

BYLAWS FOR THE CUSG EXECUTIVE BRANCH

Established by 53LCB05

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Article I - Purpose and Authority

- A. The Executive Branch bylaws are enacted by members of the Executive Branch of the University of Colorado Student Government (CUSG) to ensure the efficient and equitable operation of the Executive Branch.
- B. This document vests authority under the CUSG Constitution.
 - a. This document shall not supersede the authority of the provisions of the CUSG Constitution. If a provision in this document and a provision within the Constitution conflict with one another, the provisions of the Constitution shall prevail.

Article II - Election

- A. The election of the CUSG Executive(s) shall be described in the adopted Election Code.
- B. The elected Executive(s) shall assume office following Commencement in May, unless a vacancy exists due to a reason other than completion of a term, in which case the Executive(s) - elect will assume office immediately following the official announcement of the Executive final election results.
 - a. The Executive(s) are responsible for ensuring the operations of the Executive Branch over the summer.
- C. If the newly elected Executive(s) decide to shadow the incumbent Executive (s), they will be justly compensated.
 - a. The incumbent Executive(s) may formulate the shadowing period as they see fit, so long as they ensure that knowledge for the continuation of vital information and procedures is passed to the incoming administration.

Article III - Definitions

- A. The following definitions shall be used throughout the Executive Branch Bylaws:
 - a. Executive(s)
 - i. The individual(s) prescribed under Article II, Section A of the CU Student Government Constitution.
 - ii. Unless otherwise provided, one or more persons filling the office of the Executive will comprise “the Executive(s)” as though they are one.
 - iii. The Executive(s) shall have the authority to create a staff structure, including the number of staff members and job descriptions, during their term.

- iv. Unless otherwise provided in the CUSG Constitution or governing documents, the CUSG Executive(s) retain the ultimate authority on all personnel matters within the Executive Staff
- v. Personnel decisions must be made majority consensus among the Executives
- vi. Set general policy agendas and goals for the Executive Branch and Executive Staff
- b. Executive Staff (Student Administrators)
 - i. Those members of CUSG who report to the Executives or to other members of the Executive Branch.
 - ii. The provisions of this definition shall not be construed to classify members of Commissions, Coalitions, and Committees.
- c. Department
 - i. The members of Executive Staff shall be divided among several departments that address various areas of concern to CUSG and the CU student body.
- d. Chief of Staff/Director of the Executive Office
 - i. The Chief of Staff shall have authority on decisions pertaining to job performance, and other matters relevant to the Executive Branch.
 - ii. Prior experience of at least one (1) year in CUSG Proper is required to qualify for this position.
 - iii. The members of the Executive Staff will report to this position.
 - iv. This position must be hired and ratified before all other Executive Staff positions.
 - v. This position must be ratified by the Legislative Council.
 - vi. This position will be paid through hourly compensation.
- e. Director
 - i. An Executive Staff member appointed by the Executive(s) to oversee a Department and who reports directly to the Chief of Staff or the Executive(s).
 - ii. Prior experience in CUSG Proper is preferred, but not required, to qualify for this position.
 - iii. This position must be ratified by the Legislative Council.
 - iv. This position will be paid through hourly compensation.
- f. Chair
 - i. An Executive Cabinet Staff member is responsible for a certain topic or issue and reports to a Director.

- ii. Prior experience in CUSG Proper is not required to qualify for this position.
 - iii. This position must be ratified by the Legislative Council.
 - iv. This position will be paid through hourly compensation.
- g. Liaison
- i. An Executive Staff member is responsible for advocating for a specific student population and who reports to a Director.
 - ii. Prior experience in CUSG Proper is not required to qualify for this position.
 - iii. This position must be ratified by the Legislative Council.
 - iv. This position will be paid through hourly compensation.
- h. Executive Aide
- i. An Executive Staff member responsible for the administrative, advisory, and professional concerns of an individual Executive.
 - ii. Prior experience in CUSG Proper is not required to qualify for this position.
 - iii. This position must be ratified by the Legislative Council.
 - iv. This position will be paid through hourly compensation.
- i. Deputy Chief of Staff
- i. An Executive Staff member designated to assist and work with the Chief of Staff.
 - ii. Prior experience in CUSG Proper is not required to qualify for this position.
 - iii. This position must be ratified by the Legislative Council.
 - iv. This position will be paid through hourly compensation.
- j. Intern
- i. Interns are selected by a Director and hired by the Intern Director, with oversight and approval from the Executive(s).
 - ii. The internship program shall operate in accordance with the Intern Program Bylaws.
 - iii. This position will be paid through a stipend.
- k. Executive Branch Committee
- i. A group of students selected by Executive Staff member(s) tasked with serving a specified purpose.
 - ii. Committee members do not need to be ratified by the Legislative Council.
 - iii. Non-Executive Staff committee members are not paid positions.
- l. Commission

- i. Commissions shall be created by an act of Legislative Council, per Article VIII of the Constitution.
 - 1. Membership
 - a. Commission members must be ratified by a majority vote of the Legislative Council.
 - i. Commission members are not compensated unless otherwise provided for.
- m. Coalition
 - i. A group of students hired by an Executive Staff who are tasked with serving a specified purpose.
 - ii. Coalition members must be ratified by a majority vote of the Legislative Council.
 - iii. Coalition members are paid with a stipend or hourly compensation.
- n. Cost Center
 - i. Per Article 1.6.1 of the Student Fee Regulations.
- o. Job Description
 - i. An outline for an Executive Staff position.
 - ii. Must be ratified by 2/3 majority of Legislative Council
 - iii. The Job Description must include, but not be limited to, the following:
 - 1. Title
 - 2. Employment Conditions
 - 3. Job Responsibilities
 - 4. Qualifications
 - 5. Goals
 - 6. Evaluation
 - 7. Wages/Compensation
 - 8. Terms for Dismissal

Article IV - Organization

- A. The form, organization, and membership of the Executive Branch, within limitations set by provisions of the CUSG Constitution and any other applicable bylaws, will be set by the current Executives.
 - a. The Executive(s) maintain the authority to change the organization during their terms.
- B. Required Trainings
 - a. Diversity Trainings

- i. All Executive Staff members will be required to attend at least one diversity training per semester.
 1. The Chief of Staff or the Executives shall be responsible for planning the sessions' date, time, location, and all other necessary arrangements for the diversity training
 - ii. It is required of the Chief of Staff or equivalent designee to provide at least four (4) training opportunities throughout the year which meet the aforementioned requirements. Training can be completed virtually, in person, or asynchronously through CU Boulder canvas.
 - iii. Diversity training shall be provided through any of the following student resources or their future equivalents: the Center for Inclusion and Social Change, the Office of Institutional Equity and Compliance, the Office of Diversity, Equity, and Community Engagement, the Office of Victim Assistance, or Human Resources.
 1. If training to fulfill this requirement are to be pursued through other sources, these sources must be approved by the Director of Diversity and Inclusion or equivalent designee.
 - iv. Executive Staff members are required to attend trainings addressing any three (3) of the following categories:
 1. Race/Ethnicity
 2. Gender/Sex
 3. Sexual Orientation
 4. Citizenship Status/National Origin
 5. Disability
 6. Allyship Skills/Communication Skills
- b. CUSG Trainings
- i. The Executive Cabinet must be competent in the following areas before they begin individual work:
 1. CU Student Government structure and history
 2. Cost Centers
 3. CU Student Government Budget Process
 4. Expectations set forth by the Executives and Chief of Staff
 5. Day to day operations of the Executive Cabinet
 6. Student Employment Procedures and Policies
 7. Resources provided to students through student fees

8. Discrimination and Harassment Training
 9. Diversity and Inclusion Training
 10. LGBTQIA Training
 11. Citizenship Status Training
- c. Executive Staff Members who are responsible for overseeing a department or other Executive Staff members
- i. Upon being hired members who are responsible for overseeing other students must have training in the following areas:
 1. HR responsibilities
 - a. FERPA
 2. Checking and approving timesheets
 3. How to handle and address conflict
 4. How to handle and address disciplinary procedures
- C. The Executive(s) shall have the power to change the Executive structure during their term as deemed necessary.

Article V – Duties and Responsibilities

A. Veto

- a. The Executive(s) shall have the power to veto Legislative Council legislation as described in the CUSG Constitution.
- b. The veto must be exercised within six (6) days after Legislative Council approval of the legislation, to prevent enactment.
- c. Notice of veto must be posted in the Legislative Council office and filed with the Secretary of the Legislative Council within the six (6) day period. In addition, the veto must be announced at the next Representative Council, Council of Colleges and Schools, and Legislative Council meetings.
- d. For purposes of veto, the term “Legislation” shall include:
 - i. All bills and financial allocations excluding necessary funding for elections.
 - ii. Resolutions of political or moral support.
 - iii. Policy for the Legislative Council and Joint Boards.
- e. For purposes of veto, the term "legislation" shall NOT include:
 - i. Amendment and approval of bylaws.
 - ii. Amendment and approval of the Election Code.
 - iii. Directions and regulations concerning the conduct of elections.
 - iv. Impeachment and removal actions.
 - v. Legislative Council internal procedures.

- f. The Executive(s) cannot revoke a veto, once exercised, and posted.
 - g. The Legislative Council can override an Executive veto by a two-thirds vote of the entire Council.
- B. The Executive(s) shall interview for and nominate an Election Commissioner. The Election Commissioner and any Assistant Election Commissioners they appoint shall constitute the Election Commission.
- a. The nominee for Election Commissioner shall be appointed by the Representative Council and ratified by two-thirds, present and voting, majority of the Legislative Council.
 - b. The Election Commissioner shall provide updates to the Executive(s) on matters that are not specifically sensitive to election outcomes.
 - c. The Election Commissioner shall also provide updates to the Legislative Council, upon request, on matters that are not specifically sensitive to election outcomes.

Article VI - Appointments

- A. Joint Boards
- a. After Representative Council elections, the Executive(s) shall prepare a list appointing which new Representative Council members are to sit on each Joint Board pending Legislative Council approval with openings for such members as described in the CUSG Constitution.
- B. Executive Staff
- a. Executive Staff members shall be responsible to the Executive(s) for their actions and may be questioned by the Legislative Council concerning their activities.
 - b. The Executive(s) and the Chief of Staff shall have the authority to create a staff structure, including the number of staff members and job descriptions, during their term.
 - i. Job descriptions are to be prepared by the Executive(s), Chief of Staff, and any other appropriately chosen designee and are subject to approval and amendment by the Legislative Council.
 - c. Executive Staff members shall be selected by the Executive(s) with the recommendation from the Chief of Staff, and, if applicable, the Director of a given position's Department to fill the positions created.
 - d. Finance Director
 - i. The Executive(s) shall appoint a Finance Director to have financial oversight of all purchases and spending made by CUSG of CUSG Proper.

- ii. The Finance Director shall be an ex-officio member of the CUSG Finance Board.
- e. All members of the Executive Staff shall begin and end their term of office with the Executive(s), except the Homecoming and Athletics Chair and the SOAC Chair, who shall be chosen by the outgoing Executive(s) in the Spring Semester according to the appropriate timeline.
- f. Members of the Executive Staff may serve consecutive year-long terms if re-appointed by the Executive(s).
- g. The duties of Executive Staff members shall include reporting to the Legislative Council upon request by the Legislative Council.
 - i. Chief of Staff or designated Executive Staff member will be responsible for creating an executive report to distribute to the Legislative Council.
 - 1. Reports will include any tasks, projects, or relevant information from each department and tri-executive
- h. All Executive Staff shall be required to attend diversity training The CUSG Executive(s) or their designee will be responsible for planning the session's date, time, location, and all other necessary arrangements for the diversity training by the stipulated deadline and in compliance with 58LCB12 & 92LCB22.
- i. All members of CU Student Government shall be required to complete mandatory training on a timeline not to exceed four (4) weeks from the time of hire or deadlines within the governing documents of CU Student Government and prior pieces of legislation.
- j. Application Process:
 - i. Posting
 - 1. The list of open positions shall be made publicly available on the CUSG website for at least one (1) week following its initial posting.
 - 2. Application postings shall be kept current throughout the executive term.
 - ii. Qualifications
 - 1. Fee-paying student as defined in the Constitution at the University of Colorado Boulder.
 - 2. Minimum 2.0 GPA.
 - 3. Qualifications for specific positions shall be outlined in the job description.
 - iii. Interviews

1. For the hiring of all Executive staff positions, at least three of the students who have applied, within the minimum posting time, must be interviewed.
 - a. If fewer than three candidates apply for the role, all who applied must be interviewed.
 2. All interviews will be recorded for reference and record-keeping within CUSG.
 - iv. Selection and Notification
 1. The term of an Executive Staff Member's employment shall begin once they submit their signed Employment Contract to the appropriate supervisors and following ratification by the Legislative Council.
- C. Representative Council Vacancies
 - a. The procedure for Executive Appointments to fill vacancies on the Representative Council shall be as provided for in the CUSG Constitution and Legislative Council Bylaws
- D. Legislative Commission Appointments
 - a. As provided for in the CUSG Constitution and Legislative Council Bylaws
 - b. Social Equity Commission
 - i. The purpose and function of the Social Equity Commission shall occur in a manner prescribed for in the Social Equity Commission and Legislative Council Bylaws.
 - ii. Overseen by D&I Director
 - iii. Leg membership
 - c. Legislative Affairs Commission
 - i. The purpose and function of the Legislative Affairs Commission shall occur in a manner prescribed for in the Legislative Affairs Commission and Legislative Council Bylaws.
 - ii. Overseen by Legislative Affairs Director
 - iii. Leg membership
 - d. Sustainability Think Tank
 - i. The purpose and function of the Sustainability Think Tank shall occur in a manner prescribed for in the Sustainability Think Tank and Legislative Council Bylaws.
 - ii. Overseen by Sustainability Director
 - iii. Leg membership
- E. Executive Committees and Coalitions
 - a. Homecoming Coalition

- i. An alliance of students selected and overseen by the Homecoming and Athletics Chair invested in the organization and implementation of the student homecoming experience.
- ii. All Job descriptions should be adhered to as stated in the Homecoming Coalition Bylaws.
- iii. The Homecoming and Athletics Chair shall be hired by the outgoing Executive(s) in the Spring Semester.
 - 1. The application shall be posted no later than March 1st and the Chair must be hired no later than April 30th.

F. Student Organization Allocations Committee (SOAC)

- a. The Student Organizations Allocation Committee (SOAC) allocates funds to registered student organizations on an annual basis.
- b. The membership of SOAC shall be comprised of:
 - i. The SOAC Chair, which shall be hired by the outgoing Executive(s) in the Spring Semester.
 - 1. The application shall be posted no later than April 1st and the Chair must be hired no later than April 30th.
 - ii. Student voting members, selected by the SOAC Chair and ratified by the Legislative Council for one term of one academic year.

Article VII - Personnel Executive Staff

A. Executive Staff Expectations and Compliance

- a. CU Student Employment Handbook
- b. All Executive Staff Members shall abide by the following general expectations:
 - i. Regular Executive Cabinet Attendance and Department Attendance, if applicable.
 - 1. Attendance and preparation for any meeting of a Joint or Advisory Board, Committee, Commission, Coalition, or other entity of CUSG
 - ii. Timely email correspondence as defined by the Executive(s).
 - iii. Timely submission of Timesheets as defined by the Executive(s).
 - iv. Completion of Continuity Materials
 - v. A minimum number of Office Hours as defined by the Executive(s).
- c. Consistent failure to follow these expectations may result in disciplinary actions listed below.

B. Disciplinary Procedures

- a. "Disciplinary procedures" shall refer to Failure by any individual to complete the aforementioned tasks, as delegated to them in this section, shall serve as evidence of failure to perform their job duties, and may be used by relevant parties as a ground for disciplinary action or removal of the individual in question.
- b. Disciplinary actions must be given by the Executives and Chief of Staff with the exception of directors if permission is granted by the Executives.
- c. Documentation of disciplinary actions
 - i. All behavior that is deemed unprofessional, inability to complete job description/tasks, poor performance, etc. must be documented in a written form accessible to all parties involved.
 - ii. All official warnings and appeals for disciplinary procedures must be documented and accessible to all parties.
 1. Employee must present appeal to the Chief of Staff with any relevant information regarding the disciplinary action
 2. Chief of Staff will determine whether or not appeal has validity
 - a. If appeal is determined to be valid, it will be presented to the Executives for a final ruling.
 - b. If an appeal is determined to be invalid, disciplinary procedures will be upheld.
- d. Verbal Warning
 - i. Grounds for verbal warning:
 1. Minimal to no contact with supervisors
 2. Unprofessional behavior towards other faculty, staff, or students
 3. Inability to effectively execute job responsibilities
 - ii. Procedure for verbal warning:
 1. Record of verbal warning shall be issued in some form deemed appropriate by the Executives
 2. Parties involved must be made aware that the meeting is an official verbal warning
 - iii. What circumstances warrant escalation to written warning:
 1. Continued neglect of job responsibilities following a verbal warning
 2. No change in behavior patterns discussed in a verbal warning

e. Suspension:

- i. In the event of academic probation (GPA below 2.0 average)
 1. Employee must comply with all University guidelines and will be subject to suspension for two weeks
 2. Reinstatement will be granted so long as the employee exhibits consistent academic improvement
- ii. Failure to comply with University standards
 1. Student conduct violations
 2. Honor code violations
 3. University-issued suspensions
 4. Suspensions implemented by the University will be honored by CUSG

C. Dismissal Procedures

- a. Subject to Appeal to Appellate Court (per Judicial bylaws)
- b. Grounds for automatic dismissal:
 - i. Falsification of timesheet/misreporting of hours worked
 - ii. Releasing of restricted information
 - iii. Theft
 - iv. Unauthorized or fraudulent use of equipment and/or property
 - v. Violation of UCB policies and procedures/computer use agreements
 - vi. Physical/mental abuse in any form against co-workers, clients, or staff members
 - vii. Use of extreme inappropriate language
 - viii. Termination of job: the job is no longer needed
 - ix. Failure to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu)
- c. Procedure for dismissal:
 - i. Executives will issue a letter of termination signed by $\frac{2}{3}$ of the Tri-Executive

D. Impeachment

- a. As defined in the Constitution

E. Resignation

- a. All members of the Executive Staff shall retain the right to resign at any time for any reason.
- b. Letter of resignation must be presented to the Chief of Staff and Tri-Executives.

Article VIII – Conflict Resolution Process

1. Definitions

- A. An “Incident” is any event, action, or series of actions that violates the [OPE Code of Conduct](#), the [CU Discrimination and Harassment Policy](#) or the CU Student Code of Conduct.
- B. If a referral alleges that the Attorney General, Internal Affairs & Ethics Manager, or Chief of Staff was involved in an Incident, or if the previously mentioned positions have any conflict of interest regarding the Incident, the report shall be referred to the OIEC, CISC, ODECE, or the appropriate body as needed.
- C. “Evidence” is any physical document that is provided in the initial referral or approved by the Attorney General as authentic during the period of open submission in the investigation.
- D. “Information” is any material under CUSG jurisdiction, including emails, timesheets, or online storage of CUSG documents.
- E. “Interim Suspension” can only be enforced by Tri-Executives but may be recommended by any person involved in the Conflict Resolution Process.
- F. “Restorative Justice” shall come in the form of conversation regarding common ground of understanding between the complainant(s) and respondent(s).
 - a. Restorative measures cannot be mandated upon an individual to participate; any party involved must participate on an optional basis.
 - b. Mediation is not considered a restorative measure.
- G. The CU Restorative Justice Program (CURJ) shall be notified when CUSG is in need of mediation or other restorative justice services.
 - a. When matters are to be handled internally, the Internal Affairs & Ethics Manager shall be charged with handling mediation and other restorative justice services.
- H. “Sanctions” shall come in the form of employee consequences.
 - a. Sanctions can include suspension, No Contact Orders issued by the Internal Affairs and Ethics Manager, and dismissal from position.
 - b. University property is to be defined as any physical material bought by student fees; time theft will not be considered as University property and shall be subject to jurisdiction of these bylaws.
- I. All active parties participating in the investigative process must take Conflict Resolution Training.
 - a. This includes the Chief of Staff, Attorney General, and the Internal Affairs & Ethics Manager.

2. Reporting

- A. If a member of Student Government becomes aware of an Incident involving a member of the Student Government Executive Branch, whether that Incident has already occurred or is being planned, they shall make such Incident known to the Attorney General.
- B. The Attorney General is responsible for maintaining an online form which can be used to refer Incidents and for making this form easily available to the public.
 - a. When making a referral, members of will be made aware that by explicitly invoking (by name) a party within CUSG, that party will be made aware of their involvement in the pending investigation.
- C. If the Attorney General becomes aware of any Incident or misdemeanor regardless of the submission of a complaint, they may choose to launch an investigation.
 - a. If the Attorney General chooses not to refer further an Incident that the complainant believes has considerable merit, the complainant may alert the Chief of Staff who may similarly refer the matter to the Internal Affairs & Ethics Manager.

3. Investigation

- A. After a referral is submitted, the Attorney General may send a notice to the Internal Affairs & Ethics Manager to launch an internal investigation.
 - a. If the Attorney General feels that a report does not have merit, they may choose not to refer the matter to the Internal Affairs & Ethics Manager.
 - b. If the Attorney General chooses not to investigate a report with considerable merit, the Chief of Staff may refer the matter to the Internal Affairs & Ethics Manager.
 - c. If an incident indicates any action taken that violates proper conduct regarding protected class, the matter will be referred to the Office of Institutional Equity and Compliance (OIEC) and investigated internally per their recommendation.
- B. The Attorney General shall also make the Chief of Staff aware of the opening of any new internal investigations.
- C. The Attorney General will have the responsibility of reporting any incidents involving criminal activity to the proper authorities.
 - a. Such incidents include but are not limited to: cases of sexual assault, verbal or physical threats, or theft of University property.
 - b. The Standard Statute of Limitations shall apply to such referrals.
- D. The Internal Affairs & Ethics Manager shall investigate referrals. Internal investigation shall be conducted in a timely manner by alerting the person that filed the report (the complainant), the person that the report was made against (the respondent), and any potential witnesses or bystanders of the Incident.

- a. Any member of the CU Student Government that receives a request for information is required to comply with such a request fully and in a timely manner.
 - i. Failure to comply with a request for information is punishable by sanctions as the Attorney General may find suitable and carry out with the consent of the Chief of Staff and/or Tri-Executives.
- E. The investigation procedure shall consist of the following in such order:
 - a. The Internal Affairs & Ethics Manager shall contact all parties to notify that they have received a referral and have begun an investigation within 48 hours of launching an investigation.
 - b. If deemed necessary, The Internal Affairs & Ethics Manager shall issue a Executive No Contact Order between the respondent and complainant for the duration of the investigation with majority consent of the Tri-Executives.
 - i. Such orders can include a suspension from physical presence in the CUSG Office and an expectation that there will be no communication between the complainant and the respondent.
 - 1. If there is found to be a violation of this request, including regarding retaliation or intimidation, the violating party will be subject to sanctions as found appropriate by the Attorney General with the consent of the Chief of Staff.
 - a. If there is found to be any actions taken that constitute retaliation or intimidation, there shall be a report made to OIEC.
 - c. The Internal Affairs & Ethics Manager shall conduct interviews with all parties mentioned within the referral; all interviews can be recorded for official documentation.
 - i. The Attorney General will have the authority to dictate the deadline for the reporting of physical evidence to be considered throughout the investigation.
 - ii. The Internal Affairs & Ethics Manager shall keep a script of rules throughout the interviewing process that involved parties should be kept aware of, which may include but is not limited to:
 - 1. If a party invokes another person's name during their testimony, that person may be made aware of their involvement.
 - 2. Parties called upon for interviews with the Internal Affairs & Ethics Manager may invoke their Fifth Amendment Rights.
 - 3. All parties called upon to provide testimony should keep the details of the incident and investigation as confidential as possible.
 - 4. All testimony shall be subject to Appellate Court review.

- iii. Any Evidence pertaining to the investigation not already included in the initial referral shall be directed to the Attorney General for verification before being admitted as official evidence as a part of the investigation.
- iv. Any evidence that may present legal interruption to an investigation shall automatically trigger a report made to the Division of Student Affairs, the Office of Institutional Equity and Compliance, or the Office of Victim Assistance.
 - 1. The internal investigation will be suspended indefinitely after referrals are made to the proper entities.
- v. After conclusion of the investigation, the Internal Affairs & Ethics Manager shall produce a report which will be submitted to the Attorney General and the Chief of Staff.
 - 1. While the investigation is ongoing, the Attorney General, Chief of Staff, and any other people conducting or overseeing the investigation shall keep the details of the investigation private and abide by the wishes of the complainant to the extent practicable and permitted by law.
 - 2. At any point during the investigation, the Internal Affairs & Ethics Manager may refer the matter to the University or appropriate authorities.
 - a. Such a referral does not relieve the Internal Affairs & Ethics Manager of their responsibilities.
 - 3. The Chief of Staff shall be kept aware of all pending investigations in the process.

4. Resolution

- A. Should the Internal Affairs & Ethics Manager find sanctions appropriate, they may recommend such measures to the Attorney General and Chief of Staff.
 - a. The Internal Affairs & Ethics Manager shall create standards for conduct at the beginning of their term to apply to all investigations that outline when punitive measures are necessary and appropriate.
 - i. The standards outlined by the Internal Affairs & Ethics Manager must be approved by majority consent of the Tri-Executives.
 - ii. When recommending punitive measures or sanctions, the Internal Affairs & Ethics Manager shall explain which standards of conduct were violated.
- B. The Internal Affairs & Ethics Manager may also recommend restorative measures or mediation.

- a. Any reparative agreements or plans reached via these conversations between parties must remain private to those involved.
 - b. If a reparative or mediative conversation takes place, the Internal Affairs & Ethics Manager shall be charged with appropriately acting as a liaison to the CU Restorative Justice Program to provide services as needed.
- C. The Internal Affairs & Ethics Manager shall provide a report to the Attorney General and Chief of Staff, laying out all the facts and evidence collected throughout the investigation.
- D. The Attorney General shall determine the legitimacy of the facts and confirm all legal procedures prescribed in the CUSG Governing Documents, state, and federal laws were followed appropriately.
- E. The Attorney General shall refer the report to the appropriate body based on the severity of evidence and recommendations made by the Internal Affairs & Ethics Manager.
 - a. In the event the investigation concludes anything that possibly violates state and federal law, the Attorney General should immediately admit that report to the Division of Student Affairs.
 - b. In the event the Attorney General believes it's beyond the jurisdiction for Student Government to enforce sanctions in a particular matter, the report shall be referred to the Division of Student Affairs.
 - c. In the event the investigation concludes involvement or responsibility for an Incident shared with a member of another branch of CUSG, the Attorney General shall submit the report to the President of the Legislative Council.
- F. The Attorney General shall notify the complainant and respondent with the official findings of the report and the appropriate body to which the report was referred to if sanctions have been recommended.
- G. The report produced shall be considered a Confidential Document and should preserve the anonymity of all witnesses and complainants to the greatest extent possible, especially if those complainants or witnesses have expressed their desire to remain anonymous.
 - a. The Tri-Executives shall receive the report at the conclusion of the investigation.
- H. The Internal Affairs Manager shall keep a record of all investigations carried out and their outcomes.
 - a. The Chief of Staff, Attorney General, and Tri-Executives shall have continued access to these records through the duration of the Tri-Executive's term.
 - b. When the term of the current Tri-Executives ends, the Internal Affairs Manager shall provide the records collected to the Office Manager and/or CUSG Advisor. The Office Manager and CUSG Advisor will have purview over these records during the transition.

5. Interim Suspension

- A. If at any point during an investigation, the Internal Affairs & Ethics Manager finds clear and convincing evidence that the respondent was responsible, in whole or in part, for an Incident and the nature and severity of the member's conduct is such that allowing the member to continue to serve in the Student Government would severely undermine the constituents' faith in the organization or a specific function of the organization, the Internal Affairs & Ethics Manager can make a request for the Tri-Executives to issue an interim suspension for a period of two weeks.
 - a. If the Tri-Executives consent to the issue of an Interim Suspension, they must notify the Division of Student Affairs immediately.
 - b. Two weeks after the Interim Suspension of the member, the Interim Suspension will be lifted unless, within the two-week period, the following occurs:
 - i. The respondent provides documents of retained innocence, automatically lifting such suspension through the majority consent of Tri-Executives.
- B. The Tri-Executives, may, by majority vote, extend the Interim Suspension to a total length of up to six calendar weeks from the original suspension date.
 - a. If the Tri-Executives choose to not extend the interim suspension, the suspension will cease at the end of the two-week period.

6. Sanctions

- A. Should no restorative process be successful, or the Internal Affairs & Ethics Manager finds that punitive measures are appropriate, they shall delegate sanctions to the Chief of Staff.
- B. Sanctions may include, but are not limited to, any combination of, mandatory mediation, further training, or removal from the Student Government.
- C. The Chief of Staff shall be responsible for overseeing the implementation of sanctions.

7. Appeals Process

- A. At the conclusion of an investigation, if the respondent feels that the investigation showcased significant procedural errors, lacks significant amount of evidence to support the conclusion of the report, the report is contains misinformation which has significantly impacted the conclusion of the report, new evidence has arisen that could change the outcome of the report, or they feel that the sanction administered was disproportionate they may Appeal the decision to the Appellate Court.
 - a. The Attorney General shall be responsible for representing the actions of the Executive Branch in such matters.
 - b. The complainant of the original investigation may choose to strike their name from the public record of the CUSG Appellate Court.
 - c. The decision issued by the Appellate Court shall be final in the CUSG jurisdiction.
- B. If the respondent of a former investigation wishes to expunge their record, they may do so by making an appearance to the Appeals Committee.
 - a. The Appeals Committee shall consist of Internal Affairs and Ethics Manager, Chief of Staff, the Attorney General, one Tri-Executive, and Deputy Chief of Staff.
 - b. The Deputy Chief of Staff shall act as the Chair of the Appeals Committee, only casting a vote in the case of a tie.
 - c. The respondent must showcase positive growth in employee expectations from the time of the investigation.
 - d. A decision from the Appeals Committee to expunge the record of the respondent must be approved by the majority of the current Tri-Executives.

Article IX - Amendment Article of Bylaws

- A. The Executive(s) shall have the power to amend the Executive Branch bylaws throughout their term as deemed necessary.
 - a. Executive bylaws shall be reviewed by the CUSG Attorney General every two years minimum.
 - b. Within five (5) business days of adoption, the Executives, or any designated Executive Staff member, shall notify the Legislative Council President, the Chief Justice of the Appellate Court, and the CU Office Staff of the bylaw revisions and take appropriate efforts to publish and make available the bylaws to the general student body.
- B. These Executive Branch bylaws displace all prior Executive Branch bylaws and become effective with a majority vote of the Executive(s).

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President of Student Affairs

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Rachel Hill

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President of External Affairs