

Student Associated Council Constitution

Student Associated Council

Student leaders dedicated
to representing the interests, and protecting the future of,
a diverse student body.



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**ARTICLE I.
PREAMBLE**

Section 1.01 ESTABLISHMENT

We, the students of Sacramento City College (SCC), do hereby establish the SCC Student Associated Council (SAC), which includes the Student Senate, the Clubs & Events Board, and the Joint Budget Committee, as a means to represent all of the students of SCC. Further, the SCC Student Associated Council is recognized as the representative student body association by the Los Rios Community College District Board of Trustees.

Section 1.02 MISSION

It is the mission of the SCC Student Associated Council to:

- Provide the students of the College with a voice in the College's and the Los Rios Community College District's shared governance process.
- 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.
- Promote student involvement and activities that recognize the cultural and ethnic diversity of the college community and foster cultural awareness and understanding.
- Promote the academic, intellectual, artistic and social life of students.
- Provide a mechanism for the appropriate allocation of Student Associated Council resources.

The following is the official mission statement of the SCC Student Associated Council:

The SCC Student Associated Council is a team of student leaders dedicated to representing the interests and protecting the future of a diverse student body.

**Article II.
NAME, MASCOT, COLORS**

Section 2.01 NAME

The name of the student association shall be the Sacramento City College Student Associated Council.

Section 2.02 MASCOT

The mascot of the student association shall be the Black Panther.

Section 2.03 COLORS

The colors of the student association shall be burgundy and gold.

Article III.

COMPONENTS OF THE STUDENT ASSOCIATED COUNCIL

Section 3.01 COMPONENTS

The SCC Student Associated Council shall consist of the following three components:

- The SCC Student Senate.
- The SCC Clubs & Events Board.
- The SCC Joint Budget Committee.

Article IV.

PURPOSE

Section 4.01 GENERAL PURPOSE

The purpose of the Student Associated Council is to provide the students of the College with a representative entity that participates in the shared governance of the College and the District, and promotes the intellectual and social life of students at the College through authorized clubs and programming activities.

Section 4.02 SHARED GOVERNANCE AND REPRESENTATION

Through the Student Senate, the Student Associated Council participates in the College's shared governance process to formulate policy and procedures that have or will have a significant effect on the students. The Clubs & Events Board will also participate in shared governance by serving on SCC standing committees that pertain to their duties (Article VIII, Section 5, subsections (iii) & (iv)). The Clubs & Events Board members may also be appointed to other campus wide, District, or State boards that pertain to their duties. The Student Senate also serves as the means through which students may be nominated to participate on College and/or District committees, task forces, or other governance groups. The Student Senate also charged with the responsibility to recommend expenditures of the College's Student Representation Fees for authorized activities. The Student Senate shall 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. The Student Senate is the only entity empowered to take positions on legislative issues within its purview under Los Rios Community College District Policies and Regulations.

Section 4.03 COMMUNICATION

The Student Associated Council further provides a conduit of information for communicating with, securing the input, representing views and reporting back to the students.

Section 4.04 ACTIVITIES

Through the Clubs & Events Board, the Student Associated Council promotes the intellectual and social life of students at the College through authorized club activities. In order to promote the intellectual, artistic, cultural, and social life of students by developing and coordinating college-wide events and bringing artists and speakers to the college.

Article V. RECOGNITION OF AUTHORITY

Section 5.01 AUTHORITY

The Student Associated Council exists solely by virtue of and pursuant to the authorization of the Los Rios Community College District Board of Trustees, its enactment of LRCCD Policy 2311 and Education Code section 76060. The Student Associated Council hereby recognizes that by virtue of possessing the power to create the Student Associated Council, the Board of Trustees also retains the power of oversight over the Student Associated Council and the power to revoke this authority and to dissolve the Student Associated Council.

Article VI. MEMBERSHIP IN THE STUDENT ASSOCIATION

Section 6.01 MEMBERSHIP

SCC students who have been elected or appointed to positions named in this document are members of the Student Associated Council.

Article VII. STUDENT SENATE

The Student Senate consists of the elected/appointed executive officers identified in Article X, the elected and appointed officers and secretaries identified in Article VII, Section 5, subsection iv, and Senators.

Section 7.01 SENATORS

Senators are the elected/appointed representatives that act as liaisons to College Departments, providing the students of the College with a voice in the College's and the Los Rios Community College District's shared governance process.

The Student Senate shall have no more than 20 senators each of which shall be elected/appointed to serve by the students of the College pursuant to the election procedures established by Los Rios Community College District Policy 2311 and Administrative Regulation 2311.

Section 7.02 ELIGIBILITY TO SERVE

A student must be enrolled at SCC for a minimum 5 units, and maintain a 2.0 or better GPA. At any time, a student may serve only on a single Student Senate for any of the Los Rios Community Colleges.

Section 7.03 TERM

The term of office for a member of the Student Senate is for one year commencing on July 1 and ending on June 30 of the following year. The election for this term shall be held in April prior to the commencement of the term. Any person elected or appointed to a vacant position shall serve the remainder of the term. Any person elected or appointed to any position on the Student Senate shall be eligible to serve no more than three years total in their life time.

Section 7.04 VOTING

- a) All members shall have one vote in any matter decided by the Senate, except for the President who may vote only in the case of a tie.
- b) Proxy votes are not permitted.
- c) A majority of the members may vote to include an item on the Agenda in accordance with the Brown Act.

Section 7.05 POWERS, BUDGET, AND DUTIES

(a) POWERS

The Student Senate shall have the following enumerated powers, and such powers as necessary to carry out these enumerated powers:

- I. The power to nominate students to College or District committees, task forces or other governance groups.
- II. The power to pass resolutions on shared governance and legislative matters within the purview as stated in District Policy.
- III. The power to coordinate with the Clubs & Events Board to conduct college-wide activities.
- IV. The power to recommend expenditures of SCC's student representation fees for activities and trips for which those funds are authorized. (Ed. Code, 70060.5)
- V. The power to recommend the expenditure of its budgeted funds.
- VI. The power to engage in fundraising activities to pursue activities and matters within its purview as stated in District Policy. Every member of Student Associated Council is required to participate in fundraising activities.
- VII. The power to pass resolutions concerning matters that have a significant effect on students, including:
 - a. Grading policies
 - b. Codes of student conduct;
 - c. Academic disciplinary policies;
 - d. Curriculum of development;
 - e. Initiation or discontinuation of courses or programs of study
 - f. Institutional planning and budget development;
 - g. Standards and policies regarding student preparation and success;
 - h. Student services planning and development;

- i. Any student fees within the authority of the District to adopt, and
- j. Any other District or College policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on students.

(b) BUDGET

The Student Senate shall receive an annual budget for general expenses determined by a formula set by the Joint Budget Committee. The Student Senate may petition the Joint Budget Committee for additional funds to support projects related to the Student Senate. The Student Senate shall also receive as a separate portion of its budget the student representation fees. (Ed. Code, 70060.5) The Student Senate, in accordance with LRCCD Policy and Regulations and state laws, shall have the following duties.

(c) DUTIES OF STUDENT SENATE

- A. To communicate the existence and resolution of issues of importance within its purview to the shared governance entities of the College and to the student body and the constituencies the Senate represent.
- B. To act in the best interest of all the students of SCC.
- C. To participate in shared governance by appointing members who will serve on those shared governance committees, including those related to accreditation, and those serving/elected to the Student Senate.
- D. To ensure that diversity is considered on appointments to shared governance committees, so that the members of those committees reflect the diverse nature of the students who attend the College they serve.
- E. To provide for the collection of broad student opinion and establish a systematic way of soliciting the diverse perspectives of their constituency.
- F. To communicate to the Board of Trustees through the Student Associated Council Student Senate President's membership in the Student Advisory Committee and through the elected Student Trustee.
- G. To provide mandatory orientation and/or training of all new members. This training must include, but is not limited to, the purposes and mechanics of shared governance, duties and responsibilities of their position, and methods of securing constituency input on matters that have a significant effect on students.
- H. To coordinate as appropriate its activities with the Clubs & Events Board.
- I. To draft and update its bylaws as necessary.
- J. To follow the Brown Act and other governing documents, as applicable.
- K. To engage in fundraising activities and to pursue activities/matters within its purview as stated in District policy.

(d) DUTIES OF THE ELECTED OFFICERS

Each of the Senators at large and elected/appointed officers specified under this Article VII, Section 5, subdivision (iv) shall be elected/appointed to their offices by the students enrolled at SCC.

(i) PRESIDENT PRO TEMPORE

- A. Shall act as Vice Chair to the Meeting of the Senators only.
- B. Shall serve as Chair of these meetings in the absence of the Vice President.
- C. Shall attend all Executive officer meetings as requested by the President.
- D. Shall make recommendations to the Vice President on Senate appointments.
- E. Shall preside over the Student Senate as the Sergeant at Arms. As Sergeant at Arms their duties and responsibilities shall be:
- F. Shall ensure that all bylaws and traditions are respected by everyone.
- G. Shall make sure to supply spare materials as needed for the Senator and Student Senate meetings.
- H. Shall provide the necessary accommodations to new guests. (i.e. provide copies of the agenda, provide information regarding proposals on the agenda, etc.)
- I. Shall report any pertinent information pertaining to all infractions or violations of policies, regulations, or Constitutional violations to the President.

(ii) SECRETARY OF PUBLIC RELATIONS

- A. Shall organize and supervise all events sponsored by the Student Senate.
- B. Shall be head of Department the Public Relations that will be responsible for publicity as it relates to fundraising activities and endeavors as it relates for the Student Senate and chair the Public Relations committee.
- C. Shall be responsible for advertising all Student Senate functions and meetings.
- D. Shall oversee publications funded by the Student Senate.
- E. Shall provide monthly press releases to the student run newspaper.
- F. Shall be the Student Senate spokesperson to the press in the absence of the President.
- G. Shall be the primary contact for media on behalf of the Student Senate.
- H. Shall approve all fliers, banners, and any mass publication produced for advertisement for the Student Senate prior to being posted, sent, or distributed. In the absence or vacancy of Secretary of Public Relations the President and Vice President is authorized to approve any and all publications. Also, once the Secretary of Public Relations has approved the material(s) for disbursement the President must provide final authorization.
- I. Shall create, assist in creating, or provide helpful input to board members that choose to create their own publications.
- J. Shall keep record of all contacts and resources for the Student Senate. In the event of a dispute or conflict in regard to duties (viii) follow the chain of command (i.e. order of succession beginning with Executive officers) in order to gain approval for any or all fliers, banners, and any mass publication produced for advertisement for Student Associated Council.
- K. Shall serve on the Elections Committee.

(iii) SECRETARY OF OUTREACH & DEVELOPMENT

The Secretary of Outreach & Development shall affirm SCC's and the United States' Department of Education's commitment ensuring that youth

are prepared to play an active role in a constantly changing world, by engaging with the community to improve the quality of education.

The Secretary of Outreach & Development serves four overarching objectives:

1. Research education-based policies and learning practices from other regions/countries in order to assess them and develop conjectures about their applicability to SCC. These efforts will support SCC's mission to strengthen its student base's educational development.
2. Serve as a liaison to academically vulnerable student populations (including and not limited to those who are unable to financially support their academics, undocumented students, English learning students, and those underrepresented). The Secretary of Outreach & Development will adhere to this second objective by attending campus based, culturally relevant events, in order to promote the values of the Student Associated Council at SCC, and in the greater community.
3. Promote and, as necessary, lead philanthropic efforts that reinforce the SCC student body's ability to fund events, exercises, workshops, and grant a variety of intangible provisions that will aid and advance the student population's educational advancement.
4. Promote the values of Sacramento City College and to help create an environment in which Student Associated Council members and students at-large may begin to understand and value the benefit of giving back in a world that is heavily globalized.

Duties

- a) Shall be the main liaison to pertinent pre-established on campus groups/ organizations that may assist in this position's overarching assignment.
- b) Shall advise the Student Associated Council via the student senate on any culturally sensitive matters.
- c) Shall act as an advocate for any under-represented student groups on campus, bringing to light any educational equity issues that have arisen.
- d) Shall advocate for the benchmarking of campus-wide education against that of institutions of other countries, districts, states and regions.
- e) Shall articulate the differences between philanthropy and community service to the Student Associated Council via the student senate as:
 - a. philanthropy is the act of raising money for charity or for another organization;
 - b. community service is the act of volunteering one's time to help other people, a community, or an organization.
- f) Shall make trips to pertinent events as deemed necessary and appropriate by the student senate at SCC.
- g) Shall present a twice-monthly report to the student senate president on any relevant issues, which shall include a recommended course of action, and a draft statement regarding the board's position on the

aforementioned matter that may be modified and approved by the student senate.

- h) Shall present a monthly press release to the student senate secretary of public relations regarding the aforementioned issue(s) regarding their overarching assignment.
- i) Shall chair the Department of Outreach and Development. The Secretary of Outreach & Development will oversee all research that is conducted under the purview of the department.
- j) Shall take on additional responsibilities as advised or deemed necessary by Student Associated Council.
- k) Is to liaise with renown civil rights organizations, such as the ACLU and Amnesty International on behalf of the Student Associated Council, as deemed necessary by the recommendation of the department and approved by the student senate.
- l) Shall meet with the Dean of PRIE (Planning Research and Institutional Effectiveness), and the Director of Philanthropy, in addition to SAC advisors for their input on a regular basis.

(iv) SECRETARY OF SUSTAINABILITY

The Secretary of Sustainability is responsible for promoting and providing opportunities for educating the students of SCC on matters pertaining to sustainability. The Secretary of Sustainability will work to foster a more sustainable culture within the Student Associated Council. The Secretary of Sustainability is the direct application of the physical sciences, engineering, and mathematics in order to provide solutions for SCC students and campus. Students, faculty and staff can specialize in a variety of areas including:

- Waste Management
- Toxic and Technical Materials Control
- Recycling Issues and control
- Storm Water Management
- Solid Waste Disposal
- Campus Health and Safety
- Campus Management
- Green Issues
- Cafeteria Hygiene
- Air Pollution and Air Quality Control

- a) Shall be the head of the Department of Sustainability and as such will be chair of the Sustainability committee.
- b) Shall be nominated to serve on the SCC Campus Development standing committee.
- c) Shall plan activities and events that would educate the students of SCC on matters pertaining sustainability.
- d) Shall remain up to date on current legislation involving any of areas as outlined in the purview above.
- e) Shall inform Student Associated Council of upcoming sustainable related events.

(v) SECRETARY OF TECHNOLOGY

- a) Shall maintain all websites of the Student Senate and all other electronic resources associated with Student Associated Council. This means the Secretary of Technology is responsible for keeping all information up to date, and post pictures and material from all Student Senate events within seventy-two hours after the event on the SCC website.
- b) Shall maintain the office equipment of the Student Senate and the training of personnel.
- c) Shall be responsible for ordering all office supplies and equipment.
- d) Shall with the Student Senate Secretary and the Clubs & Events Board Secretary, be responsible for creating and maintaining a Student Associated Council archive, which shall contain all documents with an index of the Student Associated Council.
- e) Shall be the head of the Technology Department and as such will be chair of the Technology committee.
- f) Shall be nominated to serve on the Information Technology campus standing committee.
- g) Shall be required to have a working knowledge of most commonly used office software, programming language, and web design programming.
- h) Shall be responsible for the up keep and maintenance of all office equipment (computers, copiers, scanners, and cameras etc.).

(vi) PARLIAMENTARIAN

- a) If no professional consultant is on contract to serve in this role, shall be appointed from the elected Senators, by the President.
- b) Shall be a consultant who advises the President and any other officers committees, and members on matters of parliamentary procedure.
- c) Shall be available to assist with any questions that may arise in interpreting the Constitution, bylaws and rules.
- d) Shall be conferred with in the formulation of agendas before meetings, in order to anticipate and avoid problems.
- e) Shall be seated next to the presiding officer in all meetings where parliamentary service is required, and shall follow proper decorum as is outlined in Robert's Rules of Order Newly Revised.
- f) Shall maintain absolute impartiality and cannot vote, debate, make motions, or make personal statements or assertions during meetings, without exception.

(vii) SENATORS

- a) Shall be assigned to a liaison position with one of the departments below. Each Senator may represent an additional Department at their discretion. If the liaison positions are not filled on a voluntary basis, the Vice President shall fill all remaining vacancies by appointing Senators that have not yet volunteered. Departments shall be identified each July by Student Leadership &

Development office to reflect the departments present at the college for that academic year.

- b) Each appointment to become a liaison of one of the Departments above is made by the Vice President of the Student Senate. At the conclusion of every department meeting, each officer or Senator will prepare a report on the status of their department and present it to the Student Senate.
- c) Shall maintain and implement a method of communicating with the students they represent per **Article VII, Section 5, subsection iii.**
- d) Shall maintain communication with their Department by posting all relevant information and any upcoming events sponsored by the Student Senate; which will be provided to them by the Secretary of Public Relations.
- e) Shall submit a monthly report on activities of their office to the President of the Senate.
- f) Shall encourage student involvement in all Student Associated Council activities.
- g) Shall regularly attend and be voting members of at least one of the following Student Senate Standing Committees; Finance, Legislative Affairs, Public Relations, Sustainability, Technology, Discipline, Elections, and/or a special projects ad hoc committee.
- h) Shall hold posted office hours to be served in the Student Senate office unless otherwise authorized to serve office hours in another form by the advisor.
- i) Shall complete and submit standing committee report forms after every committee meeting they attend within seventy-two hours. The report forms are to be submitted to the Vice-President or President Pro Tempore.

Section 7.06 APPOINTEES: RESPONSIBILITIES/DUTIES

- a) Any student of the College secured by an application process through the Student Senate shall be considered for appointments to elective office. The nomination of students who apply shall be in accordance with the Student Senate Bylaws. Any nomination created by appointment must be ratified by a plurality vote by the board members in attendance.
- b) All the appointments to shared governance standing committees shall continue from the date of the appointment until the earlier of the following dates: the office becomes vacant; a successor is selected; or June 30.
- c) All appointments to shared governance committees shall carry with them the charge that the person who is appointed to that committee shall:
 - I. Report back to the larger group of student leaders concerning the work of the committee;
 - II. solicit any necessary input of the student leaders as to recommendations as to that work; and
 - III. Ensure that the work of the shared governance committees is shared widely among students so that their input can be solicited in a timely manner.

Section 7.07 COMMITTEES

There will be a committee for the following Departments within the Student Senate; Finance, Legislative Affairs, Public Relations, Sustainability, Technology, and Elections.

The Student Senate may also create any subcommittees necessary for the temporary (ad hoc) or continuing (standing) tasks to assist the proper functioning of the organization.

Article VIII. CLUBS & EVENTS BOARD

Section 8.01 REPRESENTATIVES

The Clubs & Events Board is made up of officers identified in Article X, at large student representatives and not more than ten (10) project coordinators. Each of these members shall be elected/appointed to serve by the students of the College pursuant to the election procedures established by the Los Rios Community College District Policy 2311 and Administrative Regulation 2311. Further, the Clubs & Events Board shall have one voting representative from each chartered club at SCC. The Clubs & Events Board may choose to expand its membership to beyond these parameters, but only to students enrolled in the College, and only if they meet the minimum requirements for the position they seek to hold.

Section 8.02 ELIGIBILITY TO SERVE

At all times during their service, each representative serving on the Clubs & Events Board must be a student enrolled at SCC with a minimum 5 units and maintain a 2.0 or better GPA. At any one time, a student may serve only on a single Clubs & Events Board for any of the Los Rios Community Colleges.

Section 8.03 TERM

The term of office for a representative of the Clubs & Events Board is for one year commencing on July 1 and ending June 30 of the following year. The election for this term shall be held in April prior to the commencement of the term. Any person elected or appointed to a vacant position shall serve the remainder of the term. Any person elected or appointed to any position on the Clubs & Events Board shall be eligible to serve no more than three years total in their lifetime.

Section 8.04 VOTING

- a) All the members of the Clubs & Events Board shall have one vote in any matter decided by the Board, except for the President who may vote only in the case of a tie.
- b) Proxy votes are not permitted.
- c) A majority of the members of the Clubs & Events Board may vote to include an item on the Agenda, in accordance with the Brown Act and other governing documents.

Section 8.05 POWERS, BUDGET, AND DUTIES

(a) POWERS

The Clubs & Events Board shall have the following powers:

- I. The power to develop general guidelines, in consultation with the Student Leadership & Development Office, for approving student clubs consistent with District and College policy.
- II. The power to plan and coordinate yearly activities and celebrations for the entire College consistent with its mission and budget.
- III. The power to plan and develop special one-time events consistent with its mission and budget.
- IV. The power to coordinate with the Student Senate to provide large scale events encouraging student advocacy and other activities related to student representation fee.
- V. The power to coordinate with the professional development committees at the College to plan large scale events for students, faculty, and staff.
- VI. The power to coordinate with the Student Senate to conduct college-wide activities. The power to recommend expenditures of its budgeted funds.
- VII. The power to engage in fundraising activities to pursue activities and matters within its purview as stated in District Policy.

(b) BUDGET

The Clubs & Events Board shall receive an annual budget for general expenses and club events determined by a formula set by the Joint Budget Committee and may petition the Joint Budget Committee for additional funds to support projects related to clubs.

(c) DUTIES

The Clubs & Events Board, in accordance with LRCCD Policies and Regulations and state laws, shall have the following duties:

- I. To act in the best interest of all the students of the College.
- II. To ensure that diversity is considered in its encouragement of clubs and events.
- III. To provide mandatory orientation and/or training of all new members as to the purpose and mechanics of the Board, and the duties and responsibilities of their position.
- IV. To encourage the formation of campus clubs.
- V. To provide opportunities for student club event coordinating each semester.
- VI. To coordinate activities and celebrations for the entire college, throughout the year.
- VII. To coordinate as appropriate its activities with the Student Senate.
- VIII. To engage in fundraising activities to pursue activities and matters within its purview as stated in District Policy. Every member of Student Associated Council is required to participate in fundraising activities.
- IX. To draft and update its bylaws as necessary.
- X. To follow the Brown Act and other governing documents, as applicable.

(d) **DUTIES OF THE ELECTED REPRESENTATIVES**

Each Officer, at-large representative and Project Coordinator under this Article shall be elected/appointed by the students enrolled at SCC.

Project Coordinators

- I. Shall be responsible for collaborating with the Student Leadership and Development Office to develop and implement a master calendar of activities and events.
- II. Shall be team leader for each project that will consist of project leaders, club members, and at-large students.
- III. Shall attend a twice a month meeting with the Vice-President of the Clubs & Events Board.
- IV. Shall be assigned to a liaison position with one of the departments below. Each Project Coordinator may represent an additional Department at their discretion. If the liaison positions are not filled on a voluntary basis, the Vice President shall fill all remaining vacancies by appointment of those that have not yet volunteered. Departments will be identified annually, to match the college's current departments each year.

Section 8.06 COMMITTEES

The Clubs & Events Board may create any sub committees necessary for the temporary (ad hoc) or continuing (standing) tasks to assist the proper functioning of the organization.

**Article IX.
JOINT BUDGET COMMITTEE**

Section 9.01 MEMBERSHIP

The President of the Student Senate shall serve as the Chair of the Joint Budget Committee. The Clubs & Events Board President shall serve as the Vice-Chair. The Vice President and Treasurer from the Student Senate and the Clubs & Events Board shall also serve on the Joint Budget Committee or appoint a delegate in their place.

Section 9.02 ELIGIBILITY TO SERVE

At all times during their service, each member serving on the Joint Budget Committee must meet the requirements to be eligible for the office they hold. At any one time, a student may serve only on a single Joint Budget Committee for any of the Los Rios Community Colleges.

Section 9.03 TERM

The term of office for a representative on the Joint Budget Committee is for one year commencing on July 1 and ending on June 30 of the following year. The election for this term shall be held in April prior to the commencement of the term. Any person

elected or appointed to a vacant position shall serve the remainder of the term. Any person elected or appointed to any position on the JBC shall be eligible to serve no more than three years total in their lifetime.

Section 9.04 VOTING

- a) Each representative shall have one vote in any matter decided by the Joint Budget Committee. The Chair of the Committee may only vote in the case of a tie.
- b) Proxy votes are not permitted.
- c) A majority of the members of the Joint Budget Committee may vote to include an item on the Agenda, in accordance with the Brown Act and other governing documents.

Section 9.05 POWERS AND DUTIES

(a) POWERS

The Joint Budget Committee, in accordance with LRCCD Policy and Regulations and state laws, shall have the following powers:

- I. The power, in conjunction with the College's Student Leadership & Development Office, to establish and/or amend an ongoing formula for the Student Associated Council general fund dollars that provides regular funding for the operating expenses of the Student Senate and the Clubs & Events Board.
- II. The power, in conjunction with the College's Student Leadership & Development Office, to hear and recommend on individual funding request proposals from the Student Senate, the Clubs & Events Board and other student groups for support outside typical operating expenses.
- III. The power to recommend the coordination of funds for events with the Student Senate and the Clubs & Events Board.

(b) DUTIES

The Joint Budget Committee shall have the following duties:

- I. To act in the best interest of all of the students of the College.
- II. To ensure diversity is considered in all financial decisions.
- III. To provide mandatory orientation and/or training of all new members as to the purpose and mechanics of the Board, and the duties and responsibilities of their position.
- IV. To draft and update its bylaws as necessary.
- V. To follow the Brown Act and other governing documents, as applicable.
- VI. To provide minutes for all meetings within forty-eight hours. **Who?**
- VII. To keep current financial records and report to the Student Senate and the Clubs & Events Board as requested.

Article X. EXECUTIVE OFFICERS

Section 10.01 LIST OF EXECUTIVE OFFICERS

The Student Senate and the Clubs & Events Board shall each have officers elected/appointed as set forth in this Article. The Executive Officers of the Student Senate shall be: President, Vice-President, Secretary of Legislative Affairs, Secretary, Treasurer, Secretary of Public Relations, Secretary of Outreach & Development, Secretary of Sustainability, and Secretary of Technology. The Executive Officers of the Clubs & Events Board shall be: President, Vice-President, Secretary, and Treasurer.

Section 10.02 ELIGIBILITY TO SERVE

- a) Each Executive Officer selected under this Article shall be enrolled at Sacramento City Community College at the time of election, and throughout his or her term, in a minimum of five units during the fall and spring semesters, and maintain a minimum 2.0 GPA.
- b) Each Executive Office selected under this Article shall participate in mandatory orientation and/or training as required by the Advisor of that component of the Student Associated Council. If an Executive Officer selected under this Article fails to complete the training in a timely manner that position shall be deemed vacant.

Section 10.03 ELECTION

Each Executive Officer elected/appointed under this Article shall be elected by the members of the student body.

Section 10.04 ORDER OF SUCCESSION

(a) STUDENT SENATE ORDER OF SUCCESSION

The order of succession of each Executive Officer elected/appointed under this Article shall be President, Vice-President, Secretary of Legislative Affairs, Treasurer, Secretary, President Pro Tempore, Secretary of Public Relations, Secretary of Outreach & Development, Secretary of Sustainability, Secretary of Technology, and all other Senators by nomination.

(b) CLUBS & EVENTS BOARD ORDER OF SUCCESSION

The order of succession of each Executive Officer elected/appointed under this Article shall be President, Vice-President, Treasurer, Secretary, Secretary of Public Relations, Secretary of Equity and Diversity, Secretary of Technology, Project Coordinators, and Club Representatives.

Section 10.05 THE STUDENT SENATE: DUTIES OF OFFICERS

For each officer elected/appointed under this Article, the following lists their Duties:

(a) PRESIDENT.

The President of the Student Senate is the Chief Executive Officer for the Student Senate. The President shall act as a spokesperson and shall preside over all meetings. The President shall not vote unless there is a tie. The President shall undertake other administrative duties as outlined in this Article. The Student Senate President shall serve on the SCC's Presidents' Executive Council. The President shall meet with the President of SCC on an as needed basis. The President shall

meet with the Dean of Student Leadership and Development on an as needed basis. The President shall meet with the Student Associated Council Advisor on an as needed basis. The President shall be the Chair of the Joint Budget Committee. Shall be nominated to serve on the LRCCD Student Advisory Committee or appoint a delegate in their place.

- I. Shall have the power to set all Student Senate agendas, which shall be publicly posted no later than seventy-two hours before the beginning of a regular session of the Student Senate. The agenda must be posted and displayed in a public location at SCC that will be available at all times.
- II. 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.
- III. Shall have the power, by and with the advice and consent of two-thirds of the Student Senate, to make agreements or enter contracts.
- IV. In the event that a professional parliamentarian is not contracted, shall nominate one Parliamentarian from the elected Senators that will sit over all Student Senate board meetings.
- V. Shall have the power to appoint emissaries, committees, and their chairpersons with the advice and consent of a majority of the Student Senate. However, the Student Senate may vest the appointment of said emissaries, committees, and their chairpersons, as they think proper, in the President alone, with a majority vote.
- VI. Shall have the power to fill all vacancies that may happen in between meetings of the Student Senate, by granting commissions, which will expire at the beginning of the next session.
- VII. Shall give the Student Senate information on the state of the Association and recommend for their consideration such measures as the President shall judge necessary and expedient monthly.
- VIII. Shall give a state of the union address publicly to SCC twice a year; at the beginning of each Semester.
- IX. Shall, in accordance with the Brown Act, have the power on extraordinary or special occasions; convene the Student Senate as long as the agenda is publicly posted no later than twenty-four hours before the session is convened.
- X. Shall receive all visiting emissaries, dignitaries, and other representatives, being the Chief Spokesperson for the Student Associated Council.
- XI. Shall sign off on Standing Committee Appointment Forms within seventy-two hours upon receiving.

(b) VICE PRESIDENT

The Vice President of the Student Senate shall assume tasks of the President in case of their absence or vacancy. The Vice President shall undertake all duties as outlined in this Article.

- I. Shall be the Chair of the Senate and regularly scheduled standing meetings as detailed in the bylaws.
- II. Shall be the liaison between SCC Vice Presidents and Student Associated Council. Meeting with them at least once a month.

- III. Shall meet with the Vice President of the Clubs & Events Board twice a month in order to maintain communication and foster partnership within Student Associated Council.
- IV. Shall collect Standing Committee appointment forms during the first week of the Legislative session from the Senate. And submit them to the President during the second Student Senate meeting; the President will then have seventy-two hours to sign the Standing Committee appointment forms.
- V. Shall serve on one Student Associated Council standing committee and as Vice Chair on the JBC.

(c) SECRETARY OF LEGISLATIVE AFFAIRS.

The Secretary of Legislative Affairs for the Student Senate shall be responsible for advocating 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.

- I. Shall monitor and report upon current legislation affecting students at the local, state, and federal levels.
- II. Shall over-see upkeep of the Constitution and Bylaws in accordance with District policy and regulations.
- III. Shall meet with the two state representatives, the representative of Assembly and the representative of Congressional District #5 on an as needed basis, in order to advocate the SCC students' position on State legislation.
- IV. Shall report the status of setting up the meeting appointments with the representatives and all meeting results at each meeting of the Student Associated Council Student Senate.
- V. Shall be the head of the Department of Legislative Affairs and as such will be chair of the Legislative Affairs Department meetings.

(d) SECRETARY.

The Secretary of the Student Senate shall be responsible for all record keeping and dissemination of information. The Secretary shall undertake all duties as outlined in this Article.

- I. Shall take and maintain the minutes of the Student Senate and the Cabinet having copies ready for distribution no later than forty-eight hours after the Student Senate meeting.
- II. Shall be responsible for Number Indexing Proposals in the order they are received.
- III. Shall, with the Secretary of Technology, be responsible for creating and maintaining a Student Senate archive, which shall contain all documents with an index of the Student Senate.
- IV. Shall forward to the Secretary of Technology all pertinent information and documents within a forty-eight hour timeframe from which the information was obtained electronically.
- V. Shall help coordinate the Student Associated Council elections in collaboration with the Clubs & Events Board Secretary of Equity and Diversity and the Clubs & Events Board Secretary of Public Relations.

(e) **TREASURER**

The Treasurer of the Student Senate shall keep track of and report all expenditures. The Treasurer shall undertake all duties as outlined in this Article.

- I. Shall supervise the collection and disbursement of Student Associated Council funds.
- II. Shall prepare the budget for the Student Senate for the next fiscal year.
- III. Shall be a member of the Joint Budget Committee.
- IV. Shall present a written financial report at the Student Senate meetings on an as needed basis.
- V. Shall keep a current record of income and expenditures of Student Associated Council.
- VI. Shall make recommendations to Student Associated Council on all expenditures.
- VII. Shall represent the Student Associated Council on the campus Financial Aid Committee.
- VIII. Shall Chair the Student Senate Finance Committee.

Section 10.06 CLUBS & EVENTS BOARD: DUTIES OF EXECUTIVE OFFICERS

(a) **PRESIDENT**

The President of the Clubs & Events Board is the Chief Executive Officer of the Clubs & Events Board. The President shall act as a spokesperson and shall provide over all meetings. The President shall not vote unless there is a tie. The President shall undertake the administrative duties as outlined in this Article.

- I. Shall be the Chair of Clubs & Events Board meetings.
- II. Shall serve as Vice-Chair of the Joint Budget Committee.
- III. Shall meet with the Vice President of Student Services on an as needed basis.
- IV. Shall serve on the SCC Matriculation Committee.
- V. Shall have the power to appoint Clubs & Events Board members to sub-committees and task forces as needed.
- VI. Shall have the power to set all agendas, which shall be publicly posted no later than seventy-two hours before the beginning of a regular session of the Clubs & Events Board.
- VII. Shall have the ability to appoint a Parliamentarian that will sit on all Clubs & Events Board meetings.
- VIII. Shall have the power to require in writing the opinion of the Executive Officers of the Clubs & Events Board upon any subject relating to the duties of their respective offices.
- IX. Shall have the power to appoint emissaries, committees, and their chairpersons with the advice and consent of a majority of the Clubs & Events Board. However, the Board may vest the appointment of said emissaries, committees, and their chairpersons, as they think proper, in the President alone, with a majority vote.
- X. Shall have the power to fill all vacancies that may happen in between meetings of the Clubs & Events Board, by granting commissions, which will expire at the beginning of the next session.

- XI. Shall give the Clubs & Events Board information on the state of the Association and recommend for their consideration such measures as the President shall judge necessary and expedient monthly.
- XII. Shall have the power on extraordinary or special occasions to convene the Clubs & Events Board as long as the agenda is publicly posted no later than twenty-four hours before the session is convened.
- XIII. Shall collect Standing Committee appointment forms during week of the first Clubs & Events Board meeting. And submit them to the President of Student Senate during the second meeting; the President of the Student Senate will then have seventy-two hours to sign the Standing Committee appointment forms.

(b) VICE PRESIDENT

The Vice President of the Clubs & Events Board shall assume tasks of the President in case of their absence or vacancy. The Vice President shall undertake all duties as outlined in this Article.

- I. Shall meet with project leads.
- II. Shall be responsible for overseeing the procedures involved in the planning of events for the Clubs & Events Board.
- III. Shall meet with the Vice President of the Student Senate twice a month in order to maintain communication and foster partnership within Student Associated Council.
- IV. Shall serve on the Joint Budget Committee or appoint a delegate to serve on the committee.

(c) TREASURER

The Treasurer of the Clubs & Events Board shall keep track of and report all expenditures and income. The Treasurer shall undertake all duties as outlined in this Article.

- I. Shall supervise the collection and disbursement of the Clubs & Events Board funds.
- II. Shall prepare the budget for the Clubs & Events Board for the next fiscal year.
- III. Shall be a member of the Joint Budget Committee.
- IV. Shall present a written financial report at the Clubs & Events Board meetings.
- V. Shall keep a current record of income and expenditures of the Clubs & Events Board.
- VI. Shall make recommendations to the Clubs & Events Board on the Clubs & Events Board expenditures.
- VII. Shall serve on the SCC Budget standing committee.

(d) SECRETARY

The Secretary of the Clubs & Events Board shall be responsible for all record keeping and dissemination of information. The Secretary shall undertake all duties as outlined in this Article.

- I. Shall take and maintain the minutes of the Clubs & Events Board have copies ready for distribution no later than forty-eight hours' after the Clubs & Events Board meeting.
- II. Shall with the Secretary of Technology, be responsible for creating and maintaining a Clubs & Events Board archive, which shall contain all documents with an index of the Clubs & Events Board.
- III. Shall forward to the Secretary of Technology all pertinent information and documents within a forty-eight hour timeframe from which the information was obtained electronically.

(e) SECRETARY OF PUBLIC RELATIONS

The Clubs & Events Board Secretary of Public Relations shall undertake all duties as outlined in this Article. The Clubs & Events Board Secretary of Public Relations will work in collaboration with the Student Senate Secretary of Public Relations.

- I. Shall organize and supervise all public relations for the Clubs & Events Board.
- II. Shall co-chair the Public Relations Committee that will be responsible for overseeing all fundraising activities and endeavors for the Student Associated Council.
- III. Shall be responsible for advertising all Clubs & Events Board functions and meetings. Shall oversee publications funded by the Clubs & Events Board. Shall approve all fliers, banners, and any mass publication produced for advertisement for the Clubs & Events Board prior to being posted, sent, or distributed. In the absence or vacancy of Secretary of Public Relations the President and Vice President is authorized to approve any and all publications. Also, once the Secretary of Public Relations has approved the material(s) for disbursement, the President must provide final authorization.
- IV. Shall collaborate with the Student Senate Secretary of Public Relations in order to provide monthly press releases to the student run newspaper.
- V. Shall create, assist in creating, or provide helpful input to board members that choose to create their own publications.
- VI. Shall keep record of all contacts and resources for the Clubs & Events Board.
- VII. Shall serve as co-chair on the Elections Committee.

(f) SECRETARY OF EQUITY AND DIVERSITY

The Secretary of Equity and Diversity of the Clubs & Events Board will undertake all duties outlined in this Article. The Secretary of Equity and Diversity is responsible for ensuring that diversity is taken into account in encouragement of Clubs & Events, **per Article VII, Section 5. subsection iii (D) Duties of Student Senate.**

- I. Shall be nominated to serve on the SCC Staff Equity and Diversity standing committee.

- II. Shall be responsible for the recruitment of clubs, and assist in their subsequent pursuit of chartered status so they may have representation on the Clubs & Events Board.
- III. Shall be responsible for promoting involvement in Student Associated Council approved events.
- IV. Shall chair the Elections Committee and be in charge of organizing and running the Student Associated Council elections, in collaboration with the **Student Senate Secretary** and Clubs & Events Board Secretary of Public Relations. Shall have the primary authority and responsibility for the operation of all elections and ballot tabulation for the Student Associated Council.
- V. Shall have the power to draft, revise, and update the Clubs and Event Board bylaws as necessary.
- VI. Shall have a monthly meeting with the Secretary of Legislative Affairs in order to remain up to date on any and all legislation related to equity, diversity, and student rights. Secretary of Equity and Diversity will also be responsible for disseminating this information to the students of SCC.
- VII. Shall be the head of the Department of Equity and Diversity and as such will chair the Equity and Diversity Committee.

(g) SECRETARY OF TECHNOLOGY

The Secretary of Technology of the Clubs & Events Board will undertake all duties outlined in this Article.

- I. Shall maintain all websites of the Clubs & Events Board and all other electronic resources associated with the Clubs & Events Board. This means the Secretary of Technology is responsible for keeping all information up to date, and post pictures and material from all Clubs & Events Board events within seventy-two hours after the event on the SCC website.
- II. Shall maintain the office equipment of the Clubs & Events Board and the training of personnel.
- III. Shall be responsible for ordering all office supplies and equipment.
- IV. Shall with the Student Senate Secretary and the Clubs & Events Board Secretary, be responsible for creating and maintaining a Student Associated Council archive, which shall contain all documents with an index of the Student Associated Council.
- V. Shall be the head of the Technology Department for the Clubs & Events Board and as such will be chair of the Technology committee.
- VI. Shall be nominated to serve on the Information Technology campus standing committee.
- VII. Shall be required to have a working knowledge of the most commonly used office software, programming language, and web design programming.
- VIII. Shall be responsible for the up keep and maintenance of all office equipment (computers, copiers, scanners, and cameras etc.).

Article XI. REMOVAL

Section 11.01 EXCLUSIVE METHOD

The exclusive method for the removal of an officer or member of the Student Senate or the Clubs & Events Board by the students is by recall for illegal or unethical conduct.

Section 11.02 RECALL PETITION

To recall any member of the Student Associated Council, the students must submit a petition with the signatures of two-thirds of the number of voters who voted in the last election to the office of student life for the college. Those signatures shall be verified by College officials and only those signatures of currently enrolled students shall count towards the required number of signatures.

Section 11.03 RECALL ELECTION

A recall election shall be set within fourteen days after the requirement to enact the recall have been fulfilled. A minimum of three-quarters of the votes in the recall election is required to remove a member from office.

Article XII. MEETINGS

Section 12.01 QUORUM

A quorum to conduct business of any component of the Student Associated Council shall consist of a majority of the currently elected or appointed members of that body.

Section 12.02 THE BROWN ACT

All meetings of each component of the Sacramento Associated Council shall be conducted in accordance with the Ralph M. Brown Act (Brown Act). All agendas shall be published in accordance with the Brown Act. The Secretary shall be responsible for posting the agenda, but any other officer is empowered to post an agenda. All minutes of meetings shall be made available forty-eight hours after the meeting(s). Special and emergency meetings may be called as provided for in the Brown Act.

Section 12.03 RULES

All meetings of each component of the Student Associated Council shall be conducted in accordance with the current edition of Robert's Rules of Order.

Article XIII. VACANCIES IN OFFICE

Section 13.01 EVENT OF VACANCY

A member's position of any component of the Student Associated Council may become vacant upon the happening of any of the following events:

- a) No member is elected to that position during an election.
- b) The member resigns.
- c) The member is recalled.
- d) The member misses two meetings without excuse (per semester).
- e) The member arrives late to three meetings without excuse (per semester).
- f) The member is determined to have failed to maintain the qualifications for the office.
- g) The member is determined to have engaged in illegal behavior while acting in his or her role as a member of the Student Associated Council.
- h) The member fails to complete any required orientation in a timely manner.

Section 13.02 DETERMINATION OF VACANCY

The existence of whether a member's position or any component of the Student Associated Council is vacant shall be made as follows:

(a) ABSENCES, TARDIES, ELECTION FAILURE

The existence of a vacancy based on unexcused absences, unexcused tardies, the failure to elect a candidate at an election, or recall, shall be determined by a unanimous vote of the remaining elected/appointed members of the component of the Student Associated Council.

(b) ILLEGAL CONDUCT

The existence of a vacancy based upon illegal conduct shall be determined by the unanimous vote of the remaining members of the component of the student body association and requires the concurrence of the Student Leadership & Development advisor.

(c) INELIGIBILITY

The existence of a vacancy based upon ineligibility shall be determined solely by the Student Leadership & Development advisor, or designee.

(d) PERFORMANCE

Advisors may declare a seat vacant if the objective criteria provided for within the constitution is met, and if sufficient action has been taken by the advisor to address performance related concerns.

Section 13.03 FILLING A VACANCY

In consultation with the Student Leadership & Development advisor, a component of the student body association shall fill vacant positions by appointment by a majority vote of the component of the student body association or alternatively by a special election. Special elections may only be held with the concurrence of the Student Leadership & Development advisor.

**Article XIV.
LIMITATIONS ON POWERS**

Section 14.01 ADVISORS, EDUCATORS, RESOURCES

The student body association, and each component thereof, shall have an advisor appointed by the College. Every act or omission of the student body association, and any component thereof, shall be subject to the review and approval of the Student Leadership & Development Office, the advisor, the area Dean, the Vice President of Student Services, and the President of the College. Advisors may work with elected and appointed student representatives to address performance related concerns as part of the learning experience that is student participatory governance. Ultimate review and approval of the actions and omissions of the student body association and each of its components remains with the Los Rios Community College District Board of Trustees. If a Student Leadership & Development advisor should find that a decision or action is beyond the defined purview of the elected/appointed Student Associated Council member, they shall have the ability to take corrective action in consultation with the appropriate campus officials.

Section 14.02 SUPREMACY CLAUSE

The student body association and its components are bound by the Policies and Regulations of the Los Rios Community College District, and all applicable state and federal laws and regulations.

Section 14.03 SECTION 3 LEGISLATIVE POSITIONS

Only the Student Senate may adopt official positions on specific legislative issues. The Student Senate shall not adopt any official position on a legislative issue unless the outcome will have a significant impact on

- a) The students in their role as students;
- b) College or District policies, regulations, or procedures; or
- c) Shared governance of the College.

Notwithstanding the foregoing, the Student Senate may adopt resolutions in support of statewide and local education bonds. In no event shall a student association, or its components, endorse, support or oppose a candidate for political office.

Section 14.04 RESERVATION OF POWERS

All powers not explicitly granted to the student body association remain with the Los Rios Community College District Board of Trustees.

**Article XV.
ELECTIONS**

Section 15.01 DIRECTION AND DATE

The elections for the student body association shall take place under the direction and supervision of the College Vice President of Student Services or designee. The elections shall be held in April. The election shall be held on the same days at each college. The April election dates shall be scheduled during the month of September preceding the election.

Section 15.02 SPECIAL ELECTIONS

Special elections may only be called by the advisor, as necessary. Special elections may be held only for: (a) changes in the constitution; (b) the creation of a new elective office in the student body association; or (c) after an election, all elective offices of the Student Senate or Clubs & Events Board remain vacant.

Section 15.03 VOTER ELIGIBILITY

Students may vote in the student association elections at any and all colleges at which they are enrolled at the time of the election.

Section 15.04 ELECTION INTENT

It is the intent of the student body association that the elections for the student body associations shall be held in accordance with all of the following principles;

- a) The elections shall be fundamentally fair.
- b) The elections shall be a learning experience.
- c) The elections shall uniformly enfranchise voters with elections open to students from various locations on campus, at educational centers, and at all times of the day during which classes are offered.
- d) The election shall be based on the universal suffrage principle of "one person-one vote."
- e) The election shall preserve the principal of confidentiality of the ballot.
- f) The election process shall provide for the adequate distribution and display of comprehensive campaign information to all eligible voters.
- g) The election process shall be subject to limitations on campaign expenditures.
- h) The election counting processes shall be transparent.

Section 15.05 OVERSIGHT

The President of the College retains oversight over these elections and may investigate any irregularities that may have affected the fundamental fairness of the elections.

Section 15.06 IRREGULARITIES

In the event the President of the College, or his/her designee, concludes there was a material irregularity in the election, the President, or his or her designee may, pursuant to Los Rios Community College District Policies and Administrative Regulations:

- I. Validate the election
- II. Invalidate the election and require a re-election
- III. Validate the election by excluding votes from a polling place
- IV. Make any other determination that fairness requires

Section 15.07 CAMPAIGNING

For campaigning policies refer to the District Policy and Regulations. Campaigning policies and regulations are subject to amendments by the District.

Article XVI. AMENDMENTS

Section 16.01 PROPOSAL FOR AMENDMENT

This Constitution may be amended by concurrent agreement passed by two thirds (2/3) of the members of the Senate and two thirds (2/3) of the members of the Clubs & Events Board, and ratified by the students in an election. An Amendment to the Constitution may also be proposed by a petition signed by the students and ratified by the students in a student election.

Section 16.02 RATIFICATION

Any amendment requires the ratification of 3/4 of the students who voted in the last election of the College immediately prior to the date that the amendment was approved by the boards or the valid petition was presented.

Section 16.03 REVIEW

Any amendment of this constitution is subject to the review and approval of the Los Rios Community College District Board of Trustees.

Article XVII. BYLAWS

Section 17.01 ENACTING BYLAWS

Each component of the student body association shall enact bylaws which govern the day to day operation of that component of the student body association. Those bylaws are subject to the approval of appropriate college officials.

Section 17.02 AMENDMENT

Bylaws may be adopted or amended by a 2/3 vote of the component of the student body association that seeks to enact them.

Article XVIII. ENABLING/RATIFICATION

Section 18.01 ENABLING

This Constitution becomes effective upon adoption by 2/3 of the student body voting in a generally scheduled election of the students of SCC.

Section 18.02 PROCEDURES

The date of ratification of this Constitution and any subsequent amendment must be listed as an appendix to this constitution.

Section 18.03 SUPERCEDED CONSTITUTIONS

Upon ratification of this Constitution, all prior constitutions and bylaws of the student body association are null and void and of no force or effect.

Article XIX. APPENDIX

Ratified: April 13th, 2011

Amended: April 23rd, 2019