

Student Senate

Officer Duties and Responsibilities Bylaws

Adopted April 30, 2009

Article I:

Duties and Responsibilities of the Student Senate Officers

Section 1 Responsibilities of the President/Student Trustee:

- 1) Serve as the official representative of the Associated Students of Sierra College.
- 2) Serve as the Student Trustee on the Sierra College Governing Board.
- 3) Bring issues forward to the Sierra College Governing Board from the Student Senate.
- 4) Chair the meetings of the Student Senate.
- 5) Call special meetings.
- 6) Shall sign all authorized ASSC requisitions for the disbursements of funds established by the Student Senate in the absence of the Treasurer.
- 7) Meet with the College President on a regular basis
- 8) Have the authority to veto any legislation passed by the Student Senate.
 - A. The veto must be submitted in writing within forty-eight (48) hours after the passing of said legislation. The veto may be overridden by a two-thirds (2/3) vote of the Student Senate.
- 9) Responsible for delivering commencement speeches for Rocklin and satellite campuses.
- 10) Shall sit on at least one Shared Governance Committee.
- 11) Shall have a vote only in case of a tie.
- 12) Is responsible for two (2) office hours per week.

Section 2 Responsibilities of the Vice-President:

- 1) Preside over the ASSC in the absence of the President.
- 2) Represent the Associated Students at official functions in the absence of the President.
- 3) Act as the liaison between shared governance committee representatives and the Student Senate.
- 4) Shall act as a liaison between the various satellite campuses and the Rocklin Student Senate.
- 5) Responsible for researching costs and making reservations for proposed conferences Senate members may attend.
- 6) Assists President with Student Senate projects and goals by helping keep committees on task.
- 7) Calculates stipends with Treasurer.
- 8) Coordinates and oversees 'Teacher of the Year' award selection.
- 9) Helps with responsibilities of any unfilled officer positions.
- 10) Keeps copies of office hour attendance forms to be used in calculating stipends.
- 11) Ensures all senate members are on required shared governance committees.
- 12) Shall sit on at least one Shared Governance Committee.
- 13) Shall have one vote.
- 14) Is responsible for two (2) office hours per week.

Section 3 Responsibilities of the Treasurer:

- 1) Supervise all financial matters in consultation with the ASSC Advisor.
- 2) Shall be empowered to sign all authorized ASSC Purchase Orders for the disbursement of funds as approved by the ASSC.
- 3) Keep organized and accurate records of the current financial transactions of the Associated Students, and the binder shall be completed and turned in by the time the office is vacated.
- 4) Present a statement of the Associated Student accounts to the Student Senate at least once a month.
- 5) Working with the ASSC President and the ASSC Advisor, establish a budget for the next school year and present the budget to the Student Senate for approval prior to May 1st.
- 6) Calculates stipends with Vice President.
- 7) Shall sit on at least one Shared Governance Committee.
- 8) Shall have one vote.
- 9) Is responsible for two (2) office hours per week.

Section 4 Responsibilities of the Activities Coordinator:

- 1) Coordinate all ASSC sponsored programs and events.
- 2) Maintain detailed & accurate records and up-to-date files on all activities.
- 3) Assists club coordinator at monthly ICC meetings.
- 4) Works in tandem with PR to create a marketing campaign for all ASSC activities and programs.
- 5) In charge of maintaining sound equipment check out policy and oversees loaning out of sound equipment.
- 6) Create and Manage semester activity calendar for all ASSC Sponsored Events.
- 7) Shall sit on at least one Shared Governance Committee.
- 8) Shall have one vote.
- 9) Is responsible for two (2) office hours per week.

Section 5 Responsibilities of the Public Relations Officer:

- 1) Handle all publicity for ASSC-sponsored affairs.
- 2) Oversee all publicity regulations within the realm of ASSC affairs as they may apply to the Sierra College campus.
- 3) Provide timely and consistent updating/revising the ASSC web page.
- 4) Assure there is a public announcement of, and advertisements of vacancies in elected and appointed positions, including those of Student Senators to standing campus committees.
- 5) Creates campaign for promoting sale of activities stickers.
- 6) Maintains and updates the campus advertising.
- 7) Works with Activities coordinator and Club coordinator to ensure all ASSC events are advertised.
- 8) Works in tandem with Activities coordinator to create a marketing campaign for all ASSC activities and programs.
- 9) Shall sit on at least one Shared Governance Committee.
- 10) Shall have one vote.
- 11) Is responsible for two (2) office hours per week.

Section 7 Responsibilities of the Club Coordinator:

- 1) Shall chair the monthly Inter Club Council (ICC) meetings.
- 2) Maintains current records on the status of all active campus clubs.
- 3) Coordinates the "Club of the Year" competition and maintains a record of each club's point standing.
- 4) Manage semester activity calendar for club activities in coordination with "ASSC Sponsored Events".
- 5) Responsible for maintaining records of campus club history and club constitutions.
- 6) Responsible for organizing spring Club Olympics games.
- 7) Organizes and oversees Club Days event each semester.
- 8) Works with PR and Activities Coordinator on ASSC events.
- 9) Shall sit on at least one Shared Governance Committee.
- 10) Shall have one vote on the Student Senate.
- 11) Is responsible for two (2) office hours per week.

Section 8 Responsibilities of the Secretary:

- 1) Keep the meeting attendance record of each senate member.
- 2) Prepare and post the minutes of each Student Senate meeting within 72 hours of the next meeting.
- 3) Prepare and post the agenda for each Student Senate meeting within 72 hours of the next meeting.
- 4) Maintain historical and current files of agendas and minutes, both hard copy and electronic copy, and the completed binder to be turned in by the time the office is vacated.
- 5) Type, retain, and distribute agendas and minutes to all senate members.
- 6) Keeps back up copies of office hour attendance forms to be used in calculating stipends.
- 7) Shall sit on at least one Shared Governance Committee.
- 8) Shall have one vote.
- 9) Is responsible for two (2) office hours per week.

Section 9 Responsibilities of the Student Senator (Rocklin campus):

- 1) There will be one senator per 1,000 students enrolled at the Rocklin campus.
- 2) Take an active role in planning and assisting with ASSC sponsored events.
- 3) Participate in at least one project per semester to assist the Student Senate in completing their goals.
- 4) Shall serve on at least one senate committee or shared governance committee.
- 5) Is responsible for Statewide Student Senate involvement and representing Sierra College in Region 2.
- 6) Shall have one vote.
- 7) Is responsible for one (1) office hour per week.

Section 10 Responsibilities of the NCC Site Coordinator:

- 1) Shall Chair over the NCC Student Senate meetings.
- 2) Shall be the primary representative for Student Senate in Shared Governance at NCC.
- 3) Shall meet with campus faculty, staff, and administration as needed.
- 4) Shall communicate with the NCC Advisor to coordinate NCC Student Senators and Representatives
- 5) Shall maintain record of office hours and attendance for NCC Senators.
- 6) Shall have an understanding of the process for the use of ASSC property at NCC.
- 7) Submits monthly activity reports to Rocklin ASSC Vice President and ASSC Advisors.
- 8) Shall have one (1) vote only in case of a tie.
- 9) Is responsible for two (2) office hours per week.

Section 11 Responsibilities of the Student Senators at Satellite Campuses:

- 1) Satellite campus Senators of the ASSC shall communicate on a weekly basis about the happenings and events on the respective satellite campuses.
- 2) Meet regularly with Site Coordinator and ASSC Advisor.
- 3) Is responsible for one (1) office hour per week.

Section 12 Deductions:

- A) Failure to fulfill the duties & responsibilities of the Student Senate may result in loss of stipend and/or removal from office.
- B) Lost keys by Executive Officers will result in \$10 deduction per key from the stipend.

Section 13 Vacating Offices:

Executive Officers must complete the following at the end of their term of office, by noon on the Wednesday following spring graduation:

- A.) Keys returned to Campus Life Office.
- B.) Personal items cleaned out of office, and office cleaned out completely.
- C.) Failure to complete above by deadline will result in stipends being prorated at schedule in Article 2, section 4 of the Financial Code, plus transcripts will be held until above items are completed.

Article II:

Chain of Command

- Section 1** The Student Senate chain of command is: President, Vice President, Treasurer, Activities Coordinator, Public Relations Officer, Club Coordinator, Secretary and Student Senator (by date of appointment).

Article III:

Student Activity Cards

- Section 2** Each member of the Student Senate will be given a complementary Sierra College Student I.D. Activities sticker. If a student resigns from the council before the end of the semester the student will give back the Activity sticker or be charged the full amount of the card.

Article IV:

Recording of Meetings

- Section 1** The minutes of the ASSC shall record all actions taken by the Student Senate and shall be kept in sufficient detail to show compliance with the law. The minutes of the ASSC shall indicate:
- A. The names of those present and further records the time of arrival Student Senate members who arrive late at meetings.
 - B. Who made motions, seconded motions and detail the vote unless unanimous. A member voting against a recommendation may state his/her reason(s) and may have them recorded in the minutes if requested at the time of voting.
- Section 2** The minutes shall be public records of the ASSC and shall be available to the public for inspection within 72 hours of the next meeting.

Article V:

Meeting Attendance,

- Section 1** Any Student Senate member missing two (2) consecutive meetings or three (3) of five (5) meetings shall be subject to a hearing during a Student Senate meeting.

Article VI:

Office Hour Attendance

- Section 1** Executive officers are required to perform two (2) office hours per week.
- Section 2** Senators are required to perform one (1) office hour per week.
- Section 3** Any student senate member missing two (2) consecutive weeks of office hours or three (3) out of five (5) weeks shall be subject to a hearing during a student senate meeting.

Article VII:

Leadership Class

- Section 1** To be eligible for the Student Senate stipend, members of the Rocklin Student Senate will be required to enroll in and pass with at least a "C" grade in Personal Development (PD) 52, Leadership Development.
- Section 2** All members of the Rocklin Student Senate will be required by their second semester on the Student Senate to enroll in P.D. 52. If a senate member completes the leadership class during their second semester on the Student Senate, they can receive a retro stipend check for their first semester on Student Senate, if they completed all other requirements for their stipend.

Article VIII:

Meetings

Section 1 A quorum shall be necessary to conduct official Student Senate business. A quorum is defined as any number of voting members present that represent a simple majority of voting positions filled.

Section 2 **Voting:**

- A. Majority: A majority is defined as 50% plus one (1) of the total voting membership of the Student Senate at the time of the vote, whether present or not, during a properly called meeting.
- B. Two-Thirds Majority: At least two-thirds (2/3) of the voting membership of the Student Senate at the time of the vote, whether present or not, during a properly called meeting.
- C. Robert's Rules of Order will be used as a general guideline for meeting conduct and voting.
- D. The Chair shall call for Senate members to carry an item forward from information to action during the meeting the item is presented.

Article IX:

Conflict of Interest

Section 1 All members of the Student Senate that are Executive Officers and or active members of a campus club, shall abstain from voting on "Action Items" that pertain to their campus club business.

Section 2 Active members are defined as any member that has attended a majority of the club meetings to date during the current semester and or contributed substantially to a club in any way. If a Senate member calls into question another Senate member, the accuser can provide documentation that proves the person in question is an active club member. The accuser may obtain a signed document from the club's president or advisor stating that the accused is an active member before voting takes place. The signed document must have Article IX, Sections 1 and 2 included in it.

Section 3 An Executive Officer of the Student Senate may not at the same time hold an Executive Officer position for an active Sierra College student club.

Section 4 Reference Article III of the Financial Code for any monetary club support.

Article X:

Removal from Office

Section 1 An impeachment process shall be available when no other method of removal from office is specifically provided.

Section 2 Student Senate members failing to complete their position responsibilities on a regular basis may be removed by a 2/3 vote of the Student Senate.

Section 3 Any member of the Student Senate may be removed from office.

- Section 4** Any member may introduce a resolution demanding the investigation of the conduct of a specific officer. For advancement of the proceedings, a special committee of no fewer than three (3) members of the Student Senate shall be formed by the President to investigate the rationale for impeachment. See “Chain of Command” (Article II, Section 1) for committee representation.
- Section 5** If the Special Committee, by a 2/3 vote, adopts the report, the committee shall draw up articles of impeachment, in which are set forth specific charges of misconduct or wrongdoing in office.
- Section 6** A second hearing consisting of the entire Student Senate shall then preside during a regular meeting of the Student Senate. The Student Body President shall serve as a judge pro tem, and the accused shall be given the right to answer each and every charge contained in the articles of impeachment. If the accused wishes, they must furnish their own arbitrator.
- Section 7** After final arguments, each article of impeachment shall be voted on by the entire Student Senate. A 2/3 vote on a specific charge shall sustain the impeachment. Upon impeachment, the officer must immediately resign their office.

Article XI:

Conferences, Retreats and Outings

- Section 1**
- A) Official conferences or excursions shall be taken with the accompaniment of the current ASSC Advisor or the designated chaperon approved by the ASSC Advisor and the Dean of Student Services. If any trip is taken without the prior written consent of the Student Senate, there shall be no reimbursement of the expenditures made by any person for any cause. Participants under such circumstances are attending as individuals and are not representatives of ASSC.
 - B) Senate members will be required to sign a contract prior to attending conferences/trips that indicates they will be held responsible for any and all expenses incurred if they cancel from the trip.
 - C) Failure to pay the expenses will result in stipends being prorated at schedule in Article 2, section 4 of the Financial Code, plus transcripts will be held until payment is received.
- Section 2** Travel Reimbursement:
A student leader will be reimbursed at the current college rate for travel to represent the Associated Students of Sierra College. Reimbursement for travel is to be approved before such travel occurs by the ASSC President and ASSC Advisor.
- Section 3** District vehicles can be utilized by ASSC officers for official needs according to District policies. Mileage costs will be charged back to the student association. For those with clearance to drive a District vehicle, the Dean of Student Services and the current ASSC Advisor must first authorize any vehicle usage.

Section 4 ASSC sanctioned events are to be within the rules stipulated by event organizers and by Sierra College. Specifically, use of illicit drugs or alcohol is prohibited at sanctioned events.

Section 5 Meal Allowance
Payments to students for meals are allowed within budgetary authorization of the Student Senate. Payment for meals shall be reimbursed on a per meal basis. Reimbursement per meal will be paid according to the following rates:

Breakfast	\$10.00
Lunch	10.00
Dinner	20.00

Adopted by the Student Senate on April 30, 2009

Zach Rutledge

2008 – 2009 Student Body President - Trustee

Tim Haenny

Associated Students' Advisor