



COMMUNITY COLLEGE

STUDENT LEADERSHIP
& DEVELOPMENT

Bylaws

of the

Associated Students of Aims Community College

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ASACC Bylaws

Section I: Representative Authority

The Associated Students Board Members shall officially represent the student body of Aims Community College.

Section II: Membership

1. Voting Membership

Voting Membership shall consist of the selected/appointed members of the Associated Students, hereinafter referred to as Board Members. The Chairperson shall have tie breaking voting authority only.

2. Non-Voting Membership

Non-voting membership of the Associated Students shall hold the same rights and privileges as Board Members, with the exception of voting. Non-Voting members shall hereafter be referred to as Associate Members.

3. Special Membership

Special membership shall be granted to the Advisor(s) of the Associated Students for the purpose of special representation on an ongoing basis, and shall maintain an ex officio position with the Associated Students.

Executive Council - President of ASACC, Vice President, Secretary/Treasurer, Peer Educator #1, Peer Educator #2, Peer Educator #3, Fort Lupton Representative, Loveland Representative, Windsor Representative

General Membership - All enrolled students (student fee paying students) at Aims Community College are considered General Members of ASACC

Section III: Rights of Members

All members of the student body of Aims Community College shall be entitled to equal rights, privileges and sanctions set forth under the policies and procedures of Aims Community College Board of Trustees, the laws of the State of Colorado, and the United States of America.

Section IV: General Duties & Qualifications

The Associated Students Boards must meet the criteria set forth under the Associated Students Constitution and Bylaws. All members shall:

1. Uphold the Constitution of the Associated Students of Aims Community College, Bylaws, Policies and Procedures;
2. Be eligible to join any recognized student club/organization on campus but shall be ineligible to hold office or an executive position in any student club/organization but will be eligible to hold office in an organization at the state, regional, and national level.
3. Function in an open and available capacity as a resources person to all members of the student body;
4. Make themselves available to serve on any and/or all committees at Aims Community College, as situations necessitate;
5. Fulfill the obligations and responsibilities of their respective position while maintaining an open, informed, and responsible relationship with other members of the Associated Students, staff, faculty, administration of Aims Community College, and the communities of Weld County, Loveland, and Windsor ensuring positive communication between these areas;
6. Be responsible for all other duties and assignments per specific Associated Students Board job description;
7. New ASACC board members shall meet a 2.8 cumulative GPA requirement upon applying for a position and returning ASACC board members shall meet a 2.5 cumulative GPA requirement upon applying for a position.
8. Be held accountable for maintaining specific Grade Point Average and credit hours per semester, as specified in Sec XVI, 1, a & b of ASACC Bylaws.
9. Meet specified qualifications as stated in the Section IV of ASACC Bylaws.

Section V: Positions

Refer to specific board (Student Governing Association) for descriptions (Addendum VI of ASACC Bylaws)

Section VI: Expectations & Responsibilities

EXPECTATIONS, RESPONSIBILITIES & DISCIPLINARY ACTIONS

Associated Students Board Members are expected to adhere to a code of conduct that exemplifies professionalism and leadership behavior. The Expectations & Responsibilities & Disciplinary Actions document was created to identify these standards. The document is detailed in Addendum I. The advisor(s) for the Associated Students are responsible to uphold these standards, as such; failure by Associated Students to reach expectations and responsibilities will result in disciplinary actions by advisor(s).

1. Statement of Performance

Student body representatives consisting of Executive Council Members of the Student Government Association are expected to embody ideals that promote an atmosphere for learning and an environment of civility and as such behavior as a student and student leader will embrace civility awareness. Civility of representatives will extend to on-campus and off-campus behavior, at official and unofficial events, in the classroom and out of the classroom, and in all daily actions. Representative's actions are a reflection on ASACC and Aims Community College and as such are expected to be role models for the students at Aims Community College and model citizens in the surrounding communities.

Representatives are expected to adhere, at a minimum to the performance objectives outlined below:

- a. As student government representatives, you will be responsible when entrusted with information or any sensitive material.
- b. During all activities you will embrace truth and sincerity.
- c. You will be respectful and congenial in all interactions.
- d. You have a moral responsibility to pursue the right course of action in any situation, therefore benefiting yourself and everyone around you.
- e. You will honor everyone's right to be involved, their ideas/opinions, and their personal freedoms.
- f. Your willingness to converse with others will benefit the relationships between ASACC and the students, faculty, staff, and administrators at Aims Community College.

- g. By setting a higher standard for the Student Government Association, you will demonstrate the integrity of the points outlined in this Statement.

You accept the responsibility to abide by this statement on and off campus in all your affairs and you accept the terms of this statement to the extent that should it be violated, as an individual or group, you are subject to relinquishing your position on the Executive Council of the Student Government Association at Aims Community College.

Section VII: Selection Procedures

It shall be the responsibility of the Director of Student Leadership and Development or their designee(s), serving in an ex-officio capacity to plan, organize, implement, and provide input for the selection process of Associated Students Board members. The responsibility of the advisor shall include serving as chairperson to assure that a fair selection process is conducted. The selection process as specified in Addendum II.

Section VIII: Term of Office

1. Full Term Board Members

The term of office for the Associated Students Board members shall be from the Monday following spring graduation of the semester selected/appointed through spring graduation at the end of the next academic year.

2. Partial Term Board Members

The term of office for Associated Students Board members selected during the academic year shall be from the Monday following selection/appointment through spring graduation at the end of the academic year.

3. Term Limit

Aims Community College is a two-year institution of higher education; therefore ASACC representatives of ASACC are limited to the number of terms they may serve on the ASAC Board(s).

- a. ASACC members cannot serve more than two terms, consecutive or otherwise, on the ASACC Board(s), which for the purpose of term limits is defined as serving on either, or a combination of the two boards. A term, for the purpose of term limit determination is defined as serving more than two-thirds of a full term.
- b. The position of President is classified as a terminal position; therefore, any student serving in this position is not eligible to serve on any ASACC Board(s) after serving one term as president. A term is defined as serving any length of time during the academic year, as president.

4. Semester Evaluation

The Advisor will conduct semester evaluations not later than finals week of each semester with each board member to ensure all members have met their responsibilities and requirements. Any board member not meeting specified responsibilities could be subject to dismissal.

Formal position evaluation of Spring Semester performance, for returning Executive Council Members will be conducted prior to the selection process for the next academic year and both Fall Semester and Spring Semester evaluations will be made available to the Selection Committee.

- a. Evaluations reflecting less than an acceptable performance rating will be submitted to the ASACC President for formal action and must be accompanied by a recommendation from the Advisor.

Section IX: Compensation

The purpose of compensation for all Board Members is to provide an equal, reasonable, and adaptable compensation for the term served, to improve the reliability of the Associated Students Board by allowing for limited outside employment and to ensure equal opportunity to individuals who might otherwise be unable to serve because of the need for compensation. Compensation will begin Fall Semester following spring selection.

ASACC Board(s) have the right to modify individual compensation among their respective board; however, they cannot exceed the maximum allowable compensation as specified by the Student Compensation Committee.

Review of the compensation policy will be completed at the end of the spring semester for the upcoming year, by the Student Compensation Committee. The committee shall be comprised of the entire active SGA board, the SGA Vice-President or if no active Vice-President the President serves as the chairperson who shall be a non-voting member, and one (1) ASACC advisor who shall be non-voting.

Approved compensation for current year is specified in Addendum III of ASACC Bylaws.

Leaving Position Vacant: If there is a vacant position that has been officially closed, the funds budgeted for that specific positions' stipend may be dispersed among the remaining board members, at the advisor's discretion.

Section X: Vacancies

Positions on the Associated Students Board shall be declared vacant when any Member of the Associated Students Board is removed from office by impeachment, resigns, or is terminated by a disciplinary action.

1. Impeachment

The only charges that can be brought against an Associated Students Board member are that they have violated the Constitution, Bylaws, or is no longer fulfilling the job requirements per specific job description. Impeachment proceedings may be initiated against any member of the Associated Students Board upon the Student Governing Board receiving a formal, written accusation from at least three (3) Associated Students Board Members or by a petition of at least five (5) percent of the currently enrolled student body. The Associated Students Board shall have the sole responsibility of enforcing the impeachment. A 2/3's vote is required for impeachment.

2. Removal

At any time, an Associated Students Board Member may be removed for any violation of the Associated Students Bylaws, Constitution, or the Expectations and Responsibilities. The Advisor(s) also has the right to remove a board member through the evaluation process.

3. Leave of Absence

The SGA Executive Council, upon a majority vote of quorum, may grant a Member a temporary leave of absence for up to eight (8) weeks contingent upon a contractual agreement between the requesting Member and the ASACC Executive Council. Any Member who is granted a leave of absence will relinquish their right to compensation for the duration of their absence.

4. Resignation

A Board Member may at any time submit a letter of resignation to the President of the Associated Students Board, with a copy submitted to the Advisor. The letter of resignation shall be submitted to the Associated Students Board at the first meeting following receipt of the letter of resignation.

5. Time Frame for Filling Vacancies

Upon the declaration of a vacancy or a leave of absence, the President of the Associated Students Board President shall have two (2) weeks to recommend leaving the position vacant, filling the position with a temporary appointment, or filling the position with a permanent Board Member.

6. Filling Vacancies
The Associated Students, upon a majority vote of quorum, shall fill all vacancies of the Associated Students Board.
7. Leaving Positions Vacant
The Associated Students, upon a majority vote of quorum, may leave a position vacant. The Associated Students Advisor(s) will recommend/ delegate job responsibilities for the vacated position to other Board Members.
8. Temporary Appointment
The Associated Students, upon a majority vote of quorum, may fill a vacant position with a temporary Board Member. A temporary Board Member will be defined as a member intending to fill a vacant position for not more than fifteen (15) academic weeks or until a permanent replacement is found. A Board Member or Advisor(s) to the Associated Students Board can submit the names of temporary members to the Board.

Section XI: Advisor(s)

Aims Community College shall employ qualified individual(s) to work with the Associated Students Board as an advisor.

1. Selection of Advisor(s)
Selection of the advisor(s) for the Associated Students shall be the responsibility of Aims Community College in conjunction with the Associated Students Board.
2. Qualifications of Advisor(s)
The qualification for the Advisor(s) will be determined by Aims Community College in consultation with the Associated Students Board.
3. Responsibilities of Advisor(s)
The responsibilities of the advisor(s) for the Associated Students shall include: assisting in an advisory capacity, the operation and viability of the Associated Students and its organizations, services, and committees; attending and participating as an active advisor at all meetings and Associated Students' sponsored events/activities; a prominent role at the beginning of the year decreasing once the board is self-governing; acting as an administrative liaison to both the Associated Students Board and Aims Community College; ensuring all board members have an adequate understanding of the applicable bylaws; facilitating the resolution of issues, including but not limited to personal and professional issues which will be presented to or within the Associated Students Board; assisting the Associated Students Board President in personnel decisions related to the selection and appointment of members, their evaluations, and interpersonal relations;

meeting regularly with all Associated Students Board members; instituting, with the assistance of the Associated Students Board President, all scheduled retreats, in-service training, and/or planning sessions as deemed necessary by the advisor; and fulfilling all other duties and responsibilities as required by Aims Community College pertaining to this position.

Section XII: Official Meetings

Official meetings of the Associated Students shall be open to the public. Meetings dealing with personnel or legal related issues may be closed.

1. Regular Meetings

Regular meetings of the Associated Students Board shall be held at least one (1) per semester (fall and spring), summer session excluded. It shall be the responsibility of the President of ASACC to determine if additional meetings are necessary. Regular meetings shall be defined as a required meeting for all voting members.

a. All members from ASACC will be required to attend.

2. Board Meetings

Official meetings of the SGA Executive Council shall each be held not less than twice per month during fall and spring semesters and are required to have an agenda with official minutes recording the proceedings. Official meetings scheduled at the same time as a major College or ASACC event or during finals weeks shall be optional, as determined by the SGA Executive Council or Advisor. Official meetings are required meetings for all Executive Council Members.

a. Unofficial Meetings

Unofficial meetings are defined as scheduled work sessions, training sessions, or informal meetings to communicate ideas, strategies, and topics relevant to the well-being of the SGA and students at Aims Community College. Attendance at unofficial meetings may be required depending on content or vote of the SGA Executive Council.

3. Special Meetings

The President of the Associated Students Board shall call special meetings of the Associated Students Board, by a petition of at least fifty (50%) of the regular members of the Associated Students, or by a majority vote of quorum of the Associated Students Board. Special Meetings shall be held within five (5) regularly scheduled class days following the Associated Students Board President's receipt of the petition or vote.

4. Public Notice of Special Meetings

Public notice shall be given 24 hours one (1) regularly scheduled class day prior to the date of a Special Meeting.

- a. Public notice of official meetings shall be posted at least 48 hours prior to the meeting.
- b. Public notice of special meetings shall be posted at least 24 hours prior to the meeting.
- c. No public notice is required for unofficial meetings.

5. Quorum

- a. A quorum shall be defined as two-thirds of the filled positions on the Associated Students Board. The President shall be considered as part of quorum.
- b. For ASACC members who have an excused absence and submit a vote on an action item, they will be counted towards quorum.
- c. When a vote is taken by email, 2/3 of the voting members must submit a vote to make it an official action.

6. Rules of Procedure

Every member of the Associated Students shall have the right to attend an Associated Students Board meeting, to be recognized by the Chair, and to participate in all deliberations. Exceptions can be made if a member or advisor motions for special consideration for debates, statements of concern and charges relating to personnel issues of current board members. If a motions passes by 2/3 majority of quorum, the issue can be made more private by allowing the board to excuse the person (s) from the meeting area to allow for more open discussion. The board may also call an executive session at this time, excusing any guests from the discussions. During special sessions, the excused party will not be allowed to vote on matters pertaining to their membership. They may have the floor to address the members of the board to present their case; however, they will be excluded from the final vote. A voting member, by submitting a signed statement, may allow another voting member to use their vote by proxy.

7. Parliamentary Authority

Robert's Rules of Order, Revised, shall be used for questions not contained in these Associated Students' Bylaws, Policies and Procedures. A modified version may be sued by a majority vote of the Associated Students board.

8. Presides over meetings

The President of the Associated Students shall preside over all Associated Students meeting. In the absence of the Associated Students President the 9 members which are in descending order will fill this obligation: Vice President, Secretary/Treasurer, and Peer Educators in order of term length in position beginning with the most seniority, then in descending order of accumulated college-level credit hours.

9. Attendance

All Associated Students Board Members must attend a minimum of 80% of all meetings to include Associated Students Board Meetings.

- a. Exceptions will be made for board members who are currently enrolled in required courses that do not meet at any other time. In order for exceptions to be made, the board member must submit a letter to the Associated Students Board no later than one week into the semester. Board members not attending meetings due to class requirements are required to submit comments on upcoming business and a typed position report.
- b. Excused absences will be given to any board member when extenuating circumstances exist such as inclement weather or illness. This type of absence will not count against the board member's 80% required attendance.
- c. An ASACC member may submit an electronic vote on an action item at an official meeting if the absence meets the conditions of approved absences as stated under Section XII 9b of ASACC Bylaws. The absentee vote must be submitted prior to the official ASACC meeting is called to order.
- d. An ASACC member who will be absent from an official ASACC meeting, can join the meeting in any electronic manner that has prior approval from the chairperson. This will not count as an absence.

10. Voting

Upon majority approval, an information item can be voted on through email as an action item before the next official meeting. There must be a 72 hour waiting period before the vote can take place.

11. Membership Voting

- a. Voting membership of the Executive Council shall consist of the ASACC board. The President/ Chairperson shall have the tie-breaking vote.
- b. The President/ Chairperson will be granted voting privileges when a position vacancy exists on the Executive Council. If a tie exists under this condition, the motion will die for lack of support.
- c. Executive Council member may submit an electronic vote on an action item at an official meeting if the absence meets the conditions of approved absences as stated under Section XII 9b of the ASACC Bylaws, the absentee vote must be submitted prior to the official meeting of the Executive Council is called to order.

Section XIII: Workshops

All Associated Students Board Members are required to attend all workshops, retreats, and training sessions. Excused absences may be granted to individuals who make requests at least a week in advance and are able to provide sufficient reasoning for missing the workshop.

Section XIV: Clubs/Organization

Per Article II, Section 3 of the ASACC Constitution, the Student Government Association Executive Council shall have the sole responsibility for recognizing Student Clubs and Organizations. Policies and procedures for clubs and Organizations are identified in Addendum IV of SGA Bylaws

Section XV: General Assembly of Student Organizations (GASO)

The General Assembly of Student Organizations (GASO), under the authority of the Student Government Association (SGA) and Associated Students of Aims Community College (ASACC), shall be a forum for the presentation of club activities and other matters pertaining to the student body. GASO is a recommending body only, whose recommendations are passed to the SGA Executive Council for consideration. Their policies and procedures are identified in Addendum IV of SGA Bylaws.

Section XVI: Probation and Suspension

1. Grades and Enrollment Status:
 - a. All Associated Students Board Members must maintain a semester Grade Point Average of 2.5.
 - b. All Associated Students Board Members must enroll and maintain a minimum of six (6) semester hours. Fort Lupton, Loveland, and Windsor campus student representative have a desired qualification of having one class held at that respective campus.
 - c. If a board member drops below the minimum term G.P.A. of 2.5 or enrollment status of 6 semester hours, the board member will be placed on probation for one semester. If a board member does not achieve the required term G.P.A. of 2.5 at the end of the probationary period, they will be placed on suspension. Suspension results in termination from current position for the remainder of the academic year with no opportunity of returning as a board member for the remainder of that academic year.
 - d. If a board member's semester G.P.A. is below a 2.0, the board member will be placed on suspension.
 - e. If the board member who is on probation maintains the minimum G.P.A. of 2.5 and enrollment status of 6 semester hours for one semester, the probation

- status will be lifted and the board member will be considered to be in good standing with the Associated Students.
- f. A returning ASACC Board Member may apply and be selected to serve an additional year with a minimum cumulative G.P.A. of 2.5.
 - g. All new board members selected during the annual selection process, conducted during the spring semester prior to the start of the following academic year, must have achieved a minimum cumulative G.P.A. of 2.8 as verified by a current Aims transcript, recent high school transcript, or recent transcript for an accredited college or university.
 - h. Those students who cannot produce proof of a 2.8 cumulative G.P.A., i.e. has not completed a semester at Aims, graduated from high school more than 5 years prior, or has not recently attending an accredited college or university, may be conditionally offered a position on the ASACC Board with the understanding that they will meet the 2.8 required G.P.A. upon completion of their first term at Aims Community College. If a student in this category does not meet the 2.8 G.P.A. requirement but completes the term with not less than a 2.5 G.P.A. the student will be placed on probationary status and must achieve a minimum 2.5 G.P.A. the following semester. Students not achieving a 2.5 term G.P.A. will be placed on suspension.
 - i. All board members must meet G.P.A. requirements for spring semester (term they were selected) and summer semester following their selection, as these terms are classified as qualifying terms and are subject the academic standards outline in this section (Section XVI of the ASACC Bylaws).
 - j. If an appointed applicant (those students appointed by an advisor after the annual selection process is completed or appointed by the ASACC Boards after the fall semester starts, as specified in Addendum II 4a, of the ASACC Bylaws) does not meet the minimum cumulative 2.8 G.P.A. requirement, they may still be appointed to a position if their cumulative G.P.A. is greater than a 2.0; however, the applicant will be put on probation effective immediately. They will be given one semester to meet the minimum term G.P.A of 2.5. If the board member fails to meet the requirement at the end of the probationary period, they will be placed on suspension. If the board member achieves the minimum term G.P.A. of 2.5 at the end of the probationary period, they will be considered to be in good standing with the Associated Students.
 - k. Suspension Appeal - An individual suspended from the Executive Council for an academic status violation may submit an appeal to the Director of Student Leadership and Development. Appeals must be made within one (1) week of notification (5 school days) of suspension. The Director of Student Leadership and Development must render a decision within 48 hours (2 school days) of appeal submission. Only appeals based on situations that were beyond the control of the individual will be considered. A ruling in support of the sanction or a ruling overriding the sanction will be final; no further appeals can be made.

I. Suspension for Non-Academic Cause

Any violation to the SGA Constitution or Bylaws by an Executive Council Member could result in sanctions ranging from a reprimand to removal from office. Violations to the Constitution or Bylaws may result in a probationary period or a suspension depending on the extent of the violation. Sanctions can be initiated by Council Members or Advisor(s) and must be passed by a majority vote of the Executive Council of SGA.

1. Suspension Appeal - Non-academic sanction may be appealed to the Director of Student Leadership and Development. Appeals must be made within one (1) week of notification (5 school days) of suspension. The Director of Student Leadership and Development must render a decision within 48 hours (2 school days) of appeal submission. A ruling in support of the sanction or a ruling overriding the sanction will be final; no further appeals can be made.
2. Exception
An individual request for an exception to the ASACC Bylaws can be made by a board member in writing and submitted to the ASACC Board. This request must include complete details regarding the request and any documentation deemed necessary. After review of the request the ASACC Board, with quorum and a 2/3 vote will render a decision. The quorum and vote cannot include the petitioner.

Section XVII: Conduct

All Board Members of ASACC are expected to conduct themselves in a professional manner while at any Aims Community College Campuses or at any Aims Community College sponsored events. Any infractions of the following stated conducts will not be tolerated and will result in disciplinary actions:

1. Sexual harassment as defined by Aims Policy will not be tolerated;
2. Abuse, which includes physical or verbal intimidation;
3. Professionalism must be maintained in all Aims Community College meetings, no personal cell phone use during these times;
4. Appropriated language must be maintained at times while serving the capacity of an Associated Students Board Member;

5. Adhere to the ASACC Statement of Performance and Conduct, as specified in Sec. XVI & Addendum I of ASACC Bylaws.

The ASACC office is a place of business, in which all members will exhibit appropriate conduct. There will be no exceptions to this section.

Section XVIII: Student Judicial Board

The Associated Students shall have the authority to convene judicial proceeding if a complaint or grievance is brought against a Board Member by any student at Aims Community College. The judicial board, hereafter referred to as the AS Judicial Board will consist of the ASACC President, Chairperson (non-voting); Two (2) ASACC representatives, two (2) club officers, and one (1) student chosen by the petitioner. Procedure for filing a complaint or grievance is specified in Addendum VII of ASACC Bylaws.

Section XIX: Amendments/Addendums

Amendments/Addendums to the ASACC Bylaws must be passed by a two-thirds majority vote of the voting membership of ASACC. A quorum must be presented at the time of voting and all amendments must be presented at least (1) one meeting prior to voting.

Addendum I: ASACC Bylaws

Expectations & Responsibilities & Disciplinary Actions The Associated Students of Aims Community College

Associated Students Board Members are expected to adhere to a code of conduct that exemplifies professionalism and leadership behavior. The Expectations & Responsibilities & Disciplinary Actions document was created to identify these standards. The document is detailed in Addendum I. The advisor(s) for the Associated Students are responsible to uphold these standards, as such; failure by Associated Students to reach expectations and responsibilities will result in disciplinary actions by advisor(s).

1. Maintain a 2.5 semester GPA;

2. Maintain an enrollment status of 6 credits per semester;
3. Work a minimum of 10 office hours per week, unless otherwise stipulated in the SGA Bylaws, during the Student Leadership & Development hours of operation, in the Student Leadership & Development Office. Unless approved by Director of Student Leadership & Development for an exception, hours must be met on a daily basis. Members may need to allocate additional hours as needed to complete activities, programs, or events relating to specific job responsibilities;
4. Plan, organize, and implement programs as described under specific job requirements;
5. Create and maintain complete files for all activities, programs, and functions associated with specific position;
6. Review, evaluate, and report to the Board, on activities upon completion;
7. Actively recruit committee/team members;
8. Be responsible for promotion of ASACC, General Assembly of Student Organizations and ASACC activities, and creating a positive public image for the student organizations and the College;
9. Executive Council Members will conduct themselves in accordance with all ASACC and Aims Community College's Policies and Procedures;
10. Perform other assignments as assigned by the Director of Student Leadership and Development Advisor and/or their designee;
11. Work no more than 25 hours per week outside school (permission may be granted for extenuating circumstances);
12. Support ALL ASACC events/functions, which includes recruitment of new members, while creating a positive public image for ASACC on the Aims Campuses;
13. Give assistance to other Executive Council Members when needed to advance the mission of the ASACC;
14. Must meet with their advisor weekly;
15. Must go through semester evaluations with their advisor;

16. Must conduct oneself in a professional manner while at any Aims Community College Campus or at any Aims Community College sponsored event;
17. Shall not hold office or have advising role in any on-campus student club or organization;
18. Must contribute to the decision-making process by participating in discussions at board meetings and work sessions;
19. Must attend 80% of all Associated Students Board meetings punctually and regularly; and
20. Attend all leadership training retreats, workshops, and planning/work sessions.

Addendum II: ASACC Bylaws

Selection Procedures

It shall be the responsibility of the Director of Student Leadership and Development and/or their designee, serving in an ex-officio capacity to plan, organize, implement, and provide input for the selection process of Associated Student Board members. The responsibility of the advisor shall include serving as chairperson to assure that a fair selection process is conducted. The selection process shall be conducted each spring semester in order to select board members to the next academic year.

1. Committee Purpose:
This committee is charged with selecting the student leader candidates who apply to fill the positions on the Associated Student Board(s), for the next academic year. A general outline of the selection process must be submitted to the Associated Student Board(s) prior to implementation. The following ASACC Board(s) are subject to this selection process:
 - a. Student Government Association
2. Committee Structure: (Greeley Campus)
 - a. Chairperson:

Director of Student Leadership and Development and/or their designee serving in an ex-officio capacity for the SGA selection committee shall serve as the official chairperson.

Responsibilities:

1. Organize and structure the selection committee relating to the specific Board as specified by the ASACC Bylaws;
2. Preside over all selection committee meetings;
3. Schedule and attend all interviews;
4. Implement a recruitment process to solicit applicants;
5. Remove any member of the selection committee that does not attend meetings and/or interviews; and/or remove any member from the selection committee that conducts themselves in an unprofessional manner, such as projecting biases or prejudices in the selection process.

b. Members

The selection of committee members will be conducted by the chairperson of the selection committee. First consideration for the committee members will be given to students, faculty, and staff whose domain is the Greeley Campus. All current Board Members not applying for a board position for the next academic year may be considered as possible selection committee members. It is the responsibility of the chairperson to select the committee members and bring together the best committee possible from their perspective.

3. Conditions:

The selection committee process and a timeline must be formulated by February 1st;

- a. All Associated Student Board positions shall be opened not later than March 1st;
- b. All Job Descriptions reflecting changes must be presented to the Associated Student Board(s), prior to any positions being advertised.
- c. Interviews and application deadlines will be set at the discretion of the Chairperson;
- d. Interviews must be completed by the end of spring semester.

4. Vacant position(s) due to resignation or termination:

A position will be considered vacated if a board member selected for a positions resigns, is terminated due to non-compliance of policies and procedures, is impeached; or if the selection committees, during spring semester are unable to fill any position(s) because of a lack of qualified or insufficient number on candidates.

a. Unfilled Vacancies:

If any board position(s) remain open after the spring semester selection process is complete, they will be classified as unfilled and the advisor(s) for the Associated Students may appoint, at their discretion, prior to the start of fall semester, a qualified student meeting all the requirements to serve on the ASACC Board. Section X of SGA Bylaws, outlines possible exceptions to above mentioned requirements.

b. Academic Year Vacancies:

If any board position is left unfilled from the spring selection process after the start of fall semester or is vacated during the academic year (the first day of fall semester through the last day of spring semester) due to resignation, termination, or impeachment, the Associated Student Board must vote to open the position with a simple majority vote.

5. Selection of Ft. Lupton, Loveland, and Windsor Campus Representatives:

The same selection process will apply to Ft. Lupton, Loveland, and Windsor as applies to the Greeley Campus. The Ft. Lupton, Loveland, and Windsor Campus Selection Committees are charged with the same tasks and responsibilities, as is the Greeley Campus Selection Committee. The following procedures shall provide direction and responsibilities for the Ft. Lupton, Loveland, and Windsor Campus Selection Committees:

- a. Director of Student Leadership and Development and/or their designee, serving as chairperson in an ex-officio capacity;
- b. Aims faculty and staff members from Ft. Lupton, Loveland, and Windsor Campus, selected by the selection chairperson;
- c. The Ft. Lupton, Loveland, and Windsor representative, if they are not applying for the position at their respective Campus for the next academic year and one other board member from the Greeley Campus, as selected by the selection chairperson.

6. Selection Results:

The selection results will be posted no later than five (5) school days following each selection process (Greeley Campus, Ft. Lupton Campus, Loveland, and Windsor Campuses), at respective campuses. A complete list of newly selected board members will be presented to the Associated Student Board no later than the second board meeting following the last selection process.

Addendum III: ASACC Bylaws

Current Year Compensation

It has recommended by the Student Compensation Committee and approved by the 2014-2015 ASACC Board, that the compensation for 2015-2016 shall not exceed \$375.00 per month for a period of (9) months, beginning August 2015 and ending April 2016.

Addendum IV: ASACC Bylaws

Student Clubs/Organizations

Section I Clubs/Organizations

Section I. Clubs/Organizations

Per Section XV of the ASACC Constitution, the Student Government Association Executive Council shall have the sole responsibility for recognizing student clubs and organizations.

By virtue of the authority granted the Executive Council of SGA, the following procedures have been established with this document and Aims Community College Student Club & Organization Handbook.

- A. Authority
 1. The Executive Council of the Student Government Association shall be responsible for setting policy.
 2. The authority to exercise the policy and define procedure shall be vested in the Program Coordinator of Student Leadership and Development or at the discretion of the Director of Student Leadership and Development.
- B. Recognition
 1. Any club or organization seeking recognition shall fill out the Student Organization Recognition Packet. This packet may be obtained from the Program Coordinator of Student Leadership and Development.
 2. A club or organization may complete the "Intent to File Form"; this form shall give the club\organization the right to receive funding by attending the General Assembly of Clubs and Organizations (GASO) meetings and participating in activities prior to official recognition. The club\organization shall have 30 days from the filing of this form to submit a completed application for recognition. Failure to properly file a

completed application prior to the expiration of this form shall result in the forfeiture of any funds gained and any qualifying factors for continued recognition will be voided. Additionally a club\organization will be ineligible to receive any funding until such time as an application for recognition is approved.

3. The Program Coordinator of Leadership and Development shall have the responsibility to ensure the recognition paperwork is properly filled out prior to submitting it to the Executive Council for consideration.
4. The Executive Council shall examine the application for recognition and after deliberation shall approve or deny.
5. The Director of Student Leadership and Development has the authority to modify these terms on a case by case basis, if necessary and shall have final authority on any appeals.

C. Codes of Conduct

All officers and members of clubs\organizations shall conduct themselves in accordance with all College, ASACC, and SGA codes of conduct and specifically Section XVII of the SGA Bylaws. These codes of conduct shall extend to all functions, on or off campus.

D. Student Clubs/Organizations Disciplinary Review Procedure

Complaints about improprieties, misconduct, violations of College or ASACC policies or procedures, or local, state, or federal laws by student clubs/organizations will be submitted to the Director of Student Leadership and Development, to determine the validity of the allegation. It shall be the responsibility of this individual to conduct meetings with all parties concerned to include club advisor(s), club officers, club members involved in the incident, and the originator of the allegation. If the Director determines the allegation(s) to be valid, the allegation(s) will be presented to the SGA at their next scheduled board meeting. SGA will have two (2) weeks to convene a formal hearing to determine the extent of the allegation(s) and if necessary establish sanctions. Sanctions imposed can range from an informal reprimand to disbandment of the student club/organization. If SGA determines that the allegation(s) is unfounded or not severe enough for sanctions, they may render a decision of "Unimpeachable" and no further action will be taken.

E. Adjudication Procedure for Student Clubs/Organizations

1. If a formal hearing is warranted, the following procedures apply for disciplinary cases involving a student organization:
 - a. Hearing Board- The hearing board will be the members of the Student Government Association.

- b. Quorum- 2/3 of filled positions (voting members) must be present to constitute quorum. President/Chairperson shall be considered as part of quorum.
 - c. Notice of Hearing- President/Chairperson of SGA will notify the Advisor of SGA and the club advisor of the date, time and place of the hearing at least 5 school days before the hearing is scheduled. The notice must include a statement of allegations of policy violations and information regarding the student organization's rights in the hearing.
 - d. Absence of the Accused Organization- The accused student organization may choose to not be present at the hearing. The student organization may choose instead to submit a written presentation of its case. If the student organization chooses not to be present, the student organization waives the right to question witnesses.
 - e. Witnesses: The representative officer of the accused student organization, the complainant, and the Director of Student Leadership and Development or their designee may invite persons who have information relevant to the accusation to present testimony at the hearing. The SGA Executive Council may also limit the testimony of character witnesses to the sanctioning phase of the hearing. The names of the witnesses and written disclosure of the main points of their testimony must be submitted to the Director of Student Leadership and Development a minimum of 24 hours before the hearing. Each party shall be responsible for insuring the presence of their witnesses at the hearing. A written statement in lieu of appearance by a witness will be accepted if it is signed and an Aims ID number is provided for verification purposes. Witnesses invited by either party can only be present during the hearing when giving testimony.
2. After the formal hearing is complete and all sides have presented testimony, the SGA Executive Council will determine if further action is required. The SGA Executive Council will notify the Director of Student Leadership and Development as to their decision by the next scheduled SGA meeting. If a formal action is required after a formal hearing, the following procedures will be initiated and upheld.

Any violation of policies and procedure could result in one of the following sanctions as determined by the SGA Executive Council:

- a. Reprimand**- If an investigation determines a violation did occur but was not blatant, the SGA can choose a reprimand that consists of notifying the club that caution should be used in the future to prevent additional violations.
- b. Probation**- Violations may result in a probationary period for the remainder of the academic year and the following academic year. The student organization must comply with all policies and procedures during the probationary period. Failure to comply with the policies and procedures may result in club suspension.
- c. Suspension**- If violations result in sanctions of suspension (as determined by the Executive Council) the organization will lose all current funds and their recognition will be suspended for the remainder of the academic year and the following academic year. After the suspension period, the student organization may apply for recognition. The organization will be eligible to receive startup funding. The startup funding must be paid back to the Executive Council before other funding awards will be given. The startup funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.
- d. Disbandment**- If a violation is excessive and warrants extreme measures, SGA has the authority to disband the student club/organization. Disbandment will include sequestering all club funds, documents, and materials the club/organization has acquired during its existence. This sanction may also be extended to the club advisor(s), club officers, or club members responsible for the sanction to the extent that these individuals cannot serve an advisor or club officer for any club or organization at Aims Community College, as determined by SGA, for a period of time not to exceed five years.

F. Funding

The allotment of ASACC funds for Clubs\Organizations shall be solely vested in the Executive Council of the Student Government Association.

1. A schedule of these allotments shall be made annually and revised as stated in Addendum V to these Bylaws.
2. This addendum shall only need a simple majority vote to be modified
3. The approval of the annual allotments shall be made prior to the first day of classes of the fall term.
4. The SGA Board shall have the right to modify and adjust these allotments throughout the year, as needed with a two-thirds vote.

Club Funding

(Funding will be determined by the incoming Executive Council prior to Fall Semester)

Refer to Club Handbook - Addendum 1 (added)

Addendum VI: ASACC Bylaws

Position Descriptions

President

Associated Students of Aims Community College Student Government Association

DESIRABLE QUALIFICATIONS:

At least (1) semester of experience in a leadership role on a SGA Board or other leadership experience relevant to small groups or student governments and experience in conducting meetings according to Robert's Rules of Order, Revised.

JOB DESCRIPTION:

The President serves as the Chief Executive Officer for the Associated Students of Aims Community College and the Student Government Association, represents the students at Aims to the College Trustees, Aims Foundation Board, administration, faculty, and staff as well as entities

outside the college community, and acts as the liaison for the student needs on the Loveland, Ft. Lupton, and Windsor campuses. This is a term limited position.

Responsibilities include the following:

1. The President serves as the liaison between the student body and Aims Community College
 - a. Chair the Executive Council of SGA and the ASACC Board
 - b. Maintain communication with the Student Leadership and Development Department, students, staff, faculty and administration at Aims Community College
 - c. Keep informed of SGA activities and projects, and share that information with the appropriate college and community personnel
 - d. Establish ad hoc committees, as needed to investigate or complete SGA projects or activities
 - e. Serve as the student representative to the Aims Community College Board of Trustees
 - f. Serves as the student representative to the Aims Foundation Board
 - g. Serve as a voting member of the Student Fee Review Committee
 - h. Coordinate with the SGA advisor student representation on all College committees
 - i. Maintain communication with the senior management team, faculty senate representatives, support staff officers
 - j. Coordinate representation for the students at the Ft. Lupton, Loveland, and Windsor campuses.

2. Preside over all SGA and ASACC meetings

- a. Set the format for the agenda
 - b. Prepares meeting agendas and post them at least 48 hours (two business days) prior to meetings
 - c. Call special meetings when necessary
 - d. Address all motions and proposals presented to the Board(s) and responds in writing to the originator with a copy to the SGA advisor for their file within (1) week of final action
 - e. Maintain parliamentary procedure according to Robert's Rules of Order, Revised
3. Enforce SGA and ASACC policies and procedures
 4. Represent students on the All Campus Academic Committee (ACAC)

5. Maintain open lines of communication with ASACC/SGA members
6. Assist the advisor with planning and implementing leadership retreats, and workshops for SGA and ASACC members
7. Review with the advisor agenda items, proposals, motions, and issues related to SGA and ASACC meetings
8. Assist with recruiting efforts for current year General Assembly of Student Organization members
9. Assist with recruiting efforts for ASACC members for the next academic year
10. Serve on SGA, ASACC, college and/or community committees as assigned
11. Be an active proponent for students on SGA and ASACC
12. Represent the student point of view on college and community committees
13. Support all SGA, ASACC, and college policies and procedures
14. Establish position goals and objectives
15. Meet weekly with the SGA advisor
16. Coordinate campus recognition of United States Constitution Day as outlined by federal guidelines
17. Perform other duties as assigned

Vice President

JOB DESCRIPTION:

The Vice President of Academic Affairs serves on the SGA Executive Council; serves as the student contact for the Academic Deans; represents students on college related academic committees; is a voting member of ASACC; coordinates student sponsored academic initiatives to complement the academic community at Aims; co-chair the Student Fee Review Committee; By-law Committee; ASACC Compensation Committee; chairperson for SGA Executive Council recruitment committee; and represents students on college related finance committees; chairperson of GASO; and is responsible for conducting open forums for student input during the academic year.

Responsibilities include the following:

1. Establish a communication link with all Academic Deans, for expressing student concerns and/or providing student input on academic issues
2. Serve as a student resource to academic committees

3. Coordinate student sponsored academic initiatives
4. Establish ad hoc committees to address student academic issues
5. Identify student academic issues through appropriate data collection methods
6. Represent students on the All College Action Committee (ACAC)
7. Audit ASACC activities for compliance and effectiveness
8. Chair the Student Compensation Committee as outlined in the Compensation Section IX.
 - a. Establish membership for the committee, consisting of the entire SGA board, and an advisor
 - b. Convene committee during spring semester
 - c. Review projected budget for available funding
 - d. Submit committee's recommendation to the ASACC Board
9. Co-Chair Student Fee Review Committee
 - a. Meet with the Director of Student Leadership and Development to review current student fee funding and determine if modifications should be considered
 - b. Report to SGA Executive Council findings of review
 - c. Co-chair with the Director of Student Leadership and Development and/or their designee, if further actions are taken
10. Chair the ASACC Recruitment Committee (Executive Council)
 - a. Establish membership for the committee, consisting of at least one (1) additional SGA member, and the SGA advisor
 - b. Establish a marketing campaign for Executive Council members in the event of an office vacancy
 - c. Establish the annual recruiting campaign for SGA, for the next academic year
 - d. Work with the advisor for SGA in meeting deadline and selection criteria
11. Chair SGA Bylaws Committee
 - a. Establish membership for the committee, consisting of at least one (1) additional SGA member and the SGA advisor
 - b. Review the general Bylaws and make recommendations prior the fourth week of spring semester

- c. Convene the Bylaws Committee at the request of the Executive Council
 - d. Review all job descriptions and submit revisions to the Executive Council prior to the fourth week of spring semester
12. Assist with recruiting efforts for current year General Assembly of Student Organization members
 13. Assist with recruiting efforts for ASACC members for the next academic year
 14. Assist with planning for the Student Involvement Fair each Fall and Spring
 15. Serve on SGA, ASACC, college and/or community committees as assigned
 16. Be an active proponent for students on SGA and ASACC
 17. Represent the student point of view on college and community committees
 18. Support all SGA, ASACC, and college policies and procedures
 19. Establish position goals and objectives
 20. Meet weekly with the SGA advisor
 21. Perform other duties as assigned

Secretary/Treasurer

JOB DESCRIPTION:

The Secretary/Treasurer serves on the SGA Executive Council; represent students on college related maintenance and development committees; is a voting member of ASACC; coordinates student sponsored campus improvement and beautification projects; coordinates ASACC social media efforts; coordinates ASACC Green projects; serves as the SGA treasurer; serves as historian; serves as the secretary for ASACC and SGA.

Responsibilities include the following:

1. Work with advisor(s) to establish budgetary needs for ASACC and SGA.
2. Serves as SGA and ASACC Treasurer, to include but not limited to tracking and auditing expenditures
3. Serve as secretary for SGA and ASACC
 - a. Take notes for minutes during all official meetings of SGA and ASACC
 - b. Formalize minutes into an appropriate format

- c. Complete minutes within 72 hours of meetings, providing the draft copy to the chairperson and advisor
 - d. Make corrections to approved minutes before submitting them to the President and Director of Student Leadership and Development for signatures
 - e. Maintain current minutes notebook
 - f. Maintain current Policies Addendum
 - g. Post approved ASACC and SGA minutes within 72 hours of approval
 - h. Post approved policy changes and amendments to the Policies Addendum E within 72 hours of approval and leave for the remainder of the academic year
4. Coordinate student initiated Green Project initiatives at Aims Community College
 - a. Evaluate college campuses to determine extending environmental concerns
 - b. Identify project(s) for current year
 - c. Survey students and college employees to determine existing issues relating to environmental issues
 - d. Research local, regional, and national organizations to assist with creating meaningful environmental projects and programs
 5. Serve as Historian for ASACC and SGA
 6. Assist in maintaining the ASACC and SGA web sites
 7. Provide input and feedback on issues related to safety, lighting, parking, buildings, classrooms, or other components encompassing the physical environment of the campuses
 8. Serve on college related maintenance and development committees
 9. Serve as the student contact for recycling and campus beautification efforts
 10. Establishes ad hoc committees when necessary
 11. Assist with recruiting efforts for current year General Assembly of Student Organization members
 12. Assist with recruiting efforts for ASACC members for the next academic year
 13. Serve on SGA, ASACC, college and/or community committees as assigned
 14. Be an active proponent for students on SGA and ASACC
 15. Represent the student point of view on college and community committees

16. Support all SGA, ASACC, and college policies and procedures
17. Establish position goals and objectives
18. Meet weekly with the SGA advisor
19. Perform other duties as assigned

Peer Educator #1-3 Including Fort Lupton, Loveland, and Windsor Peer Educators

JOB DESCRIPTION: Peer educators serve on the SGA Executive Council and General Assembly of Student Organizations; is a voting member of ASACC; provide relevant and current programming information while striving to improve students' level of knowledge and awareness; coordinating events on financial literacy; equity and inclusion; physical, mental and sexual health; tobacco cessation; and alcohol and drug abuse prevention programs (i.e. Smart Cents workshop series, Cinco de Mayo, nutrition programs, relationship violence prevention, stress reduction, suicide prevention, Great American Smoke out, and National Collegiate Alcohol Awareness Week); provide support for the annual Fall-In programs on each campus, support Student Involvement Fairs; Serve on various ASACC and campus related committees.

Responsibilities include the following:

1. Develop and coordinate programs in conjunction, as relating to SGA initiatives, with the Peer Education Council related to the programming areas of:
 - a) Financial literacy
 - b) Equity and inclusion
 - c) Physical, mental, and sexual health
 - d) Tobacco cessation
 - e) Alcohol & drug and sexual/domestic abuse/violence prevention
2. Assist with recruiting efforts for current year General Assembly of Student Organization members
3. Assist with recruiting efforts for ASACC members for the next academic year
4. Serve on SGA, ASACC, college and/or community committees as assigned

5. Be an active proponent for students on SGA and ASACC
6. Represent the student point of view on college and community committees
7. Support all SGA, ASACC, and college policies and procedures
8. Work with advisor(s) to establish budgetary needs for ASACC and SGA,
9. Establish position goals and objectives
10. Meet weekly with the SGA advisor
11. Perform other duties as assigned

Addendum VII: ASACC Bylaws

The Associated Students of Aims Community College Formal Complaint Procedure

Aims Student vs. Associated Student Board Member

This complaint procedure is for a student at Aims Community College filing a complaint or grievance against a student representative on the Associated Students of Aims Community College (ASACC) Board. This procedure shall include members of:

Student Government Association - SGA

Formal Procedure

- Step One: Submit Complaint Form**
Step Two: Mediation Process
Step Three: AS Judicial Board Process
Step Four: Appeal Process

Step One:

Complete the Aims Student vs. Associated Student Board Member Complaint Form within 30 days of the incident. Be thorough and inclusive in your comments about your complaint and submit the completed form to the Director of Student Leadership and Development in a sealed envelope. If you need assistance or have questions, contact the Director of Student Leadership and Development at 970-339-6657.

Step Two:

The student filing the complaint, hereafter referred to as the petitioner, must enter into a mediation process in an effort to resolve the complaint. This will be facilitated by the Director of Student Leadership and Development or their designee, hereafter referred to as convener. The meeting will consist of only the petitioner, the ASACC Board Member, hereafter referred to as the accused, and the convener. Within five (5) school days, the accused must submit to the convener their comments about the situation cited by the petitioner. The process below will be followed:

- 1) Within five (5) school days, the petitioner and the accused must meet, individually, with the convener to:
 - Review the complaint process
 - The accused will be provided a copy of the complaint
 - Identify and discuss the complaint
 - Identify and discuss possible solutions

If a solution can be identified and is agreeable to both parties, the complaint process will be completed and no further action will take place.

- 2) If resolution is not obtained, the mediation process will begin and a meeting must be scheduled within five (5) school days. If the petitioner fails to make them self-available

for this meeting the complaint process is terminated. If the accused fails to make them self-available, the complaint process moves directly to the AS Judicial Board process.

- 3) The meeting will be a formal mediation, consisting of the petitioner and the accused; neither party may have another person in attendance. The ground rules will be covered by the convener and will be strictly enforced. The intent of this meeting is to bring resolution, therefore those involved are expected to seek to resolve and have a willingness to work towards a resolution. This meeting will be conducted in a civil manner. The convener is responsible to maintain civility and has the authority to terminate the meeting if either party fails to maintain appropriate behavior. If the meeting is terminated, for cause, by the convener, the complaint process moves directly to the AS Judicial Board.
- 4) If a resolution of the complaint is reached during this meeting, a document will be drafted by the convener outlining the resolution. The resolution document will be sent to both parties for signatures and returned to the convener. This will conclude the complaint process for this incident.
- 5) If a resolution is not reached the complaint process will move to Step Three (AS Judicial Board process).

Step Three:

If resolution does not occur in Step Two, the complaint process moves to the AS Judicial Board. It is the responsibility of the petitioner to make the initial contact with the President of ASACC or the Advisor for ASACC in the event the accused is the ASACC President. The process below will be followed:

- 1) The initial contact with the ASACC President must be made within five (5) school days after Step Two of the complaint process has been completed. The written complaint, all responses, documentation, and any pertinent information must be presented to the ASACC President by both the petitioner and accused by the date set by the ASACC President.
- 2) The AS Judicial Board will then have five (5) school days in which to set a hearing date. The structure of the AS Judicial Board is as follows:
 - The Judicial Board will consist of:
 - Four Associated Students Board Members:
 - ASACC President, Chairperson (non-voting)
 - Two (2) ASACC student representatives from the Board.

- Two (2) club officers from two (2) different recognized student organizations, who have no vested interest in the complaint or grievance.
 - One (1) Aims student chosen by the petitioner.
- 3) When the AS Judicial Board convenes, their charge will be to determine if the accused has violated an ASACC, SGA, or College policy. If they find a violation has occurred they must determine an appropriate penalty. If they do not conclude a violation has occurred, the petitioner has the right to appeal their decision by following Step Four of the complaint process.
 - 4) It is the responsibility of the ASACC President to respond in writing to both the petitioner and the accused within (5) days of adjourning the Board.

Step Four:

If the AS Judicial Board's response does not satisfy the student, they may submit all documentation to the Dean for Student Services within five (5) school days of receiving the decision of the AS Judicial Board. The Dean's decision process will take into account documentation and interviews that the Dean determines critical to render a decision. The decision of the Dean for Student Services will be final.

Addendum VIII: ASACC Bylaws

Approved Amendments-Current Year

Rev: July 2017