



# Associated Students of Cosumnes River College Student Senate Bylaws

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

## **CHAPTER ONE: NAME**

**SECTION 1.** The name of this board shall be the Student Senate (SS).

## **CHAPTER TWO: PURPOSE**

### **SECTION 1.**

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

### **SECTION 2:**

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

### **SECTION 3:**

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

### **SECTION 4:**

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

### **SECTION 5:**

Provide a mechanism for the appropriate allocation of ASCRC resources.

## **CHAPTER THREE: QUALIFICATIONS**

### **SECTION 1: Academic Requirements**

a) All Presidential and Vice-Presidential candidates must have served for a minimum of one (1) semester in an executive position or completed two (2) semesters at CRC with a minimum of ten (10) CRC units of academic/core classes.

### **SECTION 2: Term**

The Student Senate President may serve no more than two terms as President. Each Officer, elected or appointed, shall serve the remainder of the academic term. Service for a term shall be considered a full term if over half of the academic term is served.

Each member of the Senate shall submit an end of term report to the President and Advisor. This

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

### **SECTION 3: Appointment Process**

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

### **SECTION 4: Training for Executives**

Each Executive Officer shall participate in orientation and/or training as required by the Advisor of that component of the Associated Students of Cosumnes River College. If an Executive Officer selected under this Article fails to complete the training in a timely manner, that position shall be deemed vacant.

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

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

- a) The President is the Chief Executive Officer for the Associated Students of Cosumnes River College. The President shall act as a spokesperson and shall preside over all meetings. The President shall serve on the Executive Council. The President shall undertake other administrative duties as outlined in the ASCRC Bylaws. The President shall be the official representative of the Associated Students of Cosumnes River College (ASCRC) and shall represent the college at meetings of the Board of Trustees of the Los Rios Community College District, the Student Advisory Committee, Region 2 and the Student Senate of California Community Colleges. If unable to attend any of these meetings the SS President may send a designee to represent ASCRC.
- b) Preside over the Student Senate, ensure that the agenda for its regular meetings are posted 72 hours in advance and shall have the power to call special meetings of the Student Senate in accordance with the Ralph Brown Act for Open and Public Meetings. The President shall not vote unless there is a tie or to affect the outcome of the vote.
- c) Have the power to create ad hoc committees as needed; appoint students to campus and district Shared governance committees; appoint chairs of Student Senate standing committees; nominate people to fill vacancies in the Student Senate.
- d) Serve as chair of the Joint Budget Committee, Executive Committee, and attend all JBC meetings.

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

- a) Serve as liaison between the Student Senate and the Clubs and Events Board by presenting a report at each Student Senate meeting.
- b) Assume the responsibilities of the SS President in the absence of the SS President.
- c) Organize and run the elections in collaboration with the Campus Life Coordinator and Clubs and Events Board Vice Commissioner.
- d) Coordinate publicity for Student Senate activities along with agenda and minutes updates.

### **SECTION 3: The Student Senate (SS) Secretary shall:**

- a) Prepare agendas for all Student Senate meetings and send them to the President and

Advisor for proofreading and signature 24 hours prior to the day the agenda is to be posted in accordance with the Ralph Brown Act.

- b) Keep minutes at each Student Senate meeting.
- c) Prepare typed minutes for each meeting and provide copies for all members of the Student Senate and any members of ASCRC and the public present.
- d) Take roll call; maintain attendance roster; maintain a roster and contact list of all Student Senate members and volunteers.
- e) Distribute mail in the appropriate mailboxes; announce and file any letters of recognition, appreciation or communication with outside parties.

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

- a) Be knowledgeable of all Student Senate financial accounts.
- b) Serve as the Chair for Finance Committee.
- c) Shall be responsible for maintaining all official financial records.
- d) Deliver a financial report at every Student Senate meeting
- e) Supervise, or appoint a designee to supervise the collection and disbursement of all Student Senate monies, in consultation with the Campus Life Coordinator and the Business Services Office.
- f) Promptly sign and prepare all requisitions immediately following request for payment and/or following Student Senate action.
- g) Make recommendations to the Student Senate on all expenditures.
- h) Advise the Executive Board and Senate on preparing the budget for the next fiscal year.
- i) Produce a year-end financial report and distribute it to the Student Senate.

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

- a) Serve as chair of the Legislative Committee.
- b) Organize any lobbying efforts on behalf of the Associated Students of Cosumnes River College at the local, state and federal levels.
- c) Track local, state and federal legislation that will impact Cosumnes River College students and report on any such legislation at each Student Senate meeting.
- d) Advocate student views on policy and legislative issues to appropriate members from local, state and federal agencies.

**SECTION 6: The Senators shall:**

- a) Represent and serve an emphasized social or academic demographic of the student body.
- b) Attend all meetings.
- c) Become knowledgeable of the issues and shall present issues affecting students.
- d) Become familiar with the Associated Students of Cosumnes River College Constitution and all bylaws.
- e) Carry out any other responsibilities related to the Student Senate as assigned by the Executive Board or Campus Life Coordinator.

**SECTION 7: The Appointed Officers**

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

### **SECTION 8: The Shared Governance (SG) Representatives**

- a) Each member on the Student Senate shall serve on at least one SG committee during their term of office.
- b) A list of the shared governance committees shall be disseminated by the Campus Life Coordinator to the Associated Students of Cosumnes River College, along with the descriptions and meeting times.
- c) Students wishing to be appointed to a committee may sign up for the committee that they are interested in and fit into their schedules.
- d) Appointments from this list shall be confirmed by a majority vote of the Executive Board.
- e) If there are still vacancies on committees, the Campus Life Coordinator may solicit students to serve on committees.
- f) Representatives must submit a written report after committee meetings. Failure to complete all reports within five calendar days of the meeting may result in a reduction in the final stipend payment.
- g) Representative must attend all meetings of their shared governance committee. More than one unexcused absence will result in possible immediate removal from the shared governance committee.
- h) Representatives who fulfill all their duties may be eligible for a stipend at the end of the semester served. The stipend shall be determined during the establishment of the upcoming year's budget proposal.

### **SECTION 9: Office Policy**

- a) Each Student Senate member shall set a minimum of one (1) posted office hour weekly. These hours shall be posted no later than two weeks after their registration date or date of appointment to a Student Senate position.
- b) These office hours must be served in the Student Senate office or on official Senate business. Use of the Senate's computers and printers are subject to guidelines formed by the Campus Life Coordinator.

## **CHAPTER FIVE: STUDENT SENATE COMMITTEES**

### **SECTION 1:**

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

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

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

### **SECTION 3: The Committee Members**

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

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

- a) The Director of the Legislative Affairs is the Chair of this committee.
- b) Track legislation related to higher education.
- c) Organize lobbying efforts.
- d) Make recommendations to the Student Senate on endorsements in accordance with Los Rios District and College policy.

### **SECTION 5: The Fundraising Committee shall:**

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

### **SECTION 6: The Media Outreach Committee shall:**

- a) Be composed of members from the SS or designees.
- b) Publicize and promote Student Senate (SS) events and activities through various mass media outlets and marketing strategies.
- c) Coordinate with the advisor to post all events on the website and social media sites.

### **SECTION 7: The Judiciary Committee shall:**

1. The Chairperson shall be the President of the Senate. The Chair shall not count towards the number of Senate members on the committee.
2. In the event that the Senate President is the subject of Judicial Committee review, the CAEB President shall be the Chair. An additional CAEB member shall be appointed by the Vice President of CAEB and confirmed by 2/3 vote of the CAEB board.
3. All members shall have one vote, except for the chairperson, who may vote only in the case of a tie or to affect the outcome of the vote.
4. Membership shall be no less than 2 members of Senate (but no more than 4), 2 members of the Club and Events Board (but no more than 4), and the Chair. The President of each board will appoint and have confirmed by 2/3 vote of their respective boards any committee member.
5. The duties of the Judiciary Committee shall be to review charges of misconduct by members of the Senate and CAEB.
  - a) Any member of the student body shall have the right to file a complaint against an ASB Senate or CAEB member.
  - b) Any complaint must be filed, in writing, to the President of the Senate within 5 calendar days of an alleged violation.
  - c) Upon receipt of a complaint, the Senate President will forward the complaint to the Student Life Supervisor and the Dean of Students within 2 calendar days. The

Student Life Supervisor may refuse any complaint and will notify the President within 24 hours of their decision.

- d) The Chair will schedule a meeting of the Judiciary Committee within 7 calendar days of receiving the complaint. The Committee will meet no later than 10 calendar days of the complaint being filed.
  - e) The member who is the subject of the complaint shall be required to attend the meeting.
  - f) The member will be allowed to offer evidence and testimony to refute any complaint against them.
  - g) Any member who refuses to attend a Judiciary Committee meeting shall not be presumed to be guilty. However, the Committee shall have the authority to hold the meeting without the member if they refuse to attend. Any member who refuses to attend the committee meeting will forfeit their right to appeal the recommendation of the committee.
6. The committee shall make one of the following recommendations to the Student Life Supervisor and Dean of Student Services:
- a. **NO ACTION**  
A recommendation of no action will signify that the committee does not feel any further action on the complaint needs to be taken by the Senate or CAEB.
  - b. **UNFOUNDED**  
A recommendation of unfounded will signify that the committee found no merit in the complaint.
  - c. **SUSPENSION**  
In the event the committee recommends suspension, it will further make a recommendation on the length of the suspension. A recommendation of suspension shall signify the committee concludes a suspension of duties is merited.
  - d. **REMOVAL**  
A recommendation of removal by the committee shall signify that the committee found the complaint to be grievous enough for the member to be removed from the Senate or CAEB. In the event of a recommendation of removal the committee may also recommend a permanent ban of the member from any further ASB involvement.
7. Any member subject to action by Judiciary Committee shall have the right to appeal the recommendation of the committee.
- a) The appeal must be made in writing to the Student Life Supervisor and the Chair of the Judicial Committee within 30 calendar days of the committee's recommendation. The advisor may waive the 30-day appeal limit at their discretion.
  - b) The appeal board shall consist of The Student Life Supervisor (as a non voting member), The Senate VP or their designee shall be the Chair, the Office of the Vice President of Student Services or their designee, and two students who were not a part of the original decision. The Senate President shall appoint one student and the CAEB Commissioner shall appoint one student. If the Senate VP is the subject of the original complaint, the CAEB Vice Commissioner shall be the Chair of the Appeals board.

- c) Appeals may be made only on the grounds of gross error in procedure, new evidence, or extreme bias on the part of the judicial board as determined by the Advisor. Appeals may not be filed solely based on disagreeing with the board's decision.
- d) The appeal board will have the authority to modify the recommendation of the Judiciary Committee, overturn the decision of the committee, or make no changes to the recommendation of the committee.
- e) The decision of the appeals board must be made within 10 calendar days of receipt of the appeal.
- f) The Student Life Supervisor will inform the member and the Judiciary Committee in writing of the decision of the appeals board.
- g) The decision of the appeals board is final and no appeal of the decision shall be allowed.

### **SECTION 8: The Constitution and Bylaws Committee**

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

### **SECTION 9: Executive Committee**

- a) The Executive Committee shall be entrusted to make decisions in the name of the senate between meetings of the senate if the decisions cannot wait for the next senate meeting.

## **CHAPTER SIX: MEETINGS**

### **SECTION 1:**

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

### **SECTION 2:**

Student Senate meetings shall be held at least twice a month during the academic year, when the calendar permits. The meetings shall not conflict with the Clubs and Events Board meetings. Additional meetings shall be held as needed. Special meetings may be called as needed. The president, advisor, or a majority of the senate may call special meetings.

### **SECTION 3:**

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

#### **SECTION 4:**

Proxy votes are not permitted.

#### **SECTION 5:**

At any time that quorum does not exist, the meeting may continue but only to hear presentations and reports. No discussions shall be held during any meeting in which quorum does not occur.

#### **SECTION 6: Quorum**

- a) The quorum for the Senate shall be a majority of the Executive Officers. The Senate Executive officers are: President, Vice-President, Secretary, Treasurer and Director of Legislative Affairs.
- b) The quorum for the Clubs and Events Board shall be a majority of the Executive Officers. The Senate Executive officers are: Commissioner, Vice-Commissioner, Secretary, and Director of Finance.

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

#### **SECTION 1:**

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

#### **SECTION 2:**

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

### **CHAPTER EIGHT: COORDINATION**

#### **SECTION 1:**

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

#### **SECTION 2:**

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

#### **SECTION 3:**

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

### **CHAPTER NINE: ELECTIONS**

#### **SECTION 1:**

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

#### **SECTION 2:**

Elections shall be conducted in the manner dictated by the Constitution. Elections are to be

supervised by the Student Senate Vice President, the Clubs and Events Board Vice Commissioner, and the Advisor or designees. If the current Vice President or Vice Commissioner is running in the election, a Commissioner of Elections who is not running in the election must be appointed to replace them.

### **SECTION 3:**

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

### **SECTION 4:**

If two or more candidates are running for an office, the winner will be the candidate receiving the highest number of votes.

### **SECTION 5:**

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

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

### **SECTION 1:**

Vacancies shall be filled according to the Constitution and the Bylaws.

### **SECTION 2:**

In the event that an Executive Officer or board member has three (3) consecutive unexcused absences from regularly scheduled meetings in one academic year, such officer shall be removed from office and the position will be treated as a vacancy and filled according to the bylaws. The position will immediately be considered vacant.

### **SECTION 3:**

The Advisor and/or the Secretary shall verify the number of absences and/or tardies. If the Secretary is the member under question, the verification will come from the Advisor and the President.

## **CHAPTER ELEVEN: AMENDMENTS TO THE BYLAWS**

### **SECTION 1:**

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

### **SECTION 2:**

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

- a) A student petition carrying the signatures of at least 20 students enrolled at Cosumnes River College.
- b) A proposed amendment presented to the Constitution and Bylaws committee from a member of the Student Senate, with the signature of at least five (5) Senate members as supporters of the proposal.

- c) Amendments to the Student Senate Bylaws require ratification of two-thirds (2/3) vote of the Student Senate.
- d) Bylaw amendments may be brought directly to the Senate or CAEB if the Constitution and Bylaws Committee is unable to meet for any reason.

Adopted May 2023