COLLEGE OF MUSIC STUDENT GOVERNMENT BYLAWS

Article I: These bylaws are established for the University of Colorado at Boulder College of Music Student Government (CMSG).

Article II: The purpose of the CMSG is to establish the responsibilities and goals of the community and facilitate the highest level of cooperation and communication among the faculty, administration, and students in the College of Music.

Article III: Membership of this association shall consist of those described in Article I and Article IV of the CMSG Constitution.

Section 1. Elections

A. The executive board shall be elected at the end of the fall semester.
    a. The executive board is comprised of:
        i. President
        ii. Vice President
        iii. Senators (maximum of 2)
        iv. Secretary
        v. Treasurer
    b. Elections shall occur no later than the penultimate week of classes of the fall semester and shall be voted on by all CMSG members excluding the President.
    c. Candidates must win by a majority vote.
    d. CMSG members running for the executive board must be a member of CMSG for at least one semester before being eligible.
        i. The number of semesters shall be rounded up if before 8 weeks and shall be rounded down if after 8 weeks.
    e. CMSG members running for the senator position must attend a Council of Colleges and School meeting and a Legislative Council meeting prior to allowance of candidacy.
    f. All executive candidates must meet with the outgoing member holding the position prior to allowance of candidacy. This meeting must be a minimum of thirty minutes.
        i. Senators are the exception to this rule. They only need to attend a CCS and Legislative Council meeting.
        ii. If a candidate is running for multiple executive roles, they are only required to meet with the highest role in the chain of command that they are running for, but meeting with all interested positions is encouraged.
        iii. In the event of a candidate running for a role higher in the chain of command, but they do not win that seat, they may decide on the spot to run for a role lower in the chain of command.
    g. In the event of the President leaving during their term, the responsibility would default to the next in line in the chain of command.
    h. All candidates must read through the bylaws prior to their candidacy.
B. The non-executive board shall be elected at the end of the spring semester.
    a. The non-executive board is comprised of:
        i. Representatives
    b. Elections shall occur no later than the penultimate week of classes of the spring semester. The start date of the election process will be decided by the council.
    c. Candidates will submit an election packet, decided on by council.
    d. Candidates will interview with CMSG by a process of council's choosing, i.e. video, essay, or in-person interview.

   e. After conducting interviews, CMSG will choose which candidates via a ⅔ vote to present to the College of Music student body to vote on.
   f. Candidates approved to be on the ballot will be voted on via Google Form. Each position will be an optional vote, meaning that one does not have to vote on each position. Each College of Music Student may submit the Google Form ballot one time. CMSG will check that no repeat ballots have been submitted, and if so, will discard extra votes.
   g. There is no previous CMSG experience required in order to run or be elected as a Representative.

C. Per article IV.2, the former Vice President shall preside over elections.
D. Per article IV.1, the President shall not vote.
E. General Members may apply at the discretion of CMSG at the beginning of either semester (within the first 8 weeks).
   a. General Members will submit materials at the discretion of the council.
   b. After submitting the necessary documentation, General Members will meet with all of the council to then be voted on by a ⅔ vote.
F. In the event of a non-executive leaving mid-term, or at any other point outside of the election cycle, CMSG council must vote on the appointment of a new representative. The new representative shall be elected with a ⅔ majority vote.
G. Council members may run for multiple positions at once but can only accept one role.
   a. The only role that may hold two positions at once is the Senator. This position may be combined with any role (executive or non).
H. Predecessors of any role must create a document of comprehensive information for their successor in order to help the new council succeed. This may include previous accomplishments, events, tasks, and responsibilities.
   a. General Members are the exception to this rule.
   b. The completion of this document will be due prior to elections, with the specific date being assigned at the discretion of the President.

Section 2. Special Elections

A. In the event of an officer leaving at any point in their term, they must appoint someone to take their place. They must inform this person of their appointment before they are voted on by council. This person must accept their nomination to be considered.
B. Council will meet at the earliest convenience.
C. The appointee will be approved by a majority vote.
D. The appointee will serve for the remainder of the current term.
E. The appointee may re-run for their role in the next election cycle.

Section 3. Active Voting Member Definition

A. Any member of council who is returning in the following semester qualifies as an active voting member.
B. Those who are leaving CMSG and/or graduating may voice their opinions but are not allowed to vote in the election.
C. In the event of a tie, the outgoing President will be the tiebreaker vote.
D. The candidates running for a position may not vote on that position.

Article IV: Officers

Section 1. President

A. The President must have been a member of CMSG for at least two semesters.
B. Duties of the Office of President:
   a. The President shall represent CMSG to other organizations and the public.

b. The President shall preside over and run all meetings in an organized and efficient manner.
c. The President shall assume and delegate authority for keeping the Executive Board running with consistency.
d. The President may establish special committees and appoint committee heads
e. The President shall not chair any standing CMSG committee.
f. The President shall oversee committee activities in collaboration with the Vice President at both roles' discretion.
g. The President shall prepare an agenda prior to each meeting and make it available to all CMSG members.
h. The President shall have the power to call an emergency meeting of the CMSG Council.
i. The President shall have the power to call a probationary meeting as they see fit.
j. The President must keep a record of their year for future Presidents.
k. The President is a non-voting member of the organization, except in the case of a necessary tie-breaker vote.
l. The President shall work with the Vice President to review and revise the CMSG attendance policy each semester.

Section 2. Vice-President

A. Duties of the Office of Vice-President:
a. The Vice President shall preside at all meetings in the absence of the President.
b. The Vice President must keep a record of his or her year for future Vice Presidents.
c. The Vice President shall have the power to call an emergency meeting of the CMSG Council.
d. The Vice President shall have the power to call a probationary meeting as they see fit.
e. The Vice President shall oversee committee activities in collaboration with the President at both roles' discretion.
f. The Vice President shall be responsible for facilitating CMSG elections for the following semester/year.
g. The Vice President shall oversee attendance and work with the President to review and revise the CMSG attendance policy each semester.
h. The Vice President shall note the chain of command within the attendance sheet.

Section 3. Secretary

A. Duties of the Office of Secretary:
a. The Secretary shall preside at all meetings of the CMSG board in the absence of the President and Vice President.
b. The Secretary shall prepare and maintain a useful, informative document detailing meetings and shall make it available to all members of the CMSG.
c. The Secretary shall make note of due dates, events, etc., in the meeting document in an organized manner.
d. The Secretary shall be responsible for any CMSG marketing, which includes flyers, social media, and website updates.
   1. For website updates, the Secretary must complete the template in the Google Drive and email these changes to Josie Moe, Academic Services Professional, or whoever is currently in that role within the first 8 weeks of each semester.
e. The Secretary shall be responsible for updating any absent members of what was discussed. This includes updating the Google Drive Folder shared with council members containing meeting minutes and other documents.

Section 4. Treasurer

A. Duties of the Office of Treasurer:

a. The Treasurer shall sign into the CMSG BuffConnect account.
b. The Treasurer shall keep records of financial transactions and current balances of all CMSG accounts.
c. The Treasurer is responsible for all information for any funding related CMSG account, i.e. BuffConnect and the internal spreadsheet.
d. The Treasurer is responsible for receiving training on funding matters through the Center for Student Involvement's Associate Director for Budget and Finance and ensuring that all CMSG activities follow such rules. Said training must be completed within the first month of their term.

Section 5. Senator

A. The Senator must attend CMSG meetings as well as CUSG Legislative Council meetings.
    a. The responsibilities associated with the CUSG Legislature are as follows:
        i. Attending CUSG Legislature meetings (Thursday at 7:00 PM)
        ii. Attending the Council of Colleges and Schools (Thursday at 6:00 PM)
        iii. Attending meetings for a standing committee you are appointed to (determined at the start of each session)
        iv. Fulfill CUSG designated DEI requirements
B. The Senator must give weekly updates and discuss relevant CUSG business when needed.
C. There can be a maximum of two senator positions.

Section 6. Representative

A. The current CMSG must ensure that all areas of the College of Music are well represented by reviewing the College of Music enrollment numbers in each area of study.
B. The Representative is a voting member of the CMSG.
C. The Representative can be appointed to special committees.
D. Representatives are specifically elected and advocate for their respective areas of concentration.
    a. Those areas can include:
        i. Instrumental
        ii. Band: may be used as an overarching position
        iii. Strings
        iv. Keyboard + piano
        v. Percussion
        vi. Brass
        vii. Woodwinds
        viii. Jazz
        ix. Voice
        x. Graduate
E. There can be a maximum of 1 Representative per 100 students at the College of Music.

Section 7. General Members

A. General Members are voting members of CMSG.
B. General Members can be appointed at the beginning of either semester (within the first 8 weeks).
C. There is no cap on the number of General Members.
D. General Members are admitted based on a ⅔ vote of all of CMSG.
    a. Any vetoes must be agreed upon by all executive board members.
E. General Members may be appointed to special committees.

Article V: Meetings

A. Council meetings are biweekly unless the President determines otherwise.
    a. The President shall have the power to call an emergency meeting of the CMSG Board.

B. Executive meetings are held at the discretion of President
C. Committee meetings are held at the discretion of committee heads.
D. Other events provided to the College of Music by CMSG occur on a more frequent basis.

Article VI: Amending the Bylaws
A. These bylaws may be amended by a ⅔ (quorum) vote of all voting members of CMSG.
B. Bylaws are amended once per semester.

Article VII: Student Funding
A. Funding Request
    a. Student funding requests must be received by CMSG at least six weeks prior to the event date. This allows a two-week window for scheduling a funding hearing.
    b. Funding hearings must be completed at least four weeks prior to the event date.
    c. For events within the first six weeks of the semester, CMSG may complete funding requests on a timeline of their discretion.
    d. Funding shall be approved by a majority vote of council members.
    e. Conflicts of Interest
        i. If a board member is directly involved with the event or holds a leadership role in the group requesting funding, they shall abstain from voting.
        ii. If there are members with other conflicts of interest that would prevent them from voting in an unbiased manner, they are expected to abstain from deliberation and the subsequent vote.
    f. For quorum to be met, there must be ⅔ of the qualifying members present to vote.
B. CMSG shall not sponsor events held in bars or clubs, nor shall it appropriate funds to an organization for an event held in a bar or club.
C. Appropriations by CMSG to individual student organizations requisition allocations may not exceed ⅓ of the student fee allocation per academic year.
    a. In circumstances where there is fee overflow from previous years, 10% of the reserve funds may be allocated towards RSOs.
    b. The total revenue towards RSOs for the academic year should be split 50/50 for the fall and spring semesters.
D. Allowed Organization Allocation
    a. Funding by CMSG may only be allocated to Registered Student Organizations.
    b. The CMSG budget is meant to be reserved for students enrolled in the College of Music.
        i. 50% + 1 of RSO members applying for funding must be students enrolled in the College of Music.
    c. Funds set aside for RSO funding may only be allocated for events related to professional development.
        i. Professional development includes concert/venue fees, presenting/attending conferences and associated costs, and ensemble competition fees.
        ii. Other requests may be completed at the discretion of CMSG.
E. Charging Admission for Fee-Funded Events
    a. As per CU student fee regulations, events funded by CMSG must be free admission and open to all students.
    b. This does not include events in which the organization requests members to contribute to the costs or help offset costs of an event.
F. Admission may be charged to non-students, provided it is explicit in all advertisements, including but not limited to fliers, social media advertisements, Buff Bulletins, posters, etc., and that admission is free for students.
    a. Any revenue generated from events funded by CMSG may not be used for any purpose other than offsetting event costs as approved in the budget request.

b. CMSG funds may not be used for the purposes of fundraising, directly or indirectly, for a student organization or other third party.
c. If a student organization has received funding from CMSG and is found to be in violation of this legislation through policies, inappropriate ticketing, or misleading advertising, CMSG shall vote on whether or not to revoke funding. CMSG also reserves the right to designate the student organization as ineligible to receive future funding.
    i. Ineligible RSOs may appeal with a reinstatement request at the beginning of the next semester.
    ii. CMSG may hold a reinstatement hearing for ineligible RSOs once a reinstatement request has been received. CMSG reserves the right to approve or deny requests at their discretion.
    iii. Ineligible RSOs listed below.

G. Internal Operation Funding Thresholds
    a. The President must approve any CMSG expenditure.
        i. Treasurer must detail in written communication financial expenditures 24 hours before the purchase.
        ii. President and Vice President have 24 hours to approve or veto. If no response is received, Treasurer may purchase at their discretion within the CMSG allotted budget.
    b. The board must approve expenditures greater than $250 by a majority vote of acclamation.

Article VIII: Sko Music Buffs!!!