

Homecoming Student Coalition Bylaws

Established April 13th, 2020 via 86 LCB 11

Amended June 4th, 2020 via 93 LCB 02

I. General Provisions

A. Purpose

1. The purpose of the Homecoming Student Coalition is to provide organization and implementation of the student Homecoming experience at the University of Colorado Boulder.
2. The Homecoming Student Coalition is a support coalition for the Student Government Homecoming Chair and the Center for Student Involvement Homecoming Advisor.
3. The Homecoming Student Coalition creates and manages Homecoming Spirit Week in order to create meaningful experiences for all students and assists with the planning and execution of Homecoming Weekend alongside the Alumni Association and Athletic Department.
4. The Homecoming Student Coalition oversees the expenditure of CUSG student fees used in support of Homecoming activities.
 - a) The Homecoming Student Coalition shall receive budget requests for all expenses of CUSG student fees from the Homecoming Coalition account.
 - b) Within two (2) weeks of the close of Homecoming week, the Homecoming Student Coalition will receive expense reports for all CUSG fee monies used in support of Homecoming week.

B. Mission Statement

1. To encourage campus pride in the student body that will translate into a lifelong support of the University of Colorado Boulder. The goal of the Homecoming Student Coalition is to challenge students to become involved, educate students on University spirit and traditions, and coordinate events that build a stronger University community of students, faculty, staff, alumni, and friends.

C. Governance

1. The Homecoming Student Coalition shall function under Robert's Rules of Order, Newly Revised (the most current edition), except where otherwise specified within the CUSG Constitution, these Bylaws, or where a standing exemption is granted by a two-thirds ($\frac{2}{3}$) affirmative vote of the Homecoming Student Coalition members present and voting.
2. The Homecoming Student Coalition must comply with all regulations found in the CU Student Government Constitution, Homecoming Student Coalition Bylaws, Student Fee Regulations, and pertinent University of Colorado Boulder Policies.
3. Quorum
 - a) Quorum shall consist of five (5) physically present members of the HSC.
 - b) Remote or Electronic Communication Attendance Policy
 - (1) In the event that a quorum is not present, members shall either be allowed to participate and vote remotely via electronic communication or video conferencing formats

such as Skype, Zoom, or other formats, or those present may adjourn the meeting to a later date.

(2) Members who attend HSC meetings using this format will be counted as physically present as long as they remain on the electronic communication or video conferencing for the duration of the discussion, questions, and vote.

(3) Email voting and paper proxy voting will not be allowed.

4. The Chair of the HSC shall be the CUSG appointed Homecoming and Athletics Chair.
5. Chain of Command
 - a) In the event that any senior member of the HSC is not present when duties are required, the chain of command shall be used to determine who shall fill the vacant role.
 - (1) CUSG Homecoming and Athletics Chair
 - (2) Vice-Chair
 - (3) Assistant Chairs
 - (4) Liaisons
6. All formal meetings of the HSC are open to the public except when discussing personnel matters as covered by the Sunshine Law.
7. Copies of meeting minutes and agendas, as approved by the HSC, and other documents presented to the HSC will be sent to all HSC members, the CSI Homecoming Advisor, the President of the Legislative Council, and the CUSG Joint Boards Secretary.

II. **Membership**

A. The Homecoming Student Coalition (HSC) shall consist of fourteen (14) voting members: one (1) CUSG Homecoming and Athletics Chair, one (1) CSI Homecoming Advisor, one (1) Vice-Chair of the HSC, four (4) assistant chairs, and seven (7) liaisons.

1. Eligibility:

- a) All students of the University of Colorado Boulder are eligible for positions within the HSC if they meet the following criteria:
 - (1) CU Student Government fee-paying student during the period of employment
 - (2) Selected by Homecoming Student Coalition Chair through a formal application and interview process
 - (3) Ratified into the position by the CUSG Legislative Council.
- b) Liaisons will be selected by the organization they are representing in a manner pursuant to the bylaws of the individual organizations.

2. Term of Office

- a) All paid positions must be ratified by CU Student Government Legislative Council for a term starting between the first week of July and the first week of August. and concluding two weeks after Homecoming week.

- b) Members may be re-selected to be a part of the Homecoming Student Coalition in subsequent years.
- B. Ex-Officio Members
 - 1. A non-voting seat will be reserved for the CUSG Legislative Council as an ex-officio, non-voting member of the HSC.
- C. General Duties
 - 1. The CUSG Homecoming and Athletics Chair, Vice-Chair, and Assistant Chairs must complete mandatory CU Student Government training.
- D. Homecoming Student Coalition Position Descriptions
 - 1. University of Colorado Boulder Student Government (CUSG) Homecoming and Athletics Chair
 - a) Responsible for the student government vision, strategic mission, and goals of Homecoming. This includes but is not limited to:
 - (1) Running the Homecoming Student Coalition Operations and serving as the chair of all meetings of the Homecoming Student Coalition.
 - (2) Working with the Center for Student Involvement Advisor to be the voice of students in all Homecoming related conversations including the Homecoming Steering Committee
 - b) The Homecoming and Athletics Chair is responsible for ensuring, with the assistance of the executive(s) or their designee, that all Homecoming Coalition members compensated by the Homecoming coalition in the form of stipends, hourly wages, or salary complete the required training as mandated in 58LCB12.
 - c) Other duties as assigned by the Executive(s).
 - 2. Center for Student Involvement Homecoming Advisor
 - a) Responsible for supporting the Student Government Chair and the Homecoming Student Coalition in the vision, planning, and execution of successful Homecomings.
 - b) Providing for the successful transition of new Student Government Homecoming and Athletics Chairs, CSI Homecoming Advisor, and Homecoming Student Coalition members.
 - 3. Vice-Chair
 - a) Responsible for the operational components of the Homecoming Student Coalition, including but not limited to:
 - (1) Managing Homecoming expenditures, budget, and speed type
 - (a) Including collecting detailed reports from CUSG Cost Centers, specifically the Center for Student Involvement and Program Council on homecoming expenditures.
 - (2) Creating Homecoming Student Coalition meeting agendas and minutes

- (3) Scheduling Homecoming Student Coalition general meetings and cabinet meetings.
 - (4) Reserving rooms for the above meetings
 - (5) Managing contact information and general correspondence with Homecoming Student Coalition members
 - (6) Assisting the Chair & CSI Advisor in supervising the Assistant Chairs
 - (7) Managing the Homecoming Student Coalition Liaisons
 - (8) Solicit donations and/or sponsorships on behalf of the Homecoming Student Coalition
 - b) The Vice-Chair shall submit the complete expenditure report to the Treasurer of the Legislative Council, the Finance Director of CUSG, and the Chair of Finance Board for final review.
 - c) Other duties as assigned by the Homecoming Student Coalition Chair and CSI Advisor.
4. Assistant Chair of Digital Marketing
- a) Responsible for the marketing components of the Homecoming Student Coalition, including but not limited to:
 - (1) Marketing Homecoming events, activities, and general spirit to the University of Colorado Boulder members and community
 - (2) Working with Homecoming Student Coalition Liaisons
 - (3) Working with University of Colorado Strategic Relations
 - (4) Managing the Homecoming social media accounts
 - (a) Including responsibilities such as, but not limited to: content creation, reaching out to student orgs via social media, creating digital ads, photography and videography for promotion and events.
 - (5) Assisting the Alumni Association in the creation and management of the Homecoming website
 - (6) Managing all Homecoming event promotion activities
 - b) Other duties as assigned by the Homecoming Student Coalition Chair and CSI Homecoming Advisor.
5. Assistant Chair of Graphic Design
- a) Responsible for the marketing components of the Homecoming Student Coalition, including but not limited to:
 - (1) Marketing Homecoming events, activities, and general spirit to the University of Colorado Boulder members and community
 - (2) Working with Homecoming Student Coalition Liaisons
 - (3) Working with University of Colorado Strategic Relations
 - (4) Fulfill the graphic design needs of the Homecoming Coalition, such creating spirit items (t-shirts, etc), poster creation, social media content

- (5) Assisting the Alumni Association in the management of the Homecoming website
 - (6) Creating, ordering, and distributing Homecoming spirit materials
 - b) Other duties as assigned by the Homecoming Student Coalition Chair and CSI Homecoming Advisor
- 6. Assistant Chair of Events
 - a) Responsible for all of the logistics and execution of Homecoming Event, excluding the Homecoming Parade:
 - (1) In consultation with the Homecoming Student Coalition Liaisons develop, manage, and execute the schedule of Homecoming events.
 - (2) Ensure student interest and participation in the Homecoming scheduled events
 - (3) Establish a strategic, successful, and sustainable vision for the Homecoming scheduled events
 - (4) Coordinating with campus constituents to promote and encourage community involvement in the Homecoming scheduled events
 - b) Other duties as assigned by the Homecoming Student Coalition Chair and CSI Homecoming Advisor
- 7. Assistant Chair of Spirit
 - a) Responsible for all of the logistics and execution of the Homecoming Parade:
 - (1) Working with the Homecoming Steering Committee and the City of Boulder to execute the Homecoming Parade
 - (2) Ensure student interest and participation in the Homecoming Parade
 - (3) Establish a strategic, successful, and sustainable vision for the Homecoming Parade
 - (4) Coordinating with local Boulder constituents to promote and encourage community involvement in the Homecoming Parade
 - (5) Coordinate and manage a day of Homecoming parade preparation for student participants
 - (6) Act as an advisor to the Student Government Chair in matters of University spirit and pride.
 - (7) Solicit donations and/or sponsorships on behalf of the Homecoming Student Coalition
 - b) Other duties as assigned by the Homecoming Student Coalition Chair and CSI Homecoming Advisor.
- 8. Liaisons:
 - a) Program Council: a student representative from Program Council with the responsibility of communicating on behalf of the Program Council to the Homecoming Student Coalition.

- b) Multicultural Greek Council: a student representative from the Multicultural Greek Council with the responsibility of communicating on behalf of the Multicultural Greek Council to the Homecoming Student Coalition.
- c) Panhellenic Council: a student representative from Panhellenic Council with the responsibility of communicating on behalf of Panhellenic Council to the Homecoming Student Coalition.
- d) Residence Hall Association (RHA): a student representative from the Residence Hall Association with the responsibility of communicating on behalf of the Residence Hall Association to the Homecoming Student Coalition.
- e) The Herd: a student representative from the Herd with the responsibility of communicating on behalf of the Herd to the Homecoming Student Coalition.
- f) CU Inter-Fraternity Council: a student representative from the CU IFC with the responsibility of communicating on behalf of the CU IFC to the Homecoming Student Coalition.
- g) Graduate School Government: a graduate student representative shall be appointed by the United Government of Graduate Students (UGGS) and be responsible for communicating on behalf of UGGS to the HSC.

E. Vacancies

- 1. All vacancies on the Homecoming Student Coalition shall be filled through a formal application and interview process managed by the Homecoming Student Coalition Chair and CSI Homecoming Advisor. In the case of the vacancy of the Student Government Homecoming and Athletics Chair, the Vice-Chair shall assume the role of Homecoming and Athletics Chair with approval from the Executive(s) and subsequent ratification by Legislative Council. The new Chair shall then appoint a new Vice-Chair and hire a new member to fill the newly created vacancy via a formal application and interview process pending ratification by Legislative Council.

F. Member Removal

- 1. The Vice-Chair and Assistant Chairs may be removed by a 2/3rds vote of the CUSG Legislative Council upon the recommendation of the Chair and CSI Advisor.
- 2. Instances that qualify a vice or assistant chair for termination include but are not limited to lack of fulfillment of job responsibilities, lack of fulfillment of goals set forth by Homecoming Student Coalition, violation of the Colorado Creed, violation of campus, city, state, or federal law.

G. Compensation

- 1. The CUSG Homecoming and Athletics Chair shall be compensated as a member of the Executive Staff in accordance with the compensation structured laid out in their job description at the discretion of the Executive(s).

2. Vice Chair shall be compensated via a minimum stipend of \$125 bi-weekly from the Student Government Homecoming speed type.
3. Assistant Chairs shall be compensated via a minimum stipend of \$100 bi-weekly from the Student Government Homecoming speed type.

III. **Amendment of Bylaws**

- A. The authority to establish and amend the Homecoming Student Coalition bylaws shall be reserved to the Homecoming Student Coalition.
 1. Amendments to the bylaws must be approved by a 2/3rds majority of the Homecoming Student Coalition.
- B. All bylaw amendments shall be presented to the Legislative Council in the form of a bill for approval.
- C. All changes must be ratified by a majority vote of Legislative Council
 1. Legislative Council reserves the right to amend the Homecoming Student Coalition bylaws with the recommendation of the Homecoming and Athletics Chair of CUSG.