



## **ASSOCIATED STUDENTS OF COSUMNES RIVER COLLEGE STUDENT SENATE BYLAWS**

Provisions of the Bylaws shall not be in conflict with the Associated Students of Cosumnes River College Constitution, College and District Policy, and applicable State and Federal Laws.

### **CHAPTER ONE: NAME**

**Section 1.** The name of this board shall be the Student Senate (SS). When the name Student Senate is referenced, this includes the Executive Council and Senatorial Council.

### **CHAPTER TWO: PURPOSE**

**Section 1:** Be a representative entity that participates in the shared governance of the College and the Los Rios Community College District.

**Section 2:** Advocate for the common interests of students at the local, state, and federal levels by encouraging student responsibility as granted by Assembly Bill 1725 and all other applicable state and federal laws.

**Section 3:** Provide a conduit of information for communicating with, securing input, representing views and reporting back to the students.

**Section 4:** Promote student involvement and activities that reflect the diversity of the campus community and foster cultural awareness and acceptance.

**Section 5:** Provide a mechanism for the appropriate allocation of ASCRC resources.

### **CHAPTER THREE: QUALIFICATIONS**

#### **Section1: Academic Requirements**

- a) All Presidential and Vice Presidential candidates must have served for a minimum of one (1) semester in an executive position or completed two (2) semesters at CRC with a minimum of ten (10) CRC units of academic/core classes.
- b) Student Senate President and Vice President must have completed SGVT 300 with a grade of C or higher or be currently enrolled.
- c) All Student Senate members must enroll in SGVT 300 for at least one semester and pass it with a grade of C or higher.
- d) All Officers must not exceed a course load of 12 units during their entire term of office, unless approved by the Student Senate Advisor.

#### **Section2: Term**

In addition to the limits identified in the ASCRC Constitution, Article VII Section 3, the Student Senate President may serve no more than two terms. Each officer, elected or appointed, within



the Senate shall submit an end of term report to the President and Advisor. This report shall detail the Senate member's office, list recommendations and detail all ongoing projects. The briefing process of the incoming Senate shall be the responsibility of outgoing Senate membership. The incoming Student Senate will create and coordinate orientation and training workshops with the assistance of the Advisor.

### **Section 3: Appointment Process**

All potential appointees must complete an application; meet the same requirements as those who ran for office and be interviewed by the Student Senate.

## **CHAPTER FOUR: DUTIES AND POWERS**

### **Section 1: The Student Senate (SS) President shall:**

- a) Be the official representative of the Associated Students of Cosumnes River College (ASCRC) and shall represent the college at meetings of the Board of Trustees of the Los Rios Community College District, the Student Advisory Committee, Region 2 and the Student Senate of California Community Colleges. If unable to attend any of these meetings the SS President may send a designee to represent ASCRC.
- b) Preside over the Student Senate, ensure that the agenda for its regular meetings are posted 72 hours in advance and shall have the power to call special meetings of the Student Senate in accordance with the Ralph Brown Act for Open and Public Meetings.
- c) Have the power to create ad hoc committees as needed; appoint students to campus and district Shared governance committees; appoint chairs of Student Senate standing committees; nominate people to fill vacancies in the Student Senate.
- d) Hold at least one office hour per week to be available to students.
- e) Serve as chair of the Joint Budget Committee, and attend all JBC meetings.

### **Section 2: The Student Senate (SS) Vice President shall:**

- a) Serve as liaison between the Student Senate and the Clubs and Events Board by presenting a report at each Student Senate meeting.
- b) Assume the responsibilities of the SS President in the absence of the SS President.
- c) Be responsible for the organization and dissemination of relevant information to Senate members.
- d) Monitor the Student Senate email and inform Senate members of any information relevant to them in their positions, or the senate as a whole.
- e) Organize and run the elections in collaboration with the Campus Life Coordinator and Clubs and Events Board Vice Commissioner.
- f) Coordinate publicity for Student Senate activities along with agenda and minutes updates.
- g) Approve all Student Senate postings.
- h) Hold at least one office hour per week to be available to students.



- i) Review the campus posting policies at least once during their term and inform Student Senate of any changes.

**Section 3: The Student Senate (SS) Secretary shall:**

- a) Prepare agendas for all Student Senate meetings and send them to the President and Advisor for proofreading and signature 24 hours prior to the day the agenda is to be posted in accordance with the Ralph Brown Act.
- b) Keep minutes at each Student Senate meeting; maintain their filing in the Agenda and Minutes binder.
- c) Prepare typed minutes for each meeting and provide copies for all members of the Student Senate and any members of ASCRC and the public present.
- d) Take roll; determine quorum during the Student Senate meetings; maintain attendance roster and voting status of ASCRC members; maintain a roster and contact list of all Student Senate members and volunteers.
- e) Distribute mail in the appropriate mailboxes; announce and file any letters of recognition, appreciation or communication with outside parties.
- f) Monitor and maintain the suggestion box and bring suggestions to the Senate for discussion.

**Section 4: The Student Senate (SS) Treasurer shall:**

- a) Be responsible for being knowledgeable of all Student Senate accounts.
- b) Be the Chair for Finance Committee.
- c) Shall be responsible for maintaining all official records and maintain the official Student Senate Budget Binder.
- d) Deliver a financial report at every Student Senate meeting, and be prepared for any queries concerning the financial status of the Student Senate.
- e) Supervise, or appoint a designee to supervise the collection and disbursement of all Student Senate monies, in consultation with the Campus Life Coordinator and the Business Services Office.
- f) Promptly sign and prepare all requisitions immediately following request for payment and/or following Student Senate action.
- g) Make recommendations to the Student Senate on all expenditures.
- h) hold at least one office hour per week to be available to students
- i) Advise the Executive Board on preparing the budget for the next fiscal year.
- j) Produce a year-end financial report and distribute it to the Student Senate.

**Section 5: The Director of Legislative Affairs shall:**

- a) Serve as chair of the Legislative Committee.
- b) Organize any lobbying efforts on behalf of the Associated Students of Cosumnes River College at the local, state and federal levels.



- c) Track local, state and federal legislation that will impact Cosumnes River College students and report at each Student Senate meeting.
- d) Promote student views on policy and legislative issues to appropriate members from local, state and federal agencies.
- e) Make recommendations of official positions for the Student Senate to take on certain bills or issues that have significant effect on college students. Be responsible for establishing and maintaining the resolution procedures and binder.
- f) Hold at least one office hour per week to be available to students.
- g) Assign impartial, descriptive names to each resolution.

**Section 6: The Senators shall:**

- a) An emphasized social or academic demographic of the student body to represent and serve.
- b) Attend all appropriate meetings and be prepared to vote.
- c) Become knowledgeable of the issues and shall present issues affecting students.
- d) Become familiar with the Associated Students of Cosumnes River College Constitution and all bylaws.
- e) Hold at least one office hour per week to be available to students.
- f) Carry out any other responsibilities related to the Student Senate as assigned by the Executive Board or Campus Life Coordinator.

**Section 7: The Appointed Officers**

Other positions that become necessary to the Student Senate shall be appointed and confirmed by a majority of the Executive Board. If the position is to become permanent, it shall be added to these bylaws in a timely manner.

**Section 8: The Shared Governance (SG) Representatives**

- A. Each member on the Student Senate shall serve on at least one SG committee during their term of office.
- B. A list of the shared governance committees shall be disseminated by the Campus Life Coordinator to the Associated Students of Cosumnes River College, along with the descriptions and meeting times.
- C. Students wishing to be appointed to a committee may sign up for the committee that they are interested in and fit into their schedules.
- D. Appointments from this list shall be confirmed by a majority vote of the Executive Board.
- E. If there are still vacancies on committees, the Campus Life Coordinator may solicit students through the campus-wide CRC Exchange.
- F. Representatives must submit a written and oral report at Student Senate meetings concerning the work of the committee, solicit any necessary input from the Student



Senate as to recommendations and deliver back to the committee and ensure that the work of the Shared governance committee is shared widely among students.

- G. Representatives must keep their committee section of the SG Reports binder current with their reports, the minutes and agendas of the committee meetings.
- H. Representatives must be actively engaged during the meetings and are only allowed to miss one meeting.
- I. Representatives who fulfill Section 8, items (e), (f) and (g) may be eligible for a stipend at the end of the semester served. The stipend shall be determined during the establishment of the upcoming year's budget proposal.

### **Section 9: Office Policy**

- A. Each Student Senate member shall set a minimum of one (1) posted office hour weekly. These hours shall be posted no later than two weeks after their registration date or date of appointment to a Student Senate position.
- B. These office hours must be served in the Student Senate office or on official Senate business. Use of the Senate's computers and printers are subject to guidelines formed by the Campus Life Coordinator.
- C. Use of Student Senate office is a privilege to members, and is not a right, and, as such, may be revoked with written notice from the President, by joint decision of the President and Advisor.

## **CHAPTER FIVE STUDENT SENATE COMMITTEES**

**Section 1:** The Student Senate may create temporary (ad hoc) or continuing (standing) subcommittees as needed for proper functioning of the organization. Each committee shall have a chair appointed and members selected by the SS President.

### **Section 2: The Committee Chair shall:**

- A. Chair their assigned standing or ad-hoc committee.
- B. Schedule committee meetings as needed, but no less than once per month.
- C. Be responsible for proper preparing and posting of their committee agenda in accordance with the Ralph Brown Act.

### **Section 3: The Committee Members**

Committee members shall attend committee meetings; be prepared to vote on agenda items; carry out any responsibilities to the committee as assigned by the chair.

### **Section 4: The Legislative Committee shall:**

- A. Track legislation related to higher education.
- B. Organize lobbying efforts.
- C. Make recommendations to the Student Senate on endorsements in accordance with Los Rios District and College policy.



**Section 5: The Fundraising Committee shall:**

- A. Present proposal for fundraising events to the Student Senate, Campus Life Coordinator and Joint Budget Committee for approval.
- B. Organize approved fundraising events.
- C. Coordinate with the Treasurer to prepare financial statements and file appropriate forms with the Business Services Office after all fundraising events.

**Section 6: The Media Outreach Committee shall:**

- A. Be composed of members from the SS or designees.
- B. Publicize and promote Student Senate (SS) events and activities through various mass media outlets and marketing strategies.
- C. Upload approved agendas and minutes of the SS, an events and activities calendar to the Cosumnes River College website.
- D. Maintain current contact information on all portals of communication used by the SS.
- E. Provide a conduit for students to voice their opinions and concerns.

**Section 7: The Constitution and Bylaws Committee**

- A. propose recommendations for updates and amendments to the Student Senate Bylaws
- B. present written amendments to the Student Senate for discussion, and subsequent vote. Amendments to the bylaws require approval from 2/3 of the Student Senate to pass
- C. propose recommendations for amendments to the Associated Students of Cosumnes River College Constitution to the Senate, Campus Life Coordinator and the Clubs and Events Board.
- D. Present written Constitution amendments to the Student Senate and Clubs and Events Board for discussion and subsequent vote. Amendments to the Associated Students of Cosumnes River College Constitution require an approval of 2/3 of the Student Senate and the Clubs and Events Board to then be placed on a ballot in a Student Body Association election. Adoption of Constitution amendment requires an approval of 2/3 of the students voting in the election.

**CHAPTER SIX: MEETINGS**

**Section 1:** The meetings of the Student Senate shall be governed by Robert's Rules of Order, and the Brown Act, except in those cases that are in conflict with this Constitution or Bylaws, at which time this Constitution and Bylaws shall prevail.

**Section 2:** Student Senate meetings shall be held at least twice a month during the academic year, when the calendar permits. The meetings shall not conflict with the Clubs and Events Board meetings. Additional meetings shall be held as needed.

**Section 3:** The President may call Executive Board meetings as necessary with a minimum of two meetings per semester.



**Section 4:** Proxy votes are not permitted. (ASCRC Constitution Article VII, Section 4b)

**Section 5:** At any time that quorum does not exist, a nonvoting meeting may occur.

## **CHAPTER SEVEN: REGIONAL AND STATEWIDE PARTICIPATION**

**Section 1.** The Cosumnes River College (CRC) Student Senate is to participate in the Student Senate for California Community Colleges (SSCCC). Should this Senate choose to no longer participate, it may choose to withdraw from SSCCC by a 2/3 vote of the Student Senate membership.

**Section 2:** The Director of Legislative Affairs, or designee if the position is vacant, will be Cosumnes River College's Voting Delegate. The President or designee will be the alternate non-voting delegate.

## **CHAPTER EIGHT: COORDINATION**

**Section 1:** The Student Senate Vice President and the Vice Commissioner of the Clubs and Events Board shall serve as liaisons to coordinate communication, calendars and events between their respective components.

**Section 2:** The Student Senate Vice President and the Clubs and Events Board Vice Commissioner, or their designees shall attend both component's meetings, communicating on issues and upcoming events to both councils.

**Section 3:** The Student Senate Vice President and the Vice Commissioner of the Clubs and Events Board shall establish a process for resolving calendar conflicts between the two components.

## **CHAPTER NINE: ELECTIONS**

**Section 1:** Student elections shall be held in late spring, if possible, coinciding with the District elections for Student Trustee. Elected officers shall begin their term at the last Student Senate meeting before the end of the spring semester.

**Section 2:** Elections shall be conducted in the manner dictated by the Constitution. Elections are to be supervised by the Student Senate Vice President the Clubs and Events Board Vice Commissioner and the Advisor or designees. If the current Vice President or Vice Commissioner is running in the election, than a Commissioner of Elections must be appointed to replace them.

**Section 3:** To be placed on the Official Ballot, candidates must file an official petition form with the Campus Life Coordinator by the deadline. The petition must include the nominating signatures of at least fifty students who are currently enrolled at Cosumnes River College. The candidate must also meet the unit and GPA requirements as noted in the ASCRC Constitution.



**Section 4:** If more than two candidates are running for an office, the winner will be the candidate receiving the highest number of votes.

**Section 5:** In the event of a tie, the out-going Student Senate shall select from those tied. The candidate receiving the highest number of votes shall be declared the winner.

## **CHAPTER TEN: VACANCIES AND ABSENCES**

**Section 1:** Vacancies shall be filled according to the Constitution (Article XIII, Section 3).

**Section 2:** In the event that an Executive Officer has three (3) consecutive unexcused absences from regularly scheduled meetings in one year, such officer shall be removed from office and the position will be treated as a vacancy and filled according to the Constitution (Article XIII, Section 2).

**Section 3:** The number of absences and/or tardies shall be verified by the Advisor and the Secretary. After verifying that the member has three (3) unexcused absences and/or three (3) unexcused tardies, the Advisor and the secretary will notify the member with a written letter at least five (5) school days prior to the next scheduled Senate meeting, that they have been removed from office. If the Secretary is the member under question, the notification will come from the Advisor and the President.





## CHAPTER ELEVEN: ADVISOR ROLE AND RESPONSIBILITIES

**Section 1:** The Student Senate Advisor exists to maintain the health and productivity of the organization as well as to increase the opportunity for members to learn about and experience leadership development. Although there are other non-enumerated duties and responsibilities of the Advisor, the following constitutes a minimal agreement of advisor responsibilities:

- A. Assist with development of meeting agendas.
- B. Attend Student Senate meetings.
- C. Approve and monitor Student Senate activities.
- D. Attend or arrange for chaperone at Student Senate activities and attendance at leadership conferences.
- E. Provide and follow campus and district policies and regulations relating to Senate.
- F. Monitor Student Senate communications with administration, faculty and staff.
- G. Organize and conduct leadership training for Student Senate members.
- H. Assist with preparation of annual budget and approve all Student Senate expenditures.
- I. Proofread and approve all materials prior to distribution.
- J. Control keys to Associated Students of Cosumnes River College offices.
- K. Review and approve Shared governance committee attendance and stipends.
- L. Approve and monitor webpage.
- M. Supervise campus elections.
- N. Provide Student Senate members with a copy of their constitution and by-laws.
- O. Issue rulings on parliamentary matters during Student Senate meetings.



## CHAPTER TWELVE: AMENDMENTS TO THE BYLAWS

**Section 1:** In order to amend the Student Senate bylaws, the Constitution and Bylaws committee must present the proposed amendment to the Student Senate within two Senate meetings from receiving the proposal.

**Section 2:** A proposed amendment may be brought to the Constitution and Bylaws committee by the following methods:

- A. A student petition carrying the signatures of at least 20 students enrolled at Cosumnes River College.
- B. A proposed amendment presented to the Constitution and Bylaws committee from a member of the Student Senate, with the signature of at least five (5) Senate members as supporters of the proposal.
- C. Amendments to the Student Senate Bylaws require ratification of two-thirds (2/3) vote of the Student Senate.

Revised & Adopted	11/2/01	Revised & Adopted	4/20/09	Revised	4/9/12	Revised	9/13/12
Revised & Adopted	5/13/05	Revised	3/19/12	Revised	4/11/12	Revised	9/26/12
Revised & Adopted	7/21/06	Revised	3/21/12	Revised	5/18/12	<b>Ratified</b>	12/12/12

