

Campus Village Community Council Bylaws

2014-2015 Academic Year

**Article I – Name**

This organization shall be called the Campus Village Community Council, hence referred to as CVCC.

**Article II – Mission Statement**

It is the mission of CVCC to:

1. Will voice the opinions and concerns of the living at Campus Village to Campus Village Administration.
2. Will provide a variety of social, educational, and community service events for all Residents through CVCC initiatives.
3. Will empower, encourage, and develop positive involvement at Campus Village Apartments.
4. To create a sense of community among the Resident body at Campus Village Apartments.

**Article III – Membership and Non-Discrimination Clause**

Membership in CVCC includes all Residents contractually living at the Campus Village. The Residents who comprise this organization represent different abilities, races, ethnicities, sexual orientations, religions, ages, genders, economic statuses, disabilities, and political affiliations. CVCC welcomes and accepts any and all members and shall uphold the rights of all.

**Article IV – Community Council Executive Board:**

**Section 1- All Executive Board Members**

1. Executive Board candidates must be enrolled in school at University of Colorado Denver, Metropolitan State University, or Community College of Denver. Automatic resignation will occur if an Executive Board member moves out of Campus Village during their term of office.
2. Executive Board members must be a current resident at Campus Village and not in default of their lease.
3. Executive Board Members must maintain a cumulative grade point average of 2.0 or greater.
	1. Each Executive Board Member must submit an updated cumulative GPA report to the advisor at the beginning of every semester they hold an Executive Board position.
	2. An Executive Board Member, who falls below a 2.0 GPA, will have grace period of 1 semester to regain a 2.0 GPA or forfeit the Executive Board position they currently hold.
	3. Within the grace period the Executive Board Member shall be on academic probation with CVCC.
	4. The advisor will notify the Executive Board Member in writing about falling under 2.0 GPA.
4. Executive Board Members may not be a Resident Assistant during their term as an officer.
5. Elections will take place in the middle of Spring Semester.
6. Executive Board Members will hold a term of office from the date of appointment till end of the following Spring Semester.
7. Executive Board Members will promote CVCC as a positive influence at Campus Village Apartments.
8. Executive Board Members will uphold and carry out the CVCC Bylaws.
9. Students are reminded of and required to adhere to all the rules and regulations as stated in the Campus Village Apartments Resident Handbook.

**Section 2: Resigning Office**

1. If an officer should leave office for any reason during his/her term, they shall submit a letter of resignation two weeks in advance to the President.
2. If any officer should leave office for any reason during his/her term, the President shall appoint an officer to fill that office.
	1. The appointed officer will be voted in at the next Engagement Meeting by the General Assembly by 2/3 vote.

**Section 3: CVCC Executive Board Attendance Policy**

1. All Executive Board Members shall attend all Executive Board Meetings, Engagement Meetings and Townhall Meetings.
2. In the event that an officer will be tardy or absent they must notify the President or Advisor in advance.
3. Executive Board Members are allowed three unexcused absences per semester.
	1. If an officer exceeds three unexcused absences per semester he/she will meet with the President and Advisor to create a progress plan.
	2. If and Executive Board Member should not follow the progress plan they might be asked to leave their position.

**\*\*\*The CVCC Executive Board positions are listed below in order of rank and succession.\*\*\***

**Section 4: President of CVCC**

The responsibilities and duties of the President of CVCC shall be:

1. Will act as the official representative and spokesperson of CVCC.
2. Will plan and host all weekly Executive Board Meetings and CVCC Engagements, Townhall Meetings and programs with the assistance of the Council.
3. Will create and distribute meeting agendas.
4. Will meet weekly with Community Council Advisor and Vice President.
5. Will transition the incoming President after elections.
6. Will organize retreat and training sessions for members.
7. Will manage and update the CVCC gmail account and calendar.

**Section 5: Vice President of CVCC**

The responsibilities and duties of the Vice President of CVCC shall be:

1. Will assist the President in carrying out the operations of CVCC.
2. Will assist the President with organizing retreat and training sessions of members.
3. Will coordinate the annual CVCC elections.
4. Will oversee and communicate with all Floor Representatives.
5. Will meet weekly with Community Council Advisor and President.
6. Will step in for any Executive Board member if he/she is absent for an Executive Board Meeting, CVCC Engagement, or Townhall Meeting.
7. In the event that the President is unable to complete his/her term, the Vice President will assume the role of interim President, until a new President can be elected.

**Section 6: National Communications Coordinator**

1. Will maintain and revise the bylaws for CVCC.
2. Will be responsible for and uphold all members to bylaw regulations.

**Section 7: Marketing Coordinator of CVCC**

The responsibilities and duties of the Marketing Coordinator of CVCC shall be:

1. Will oversee all advertising efforts for CVCC.
2. Will decorate and update the CVCC bulletin board monthly.
3. Will create all lobby posters for programs and other CVCC purposes.
4. Will oversee all Marketing Representative responsibilities and assist if needed.
5. Will update and monitor all forms of social media regularly (i.e. Website, Facebook, etc.). CVCC Weebly, CVCC Facebook Page
6. Will post all meeting agendas and minutes to website each week.
7. Will decorate and display a white board for all programs and meetings.
8. Will develop and strategize new advertising efforts to promote CVCC.
9. Will send logo to Residents that have their Funding Requests approved.

**Section 8: Secretary of CVCC**

The responsibilities and duties of the Secretary of CVCC shall be:

1. Will take and record all minutes at weekly Townhall Meetings and Engagement Meetings.
2. Will take resident attendance at all meetings and programs.
3. Will track and record member attendance at all meetings and programs.
4. Will email minutes to CVCC Advisor and President weekly.
5. Will gather all required information and complete an event evaluation following a CVCC program or Townhall Meeting.

**Section 9: Treasurer of CVCC**

The responsibilities and duties of the Treasurer of CVCC shall be:

1. Will keep records of all CVCC finances.
2. Will meet weekly with advisor and update the CVCC budget.
3. Will present an update on the CVCC budget at weekly Executive Board meetings.

 **Section 10: Marketing Representative of CVCC**

The responsibilities and duties of the Marketing Representative of CVCC shall be:

1. Will communicate with and assist the Marketing Coordinator with all advertising efforts.
2. Will create creative flyers two weeks in advance of the event and send to Advisor and Marketing Coordinator, for approval
3. Will put up all flyers approved.
4. Will take all photos at events and send to Marketing Coordinator and Advisor following the event.

**Section 11: Executive Board Compensations:**

**President compensation includes:**

1. $200 per month off his/her rent
2. A meal plan of five (5) meals per week
3. A 50% monthly reduction on parking

**Vice-President compensation includes:**

1. $100 per month off his/her rent
2. A meal plan of five (5) meals per week
3. A 50% monthly reduction on parking

**National Communication Coordinator:**

**Marketing Coordinator compensation includes:**

1. $50 per month off his/her rent
2. A 50% monthly reduction on parking

**Secretary compensation includes:**

1. A 50% monthly reduction on parking

**Treasurer compensation includes:**

1. A 50% monthly reduction on parking

 **Article V – Voting**

1. All voting shall be conducted on a 2/3 vote.
2. The President of CVCC shall not vote unless there is a tie.

**Article VI – Impeachment of Officers**

1. In the event that an officer has failed to fulfill his/her duties and responsibilities as outlined in the Bylaws:
	1. General Assembly Member or Executive Board Member may present a written petition for the removal of the Officer from his/her position.
	2. This petition must cite specific examples of the Officer(s) failure to uphold their duties.
	3. In the event that the President has failed to fulfill his/her responsibilities as outlined in the Bylaws, a General Assembly Member or Executive Board Member may present a written petition to the Vice-President or Advisor.
2. The President shall contact the Officer, informing he/she of the petition brought forth. After which the President will schedule a mandatory meeting.
	1. At the meeting discuss petition prepare speech.
	2. Executive Board Member finds there is sufficient evidence to the General Body.
	3. General Body then hears speech votes to impeach, 2/3 vote.

**Article VII – Advisor(s)**

1. Communicate between the CVCC and Campus Village Management.
2. Execute all approved funding requests.
3. Meet weekly with the President and Vice-President.
4. Work directly with the Treasurer to update the CVCC budget and other financial documents.
5. Approve CVCC flyers and publications.
6. Order all materials needed for CVCC purposes.

**Article VII - Finances**

1. CVCC receives its funding from Campus Village.
2. The CVCC budget will be set forth at the first CVCC Executive Board meeting and approved by the General Assembly at the first Engagement.
3. The Treasurer with oversight from the CVCC Advisor will keep accurate records of all income and expenses.

**Article IX –Campus Village Community Council General Assembly**

**Section 1: It is the mission of Campus Village Community Council to:**

1. Voice the opinions and concerns of the students living at Campus Village Apartments to Campus Village Apartments Administration.
2. Provide a variety of social, educational, and community service programs and events for all residents through CVCC initiatives.
3. Will empower, encourage, and develop positive student involvement at Campus Village Apartments.
4. To create a sense of community among the student body at Campus Village Apartments.

**Section 2: Floor Representatives**

1. The CVCC General Assembly shall be comprised of the CVCC Floor Representatives.
	1. There shall be a minimum of one Floor Representative per Resident Assistant
	2. In the event that the Executive Board is unable to obtain a Floor Representative from their community for any reason, the Executive Board may appoint a resident from another community to serve as the Floor Representative for the community.
2. The voting body of CVCC will be made up of the Floor Representatives and General Assembly Members.

**Section 3: Duties of Floor Representatives**

1. Assist in the organization and preparation of CVCC activities.
2. Be the voice of the Residents within their community.
3. To pass out CVCC flyers in their respective community.
4. To be a part of any committees that CVCC may develop.
5. Adhere to all the policies outlined in the Campus Village Residential Handbook.
6. To attend and participate in all Engagement Meetings.

**Article X –Meetings**

**Section 1: Executive Board Meetings**

1. Executive Board meetings shall be held weekly, excluding the first week of school, the last week of the Semester, and during school breaks.
2. Will be at a consistently designated time and place, to be decided by the Executive Board.
3. All Funding Requests must be submitted to the CVCC President at least one week in advance of an Executive Board meeting in order to be on the agenda for that week and voted on at the Engagement the following week.
	1. Event Funding Requests:
		1. The CVCC Executive Board will review all Funding Requests at the Executive Board meeting in advance of the Engagement they are to be voted upon.
		2. The person(s) who submitted the Funding Request will be given five minutes to explain their request to the CVCC General Assembly. After their five minutes are up, the CVCC General Assembly will be given five minutes to ask questions and discuss said program. (This may be extended at the request of the CVCC General Assembly).
		3. After discussion and questioning by the CVCC General Assembly, a majority rule vote must be taken and recorded in the minutes of that meeting.
		4. CVCC Treasurer will send out a finalized denial/approval email to person(s) who requested funds with council’s decision and if needed, CVA management approval.
	2. Engagement and other Funding Requests:
		1. The CVCC will review and vote on all Funding Requests at the Executive Board meeting.
		2. The person(s) who submitted the Funding Request will be given five minutes to explain their request to the CVCC Executive Board. After their five minutes are up, the CVCC Executive Board will be given five minutes to ask questions and discuss said program. (This may be extended at the request of the CVCC Executive Board).
		3. After discussion and questioning by the CVCC Executive Board, a majority rule vote must be taken and recorded in the minutes of that meeting.
		4. CVCC Treasurer will send out a finalized denial/approval email to person(s) who requested funds with council’s decision and if needed, CVA management approval.

**Section 2: Engagement Meetings**

1. Engagements shall be held weekly.
2. Will be at a consistently designated time and place, to be decided by 2/3 vote by General Assembly.
3. CVCC President reserves the right to remove any disruptive attendee.
4. All Event Funding Requests will be presented and vote on during Engagement Meetings.
5. Engagements are open for all CVA residents to attend.
6. 10 meetings per Semester.

**Section 3: Townhall Meetings**

1. The Council shall determine the dates and times of Townhall meeting at the beginning of the semester. (Upon the approval of CVCC Advisor).
2. 3 Townhall Meetings per Semester.
3. If Townhall meetings are not planned by the second week of school, the Advisor/Campus Village management will take over Townhall meeting planning responsibilities for that semester.
4. Flush out responsibilities.

**Article XI - Elections**

1. CVCC Executive Board member elections shall take place during the middle of spring semester.
2. Nominations/applications are open until 5:00pm on the Friday prior to elections.
3. An application must be completed by each candidate and presented to the Executive Board. It must include, but not limited to, past CVCC experience, grasp of officer duties, plans for position and time commitments for the term of office.
4. All Executive Board members shall be elected by a majority vote of those eligible voting members of the CVCC General Assembly.
	1. Voting shall be cast in a secret ballet.
5. Elections will be conducted in the following manner. All other candidates for the position will be removed from the room until it is his or her time to begin the following process.
	1. A speech by each candidate for no longer than five (5) minutes.
	2. A Question and Answer (Q&A) for five (5) minutes, which is extendable.
	3. A Discussion ten (10) minutes, which is extendable. (Candidate will be asked to leave the room during this time.)
		1. A Pro/Con session can occur if necessary.
	4. Should no candidate receive a clear majority of the votes cast, the current CVCC President will cast the tie-breaking vote.
		1. If there is no clear majority when voting for President a re-vote will occur.

**CVCC Executive Board Oath of Office:**

The incoming CVCC Executive Board will be sworn in and certified by the outgoing Executive Board after Elections. If positions are vacant until Fall semester, incoming CVCC Executive Board Members will be sworn in and certified at the beginning of their office term.

Before entering into the execution of office, each officer shall take the following oath:

 *“I do solemnly affirm that I will faithfully execute the duties and responsibilities for the position of\_\_\_\_, and will to the best of my ability, uphold the constitution, and strive to touch the lives of the students of Campus Village Apartments.”*

**Article XII – Amendments**

1. The Bylaws will be reviewed and amended by majority vote of the CVCC General Assembly and Executive Board at any time during the year.
2. Suggested amendments to the constitution will be submitted, discussed, and decided upon by the voting procedures discussed in Article V.
3. The By-Laws shall be reviewed annually at the start of Spring Semester.

**Article XIII – Enactment**

1. The CVCC Bylaws shall take effect in the Fall Semester of 2014.
2. The amended version of these Bylaws shall take effect immediately following confirmations of the CVCC General Assembly and Executive Board.