

# Sacramento City College Student Senate Bylaws



Sacramento City College



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Provisions of the Bylaws shall not be in conflict with the Constitution, School and District Policy, and applicable State and Federal Laws.

## **Article I. Name**

**Section 1.** The name of this board shall be the Student Senate. When the name Student Senate is referenced, this is the entire Student Senate, including Executive, Secretarial and Senatorial branches.

## **Article II. Purpose**

**Section 1.** The purpose of this board shall be to participate in Sacramento City College's shared governance, serve as a means through which students participate on college and/or District committees, task forces or other governance groups, recommend expenditures of the college's Student Representation Fees, advocate the common interests of students at the local, state and federal levels, and to take positions on legislative issues that affect student interests. In the context of the general purposes, the Senate shall exercise such powers as outlined in the Student Associated Council constitution, Article VII Section 5, subsection i.

**Section 2.** And in the context of these purposes, the Senate shall perform such duties as detailed in that constitution, Article VII, Section 5, subsection iii.

## **Article III. Meetings**

### **A. Meetings**

**Section 1.** Regularly scheduled, weekly meetings will be held by the entire Student Senate to conduct business. The time and date of these meetings will be set by the President-elect within two weeks of his or her election to office and with the consultation of the Advisor. The time and date of these meetings may be changed by a majority vote. The agenda for each of these meetings shall be posted in a public and conspicuous place no less than 72 hours before the meeting. If the agenda is not posted in accordance with this time frame, the meeting may not take place.

**Section 2.** It is also appropriate for the chair to decline to call a time to end the meeting, and may print "until finished" as the end time. In this case, any member who has documented and pressing business or academic responsibilities may leave after the above documented time. However, the meeting cannot continue without quorum, and business cannot be addressed or voted upon without a Secretary or minute-taker and the Advisor.

**Section 3.** Regularly scheduled weekly meetings will be held by the Senatorial Branch to conduct business. All actionable business must be heard by the Senatorial Branch and, with its recommendations, be forwarded to the Student Senate President before it can be heard by the entire Student Senate. The time and dates of these Senatorial meetings will be set by the Vice-President. The time and date of these meetings may be changed by a majority vote of the Student Senate.

**Section 4.** Special meetings may be called at any time by the President. Also, five (5) Senators and/or Officers may request a special meeting through the President, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in at least 24 hours advance to all members of the board, and the public, in the form of an agenda, which must be posted in a public and conspicuous place, within that time frame.

**Section 5.** A quorum of a majority of board members shall be present at any regular or special meeting in order for Senate business to be conducted.

**Section 6.** Each member shall have one vote in all matters regardless of his position. The President, customarily, may not vote, except in cases of a tie.

**Section 7.** The use of any proxy vote is not permitted for those members unable to attend any regular or special Meeting. Attendance through a simultaneously visual and auditory live medium, for example the program “Skype”™, grants absent members the ability to vote, presently, however advance notice would be needed for the appropriate preparations.

## **B. Meeting Decorum**

**Section 1.** All members of the Student Senate shall adhere to the following rules of decorum at all times, during meetings. Any violation of the rules may result in member accountability.

**i. Rules of Decorum**

**a.** In cases proper decorum is in question; the question shall be decided by the President’s ruling from review of the parliamentary authority.

**ii. Sitting in a Meeting**

**a.** Full and complete attentiveness to the current business is required at all times.

**b.** No member shall address another member of the board during meetings. All comments, motions, and statements must be addressed to the President, or chair, directly, unless President directs members to respond.

**c.** Members should refrain from using the personal names of other members during meetings, and should, instead, refer to them by their titles, and may only add their last name if absolutely necessary.

**d.** All members should refrain from disturbing the assembly. Actions that are considered disturbing the assembly include whispering to other members, walking across the floor or from the room, or speaking out of turn. The President shall determine when any action is considered a disturbance.

**iii. Public Forum**

- a. Public Forum is a segment of time set aside for the public to speak on the day's business and inform the board on students' opinion on current issues, in accordance with the Brown Act. Any other uses for this time are secondary, and may not be enforced or allowed, dependant on the President or chair's ruling.
- b. When the President announces Public Forum open, each person who addresses the Student Senate shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Student Senate, SCC staff or general public.
- c. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Student Senate meeting shall, at the discretion of the President with a majority vote of the present members, be immediately dismissed from the meeting.
- d. Although guests may address individual members of the board, and not speak through the President (although this should always be discouraged) board members must continue to speak only to the President, unless permitted by the President to do otherwise.

#### **iv. Dissemination of Information**

- a. When information is being related to the board by a guest or board member, it is expected that all sitting members remain attentive to the speaker's presentation, and save all questions until the end of the presentation, or until prompted by the chair.
- b. Members who choose to speak before the board must be adequately prepared for their presentation, if their issue is to be acted upon.

#### **v. Making a Motion**

- a. The member shall raise his hand and wait to be recognized by the chair, or stand up, but only one person standing at a time.
- b. Once recognized, the member will state, "I move to..." and recite the exact action the member wishes the board to take.
- c. The President will then call for a second. If a second is declared by a member, stating "I second the motion," the motion will move into debate, once restated by the chair.

#### **vi. Decorum in Debate**

- a. When the debaters have been confirmed by the President, the first debater will stand.

- b. The debater will inform the President of the validity of the motion. Once their time limit has expired, they will sit, thus yielding the floor.
- c. The opposing debater will stand and inform the President of the invalidity of the motion.
- d. This exchange shall persist until both sides have had equal representation in debate.

## **Article IV. Officer Positions and Duties**

### **A. Executive Branch**

#### **1. President:**

As specified in the S.A.C. Constitution

#### **2. Vice President:**

As specified in the S.A.C. Constitution

#### **3. Secretary:**

As specified in the S.A.C. Constitution

#### **4. Treasurer:**

As specified in the S.A.C. Constitution

#### **5. Secretary of Legislative Affairs:**

As specified in the S.A.C. Constitution

- i. It is encouraged that the Secretary of Legislative Affairs meets with the specified legislators per the constitution however; if the appointments with specified legislators cannot be met then Secretary of Legislative Affairs can meet with other legislative members.
- ii. Secretary of Legislative Affairs is encouraged but not mandated to invite Legislators to Sacramento City College for speaking engagements.
- iii. Secretary of Legislative Affairs will oversee legislative events, such as Lobby Day, March in March, Information Day, and Days of Action.

### **B. Secretarial Branch**

#### **1. Secretary of Public Relations:**

As specified in the S.A.C. Constitution

#### **2. Secretary of Sustainability:**

As specified in the S.A.C. Constitution

- i. Shall give a monthly written advisory report to the Student Senate President, regarding how the Student Senate can improve sustainability within the student body and campus life.

- ii. Shall be appointed to the food advisory board.
- iii. Shall provide information on environmentally-beneficial alternatives to current campus practices.

### **3. Secretary of Technology:**

As specified in the S.A.C. Constitution

- i. Has the authority to call a joint technology meeting with members of the Senate Department of Technology and members of the C.A.E.B. Technology Committee.

### **4. Parliamentarian:**

As specified by the S.A.C. Constitution

- i. Shall be appointed from the appointed or elected Senators, by the President, to the Cabinet.

### **5. Historian (Ad Hoc):**

- i. Shall be appointed by the Student Senate President.
- ii. Shall prepare an objective narrative account of all Student Senate activities and committees which, with a majority vote of the Student Senate, will become part of the Student Senate's official history.
- iii. Shall create narrative reports of Student Senate meetings, which shall not be in conflict with the Secretary's minutes.
- iv. Shall assist the Secretary and Secretary of Technology in creating a complete Student Senate archive.
- v. Shall be custodian of the ASG-SAC archives, and advise members on its contents.
- vi. If unable to attend a meeting, the Historian must work in conjunction with the body's Secretary to complete his or her narrative account.
- vii. If a Historian is unable to be appointed, the Student Senate President may hire one, according to the finance policies in these bylaws.
- viii. The Historian may not vote, debate, make motions, comment during meetings, write or submit legislation.

## **C. Senatorial Branch**

### **1. President Pro Tempore:**

As specified in the S.A.C. Constitution

### **2. Senator:**

As specified in the S.A.C. Constitution.

## **D. Nominations**

Nominations for officer positions will take place in the beginning of each meeting, during the article labeled “appointment interviews.” With the exception of the Parliamentarian, appointments or elections cannot take place at any other time.

## **Article V. Voting**

**Section 1.** All members of the Student Senate have the right to vote on any issue brought forward to the Senate for action.

**Section 2.** As representatives of the Associated Students, each member of the Student Senate is allowed one representative vote per issue. There is no time where an Associated Student Representative may be restricted from voting on an issue which may affect them or their constituent group, nor a time where they may not request that any decision made or being made that affects them or their constituent group be brought forward for a vote by the Student Senate.

**Section 3. In voting, the following options are granted.**

- i. Yes, Aye, In Favor; an affirmative vote. The voter is in favor of the suggested motion. No, Nay, Opposed; a negative vote. The voter is in opposition to the suggested motion. Abstain, Present, Decline; a choice not to vote. The voter refuses to vote on the issue, and will not be counted when tallying votes.
- ii. No member may question another member’s vote at any time, and no member is permitted to explain or defend his or her vote in any way.

**Section 4. The following options are granted for tallying votes.**

- i. **Voice Vote:** The Chair calls for a vote, asking those in favor to say Yes or Aye, then asking those opposed to say No or Nay. Providing the results are conclusive, the Chair will announce which house prevails. Members are encouraged to keep their voices level during Voice Votes.
- ii. **Rising Vote:** Should the Voice Vote seem inconclusive, any member(s) may call a Division in the house, and the Chair must call for a new vote, asking those members in favor to rise. The Chair will count the votes and the Secretary will record them, and also do the same for the opposing votes.
- iii. **Roll-Call Vote:** For financial matters, this or the rising vote is required. The Secretary shall take roll again, only members will declare their votes, or reply “Present” if they decline. The Secretary will record the votes and the Chair will tally them.

**Section 5.** The Chair is responsible for accurately tallying votes, but may delegate this duty to one other member. The assembly is to remain silent during tabulations.

## **Article VI. Senate Departments Code**

### **A. Legislative Affairs Department**

**Section 1.** Shall consist of one Chairperson; the Secretary of Legislative Affairs.

**Section 2.** Shall further consist of Senators, Secretaries and At-Large Students, as nominated by the Chairperson then appointed by the Student Senate President.

**Section 3. The duties of the Legislative Affairs Department shall consist of:**

- i.** Reviewing and reporting current legislation concerning California Community Colleges.
- ii.** Shall promote student views on policy and legislative issues to appropriate members from local, state and federal agencies.
- iii.** Shall network and coordinate legislative activities with other California Community Colleges and the Student Senate of California Community Colleges.
- iv.** Shall provide advocacy training for members of the Student Senate.
- v.** Shall meet at least twice monthly and as convened by the Secretary of Legislative Affairs. The President may not grant an extension that would allow fewer than twice-monthly meetings for this committee.
- vi.** Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- vii.** Shall conform to the Brown Act and have a publically posted agenda no later than 72 hours before the meeting.
- viii.** Shall create a student affairs committee and appoint a department member as chair.
- ix.** Shall create a Resolutions Committee and appoint a department member as chair.
- x.** Will oversee the Resolutions Committee.
- xi.** Will oversee the Student Affairs Committee.

**Section 4. The duties of the Resolutions Committee shall consist of:**

- i.** A chairperson appointed by the Department of Legislative Affairs.
- ii.** Drafting resolutions pertaining to the campus, district, and/or S.S.C.C.C.
- iii.** Editing incoming resolutions.
- iv.** Present all favorable resolutions to the Department of Legislative Affairs
- v.** Filing all resolutions.
- vi.** Enforcing the enactment of all resolutions that have been previously adopted by the Student Senate Board.

**Section 5. The duties of the Student Affairs Committee**

- i.** Shall consist of a chairperson appointed by the Department of Legislative Affairs.

- ii. The Student Affairs Commissioner shall with the assistance of Student Affairs Committee members organize and promote legislative events as requested by the Student Senate.
- iii. Members shall be appointed from the Student Senate and at-large students.

## **B. Public Relations Department**

**Section 1.** Shall consist of one Chairperson, the Secretary of Public Relations.

**Section 2.** Shall further consist of Senators, Secretaries and At-Large Students, as appointed by the Student Senate President.

**Section 3. The duties of the Public Relations Department shall consist of:**

- i. Maintain a favorable image of the Student Senate within the campus and the community
- ii. Arrange Senate-approved fundraising and fundraising techniques, when deemed necessary by the Senate.
- iii. Shall publicize events sponsored by the Student Senate.
- iv. Shall coordinate with the chairs of other Student Senate project committees, concerning the publicity of their events.
- v. Shall undertake the development of projects as directed by the Student Senate President that do not fall within the jurisdiction of one of the other standing committees.
- vi. Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- vii. Shall conform to the Brown Act and have a publically posted agenda no later than 72 hours before the meeting.

## **C. Technology and Operations Department**

**Section 1.** Shall consist of one Chairperson, the Secretary of Technology.

**Section 2.** Shall further consist of Senators, Secretaries and At-Large Students, as appointed by the Student Senate President.

**Section 3. The duties of the Technology and Operations Department shall consist of:**

- i. Shall be responsible for modernization and innovation of the Student Senate, as it applies to technology.
- ii. Shall create and, with the approval of the Student Senate, implement and maintain new technological systems, including but not limited to websites, software and algorithmic surveys for the highest benefit of the Student Senate.
- iii. Shall be responsible for the maintenance of all Student Senate offices, including supplies.
- iv. Shall, in conjunction with the Advisor, plan, coordinate and execute orientations and training of new Student Senate members.

- v. Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- vi. Shall conform to the Brown Act and have a publically posted agenda no later than 72 hours before the meeting.

## **D. Finance Department**

**Section 1.** Shall consist of one Chairperson, the Student Senate Treasurer.

**Section 2.** Shall further consist of Senators, Secretaries and At-Large Students.

**Section 3. The duties of the Finance Department shall consist of:**

- i. Oversight of the financial affairs of the Student Senate.
- ii. Oversight of the accounting and financial reporting processes.
- iii. Shall meet once, weekly, and as further convened by the Student Senate Treasurer
- iv. Shall review scholarship applications and select Student Senate Scholarship recipients.
- v. Shall aid the Treasurer in formulating the budget.
- vi. Shall offer its recommendation on proposed expenditures through the Student Senate Treasurer.
- vii. Shall review all recommendations for expenditures and determine which account said funds would be withdrawn from, and forward its findings to the Student Senate.
- viii. The Finance Department must review and submit a recommendation concerning all financial matters before they may be presented to the Student Senate.
- ix. Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- x. Shall conform to the Brown Act and have a publically posted agenda no later than 72 hours before the meeting.

## **E. Department Meetings**

**Section 1.** No department meetings may meet less frequently than once, every two weeks, unless given written consent from the President of the Student Senate. The Finance Committee must meet at least once a week.

**Section 2.** Each Department Chair, at the start of his or her term, shall adopt a set of rules of procedure. The rules shall address, at a minimum, the following:

- i. Minimum expected meeting decorum.
- ii. Normal meeting times and places.
- iii. Attendance.
- iv. Voting rights.

## **F. Ad-Hoc committees**

**Section 1.** Ad-Hoc committees can be created at the will of the President, when necessary. These ad hoc committees shall have no authority beyond their stated purpose, and shall be

chaired by a Senate member, as appointed by the President, however, non-Senate members may sit on an ad hoc committee, if deemed appropriate. No ad hoc committee shall exist beyond the semester in which it was formed. The President shall be ex officio a member of all committees.

## **Article VII. Parliamentary Authority**

**Section 1.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Student Senate in all cases to which they are applicable and in which they are not inconsistent with the constitution, these bylaws and school and district policy.

## **Article VIII. Amendment of Bylaws**

**Section 1.** In order for these bylaws to be amended, any student, group of students, Senator, Secretary or Executive Official must submit a written bill, with the exact language intended, to the Department of Legislative Affairs, which shall review the bill for constitutional violations. The sponsor(s) will be notified in writing of any violations within (3) days. Once the bill has passed the Department of Legislative Affairs, the bill will be forwarded to the Senatorial Branch for review and amendment (if necessary). Once the bill has passed the Senatorial Branch, it shall be forwarded to the Student Senate where it will be voted on. If the bill does not pass, the bill will be considered dead and no further action will be taken. If the bill passes, it shall become a bylaw and become effective immediately by majority vote of the Student Senate and signed by the Student Senate President.

## **Article IX. General Operations Code**

### **A. Principal Office**

**Section 1.** The Principal Office for the transaction of the activities and affairs of this Senate is located at 3835 Freeport Blvd in the South Gym, Room 232 in Sacramento County, California. The Senate board may change the location of the principal office with a three-fourths affirmative vote of the members present. The establishment of a new principal office must be approved by the appropriate Sacramento City College Administrators. Any such change of location must be amended to these bylaws to state the new location.

### **B. Additional Offices**

**Section 1.** The Senate may, at any time, establish branch or subordinate offices at any place or places where this board is qualified to conduct its activities. The establishment of additional branches must be approved by the appropriate Sacramento City College Administrators. The Student Senate must approve the addition of further offices with a two-thirds vote of the members present. The addition of any new office must be amended to these bylaws to state its location and purpose.

## **C. Office Policy**

**Section 1.** Each Student Senate member shall set a minimum of two (2) posted office hours weekly. These hours shall be posted no later than two weeks after being elected or appointed to the Senate position. These office hours must be served in the Senate office or on official Senate business, unless documented arrangements have been made with the President. Use of the Senate's copying machines and computers are subject to guidelines formed by the Senate. Use of Student Senate lockers 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. Student Senate members may not use more than one locker. Three lockers are to be reserved for the Student Trustee and two at-large students, if deemed eligible or in need. The President of the Student Senate shall form the criteria for eligibility and the Student Senate will approve it with a majority vote.

**Section 2.** After a member's term end/resignation/vacancy from the Student Senate, one week will be granted for said member to clear their locker of all contents. After this grace period has elapsed, all contents will become the property of the Student Senate and may be reassigned or thrown away.. No stickers, graffiti, pictures, photos or any other kind of sign or artwork are permitted on the outside of the lockers. Any kind of sign or artwork will be removed without warning. The only exception to this rule is a single Student Senate business card, affixed to the face of the locker with painters tape.

**Section 3.** Inventory of all Student Senate property and equipment shall be kept in the Student Senate office. Creation and maintenance of this inventory shall be the responsibility of the Student Senate Secretary of Technology.

## **D. Reports**

**Section 1.** The Chair of each department and ad hoc committees shall make available a full written report of all Department actions, actions of the Executive of said Departments and recommendations to the Senate upon request of the President. The President shall have the power to require in writing the opinion of the Executive Officers of the Student Senate upon any subject relating to the duties of their respective offices. The Vice President shall have the power to require in writing the opinion of the Senators of the Student Senate upon any subject relating to the duties of their respective offices.

## **E. End-of-Term and Council Transition**

**Section 1.** 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, beginning during the summer session and extending throughout the term. The summer session orientation will include the members of the former Student Senate, if available.

## **F. General Business**

**Section 1.** All Student Senate paperwork and forms shall be created and updated by the Student Senate President with the assistance of the Secretary and the advisor, if necessary. New forms and paperwork should also be copied to the advisor.

**Section 2.** Implementation of said papers and forms are subject to consultation with the officer(s) whose duties require their use. Disagreements between the President and officer(s) in this case will be settled by constitutional review by the Legislative Affairs Committee.

**Section 3.** All department chairs are required to have a full report available upon request. This report must include a summary of the department's work since the beginning of the term or the submission of the last full report, whichever occurred later. It must also include all meeting agendas, minutes and other documentation. If requested, the chair will recite the report summary at a Student Senate meeting, and supply copies of the full report to the sitting members and the public.

**Section 4.** At least one copy of each department's full report must be made available to the public in a binder within the Student Senate's Principal Office. One full report must be posted here at least once, monthly. The President may require more frequent postings.

## **G. Legislation**

**Section 1.** All legislation, that is, all manner of business brought before the Student Senate for consideration and any motion which is either too complicated for oral communication, or is being brought to consideration by an individual who does not have the ability to make motions, are to be arranged in written resolution format and submitted to the Student Senate President or Vice President. Bylaws legislation will follow the procedures in Article IX.

**Section 2.** Upon determining that the resolution can be heard by the Student Senate, he will forward the resolution to the Vice-President who will place the item on agenda to be heard by the Senatorial branch.

**Section 3.** All legislation must be heard by the Senatorial branch before being set before the Student Senate. The Department of Legislative Affairs must be given the opportunity to review all Legislation before it is set before the Student Senate. All expenditure recommendations must be heard before the Senatorial branch and the Department of Finance before being set before the Student Senate.

## **Article X. Attendance Code**

**Section 1.** Any member of the board, regardless of his or her position, who fails to attend two (2) regularly scheduled meetings per semester without being excused by the President or Vice President from attending, will be considered for vacancy. The President cannot excuse his or herself from attending meetings. The President can only be excused by the adviser and must abide by the same rules set forth in this section.

**Section 2.** An excused absence is any absence where permission for non-attendance has been granted by the President or Vice President, dependant on the following terms:

**Section 3.** The President or Vice President may verbally excuse a member if he or she is ill, must attend to an emergency situation, or has experienced the recent death of an immediate family member. Documentation of these events may be requested by the President or Vice President upon the member's return. Failure to produce proof within two weeks of the incident may cause their prior excusal to be withdrawn. The President or Vice President must excuse a member in writing if they have official Student Senate business or a documented academic responsibility.

**Section 4.** An unexcused absence is any absence which has not been excused by the above methods. In addition instances where a member arrives or leaves the meeting without having been present for at least half of it will be considered an unexcused absence.

**Section 5.** Tardiness will follow the same excuse policies as absences; however, three unexcused instances of tardiness per semester will be equal to one unexcused absence.

## **Article XI. Finance Code**

### **Section 1. Budget.**

- i.** The Student Senate shall receive a portion of the Student Associated Council's General Fund as determined by a formula set by the Joint Budget Committee. The Student Senate may petition the Joint Budget Committee for additional funds. The Student Senate shall hold full control of the Student Representation Fund and singular authority over its use.
- ii.** In order for a committee to receive funding, an executive member of that committee or the President must submit all estimated expenses to the Department of Finance for consideration and approval in order for a line item account to be established in the budget for that fiscal year.
- iii.** Any and all requisitions to access Student Senate funds must be signed by the Student Senate President or treasurer, the Student Senate Certificated Advisor, Vice President of Student Services or designee and the SCC Business Office. Prior to signature of requisitions, the Treasurer must inform Student Senate President of intent to sign. If any expenditure request can be proven unconstitutional or illegal through joint decision of the President and Treasurer, with consultation of the Advisor, the Student Senate President or Treasurer may decline to sign any requisition, and return the request to the Student Senate for review and amendment.
- iv.** The Student Senate President may, with the approval of a majority of the board, through vote or written testimony, compel the Treasurer to initiate an audit of financial statements. Upon receipt of this order, the Treasurer will have eight weeks to compile all statements and paper proof of all expenditures, accounts, activities of said accounts, and budgets for that fiscal

year. In consultation with the President and Advisor, these statements will be edited to conceal confidential information, and then released as a report to the Student Senate. A copy of these audit results will be released to the public.

- v. No funding requests will be considered by the Student Senate for completed projects. The Student Senate will approve no more than one expenditure request per group, per academic year. Each expenditure recommendation or funding request must be submitted in writing and include a description of the project, the names of the project's participants, an itemized budget including revenue, alternative funding options, and anticipated outcomes and benefits to the Student Senate and the Associated Students of Sacramento City College.
- vi. Expenditure recommendations and funding request must be submitted no fewer than thirty (30) days before funds are required for consideration by the Student Senate. The Student Senate will not consider recommendations or requests from outside entities after November 18<sup>th</sup> for the Fall Semester, and April 18<sup>th</sup> for the Spring Semester.

## **Article XII. Performance Code**

### **A. Conduct**

**Section 1.** All Student Senate members shall conduct themselves respectfully and appropriately when representing Sacramento City College and the Associated Students on or off campus. Interference with Student Senate business, acts of dishonesty, general misconduct, poor professionalism, harassment, disruptive or erratic behavior, inappropriate language and any other violations of the Sacramento City College Student Code of Conduct are prohibited by this Senate. In addition, all Student Senate members will keep this organization's offices clean and tidy, be respectful and courteous to all persons, respect office equipment, and answer office phones in a professional, respectful and courteous manner.

**Section 2.** Violations of the performance code will be met with appropriate action, per Constitution and Bylaws.

### **B. Meeting Protocol**

**Section 1.** Disruptive behavior and general misconduct during any meeting will be responded to with the following actions, as enforced by the chair of that meeting.

- i. Two warnings during a meeting = Removal from the meeting
- ii. First removal from a meeting = Considered an unexcused absence
- iii. Second removal from a meeting = Considered an unexcused absence and position should be declared vacant in compliance with the Constitution and Bylaws.

### **C. Office Behavior**

**Section 1.** Inappropriate behavior consisting of but not limited to yelling, fighting, name-calling, sexual harassment or abuse, discrimination of any sort (sex or gender, race, religion, disability, sexual orientation, etc.) will not be tolerated and persons participating in such behaviors are subject to written warnings and their associated penalties, as recorded by the Sergeant-At-Arms and approved by the President. Those warning and actions are as follows:

- i. Second Warning = written notification to the accountability panel
- ii. Third Warning = consultation with advisor.

## **D. Dereliction of Duty**

**Section 1.** Dereliction of duty consists of but is not limited to failure to post on assigned boards, attend required campus standing committees, attend Student Senate standing committees, attend Student Senate sponsored activities, and submit monthly campus standing committee reports, failure to respect the order of protocol, failure to communicate as a liaison to the Dean of a member's assigned department and any other violation of a member's constitutional duties or responsibilities as outlined in the Constitution and Bylaws.

## **E. Student Senate Accountability Panel**

**Section 1.** Shall consist of one Chairperson (President Pro Tempore/Sergeant-At-Arms), the Student Senate Parliamentarian, Student Senate Secretary and two President-appointed Senators.

**Section 2.** Shall make written report of all meetings to the Advisor.

**Section 3.** Panel may be bypassed and sent to advisor by written request and majority vote of the panel.

**Section 4. The duties of the Student Senate Accountability Panel shall consist of:**

- i. Reviewing Student Senate meeting, senate meeting and Student Senate absences, tardiness and verbal warnings.
- ii. Shall advise members who have received written warnings or action against them.
- iii. Shall report findings in writing to the Student Senate and the advisor through the President Pro Tempore once per month, or more frequently, as requested by the President.
- iv. Shall meet on an as needed basis.
- v. Shall appoint a Secretary to record minutes of all meetings including the names of those who are present and absent.
- vi. Shall review grievances related to attendance, illegal conduct, performance and other related matters; issue written warnings; and take appropriate action in compliance with the constitution and bylaws.
- vii. Shall conform to the Brown Act and have a publically posted agenda no later than 72 hours before the meeting.
- viii. Shall forward all recommendations to the advisor.
- ix. Shall consult with the advisor regarding recommendations.

- x. Make recommendations for the determination of a vacancy to the Student Senate and the Advisor.

## **Article XIII. Appointments**

**Section 1.** Those persons wishing to be appointed to the Senate must submit an application. Upon acceptance of nomination, the nominee must complete or have already completed the minimum meeting requirements, as set by the Student Senate President. The nomination application will include a declaration of candidacy form, a candidacy verification form, a constitution/bylaws test as drafted by the President, Secretary and Parliamentarian, and a short personal essay, should the President, Vice President, Senate Pro Tempore and Adviser decide to include one. Executive members of the Student Senate are not permitted to hold executive positions with the Clubs and Events Board, simultaneously.

**Section 2.** Selected nominees shall be formally presented to the Student Senate by the Student Senate President. After review by the Student Senate, there will be a vote and the nominee can be approved, or dismissed by the majority.

**Section 3.** The President of the Student Senate and Vice President shall have the authority to nominate appointees for all Departments and their chairpersons.

**Section 4.** As head of the Student Constituency of Sacramento City College, the President will appoint any Student Senate member or Student At-Large to Campus Standing Committees and other campus committees. These appointments are not subject to nomination protocols.

## **Article XIV. Election Protocols**

### **Section 1. Petition for Nomination**

In order to secure nomination and inclusion on the ballot for a SAC General Election or Special Election, a candidate must complete all of the following:

- i. Declaration of Candidacy Form – This form will compile general information of the candidate, including the position they are running for.
- ii. Candidate Verification Form – This form will determine general eligibility of a candidate to hold office, based on state guidelines.
- iii. Candidacy Petition – A candidate must secure the signatures of no fewer than fifty enrolled SCC students, who stand in support of the candidate being placed upon the ballot.

### **Section 2. Campaigning**

- i. Campaigning shall be held in strict adherence to district policy. It is encouraged that candidates participate in Candidate forums. Candidate forums will include an opportunity for candidates to introduce themselves,

and/or give members of the public the opportunity to question all candidates for all positions.

- ii. If time allows for debates, they will be moderated by a volunteer member of the faculty. Candidates for contested offices will be given two minutes, each, to respond to public-submitted questions.
- iii. Any type of advertising (i.e.: anything that can be viewed publicly by others, such as t-shirts, buttons, sandwich etc.) in a no campaign zone is prohibited in all circumstances. Advertising in a no campaign zone may result in removal from ballot or declaration of vacancy in the position sought.

### **Section 3. General Election Procedures**

- i. Ballot tabulation or other forms of vote counting shall be coordinated by the SAC Adviser and Elections Committee. All tabulations should be done in a transparent manner. Candidacy verification shall be performed by the Elections Committee, with the assistance of the Vice President of Student Services, or his/her designee. The election procedures in this article may only be altered by the Vice President of Student Services, the President of the College or a majority vote of the Student Senate and the Club and Events Board. Should these procedures be changed by the above-mentioned administrators, these bylaws must be amended immediately to reflect those changes.

## **Article XV. Regional and Statewide Participation**

**Section 1.** The Sacramento City College Student Senate are to participate in the Student Senate for California Community Colleges. Should this Senate choose to no longer participate, it may choose to withdraw from it by a 2/3 vote of the Student Senate membership. This Senate may elect to join another statewide Student Senate with a majority vote, after having withdrawn from the previous Senate. These laws also apply to any Regional Student Senate. Any hierarchal student advocacy group outside the authority of the Los Rios School District will be considered a Regional or state-wide Student Senate.

**Section 2.** The Secretary of Legislative Affairs will be Sacramento City College's Voting Delegate. A non-voting delegate will be nominated by the Secretary of Legislative Affairs and confirmed by majority vote of the Student Senate. The President or his/her designee will be the alternate non-voting delegate.

**Section 3.** Should this Student Senate decide to attend a General Assembly of California Community Colleges, it may financially sponsor no more than 3 executives of its Region's Student Senate, should those members attend Sacramento City College. The Student Senate may sponsor one member of the state-wide Student Senate, if said member is a student of Sacramento City College. This sponsorship is subject to all finance policies contained within these bylaws.

## **Article XVI. Presidential Advisors**

**Section 1.** The members of the Secretarial Branch, the Secretary of Legislative Affairs and the Student Senate Advisor shall form to sit at his or her pleasure as a circle of advisors. Meetings between the President and his or her advisors will be closed and private. Advisors' duties within the circle are as follows.

While the above members form the circle of advisors, not all members must be available or called for the circle to form.

- i. Secretary of Legislative Affairs:**
  - a. Shall report and describe new Legislation that affects Community College Students.
  - b. Shall advise the President on upcoming Student Senate legislation.
  - c. Shall advise the President on precedential interpretations of the constitution and bylaws.
  
- ii. Secretary of Public Relations:**
  - a. Shall report on interactions with the press and discuss the Student Senate's official stance on various issues.
  - b. Shall advise the President on the Student Senate's public image.
  - c. Shall make recommendations to the President on issues of public relations.
  
- iii. Secretary of Sustainability:**
  - a. Shall report on the environmental state of the campus.
  - b. Shall advise the President on actions the Student Senate could take to improve sustainability within the student body.
  - c. Shall provide information on environmentally-friendly alternatives or programs the students could participate in.
  
- iv. Secretary of Technology:**
  - a. Shall report on the Student Senate's current inventory.
  - b. Shall advise the President on the newest Student Senate technologies and their uses.
  - c. Shall detail and discuss trainings of Student Senate personnel.
  
- v. Parliamentarian:**
  - a. Shall advise the President on parliamentary procedure.
  - b. Shall advise the President on formation of agendas and adherence to the Brown Act.
  
- vi. Student Senate Advisor:**
  - a. Shall report on any information pertinent to shared governance and student life.
  - b. Shall advise the President on any act or omission of his or her office, and any performance-related concerns having to do with participatory decision-making.

- c. Shall advise the President on any issue or concern that effects the Student Senate.

## **Article XVII. Transcript Notation Requests**

**Section 1.** The Advisor shall determine eligibility, based on information submitted on the Transcript Notation Form. Any member of the Senate may be eligible for a transcript notation of “Recognized Student Leader” at the end of each school semester, with summer semester as the exception. Eligibility is based on successful completion of Job Duties as stated in the SAC Constitution and Senate bylaws.

**Section 2.** In addition to the Advisor’s own judgment, determination of successful completion of Job Duties will also be determined by written testimony of that member’s direct executive. That is, the Vice President when considering a Senator or the Senate President pro Tempore, and the President when considering all other members, including the Vice President. The President’s eligibility will be reviewed solely by the Advisor. If eligibility is in question, it can be taken to the Student Senate for majority vote.

**Section 3.** Any additional requirements, as will be outlined on the Transcript Notation Form, must be fulfilled. Said form must be complete and submitted to the Advisor no later than thirty (30) days prior to the end of the semester.

## **APPENDIX**

In Witness thereof, the drafters have set their hands, the year, and the date below:

Approved: November 16<sup>th</sup>, 2011

Added: VI, E, Section 2 (10/10/2012)

Amended: XIII, Section 1 (5/1/2013)

Amended VI, A, Section 4 (3/30/2016)