

BY-LAWS

Article I: NAME

Section 1.1: The name of this organization shall be called Council On Postsecondary Student Affairs (COPSA), under the administrative direction of the Center for Student Involvement (CSI) under the School of Technology and Student Services.

Article II: OFFICE

Section 2.1: The principal office for COPSA shall be located within the CSI office at the Guam Community College (GCC) or a designated location within GCC. The official mailing address is P.O. Box 23069, Barrigada, Guam 96921.

Article III: PURPOSE

Section 3.1: The Council On Postsecondary Student Affairs is organized to represent all officially registered Postsecondary and Adult High School students in matters concerning GCC's policies, student rights and programs.

Section 3.2: To create student forums; to exercise initiative in addressing issues; and to take the lead in fostering educational growth, cultural and social assimilation, ethnic appreciation and equal access to all college programs and activities adhering to college policies, Federal Statutes and Territorial Laws.

Section 3.3: To serve as a voice and the official liaison for the students in matters pertaining to the Student Code of Conduct in the GCC Student Handbook, the Student Organization Handbook, academic excellence, safety and welfare issues, and community relations by communicating with staff, faculty and administrators in meetings and otherwise.

Section 3.4: To encourage GCC personnel to work cooperatively in assisting COPSA to achieve its mission.

Section 3.5: To support the overall educational mission of GCC, as it relates to student interests.

Section 3.6: To promote the continued creation and development of organizations, programs, and activities that addresses the needs and interests of GCC students.

Article IV: MEMBERSHIP

Section 4.1: Membership is automatic to officially registered Postsecondary and Adult High School students of GCC.

Section 4.2: Members are entitled to participate in all COPSA sponsored functions, unless otherwise specified and are allowed to attend all COPSA General Membership meetings.

Section 4.3: Members can vote at referendums, COPSA Officer and Board of Trustees (BOT) Student Member elections, and other student-wide elections.

Section 4.4: All members shall uphold professional conduct at all times.

**Article V: DUTIES OF THE
COUNCIL ON POSTSECONDARY STUDENT AFFAIRS OFFICERS**

- Section 5.1: Serve as the student government for all officially registered Postsecondary and Adult High School students of GCC.
- Section 5.2: Serve on the COPSA Executive Committee per the COPSA Constitution.
- Section 5.3: Oversee the administration of the appropriated Student Activity Funds, review action plans, and approve student organization budgets.
- Section 5.4: Serve as the assigned presider of a COPSA Executive, General or Special Meetings as a non-voting member, except in the event of a tie vote, whereupon his/her vote would be a tiebreaker.
- Section 5.5: Monitor and provide support to recognized student organizations.
- Section 5.6: Develop the annual COPSA Plan of Action and budget based on activities planned for the upcoming academic year and chair at least two (2) activities on the COPSA Plan of Action.
- Section 5.7: Maintain a minimum of four (4) office hours per week.
- Section 5.8: Ensure all existing financial policies that regulate finance are adhered to.
- Section 5.9: Serve as a mentor for the newly elected COPSA Officers until the GCC May Commencement Ceremony, to ensure the proper transition of the new COPSA Officers who are elected during the Spring semester.
- Section 5.10: Serve as a mentor for student organizations and report issues or challenges during COPSA Executive Committee Meetings.
- Section 5.11: Work with the CSI office to ensure regular and on-going communication.

Article VI: DUTIES OF THE PRESIDENT SHALL INCLUDE THE FOLLOWING:

- Section 6.1: Preside over COPSA Executive Committee, General Membership, and Special Meetings as a non-voting member, except in the event of a tie vote, whereupon his/her vote would be a tiebreaker. The President shall lead the meeting unless another officer has been assigned to preside.
- Section 6.2: Call meetings on time; manage, direct, and conduct the business and activities of all meetings in an orderly manner.
- Section 6.3: Maintain and enforce the COPSA Constitution and By-Laws.
- Section 6.4: Advance the goals and purposes of COPSA and create special COPSA Committees as needed.
- Section 6.5: Participate as a member with full powers to make motions for a debate and vote in any special committees.
- Section 6.6: Serve as an ex-officio member in all committees.
- Section 6.7: Protect and preserve individual student rights.

- Section 6.8: Upon submission of the proposed agenda from the Secretary, the President may make further refinement and/or approve the agenda.
- Section 6.9: Act as a facilitator in group discussions.
- Section 6.10: Appoint any COPSA member to any COPSA committee with the acceptance of the appointed member.
- Section 6.11: Represent COPSA decisions to the GCC Administration.
- Section 6.12: Serve as a student representative on the College Governing Council and the Resources, Planning & Facilities Committee.

Article VII: DUTIES OF THE VICE PRESIDENT SHALL INCLUDE THE FOLLOWING:

- Section 7.1: In the event of the President's absence in a meeting, and any other prolonged absence, the Vice President shall assume and perform all the duties and responsibilities of the President or unless otherwise specified.
- Section 7.2: Serve as a student representative on the College Governing Council.
- Section 7.3: Perform other duties assigned by the President.

Article VIII: DUTIES OF THE SECRETARY SHALL INCLUDE THE FOLLOWING:

- Section 8.1: Prepare a draft agenda and submit to the President for approval.
- Section 8.2: Prepare minutes of each meeting to be approved during the next COPSA meeting.
- Section 8.3: Keep a record of attendance of all meetings to be attached with the approved signed minutes.
- Section 8.4: Post COPSA General Membership minutes on MyGCC no later than one (1) week after approval.
- Section 8.5: File a signed copy of all COPSA minutes, agendas, and attendance sheets for the COPSA Executive Committee and General Membership meetings with the CSI office.
- Section 8.6: Serve on the Occupational Safety & Health / American Disability Act (ADA) Task Force.
- Section 8.7: Perform other duties assigned by the President.

Article IX: DUTIES OF THE TREASURER SHALL INCLUDE THE FOLLOWING:

- Section 9.1: Keep a record of all monetary transactions. Copies of receipts shall be kept as supporting documents for all monetary transactions.
- Section 9.2: Obtain a Monthly Financial Statement for all student organizations from the CSI Office to be distributed during COPSA's General Membership monthly meeting.
- Section 9.3: Follow all procedures of the GCC Finance and Administration Division.
- Section 9.4: With a COPSA Advisor, the Treasurer may sign all Fund Vouchers for any activity sponsored by COPSA. No changes shall be made on any Fund Vouchers without the consent of a COPSA Advisor and a COPSA Officer.

- Section 9.5: Ensure that the Chairperson (of each activity) is responsible for turning in all receipts for all requested vouchers no later than one (1) week following the activity. If receipts are not turned in, the respective Chairperson is responsible to provide all monies back to the account.
- Section 9.6: Serve as a student representative on the Resources, Planning and Facilities Committee.
- Section 9.7: Perform other duties assigned by the President.

Article X: DUTIES OF THE HISTORIAN SHALL INCLUDE THE FOLLOWING:

- Section 10.1: Keep and organize all current records and files for activities pertaining to COPSA and Student Organizations. All materials should be filed at the COPSA office and/or the CSI office.
- Section 10.2: Pass on historical information to the next elected Historian.
- Section 10.3: Take photographs during student activities, functions, and programs.
- Section 10.4: Perform other duties assigned by the President.

Article XI: DUTIES OF THE PARLIAMENTARIAN SHALL INCLUDE THE FOLLOWING:

- Section 11.1: Ensure that due process is carried out in all COPSA functions.
- Section 11.2: Act as a consultant to the President on procedural matters.
- Section 11.3: When COPSA faces controversial issues, the Parliamentarian may give his/her opinion based on applicable rules and regulations in the COPSA Constitution and By-Laws, GCC Student Handbook, GCC Student Organization Handbook, Robert's Rules of Order, or GCC Rules and Regulations.
- Section 11.4: Call attention to any errors in procedures.
- Section 11.5: Act as the "Sergeant-At-Arms" for any meeting as needed.
- Section 11.6: Perform other duties assigned by the President.

Article XII: DUTIES OF THE PUBLIC RELATIONS OFFICER SHALL INCLUDE THE FOLLOWING:

- Section 12.1: Coordinate with the Center for Student Involvement various methods to promote the benefits and activities of COPSA within the campus and the community at large.
- Section 12.2: Post notices on bulletin boards around the GCC campus with the indication of date, time, and location of each regular meeting, no later than two (2) days before such meeting.
- Section 12.3: Perform other duties assigned by the President.

Article XIII: HOLDING OF OTHER POSITIONS AND THE COPSA CODE OF CONDUCT

- Section 13.1: All COPSA Officers have the right to be involved in other GCC student organizations. However, they shall not hold any other GCC student organization officer position while serving as a COPSA Officer.

- Section 13.2: All Officers must abide by the COPSA Code of Conduct. They shall:
- a. Be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses for every regular semester of service (minimum of six [6] credits); (*A regular semester is defined as the Fall and Spring semesters.*)
 - b. Maintain a minimum, cumulative Grade Point Average (GPA) of 2.25 or better, and maintain this minimum 2.25 GPA throughout every regular semester of service. Not be on academic probation (failing to achieve a 2.0 GPA for a regular semester term). Should the GPA minimum not be met, the officer may be requested to resign if justification is not approved by the COPSA Executive Committee;
 - c. Not conduct, perform or take any actions that are extremely unethical or significantly question the integrity of the Council On Postsecondary Student Affairs; and
 - d. Not be in violation of any GCC rules and regulations.

The CSI office can require at any time, verification from an officer regarding their academic standing.

Any violations of the COPSA Code of Conduct or any GCC rules and regulations will be dealt with accordingly.

Article XIV: ELECTION AND CRITERIA OF A COPSA ADVISOR SHALL INCLUDE THE FOLLOWING:

- Section 14.1: Prior to their induction, the incoming newly elected and officially certified COPSA Officers will meet with the CSI representative(s) and elect advisors.

Advisors: The incoming COPSA Officers shall elect no more than four (4) Advisors. All advisors must be permanent, full-time faculty or administrators at the Guam Community College. Advisor(s) will have the authority to sign appropriate documents, financial requests, or render any decisions on behalf of the College for activities pertaining to COPSA.

Volunteer Co-Advisors: The incoming COPSA Officers can also choose to elect no more than two (2) Volunteer Co-Advisors who must be fully approved regarding all volunteer requirements of the College. Volunteer Co-Advisors cannot be listed as student organization advisors of record and do not have the authority to approve or sign any documents relating to the student organization nor will they have supervisory authority over student organizations.

- Section 14.3: If elected, a COPSA Advisor can also choose to become an advisor for only one (1) other GCC recognized student organization. Additionally, they must recuse themselves from any COPSA decisions involving this other student organization.

- Section 14.4: COPSA Officers, by a majority vote, shall have the right to remove a COPSA Advisor or COPSA Volunteer Co-Advisor for what they deem as unsatisfactory performance.

Article XV: DUTIES OF THE COPSA ADVISORS SHALL INCLUDE THE FOLLOWING:

- Section 15.1: Provide advice and information that will enable COPSA's Officers to perform their leadership roles sufficiently.
- Section 15.2: Act in a facilitating capacity at all functions and meetings of COPSA.
- Section 15.3: Attend the functions and meetings of COPSA. At least one (1) Advisor shall always be present at COPSA functions and meetings. In the event that there are no COPSA Advisors available to attend a meeting where timely decisions must be made, CSI staff may attend as proxy advisors and oversee said meeting.

- Section 15.4: Provide advice and guidance to COPSA's Officers regarding college policies, rules and regulations, practices, and legal statutes.
- Section 15.5: Sign appropriate documents, financial requests, or render any decisions on behalf of the College for activities pertaining to COPSA.
- Section 15.6: Work with the CSI office to ensure regular and on-going communication.

**Article XVI: DUTIES OF THE STUDENT ORGANIZATION REPRESENTATIVES
SHALL INCLUDE THE FOLLOWING:**

- Section 16.1: Follow the GCC Student Handbook, GCC Student Organization Handbook and all GCC Rules & Regulations.
- Section 16.2: Have one officially registered student representative attend the COPSA General Membership Meetings and any COPSA Special Committee Meetings with full voting privileges.
- Section 16.3: Perform other duties as needed.

Article XVII: MEETINGS & QUORUMS

- Section 17.1: COPSA Executive meetings shall be conducted no less than once a month.
- Section 17.2: COPSA General Membership meetings shall be conducted no less than twice a month, at a designated time posted no later than one (1) week before such meeting.
- Section 17.3: All Executive and General Membership meetings shall be conducted at a GCC designated location, unless otherwise specified.
- Section 17.4: Three (3) COPSA Officers and student representatives from at least five (5) student organizations shall constitute a quorum for COPSA General Membership meetings.
- Section 17.5: Three (3) COPSA Executive Committee members shall constitute a quorum for COPSA Executive Committee meetings.
- Section 17.6: The COPSA President can call a "Special Meeting" as he/she deems necessary at any time. No business other than the issue(s) for the special meeting shall be discussed.

Article XVIII: PARLIAMENTARY AUTHORITY

- Section 18.1: Parliamentary procedures, at all meetings of COPSA, shall be guided by Robert's Rules of Order.

Article XIX: ATTENDANCE POLICY

- Section 19.1: All COPSA Officers are required to attend every regularly scheduled meeting (COPSA Executive Committee and General Membership) unless otherwise excused.
- Section 19.2: For any legitimate reason which may interfere with an Officer carrying out his/her duties, the absence must be reported to a COPSA Officer and the CSI Office prior to the event and/or meeting, to include the duration of their absence.
- Section 19.3: If a COPSA Officer leaves island for any reason, he/she must notify a COPSA Officer and the CSI Office verbally and in writing as soon as possible prior to departure so arrangements can be made for another officer to take over their responsibilities and duties.

Section 19.4: All COPSA Officers are allowed only two (2) unexcused absences.

- Section 19.5: COPSA Officer Attendance Policy shall consist of:
- a. First Unexcused Absence - A verbal warning will be given to the individual from the President or Vice President.
 - b. Second Unexcused Absence - An official letter from the President or Vice President regarding their absence will be given to the individual by hand, or by way of e-mail.
 - c. Third Unexcused Absence - An official letter from the President or Vice President removing them from office, with the approval of a majority of the other COPSA Officers, will be given to the individual by hand, or by way of e-mail.

Article XX: MEMBER/OFFICER DISCIPLINARY PROCEDURES

Section 20.1: All COPSA Officers, Student Representatives, Advisors or members can be disciplined for not observing the House Rules during meetings: excessive tardiness, inappropriate behavior, swearing, horse-playing, or speaking when not given the floor. Members can also be disciplined for violating GCC rules and regulations, when deemed necessary by the COPSA Officers or the CSI Office.

- Section 20.2: Policy for disciplining members or officers shall consist of the following:
- a. Depending on the severity of the violation, the member/officer will first be given a verbal warning;
 - b. Member/officer will then be given a second warning which will be recorded in the minutes and forwarded to their respective student organization;
 - c. If the member/officer still does not observe the House Rules or continues to violate GCC rules and regulations, he/she will be disciplined for the violation by the COPSA Executive Committee.

Article XXI: IMPEACHMENT PROCEDURES

- Section 21.1: If any COPSA Officer fails to perform his/her duties, takes any action that is extremely unethical, significantly questions the integrity of the Council On Postsecondary Student Affairs, or violates any GCC rules or regulations, the President or a majority of the COPSA Executive Committee shall have the power to remove the Officer from office with the following procedures:
- a. At least one (1) Executive Committee Member and one (1) COPSA Advisor shall meet with the Officer to discuss the failure to perform his/her duties or the violation of the rules or regulations.
 - b. If the Officer still neglects to perform his/her duties, or continues to violate GCC rules or regulations, an official letter from the President or Vice President will be given by hand or via their guamcc email regarding his/her duties.
 - c. The Officer will have an opportunity to be heard within two (2) working days after delivery of the letter.
 - d. After hearing any evidence and reviewing any documents, the COPSA Executive Committee will render a final decision.
 - e. Should an Officer be removed, Article XXII regarding Vacancies shall be followed.

Article XXII: VACANCIES

Section 22.1: If there are any vacancies amongst the COPSA Officers, the President can appoint any postsecondary student member to the vacant position with the majority approval of the COPSA Executive Committee. Such appointment and approval is subject to verification of qualifications for said position.

Section 22.2: In the event that the President's position is officially determined to be vacant, the Vice President shall automatically become the President.

Article XXIII: SPECIAL COMMITTEES


Section 23.1: The President can create and appoint members to any special COPSA committee(s) and give details of the tasks to be accomplished. The COPSA committee(s) ceases to exist when the task is completed.

Article XXIV: AMENDMENTS

Section 24.1: Any amendment to the COPSA By-Laws shall follow the procedure stipulated in the COPSA Constitution.

Article XXV: SIGNATURES

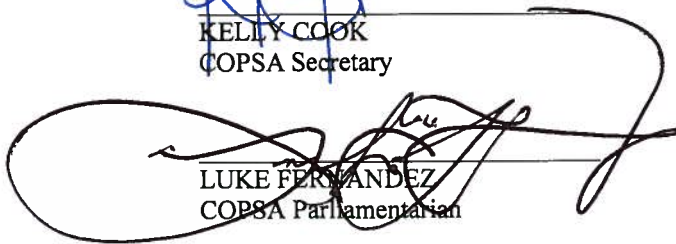
Section 25.1: The COPSA Officers duly signify by their signatures, this 10th day of September, 2016, that they have taken the oath of office, fully understand and accept the responsibilities of their positions, promise to perform their duties on behalf of all GCC Postsecondary and Adult High School students to the best of their abilities, and attest to the merit of the Articles of this document.


LIZA SAN AGUSTIN
COPSA President


RODESON BASTO
COPSA Vice President


KELLY COOK
COPSA Secretary



ADRIAN FLORES
COPSA Treasurer


LUKE FERNANDEZ
COPSA Parliamentarian


JOHN MARTINEZ
COPSA Public Relations Officer

ACKNOWLEDGED BY:



TROY LIZAMA
COPSA Advisor

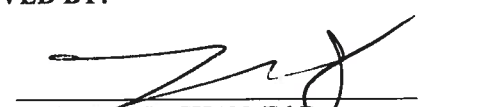

KATHRYN MALONEY
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CARL TORRES II
COPSA Advisor

APPROVED BY:


BOBBIE LEON GUERRERO
Program Specialist
Center for Student Involvement
9/19/16
Date


MICHAEL L. CHAN, Ed.D.
Dean
School of Technology and Student Services
9/30/16
Date