three hours prior to the CCS meeting.

Section 3: Funding requests submitted to the Council (via the Chair) from the Student Organizations Funding Office or individual student groups shall be heard by the Council as a bill no later than the meeting of the week following the first submission of the request. This stipulation can be waived if extenuating circumstances are presented.

Section 4: The dress code for CCS meetings shall be business casual.

Article III: Officers of the Council

Section 1: There shall be a Chair and Vice Chair of the Council of Colleges and Schools.

- a. These positions shall be elected to serve a term of one legislative session as the first order of business at the first meeting of said legislative session. The election of the Chair shall occur before the election of the Vice Chair.
- b. The officers shall be elected by a majority of those present and voting.

Section 2: The compensation of the officers and members of the Council shall be established by the Legislative Council.

Section 3: The Chair of the Council shall run the meetings of the Council and undertake the main administrative tasks of the Council.

- a. The Chair shall have the duty of notifying every member of meeting times, dates and locations.
- b. The Chair shall have the duty of ensuring that wishes of the Council, as indicated by the vote of the Council, are fulfilled.
- c. The Chair shall not vote upon an issue unless that vote shall determine the outcome of the issue. The Chair may vote freely on any matter that is determined by ballot.
- d. The Chair may limit questions and discussions in order to keep meetings of the Council efficient and productive.

- e. The Chair shall not speak on behalf or against a bill or resolution until all other discussion has ended, and then may have up to two minutes to speak upon the matter.
- f. The Chair shall serve at least three consistent hours in the UCSU office each week. The Chair shall report these hours to CCS and the Student Organization Finance Office to ensure availability as both institutions should necessitate.
- g. The Chair shall, no less than once a legislative session, call a Rules Committee of the CCS, which shall be a meeting comprised of all members of the Council and shall review these bylaws as well as the standing procedures of the Council. This Rules Committee session shall draft and approve any amendments to the bylaws, which shall then be presented to the Council in the format of a CCS bill. Refer to Article IV, Section 6 for amendment procedure.
- h. The Chair shall maintain a system whereby student groups, and their history of CCS funding and accountability, are made readily available to CCS Senators and members of the public, including said student groups.
- i. The Vice Chair and Vice Chair shall jointly ensure that legislation passed by the Council is followed by the student group that it pertains to.
- j. The Vice Chair shall be required to hold a training session for all new members of Council within three weeks of the new member taking office.
- k. The Chair and Vice Chair shall collaborate to ensure that proper, detailed, and accurate minutes are taken at each meeting.
- l. The Chair and Vice Chair shall collaborate to keep an updated record of the Council's budget at all times. An update as to the status of the Council's budget shall be announced during CCS meetings at least once a month.
- m. The Vice Chair shall be required to hold one office hour per week in the UCSU office, preferably to coincide with one of the Chair's office hours.
- n. The Chair will maintain communication with the President of the Legislative Council regarding meeting attendance of the various Colleges and Schools to ensure Senators are not receiving undue compensation for a lack of attendance at weekly meetings.

Section 4: The Chair and Vice Chair shall be subject to impeachment by the Council at any meeting of the Council by a two-thirds majority of those present and voting

- a. The Senator(s) requesting impeachment must announce their intentions one meeting prior to the meeting in which the motion for impeachment will be made.

Section 5: In the event of the absence of the Chair the Vice Chair shall assume the role of Chair.

- a. In the event of a resignation, impeachment, or extraordinary extended absence of the Chair, the Vice Chair shall serve as Chair only for the period of time until the next meeting of the Council, at which the first order of business shall be to elect a new Chair from the membership to serve for the remainder of the given term.
- b. In the event of a resignation, impeachment, or extraordinary extended absence of the Vice Chair the Chair shall, as the first order of business of the next meeting of the Council, hold an election for the position of Vice Chair. The newly elected Vice Chair shall serve a term of the remainder of the legislative session.

c. In the event that neither the Chair nor the Vice Chair is present to conduct a CCS meeting, the duty to preside over the meeting shall fall to the most senior member of the Council.

Section 6: The Council shall elect a CCS Senator to serve as their liaison on Finance Board at the first CCS meeting of the legislative session.

- a. The Finance Board Liaison shall be elected via a majority vote and shall not be elected until such time as a Chair and Vice Chair have been determined.
- b. This officer shall make regular reports during CCS meetings and shall seek direction from the Council in Finance Board matters.

Article IV: Introduction and Passage of Legislation

Section 1: Legislation may be introduced by any member of the Council. Shall a motion be in written form no second will be required to bring it to a vote by the Council of Colleges and Schools. Bills and Resolutions are considered motions in written form.

Section 2: Funding legislation passed by the Council shall primarily be for student groups that are focused within a particular college or school in the University. The only exception to this rule shall be if there is a significant difference between the funds available to the Representative Council and the Council of Colleges and Schools.

Section 3: The Council of Colleges and Schools shall not fund groups in a legislative session which have been funded by the Representative Council.

- a. No student group which has legislation pending before the Representative Council shall be allowed to submit a funding proposal to the Council

Section 4: All legislation that is not specified to be otherwise so shall go through a first and second reading by the Council.

- a. Legislation will require a majority vote of those present and voting upon its first reading to the Council to pass to its second reading. A tie vote after the chair has voted shall be considered a failure to pass that reading. The second reading may be bypassed by a motion to pass the legislation by special orders during its first reading. This motion requires a two-thirds approval of those present and voting to pass. The legislation will then require a simple majority of those present and voting to be approved by the Council.
- b. After a piece of legislation passes its first reading it will be presented to the Council again at the next meeting. It will require a majority of those present and voting to pass second reading, at which point it has been approved by Council.
- c. Legislation may be amended by a majority of those present and voting unless there is another method that is stipulated by these bylaws.
- d. Legislation may be tabled at any time during the legislative process by a majority of those present and voting.

e. If a piece of legislation fails to pass either its first or second reading that legislation and any which proposes to fund the same group for the same event will not be heard by the Council for the remainder of that legislative session.

Section 5: Funding request legislation will be authored by the member of Council whose college or school is most closely affiliated with the group requesting funding. If there is no Senator representing that college or school, if the group requesting funding does not pertain to any specific college or school or if the Chair can otherwise provide reasonable justification, the Chair will delegate the duty of writing the bill among the Council.

Section 6: The bylaws of the Council may only be amended by a bill that results from a Rules Committee session, unless otherwise stipulated in these bylaws. Said bill will require only one vote of two-thirds of those present and voting, given the stipulation that the proposed changes to the bylaws must be introduced at least a week before the vote on the changes is made. Refer to Article III, Section 3, Subsection d. for Rules Committee structure.

Section 7: Legislation passed by the Council shall become effective upon the signature of the legislation by the Chair and the President of the Legislative Council. If the Chair is unavailable the Vice Chair may sign in the Chair's place.

Section 8: At the beginning of each new session, the council shall discuss and pass a bill which sets general guidelines for funding during the session, including, but not limited to, the amount funded per person on travel and for on campus events. The council shall also discuss a non-binding earmark of a portion of the budget exclusively for the use of academic-related groups **as fitting with the Council's primary purpose described in Article IV, Section 2 herein.**

(1) Any legislation that proposes to fund an event shall not be passed for an amount of more than \$2,000. A vote in the affirmative by three-fourths of those present and voting waives the \$2,000 limit.

Section 9: The Council may pass resolutions to support or censure a specific policy or stance, or to serve as a directive. A resolution may not institute tangible action or involvement.

Article V: Accountability of Student Groups

Section 1: Student groups shall be held accountable for reporting accurate, truthful, and complete information related to their event or travel both before and after their legislation has passed through its final vote.

a. In order to best ensure that student groups embody the policies necessitated by both Council and Student Fee Regulation requirements, all student groups applying for funding through CCS shall be required to submit their bylaws to the Council before the Council votes on the final reading of the legislation. Failure to provide an updated copy of the student group's bylaws to the Council will cause said student group to be ineligible for CCS funding for the legislative session.

(1) Student groups may offer proof of bylaws by referring Senators to an online resource that displays them, or by bringing a copy of said bylaws to the CCS meeting in which their bill is heard.

- b. Each student group that is funded by the Council shall be required to submit a written report following their event or travel to the Council. This report shall be a one-page description of the event, including an account of how CCS money was utilized. Failure to do this within a month after the event or travel will cause the student group to be ineligible for funding for the two legislative sessions following the session in which the legislation was initially passed.
- c. Following a vote by the Council to fund a student group the Chair is required to present to the group's liaison a copy of the "CCS Funding Information Sheet", which shall be included as Appendix A of these bylaws.
- (1) The contact information of CCS Chair and Vice Chair in Appendix A of the bylaws shall be automatically updated by UCSU office staff at such time when a new Chair and/or Vice Chair is determined.
- d. The Council may choose to penalize student groups that apply for funding if:
- (1) The student group does not apply in a timely manner. This shall especially apply if the Council is forced to pass the group's funding request via special orders in order to accommodate the group's schedule. The Council shall refer to SOFO's procedural regulations for funding requests to define the term "timely manner".
 - (2) The group must change their bylaws to comply with the Student Fee Regulations. If a group's bylaws, when originally presented were not in compliance with the SFRs, and the Council feels it may have substantially affected student participation, then they may choose to alter the funding amount even after the group's bylaws are shown to be in compliance.
- e. The Council may choose to waive any or all of these stipulations and penalties by a specific motion as to which stipulation and/or penalty to waive and two-thirds approval of present and voting CCS members at the time the bill is first heard.

Appendix A of the Council of Colleges and Schools Bylaws

UCSU Council of Colleges & Schools

Group Name:

Amount Funded:

Event or Travel:

Congratulations, you have been approved for funding!

What you need to know:

Your group has been successfully funded by the CCS. Your money will be automatically placed in your Student Organization Funding Office account by early next week.

What you need to do:

When you are funded by CCS, you are required to submit a written report to us within thirty days of your event or travel. Your report needs to include a brief summary of the event, whether it was a success based upon the

projections that you have given us, and exactly what the money that we have given you was spent on. Failure to do this will result in our inability to fund your group for the next two legislative sessions. Please submit your report to either the UCSU office (UMC 125), the sponsor of your funding request, or the Chair or Vice-Chair of the Council of Colleges and Schools. Their contact information is as follows:

Chair: W. Andrew Lanius, E-mail: William.Lanius@colorado.edu

Phone: (303) 886-3344

Vice Chair: Thomas Benning, E-mail: benning@colorado.edu

Phone: (720) 937-3631

*If you have any other questions or concerns about the funding process please contact either the Chair or Vice-Chair, or the UCSU Proper front office (UMC 125), at (303) 492-7473.