IV. COMMITTEE MEMBERSHIP, DUTIES, AND RESPONSIBILITIES

A. Advisory Committee Membership:
1) Shall consist of one primary representative serving as the “Advisory Committee Member” from each state department or institution of higher education. These primary representatives should be, if appropriate, appointed by their respective department’s Executive Director or Chief Executive Officer, institution of higher education President, State Court Administrator, Legislative Director or Designee.

2) In addition to Advisory Committee Members, departments or institutions of higher education may have “At-Large Committee Members”. At-Large members provide additional outreach to other departments or institutions of higher education that may be unrepresented or underrepresented as well as providing additional strength and support to the committee. To become an At-Large member, a state employee should notify the Advisory Committee of his or her interest and obtain, if appropriate, any necessary supervisor approval for participation in an outside of office project.

3) Limitations on At-Large Committee Membership:
   a. The number of At-Large members allowed on the Advisory Committee shall not exceed 15% of the number of potential primary members. For example: if there is the potential for 27 Advisory Committee Members to be appointed by the departments and institutions of higher education then the number of permitted At-Large members would be 4 (i.e. 15% of 27 = 4.05).

   b. No department or institution of higher education shall have more than 2 At-Large members on the Advisory Committee.

B. Advisory Committee duties and responsibilities:

1) Oversee the annual charitable giving campaign for Colorado State Employees, which includes but is not limited to, assisting with training and other campaign coordinator activities, supporting department or institution of higher education campaign activities, and, when needed, assisting the committee in recruiting campaign coordinator or committee member replacements.
2) Be responsible for developing and amending bylaws as necessary, including the method for selecting officers.

3) Participate in the State procurement and application process for the selection of a Campaign Manager who will serve for up to five (5) years at the discretion of the Committee.

4) Review and approve the Plan and budget prepared by the Manager as described in Section V (B) and (C) of these bylaws.

5) Review each CU/SSO and umbrella organization’s application to determine if each applicant meets all criteria set forth in Section VIII (A), (B), and (C) and approve or disapprove each application for inclusion in the CCC.

6) At its discretion, discontinue distribution of funds to any charitable organization or umbrella organization that, after approval by the Committee, ceases to comply with the criteria and procedures as set forth in Section VIII.

7) Conduct business only when quorums of one-third of the Committee membership, including an elected officer or a designee, are present.

8) Other duties and responsibilities as outlined in committee-approved Advisory Committee job description.

C. The Executive Committee of the Advisory Committee consists of a Chairperson, Vice-Chairperson and Committee Administrator.

1) The election of officers shall be held during the November meeting with newly elected officers taking office the following January 1.

2) The term of officers shall be from January 1 to December 31.

3) Upon completion of the term as Vice-Chairperson, the Vice-Chairperson will become the Chairperson for the following term and a new Vice-Chairperson shall be elected.

4) If the Chairperson is not able to serve the full term, the Vice-Chairperson will assume the duties of the Chairperson and a new Vice-Chairperson shall be elected.
   a. If the Vice-Chairperson is not able to serve the full term as Vice-Chairperson or Chairperson, a new Vice-Chairperson or Chairperson, who has served at least one year on the Committee, shall be elected from the Committee to fill the vacancy.

   b. If the Chairperson and the Vice-Chairperson resign or cannot fulfill their full term, a new Chairperson and Vice-Chairperson shall be elected from the Committee.

5) The Committee Administrator shall chair the committee meetings in the absence of both the Chairperson and Vice-Chairperson. Additionally, the Administrator oversees the preparation and review of the AC meeting minutes prior to distribution to Committee members. CCC Staff will be
responsible for taking the minutes at meetings unless some other arrangement is agreed upon.

6) Executive Committee is responsible for the following:
   a. Reviewing and approving monthly invoices from the Campaign Manager and sharing information or concerns with the Advisory Committee when appropriate. Each invoice must have two Executive Committee signatures.

   b. Reviewing CCC bank account activity and signing off (as a second signature) on campaign disbursements and other payments made via check from that account.

   c. Maintaining the history of the Advisory Committee and the annual Campaign by working with the Manager to provide storage and access to an annual electronic record that includes, but is not limited to, meeting agendas, minutes, budgets, special event plans, and other materials deemed necessary to document the annual history of the committee.

   d. Recruiting Advisory Committee members and campaign coordinators when needed. One of the three Executive Committee members or another Committee member may be nominated to act as an outreach coordinator when the Committee is actively seeking new members, recruiting campaign coordinators, or working on other special projects.

   f. Arranging regular Executive Committee meetings to plan Committee agendas and to remain informed on other committee business.

   g. Keeping Advisory Committee members informed and involved in making CCC decisions.